



- **Chief of Staff (vacant)**
  - *Hiring, Training, Scheduling, Supporting, Evaluating, Coaching council staff*
  - *Conflict resolution/reconciliation*
  - *Help alders navigate working with other city staff*
  - *Project/Initiative Management*
  - *Oversight of Common Council operations*
    - **Legislative Management (Matalin)**
      - Alder orientation & support
        - New alder orientation
        - Retreats
      - Public Meeting support
        - Legistar for CC meetings
        - CCEC
        - Pres. Workgroups
        - Ad Hoc Committees
    - **Legislative Analysis (Karen)**
      - Policy Development & Analysis
    - **Clerical support (Debbie)**
      - Scheduling meetings
      - Postcards
      - Expense report
    - **Communications & Resident Engagement (proposed)**
      - *Mayor's office communication - what's happening*
      - *Supporting alders to connect with their constituents*
      - *Ensuring public gets the info they need*
      - *Helping residents get what they need from city agencies*
      - *Administrative Services Team*