

**DEPARTMENT OF CIVIL RIGHTS
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266-4910**

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Mission, Goals and Objectives

The City of Madison's Department of Civil Rights (DCR), as a catalyst for change, strives to improve the quality of life for all people. The DCR promotes equality and the prevention and elimination of discrimination through education and enforcement.

Lucía Nuñez, Director

266-5916

Manage the staff, programs and functions of the Civil Rights Department to ensure continued unity of programmatic goals and resources. Provide overall leadership in the development and implementation of civil rights policies and programs, and provide policy direction, interpretations and integration of relevant local, state, and federal legislation and guidelines. Oversee the development, approval and implementation of City affirmative action plans and programmatic and numerical initiatives. Oversee and coordinate the citywide Disability Rights Program and staff within applicable state, federal and local regulations to ensure that people with disabilities participate fully in city government, City programs and our quality of life. Oversee the development, promotion and implementation of the City's Contract Compliance Program, in order to ensure compliance with applicable federal, State and local regulations relative to small, disadvantaged, and minority and women business enterprises. Direct and participate in the enforcement of the City's Equal Opportunities Ordinance. Build positive relationships with commissioners, alders, businesses, advocacy and non-profit groups, and residents to advance civil rights and promote equal opportunities for all persons. Provide for the effective integration, coordination, and support of the roles of the Affirmative Action Commission, the Equal Opportunities Commission, and the Commission on People with Disabilities as an important linkage to the communities served. Develop, analyze, evaluate and present related reports, policy, legislative and program recommendations to the Commissions, the Mayor and the Common Council. Direct and participate in the development and management of the department's budget.

Cindy Wick, Executive Assistant

267-4900

Assistant to the Director in departmental administration. Staff to the Affirmative Action Commission and the Equal Opportunities Commission. Coordination of Common Council resolutions, ordinances and reports. Prepares annual budget and fiscal management for the Department. Assists with graphics for department. DCR Website, Computer and Publications Coordinator. Resource person for outreach, training and technical assistance activities, particularly regarding housing issues. Coordinates contract with U.S. EEOC. Serves as EOC representative to HUD's Wisconsin Fair Housing Network.

Affirmative Action Division

Norman D. Davis, Division Manager

267-8759

Develops and administers the City's Contract Compliance Program. Ensures that contractors, vendors and suppliers are in compliance with applicable federal, state and city regulations, statutes and ordinances, as pertains of affirmative action, equal employment opportunity, targeted business utilization and prevailing wage. Manages and administers City of Madison's Small Business Enterprise (SBE) Program, Community Development Block Grant's Minority Business Enterprise (MBE) Program, and Madison

Metro's Disadvantaged Business Enterprise (DBE) Program. Administers certification/recertification process for M/W/DBE's. Provides technical assistance to City departments and divisions to increase opportunities for targeted firms to compete for City business opportunities. Provides technical assistance. liaison with various City committees and commissions, community-based organizations, private and public sector small business resources and economic development agencies and federal agencies. Supervises Contract Compliance staff.

Robin Bloom, Secretary 1

267-1127

Secretary to the Affirmative Action Manager. Manages administrative support functions for the Affirmative Action Division, Program Manager and Commissions and Committees under the Affirmative Action Division. Manages Division files. Processes Division payroll and purchasing needs.

Harper Donahue, Recruitment Specialist

266-6511

The Civil Rights Recruitment Specialist works closely with all city departments and divisions to enhance recruitment strategies through outreach and education. While the recruiter works closely with Department/Division Heads to develop and implement recruitment plans and associated systems and procedures to maximize protected member participation in City of Madison selection and promotional employment processes the recruiter also works with various diverse organizations and networks to ensure that their respective organizations are aware of City of Madison employment opportunities.

Christie Hill, Civil Rights Coordinator

267-8634

Provides specialized expertise, consultation and guidance for planning, developing, organizing and establishing City-wide equal employment opportunities/affirmative action and Title VI policies, guidelines, initiatives and performance standards. Develops and implements procedures to evaluate and monitor equal opportunity/affirmative action efforts, including systems for comprehensive EEO/AA data collection and analysis. Provides specialized guidance regarding EEO/AA data requirements for responsible agencies (Information Services, Human Resources and the Comptroller's Office). Participates in human resource efforts as an advocate for equal employment opportunities and to monitor testing/selection procedures. Develops and conducts EEO/AA training for City employees, recommends new or different EEO/AA training programs and resources and/or participates in related team efforts.

