

**Erick Shamburger, Director, Environmental Collaboration
Office, City of Milwaukee (414) 708-9187
eshamb@cityofmilwaukee.gov**

EXPERIENCE

Erick has directed the ECO for the past 7 years. He is one of the leading voices addressing Climate Change in Wisconsin. ECO under my leadership has successfully delivered millions of dollars of energy efficiency projects, including the \$5.8 million Energy Efficiency and Conservation Block Grant Program under ARRA; a \$1.5 million program for market transformation through the US DOE (what became our local Better Buildings Challenge); we were recently awarded a \$1m EPA G2G Environmental Justice Cooperative Agreement, and more.

Erick is the President of the [Wisconsin Local Government Climate Coalition](#) and so I will bring that leadership to a shared sustainability program for Southeastern Wisconsin.

Erick was formerly Assistant Budget Director for the City of Milwaukee

EDUCATION

Bachelor of Arts B.A. – University of Wisconsin

1996-2000

UW Madison Master of Arts- International Relations and Education

2000-2002

SKILLS

Erick Shambarger is the Director of Environmental Sustainability for the City of Milwaukee, where he leads the Environmental Collaboration Office (ECO). He oversees implementation of the Refresh Milwaukee sustainability plan and coordinates Milwaukee's involvement with local, national and global partnerships on environmental sustainability. He oversees all of ECO's programs, including the Milwaukee Energy Efficiency (Me2) program, the Milwaukee Better Buildings Challenge, Water Centric City initiative, the Eco-Neighborhoods Initiative and green infrastructure work. He led development of the City's Green Infrastructure Plan that was adopted in 2019 and is currently the Project Manager for the forthcoming Climate and Equity Plan. He also negotiated the City's largest solar energy project to date, a 2.25MW solar system on a city-owned landfill. He also launched Wisconsin's first Commercial Property Assessed Clean Energy (PACE) program that has financed over \$38m in projects in the City. He is also co-founder of the Wisconsin Local Government Climate Coalition (WLGCC.org). Prior to his current role, he served as City Economist in the City's Budget and Management Division. He holds a Masters of Public Affairs degree from the University of Wisconsin and certificates in Water Technology, Energy Analysis and Policy; and Business Communications.

Administration, Supervisory Skills, Coordination, Energy Efficiency and GHG Reductions

Solar and Renewables

904 E Hadley St
Milwaukee WI, 53212

ZACHARY W. ALLEN

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zach50allen@yahoo.com

EMPLOYMENT

Business Analyst	InvestCloud, Inc	December 2022 – Current
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- Worked closely with our largest clients on Designing, Implementing, and Delivering on custom projects.
- Performed Research and design for implementation of annual tax updates for our software.
- Coordinated projects between teams and departments to ensure smooth project roadmaps

Product Operations Analyst	InvestCloud, Inc	May 2022 – December 2022
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- Managed production support tickets for our largest clients' products.
- Extensive troubleshooting of any other support ticket.
- Worked closely with multiple departments to ensure client requests are completed efficiently.

Technical Analyst	InvestCloud, Inc/Advicent Solutions	November 2018 – May 2022
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- Handled Enterprise support cases which often required in-depth troubleshooting to resolve.
- Operated as head support contact with Northwestern Mutual, Janney, and Ameriprise Financial.
- Worked closely with our Business Analysts & Developers to resolve technical issues with the software.
- Trained and regularly assisted Support Representatives on calls and cases.

Support Representative	Advicent Solutions	June 2017 – November 2018
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- Helped Partners to understand and better utilize Advicent's products (2,500 logged cases in the past year).
- Gained a comprehensive knowledge of Advicent products through daily use and teaching.
- Gained experience updating Security Certificates for integrated partner sites and SSOs.
- Worked as a mentor to newer Support Representatives.
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EDUCATION

Milwaukee, WI	Marquette University	Fall 2013 – May 2017
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- B.A. in Economics with a minor in History, May 2017.
- Undergraduate Coursework: Beginner level coding courses; Econometrics; Public Finance; International Currency Markets; Labor Markets.

ADDITIONAL EXPERIENCE AND AWARDS

- **High School Honors Diploma (2009 – 2013):** Achieved an Honors Diploma for attempting and succeeding in multiple college level courses while achieving a 3.5 GPA.
- **Marquette Economics Association:** Networked with peers and alums at events revolving around current economic issues.

