



December 10, 2019

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

Alfonso Morales
Chief of Police

(414) 933-4444

The Board of the
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: REQUEST FOR ADMINISTRATIVE ASSISTANT III EXAMINATION/ELIGIBILITY LIST

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Administrative Assistant III, as soon as administratively possible. The Administrative Assistant III is a civilian position assigned to the Office of the Chief. This position is responsible for a wide array of complex administrative tasks which are independently initiated and performed with minimal supervision and the utmost confidentiality.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Analyst - Sr. Jamie Heberer at (414) 935-3980.

Sincerely,

ALFONSO MORALES
CHIEF OF POLICE

AM:jh
Attachment

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: 9/15/14 / 9/5/18		2. Present Incumbent: 6 positions		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
3. Date Filled:		4. Previous Incumbent:		If YES, indicate Underfill Title in box 10.	
5. Department: Police Department		Bureau: Administration Bureau, Criminal Investigation Bureau, Patrol Bureau Division:		Unit: Section:	
6. Work Location: Executive Command Staff		Telephone: 414-935-7200 Email:		Work Schedule: Hours: 8am-4pm / Days: 5/week	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10.	Official Title: Administrative Assistant III			Pay Range	Job Code
	Underfill Title (if applicable):			5FN	0414NR
	Requested Title (if applicable):				
Recommended Title (DER Use Only):			Approved by:		
			Date:		

11. BASIC FUNCTION OF POSITION:

Personal and confidential Administrative Assistant to the Assistant Chiefs of Police; also performs administrative tasks to support the Inspector of Police and Executive Officer. The position provides a wide array of complex administrative/support tasks which are independently initiated and performed with minimal direction or supervision.

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
100%	<ul style="list-style-type: none"> Regular and consistent attendance. Provides administrative support to the Assistant Chief of Police, Inspector of Police and Executive Officer to include prioritizing all information and materials prior to conducting daily briefings. Maintain a database of both internal and external correspondence. Initiate and compose routine letters, reports, memorandums and presentations. Conduct follow-up on pending matters and prioritize incoming mail for the Assistant Chief and Inspector of Police's review.
	<ul style="list-style-type: none"> Manages the appointment calendar for the Assistant Chief of Police and Inspector of Police. Initiate meetings, prepare agendas, take minutes and prepare meeting summaries for distribution for Executive Command Staff and Division Captains' Meetings. Define, coordinates, and distribute required materials for all meetings and presentations. Screens telephone calls and visitors. Resolve routine and some complex inquiries.
	<ul style="list-style-type: none"> Monitor for receipt of multiple, mandatory, confidential-comprehensive Department reports; review for completeness, and ensure distribution to respective Command Staff Members and work locations. Coordinate, process, and track all required documents for U-Visa requests submitted to the Department. Maintain file of all Major Incident Reports for Inspector of Police. Maintain file of all Out of Town Reports submitted to the Inspector of Police. Prepare bi-weekly supply requisition. Create and distribute weekly rosters for Executive and Command Staff members. Process and monitor bi-

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	ESSENTIAL FUNCTION
	weekly payroll. <ul style="list-style-type: none"> • Verify and monitors overtime, payroll, flexible schedule, vacation, holidays, and approves off days for commanding officers while ensuring compliance of the Department's guidelines for each category. • Query finance data and provide directive to command staff members when compliance is not adhered.
	<ul style="list-style-type: none"> • Coordinate travel arrangements for both the Assistant Chief of Police and Inspector of Police. • Review travel/training requests submitted by Department personnel. Incumbent reviews request for accuracy and completeness and verifies request is in compliance with departmental and city fiscal guidelines. Initiate directive to members, advising of required action when determined. • Review Travel Expenditures Report, prepared and submitted by the Budget and Administration Manager, for accuracy and advise of discrepancies. • Maintain database and prepare correspondence for all Nuisance Property Billings. Initiate notification to respective Alderman's Office and Department of Neighborhood Services. • Prepare Board Up requests and initiate follow up on behalf of Department of Public Works, ensuring compliance of related City Ordinances. • Maintain, monitor and edit database for Directed Patrol Missions for all work locations, pursuant to Department's Directed Patrol Mission Standard Operating Procedures.
	<ul style="list-style-type: none"> • Track and monitor internal investigations assigned to various command staff members. • Review highly confidential internal investigations submitted by Command Staff for Assistant Chief of Police and Inspector of Police's approval. Advise if changes are necessary.
	<ul style="list-style-type: none"> • Provide backup clerical support to other Assistant Chiefs and Inspectors of Police.
	<ul style="list-style-type: none"> • Query database capturing information pertaining to personnel data for review by the command staff.
	<ul style="list-style-type: none"> • Research and provide statistical data for review by the Assistant Chief of Police, Inspector of Police, and Executive Officer.
	<ul style="list-style-type: none"> • Maintain record retention schedule and responsible for the destruction of all data, files, and correspondence ensuring compliance of the Department and Wisconsin State Open Records Law.
	<ul style="list-style-type: none"> •

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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	•
	•
	•
	•
	•
	•
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	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Assistant Chief of Police Raymond Banks (Administration Bureau), Assistant Chief of Police Steven Caballero (Criminal Investigation Bureau), and Assistant Chief of Police Michael Brunson (Patrol Bureau).

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

This position is expected to use independent judgment and performed job duties with minimal supervision. It is also expected the individual works efficiently with minimal guidance and direction.

E. SUPERVISION EXERCISED:

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

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F. **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:
Minimum of four years of responsible administrative support experience with at least one year of experience at the Office Assistant IV level or equivalent.
- ii. Knowledge, Skills and Abilities:
Experience and knowledge of Microsoft Office, City On-Line Time System, ability to query Department Intranet Directives, CERTT and SharePoint systems.
- iii. Certifications, Licenses, Registrations:
- iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

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.

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<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 checked="" 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 checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input 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:

<input checked="" 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 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:

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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:** _____%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<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 checked="" type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<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 (please list):								
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input checked="" type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input checked="" type="checkbox"/>	Other (please list):	Scanner							

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 incumbent must be trustworthy and dependable. May be required to work overtime based on the needs of the Assistant Chief of Police, Inspector of Police and Executive Officer.

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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