

**City Council Staff
Succession Plan Recommendation**

**Presented by
Jeff Clements, Chief
Research Division**

**Yvonne P. Mitchell, Chief
Administrative Services Division**

January 28, 2025

- I. Position**
 - a. Chief, Research Division
 - b. Incumbent retires 3/7/2025

- II. Purpose**
 - a. Supports the continuity of services
 - b. Preserves organizational knowledge
 - c. Promotes a valued employee

- III. Recommendation**
 - a. **Colleen Hampsey, Research Assistant**
 - Eight years in current position
 1. research support, bill summaries, and meeting minutes
 2. staffed various standing and special committees
 - a. Task Force on Safety & Crime Reduction and the 7 subcommittees
 - b. Opioids, Social Justice & Community Involvement
 - c. CQLI Special Committee, Homelessness and Affordable Housing
 - d. Special Committee of the City Council to Review JSO Primary Facilities
 3. responsible for oversight of interns
 4. assist with the selection/onboarding of new RAs
 5. temporarily filled in as TDC Administrator for several months
 6. manages the Council's boards & commissions and employee appointment process and database

- IV. Logistics**
 - a. Start date - Monday, March 10, 2025
 - b. Salary - \$101,249.08

- V. Next Steps**
 - a. Personnel Committee approval
 - b. File legislation
 - c. Rules Committee vote
 - d. Council vote



CHIEF OF RESEARCH

Class Title CHIEF OF RESEARCH **Class Code** 04065

Salary \$96,619.32 - \$157,745.88 Annually

Established Date July 25, 1989

Revision Date October 30, 2023

Job Description

This position is appointed by the Personnel Committee and confirmed by the City Council and shall serve at the pleasure of the Personnel Committee and the Council.

This position reports to the Council Director/Secretary and is responsible for providing the Council, its committees and members with the information and data (other than that provided by other departments in the legislative branch) necessary to the proper conduct of legislative business.

Examples of Work

- Provides leadership to the Research Division and advises on problems relating to the operation and direction of the Division.
- Manages the planning, development and establishment of policies and objectives in accordance with the initiatives set by the Council Director/Secretary.
- Prepares a legislative summary of most bills introduced into Council, excluding items such as quasi-judicial matters and self-explanatory "honoring and commending" resolutions, summarizing the provisions of the bill and stating any effect it would have on present law if enacted or adopted.
- Prepares informative and illustrative material on matters of interest to the Council or pertinent to proposed legislation.
- Provides research services as necessary for boards and commission that function as an extension of the Council.
- Maintains the Council Library.
- Develops rules and regulations for the operation of the Council Library with approval of the Council Director/Secretary.
- Supervises, trains, assigns responsibility, takes corrective action, and evaluates the performance of direct reports while developing and motivating employees.
- Manages with facts, focuses on results, provides clear direction, and encourages innovation.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Must possess strong attention to detail, ability to multitask and learn new technology.
- Maintain a high level of professionalism.

Open Requirements/Supplemental Information

A five-year combination of education and professional experience in business management, public administration, public policy, or political science, or a related field, which must include at least one year of experience in a supervisory/managerial capacity. A bachelor's degree is preferred.

Additional Job Information

Pay Grade: 19.08

FLSA: Exempt

EEO: 1

OCC Group: General Administration

Subgroup: Planning and Research

May 29, 2024

To the Personnel Committee: The Honorable Ron Salem, The Honorable Randy White, The Honorable Nick Howland, The Honorable Terrence Freeman, The Honorable Kevin Carrico,

As you may know, Jeff Clements, Chief of Research, will be retiring in September after serving City Council since 1989. Mr. Clements has been an invaluable asset to the City and an amazing mentor and supervisor who consistently makes his team feel valued. Although there has not been an announcement related to the procedure for selecting a candidate yet, as it nears the 90-day window before his departure, I am officially expressing my intent to be a part of the Chief of Research succession plan and to be considered as his replacement.

Per Section 11.107 *Ordinance Code*, the Chief of Research is appointed by the Personnel Committee and confirmed by the Council, and serves at the pleasure of the Personnel Committee and the Council.

I have worked as a research assistant in the Council Research Division since January of 2017 and have experienced more than seven years of council history. I have served under the distinct leadership styles of Council Presidents Boyer, Brosche, Bowman, Wilson, Hazouri, Newby, Freeman and Salem, and different iterations of council members. I have gained institutional knowledge through my normal daily tasks and by going through big policy controversies such as the HRO, JEA, and Redistricting.

The Research Division is unique in that we handle cyclical tasks like minutes and bill summaries, but also field requests from council members every day on myriad topics to be handled on varying timelines. I have successfully provided such research support with skill, discretion, and the appropriate sense of urgency. I have taken every opportunity to increase my subject matter expertise by volunteering to staff as many special committees as possible, such as the Task Force on Safety and Crime Reduction (and the 7 subcommittees), Opioids, Social Justice and Community Involvement, CQLI Special Committee, Homelessness and Affordable Housing, Downtown, and the Special Committee of the City Council to Review JSO Primary Facilities.