Languages and Technologies

- Salesforce.com proficiency.
- Zendesk proficiency.
- Jira proficiency
- Jenkins job automation
- Econometric regression tools: E-Views & Excel.

ALEXIS M. LAVERDIERE

(847) 387-0431 • Milwaukee, WI • alexis.laverdiere@yahoo.com • linkedin.com/in/alexislaverdiere

EXPERIENCE

Environmental Sustainability Program Coordinator

April 2022 – Present

City of Milwaukee, Environmental Collaboration Office | Milwaukee, WI

As coordinator of the Water Centric City Initiative, responsibilities include: serving as Milwaukee delegate and Mayor Johnson key staffer on the binational Great Lakes and St. Lawrence Cities Initiative; managing the Citywide Green Infrastructure Team composed of cross-departmental staff pursuing funding, planning projects, and tracking stormwater capture to carry out the *Milwaukee Green Infrastructure Plan*; serving on the One Water Milwaukee Steering Committee convening water-focused organizations to address local issues; and partnering with various community stakeholders on water-related research, art, policy, advocacy, and public education projects.

Key Accomplishments:

- Researching, writing, and managing partnerships to support seven competitive federal, national, and local grant applications benefiting various City departments and local partners on the sustainability issues of building energy efficiency and decarbonization, environmental justice, forestry and green infrastructure, food waste reduction and composting, climate resiliency, and green workforce development
- Establishing a data tracking system and improving the public-facing GIS Green Infrastructure Map to accurately report stormwater management progress by City departments and local partners in achieving the outcomes of the *Milwaukee Green Infrastructure Plan*
- Conducting all department marketing activities: social media, website redesign and maintenance, newsletters, press materials, talking points, print items, and event planning
- Managing College Intern supporting expanded Water Centric City Initiative outreach activities
- Co-creating and managing the Social Media Collaborators Group consisting of over 50 employees that meet monthly to share resources, knowledge, and best practices for unified digital communication
- Serving as the Career Development Employee Resource Group Marketing & Communications Chair supporting 200 employee members

Communication Coordinator & Staff Assistant

April 2019 – April 2022

City of Milwaukee, Mayor's Office | Milwaukee, WI

Responsibilities included daily virtual and in-person media events, press materials, social media and web content management and community outreach for the Mayor's Office and other City departments.

Key Accomplishments:

- Completed City of Milwaukee Management Trainee program
- Managed semester-long Communication Intern
- Served countywide Joint Communication Center on COVID-19 response with bi-weekly media briefings, press materials and digital content
- Managed Mayor Barrett's 2019 "Walk 100 Miles in 100 Days Challenge," planning 22 walks over three months with over 30 partnering organizations and 1,300 participants across all 15 aldermanic districts
- Co-managed the City's 2019 and 2020 Holiday Drives, securing sponsorships, planning media, and creating communication materials
- Assisted on year-long communication, organization and planning the 2020 Democratic National Convention

Project Assistant

Jan. 2016 – Jan. 2019

Focus Training | Milwaukee, WI

- Expanded viewership reach as editor and co-writer of the weekly FOCUS Training blog
- Managed end-to-end processes and co-wrote consulting book, *Geek Deep*, published Feb. 2020
- Created content and monitored Salesforce analytics for weekly electronic communication, doubling subscribers

Teaching Assistant

Aug. 2017 – July 2018

Marquette University Graduate School of Management | Milwaukee, WI

- Aided five professors within the Supply Chain Management department full-time with six classes per semester

Sponsorship & Event Assistant

Jan. 2017 – Aug. 2017

Italian Community Center | Milwaukee, WI

- Secured and managed over 50 festival and food sponsorships for the 40th anniversary of the *Festa Italiana* celebration

EDUCATION

Master of Arts in Sustainability Leadership | Arizona State University

Expected Dec. 2023

Master of Arts in Corporate Communication, GPA: 3.9/4.0 | Marquette University-Milwaukee, WI

August 2018

- T.R. Martin Award for Excellence in Graduate Education Recipient

Bachelor of Arts in Public Relations, Minors: Corporate Communication, Theater | Marquette University-Milwaukee, WI