Colier M. McNair, Contract Compliance Monitor

266-6510

Vacant, Contract Compliance Monitor

267-8786

Performs the day-to-day functions of the City's Prevailing Wage and Targeted Business Certification Programs. Monitors contractors on prevailing wage requirements; performs on-site compliance reviews; maintains necessary records and databases; provides technical assistance; performs outreach and information dissemination; prepares audit and activity reports and recommendations. Responds to general questions from workers and provides them with literature describing their rights as workers on City Public Works project. Supervises Prevailing Wage On-Site Interviewer. Reviews certified payroll reports from contractors for compliance. Conducts Pre-Bid, Pre-Cons and prevailing wage documents and forms. Maintain databases and file of payroll records. Reviews and evaluates applications and supporting documents submitted for certification and decertification to determine applicant eligibility to participate in targeted business programs.

Stephanie Oyler, Contract Compliance Aide

267-1141

Promotes and ensures vendor, supplier, and contractor compliance with federal, state and local statutes pertaining to Equal Employment Opportunity, Affirmative Action and targeted business utilization. Works primarily to provide vendors, suppliers, and contractors with routine technical assistance; reviews affirmative action plans for compliance; conducts routine compliance audits; processes job vacancy announcements from vendors, suppliers and contractors; and gathers, maintains, and reports related information.

Disability Rights and Services Program

Vacant, Disability Rights and Services Program Coordinator

267-8635

Coordinates the City's efforts to prevent discrimination on the basis of disability in the delivery of City and City-funded programs and services. Manages the City's internal grievance and enforcement procedure as required by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, as well as state law and local ordinances. Additionally, the coordinator provides information, and referral services for City residents with disabilities. Staffs the Commission on People with Disabilities.

Equal Opportunities Division

Ariel Hicklin Ford, Division Manager

267-4915

Provides leadership to the Division pertaining to planning, developing, directing, coordinating and administering day-to-day operations. This includes, the overall program of education to prevent and eliminate discrimination based on those categories found in the Madison General Ordinances, 39.03, Equal Opportunities Ordinance. Oversees the investigative process for complaints received under the Equal Opportunities Ordinance. Available for public speaking on issues of equal opportunities, civil rights issues and discrimination. Resource for outreach and training activities. Conducts intake of formal complaints of discrimination, client counseling and provides technical assistance. Investigates formal complaints. Handles informal complaints. Makes referrals to other governmental or community agencies when appropriate. Coordination of Worksharing Agreement with Wisconsin Equal Rights Division and Equal Employment Opportunity Commission. Conducts Conciliations. Supervises the Investigator/Conciliators, Education Outreach Coordinator, EOD Clerk Typist and DCR Clerk Typist. Represents the Division on the Neighborhood Guidance Team.

Clifford Blackwell, Hearing Examiner

266-4910

Responsible for making jurisdictional determinations, deciding appeals on Investigator's findings of no probable cause, holding hearings on claims of discrimination following a finding of probable cause and rendering preliminary decisions after the hearing. He also provides legal advice to the Commission and staff with respect to a variety of issues pending before the Commission.

Rachel Campbell, Clerk-Typist 1

267-1133

Serves new complaints, types correspondence, maintains internal and online case tracking systems. Provides first level of customer service and support to complainants and respondents. Does a variety of clerical duties to support the Equal Opportunities Division.

Chrissy Thiele, Clerk-Typist 1

266-4910

Agency receptionist. Provides clerical support to the Disability Rights & Services Program, assists with Affirmative Action Division Job Skills Bank, and provides general clerical support to the Department of Civil Rights.

Melissa Gombar, Equal Opportunities Bilingual Investigator/Conciliator 1 266-4721
Eric Kestin, Equal Opportunities Investigator Conciliator 2 266-4873

Conduct intake of complaints and investigate allegations of violations of the Madison Equal Opportunities Ordinance (MGO 39.03) and issues initial determinations. Also conduct mediation and conciliation conferences with parties to a complaint and, if a settlement is reached, prepare an agreement to be signed by both parties. Available to assist with training and provide technical assistance to the general public, employers and employees, as well as housing and service providers. Represent the agency on Latino Family Support Network (LaSup), Communities United (CU) the Superintendent's Human Relations Advisory Committee (SHRAC), and Neighborhood Resources teams. (Ms. Catota also speaks fluent Spanish.)

Annie Weatherby-Flowers, Education and Outreach Coordinator 266-6577

Develops and implements community outreach programs that disseminate information and provide educational programming. Provides technical assistance to businesses, non-profits and other organizations on how to comply with the Equal Opportunities Ordinance. Serves on the West Neighborhood Resource Team and the Allied Drive Stakeholders and is the liaison to a number of community based initiatives and events. Annie staffs the EOC Employment Committee.