

Date: October 19, 2021

From: Tory Larson, Human Resource Analyst 2

To: Common Council

Re: Chief of Staff and Community Engagement Specialist Position

A President's Workgroup was formed to revamp the current Chief of Staff position and to create a Community Engagement Specialist position for the Common Council Office. This workgroup facilitated by Alder Carter who was chair and consisted of other Council representatives including; Alder Martin, Alder Harrington-McKinney, Alder Wehelie, and Alder Foster. Tory Larson, Common Council's Human Resource Analyst has also participated in workgroup meetings and has consulted the Human Resource Director, Harper Donahue and HR Services Manager, Emaan Abdel-Halim regarding the various steps of this process.

The workgroup has drafted recommendations for the following items:

- Updates to the current Chief of Staff position description
- Community Engagement Specialist position description
- Compensation Group/Salary Range for both positions
- Training and experience for both positions

Position Description-Chief of Staff

Recommendation: The group determined that the percentages assigned in the initial position description did not accurately reflect the responsibilities of the position. The bulk of the work in the initial description was in the Policy Development, Analysis, and Implementation area. Instead the workgroup is recommending that this be reduced to 30 % of the position and 40 % of positional time be spent on Strategic Management of the Council Office. The group also recommend that a new work category of 15% be created as a result of the TFOGS report to ensure oversight of the recommendations related to the BCC process. This would leave 15 % of time to be spent on Common Council Office Communications. A draft position description is attached.

Position Description-Community Engagement Specialist

Recommendation: As a result of recommendations made in the TFOG group and the President's Workgroup on Council Communications, the workgroup is recommending the creation of the Community Engagement Specialist position to be created and housed in the Common Council Office with supervision from the Chief of Staff. The key responsibility of this position is to identify engagement needs and develop innovative public engagement strategies with a specific focus of reaching out to underrepresented and disenfranchised community groups. This will account for 60% of positional time. 15% of time will be spent developing and implementing print, electronic, and audio/visual communications for the Common Council Office. This leaves a recommended 15% to assist the Chief of Staff with BCC duties and 10% to perform other

duties as assigned. The percentages and job responsibilities are subject to change over time as experience with this new position provides additional insight and job responsibilities evolve. A draft position description is attached.

Compensation Group/Salary Range

Recommendation: For the Chief of Staff position the workgroup is recommending the Chief of Staff remain in Compensation Group 21, Range 18 (\$103,636 - \$139,909.)

For the Community Engagement Specialist position the workgroup is recommending the position be placed in Compensation Group 18, Range 8 (\$65,988.26 -\$78,305.76.) After reviewing comparable positions including the Public Information Officer 1, reviewing the training and experience requirements, and the position duties, the workgroup believes this range is appropriate to recruit a reasonable amount of qualified and talented candidates.

Training & Experience

Recommendation:

The recommended training and experience for the Chief of Staff position is four years of related experience in policy development and advocacy including three years of managerial experience overseeing the development, implementation, and administration of large projects or initiatives achieved through cross functional teams. Such experience would normally be obtained after graduation with a Bachelor's degree in public policy, public administration, political science, ethic/gender studies, communication, finance, urban studies, or a relevant field. A Master's degree in public policy, urban planning, political science, public administration, or related, or a law degree may be substituted for 2 years of experience. The workgroup also recommends that candidates be considered who have an Associate's Degree in business communication, business management, ethnic or gender studies, finance or similar fields with five years of related experience in policy development and advocacy including four years of managerial experience overseeing the development, implementation, and administration of large projects or initiatives achieved through cross functional teams.

Given the knowledge and ability expectations outlined in the Community Engagement Specialist position description, the workgroup recommends the required experience consist of three years of community outreach experience to a wide variety of audiences and a Bachelor's or Master's degree in Communications, Public/Community Relations, Journalism, Political Science, Public Administration, or similar field. The workgroup also recommends that candidates be considered who have an Associate's Degree in Marketing, Visual Communications, Business or similar fields with four years of community outreach experience to a wide variety of audiences would also be considered.