May 2017

SKILLS

AP Style | Basic Graphic Design | Social Media Management (Facebook, Twitter, Instagram) | Salesforce | Proposal Writing | Editing | Microsoft Office | Blog Writing | Virtual Platform Scheduling | Event Planning | Media Relations | Website Management

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 12/12/2023		2. Present Incumbent: None		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: None		YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Administration, Dept. of			Bureau: Division: ECO		Unit: Section:
6. Work Location: City Hall			Telephone: Email:		Work Schedule: Hours: 8a-5pm / Days: M-F
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, General City If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: Environmental Sustainability Program Manager			Pay Range	Job Code
				2LX	4185
	Underfill Title (if applicable): Environ. Sustain. Program. Coordinator			2IX	5331
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

This position, working in the city's Environmental Collaboration Office and under the direction of the Environmental Sustainability Director, will implement the "Electrify Transportation" chapter of the City's adopted Climate and Equity Plan (Milwaukee.gov/ClimatePlan). The position will facilitate the transition to low- and zero-emission vehicles, develop plans and policies to facilitate electric vehicle (EV) charging and alternative fuel infrastructure in city operations, and apply for and implement grant programs to support electric vehicle infrastructure. The City has recently applied for a major federal EV charging grant based on the City's Preliminary EV Charging Readiness Plan (Milwaukee.gov/ev). This will involve working with a private-sector partner to design, build, install, and operate a public EV charging network in accordance with city policy priorities. If the grant is awarded, this position will implement that grant and will be filled at the "Program Manager" level. If it is not awarded, the grant will be underfilled at the Coordinator level.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
20%	• Assist city departments in the selection of fleet vehicles in accordance with City ordinance 310-18
20%	• Develop and implement plans for EV charging infrastructure in municipal operations to support the City's municipal fleet transition
50%	• Develop policies and programs to facilitate the expansion of a public EV charging network including applying for and implementing federal grants for this purpose. Conduct public outreach and stakeholder engagement as appropriate to inform these policies.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
10%	• General city administration (staff meetings and inter-departmental meetings and other duties as assigned)
	•
	•

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Erick Shambarger, Director of Environmental Sustainability

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Position will receive extensive supervision and mentoring, especially in the first year. Meet weekly one on one with Environmental Sustainability Director and with staff at least weekly.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties			e. Sign or approve work		
b. Outline methods			f. Make hiring recommendations		
c. Direct work in progress			g. Prepare performance appraisals		
d. Check or inspect completed work			h. Take disciplinary action or effectively recommend such		
Number Supervised		Job Title		Extent of Supervision Exercised (Select those that apply from list above, a - h)	

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. **Education and Experience:**

Bachelor's Degree in environmental studies, engineering, or public affairs is required. Master's Degree is preferred.

ii. **Knowledge, Skills and Abilities:**

ECO emphasizes three qualities for all team members: Project Management, Personal Growth, and Community Leadership. The ideal candidate should bring outstanding project coordination/management skills and be able to prioritize among various program demands. Under the direction of the City's Environmental Sustainability Director, the position will grow their management, leadership, and communication skills, and continuing education is encouraged. Position must be able to read and follow City regulations and rules pertaining to procurement. Attention to detail is a must. Coursework in economics, energy policy, and/or applied engineering is preferred. Must understand the difference between Level 1, Level 2, and Level 3 charging and the associated electric power requirements. Must be able to explain the difference between power and energy. Ability to do life-cycle cost analysis is required. Must be able to work in a team environment and be able to

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communicate effectively with both a technical audience and the general public.

iii. Certifications, Licenses, Registrations:

A valid Wisconsin driver's license will be helpful when traveling around the City to different city facilities.

iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

Attend community meetings and inspect construction projects. Must be proficient in Microsoft Office, including spreadsheets, Power Point, and Word.

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

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<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** 20%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)

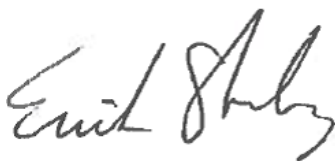
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<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

- L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

The position works in a collaborative team environment. It is about facilitating the adoption of new, environmentally sustainable technologies in cost-effective, efficient, and equitable manner. Classwork or experience in both technology and policy is preferred. Commitment and passion toward protecting the environment while effectively serving the public is important.

- M. I believe that the statements made above in describing this job are complete and accurate.**



Signature of Department Head or Designated Representative

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