Although there is no such title, I have effectively been serving as the senior research assistant for quite some time. I have overseen interns, assisted in the selection and onboarding of new research assistants, and participated in ECA trainings. I have "manned the office" every fifth week and council break in Jeff's absence for years. I performed the work of 2 assistants when Richard was on leave for the birth of his daughter in 2022, and again after he resigned until we found his replacement, and then again when Cory left to work for Councilman Carlucci.

I have happily and effectively taken on additional responsibilities over the years. In 2018, I was asked to take on the role of TDC Administrator for several months to aid in the transition with Ms. Hastings' retirement and the TDC's shift to an independent entity, while still conducting my research duties. In 2019, our team was asked to take over the public notice webpage. In 2020, I volunteered to share responsibility managing the council's boards and commissions appointment process with Richard Distel. Since 2022, I have managed that process independently, which involves judgement calls, data management, processing confidential information, identifying conflicts, coordinating across departments and with outside organizations, and being the public facing point of contact for potential appointees. I am both qualified and well-prepared to fill this position. I look forward to building upon the foundation of my experience and being a part of the future of the division. It would be an honor to be considered by the Personnel Committee.

Thank you,

Colleen Hampsey, Council Research Division

RE: Chief of Research - Succession Plan

C. Hampsey
5/29/24

Colleen Hampsey

(904) 422 9325 cshampsey@gmail.com

Summary

Public policy research, legislative analysis, and database management for Jacksonville City Council. Background in education, survey research, and human resources.

Education

MPA – Master of Public Administration: Public Policy University of North Florida 2016

BA – Sociology: Social Welfare, Psychology Minor (summa cum laude) University of North Florida 2014

Educators Preparation Institute- University of North Florida 2010

BA – History (honors) University of Florida 1998

Experience

City of Jacksonville, FL - Jacksonville City Council, Research Division: Research Assistant

(January 2017-Current)

- Public policy research and analysis on a wide variety of topics as requested by the City Council, committee, or individual Council Members.
- Manager of City Council Boards and Commissions appointment process from beginning to end, to include tracking vacancies, intake of applications, vetting for conflicts of interest, background checks, drafting appointment legislation, maintaining boards database.
- Manager of the City Council public notice webpage for all council related public notices, minutes, and accompanying documents.
- Minutes taken at regular and special meetings of City Council and committees; preservation of official municipal records.
- Drafting of bill summaries, analysis and synthesis of complex public policy documents, City Council legislation, state and federal legislation, legal documents with minimal supervision.
- Resolutions and certificates.
- Document maintenance: update the Council Rules and Ordinance Code Supplements documents as needed to reflect legislative changes.
- Committee examples: Opioid epidemic, mental health, safety and crime reduction, affordable housing, homelessness, healthcare access, government transparency, tourism, parks, social justice, downtown development, Rules, Land Use and Zoning.

Public Opinion Research Laboratory at the University of North Florida: Research Coordinator

(June 2014 –December 2016)

- Survey Research: Data collection and analysis for clients in the academic, public and private sectors. Management of large datasets, creation of tables and graphs, data entry/coding, literature reviews, background research, survey design, grant writing, report writing, editing, press releases, collaboration with diverse team and the management of multiple projects simultaneously.

- Human resource management: staffing, scheduling, logistics, communication, productivity analysis and data management for 60+ employees.
- Strategic planning, project budgets, Institutional Review Board submissions.
- Project examples: gender and housing policy, tourism economic impact survey, politics/public policy and elections, civic engagement, sex education in schools, election exit polls, transportation, oyster restoration.

Jacksonville Teacher Residency Program, UNF College of Education & Human Services: Data Assistant

(January 2016- June 2016)

- Designed performance measures and managed database to track and report student attendance and achievement data for an Americorps sponsored teacher residency program.

Delores Barr Weaver Policy Center: Development Externship

(May-August 2014)

- Grant research, editing and writing. Created a database for prospect management, assisted with program evaluation and event planning.

Delores Barr Weaver Policy Center: Program Internship – “Girl Matters It’s Elementary”

(January-May 2014)

- Extensive trauma informed, specialized, gender-responsive training in juvenile justice intervention program
- Case management for five students at George Washington Carver Elementary School. Mentoring, case note documentation, qualitative data collection, and facilitating focus groups.

The Foundation Academy June 2010-August 2011 Teacher, Grades 5-8

Douglas Anderson School of the Arts October 2009-June 2010 Teacher, 10th grade World History

Technology, Training and Awards

- SPSS and Microsoft Office (Excel, Word, PowerPoint, Access), Qualtrics, WinCati, Municode, Tableau, OnBase, Granicus, Adobe
- The National Institutes of Health Office of Extramural Research, “Protecting Human Research Participants” 2014 Collaborative Institutional Training Initiative (CITI) “Human Subjects Research” 2014
- 2014-16 Madison-Mullis-Deming Endowed Scholarship, Phi Alpha Theta Honor Society
- Sunshine Law and Ethics training 2017-2023; COJ City Driver Certification 2023

References

Jeff Clements, Chief of Research - City Council JEFFC@coj.net (904) 255-5137

Yvonne Mitchell, Chief of Administrative Services - City Council YMITCH@coj.net (904) 255-5171

Michael Binder, UNF Professor, Faculty Director, Public Opinion Research Lab m.binder@unf.edu (904) 620-1205