



## INTER-OFFICE COMMUNICATION

**DATE:** December 4<sup>th</sup>, 2019

**TO:** Theodore Lipscomb, Sr., County Board Chair, Milwaukee County Board of Supervisors

**FROM:** Nicole M. Brookshire, Executive Director, Office on African American Affairs

**SUBJECT:** From the Executive Director, Office on African American Affairs, requesting authorization to abolish one (1.0) FTE Community Engagement Coordinator (Job Code: 21011013; Pay Grade: 31M) position and create one (1.0) FTE Equity Analyst

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### REQUEST

The Executive Director, from the Office on African American Affairs, respectfully requests authorization to abolish one (1.0) FTE Community Engagement Coordinator (Job Code: 21011013; Pay Grade: 31M) position and create one (1.0) FTE Equity Analyst (Job Code: To Be Determined; Pay Grade: 23M).

### BACKGROUND

The Office on African American Affairs is leading the organization's equity work in support of the countywide goal of improving equitable service delivery and organizational culture using a racial equity lens and framework. To support enterprise equity initiatives, to specifically address racial bias in decision making, OAAA will support the development and implementation of racial equity tools, equity trainings, and evidenced based models. OAAA aims to work collectively across the County footprint and alongside all County Departments, to improve racial equity in: operations, fiscal appropriations, IS systems, policies and programs, legislation, workforce, organizational culture and community engagement.

In seeing that Milwaukee County is number one nationally (across several indicators) for racial disparities, OAAA's effort to drive racial equity training –'normalization' (across leadership, management and all county employees), is the first phase of the department's plan. Our efforts for FY 2019, included deploying RE training to all County employees as well as deploying and sustaining the RE Ambassador program. The office anticipates continuing 'normalization' efforts for all of FY 2020. The office's effort to sustain normalization, support departments with enterprise equity initiatives will help serve as the foundation to support the County's cultural shift – a move from being reactive to proactive. As such, the office staffing duties need realignment to support this shift into 2020.

The breadth work of the Office on African American Affairs (OAAA) has significantly changed since the inception of the department. OAAA has a small staff and therefore, the need to review job duties and align responsibilities, is warranted to ensure the department's success in executing county-wide initiatives. The Office on African American Affairs has identified the need for the elimination of a Community Engagement Coordinator position and the creation of an Equity Analyst position. At this current time, the request for consideration to abolish and create this position is necessary to more

effectively align job duties to execute the high volume of special projects (i.e. racial equity) and to sustain a high level of productivity. The Equity Analyst will facilitate and execute a variety of projects that impact the organization and community at large.

The 2019 adopted budget included one (1.0) FTE Community Engagement Coordinator. This action would abolish one (1.0) FTE Community Engagement Coordinator position to create one (1.0) FTE Equity Analyst.

TITLE	JOB CODE	POSITION NUMBER	FTE	PAY GRADE
Community Engagement Coordinator	21011013	000001	1.0	31M
Equity Analyst	To Be Determined	To Be Determined	1.0	23M

The Office on African American Affairs have requested that the currently vacant Community Engagement Coordinator be abolished. This position abolishment will cover the full cost associated with the creation of the Equity Analyst position. This request results in no tax levy impact.

**RECOMMENDATION**

The Office on African American Affairs recommends the County Board authorize the Executive Director, Office on African American Affairs, or her designee, to implement the following action: to abolish Community Engagement Coordinator position and to create an Equity Analyst position.

Your consideration and agreement with this request will be greatly appreciated.



Nicole M. Brookshire  
Executive Director, Office on African American Affairs

Attachment – Position JEQ – Equity Analyst

Cc: Chris Abele, County Executive  
Raisa Koltun, Chief of Staff, Office of the County Executive