



Department of Employee Relations

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Job Evaluation Report

Fire and Police Commission Meeting: July 25, 2024

Police Department

Current	Recommended
Property Control Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$84,209 (One Position)	Property Control Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997 (One Position)
Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) (Three Positions)	Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$90,032 (Three Positions)
Sensitive Crimes Project Coordinator PR 2EX (\$51,649 - \$67,309) (One Position)	Sensitive Crimes Project Coordinator PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)
Intelligence Analyst PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$57,572 FN: Appointment at any rate with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)	Intelligence Analyst PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$65,142 FN: Appointment at any rate with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)
Forensic Ballistics Specialist PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$58,305 (One Position)	Forensic Ballistics Specialist PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,764 (One Position)
Media Producer PR 2EN (\$48,079 - \$67,309) FN: Recruitment is the minimum of the following range: \$53,117 - \$68,277 (One Position)	Media Producer PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$82,608 (One Position)

Note: Residents receive a rate that is 3% higher.

Fire Department

Current	Recommended
Media Specialist PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$47,768 (One Position)	Media Producer PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$82,608 (One Position)

Note: Residents receive a rate that is 3% higher.

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates.

Property Control Manager

Current	Recommended
Property Control Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$84,209 (One Position)	Property Control Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997 (One Position)

The **Property Control Manager** is responsible for supervising and coordinating Property and Evidence operations within the Milwaukee Police Department. The manager assumes responsibility for the overall security and maintenance of property and evidence and coordinates operations with intra-agency personnel, inter-agency partners and the general public.

Minimum qualifications include a Bachelor’s degree in Accounting, Police Science, Criminal Justice, Computer Science, Telecommunications or related fields of study from an accredited college or university and Five years of experience in warehouse management of inventorying, auditing, storage and accounting or law enforcement supervision.

Analysis and Recommendation

When this position was classified in 2015, it was placed in comparison to Police Lieutenant (currently 4LN (\$95,302 - \$115,257 with recruitment at \$101,446) and Tow Lot Manager (currently 1IX (\$80,098 - \$112,137) with recruitment at \$88,551). Consideration was also given to compression with Police Sergeant (currently 4GN (\$85,022 - \$102,379 with recruitment at \$90,256).

As the Property Control Manager supervises Police Sergeants, Police Officers, Police Service Specialist Investigators and clerical staff and in considering the minimum qualifications of this position, we recommend placing this position in pay range PR 1JX (\$85,366 - \$119,521) with recruitment at \$104,997.

Crime and Intelligence Manager

Current	Recommended
Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) (Three Positions)	Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$90,032 (Three Positions)

By directing a staff that performs analyses of crime trends, patterns, and series and collects and interprets data and statistics, the Crime and Intelligence Manager has a direct impact on the Milwaukee Police Department’s (MPD’s) geographic commands and investigations and outside agencies.

Minimum qualifications include a Bachelor’s degree in criminal justice, information management systems, computer science, or a closely related field from an accredited college or university and Four years of experience performing strategic and criminal intelligence analyses, including three years of experience with relational database development and management and data mining.

Direct Report position

Position	Function and Minimum Qualifications
Crime Analyst III PR 2JN (\$66,158 – \$92,612) FN: Recruitment is at \$69,462 Studied for market rates in February 2023	The Crime Analyst collects, collates, analyzes, disseminates, and evaluates data to discover developing trends, patterns, and changes in criminal activity. Minimum qualifications include a Bachelor’s degree in statistics, sociology, criminal justice, geography or a closely related field from an accredited college or university.

Analysis and Recommendation

To alleviate any compression between incumbents in these positions and their direct reports, this report recommends adding a recruitment rate at \$90,032 within the position’s assigned pay range 1HX (\$75,162 - \$105,223).

Sensitive Crimes Project Coordinator

Current	Recommended
Sensitive Crimes Project Coordinator PR 2EX (\$51,649 - \$67,309) (One Position)	Sensitive Crimes Project Coordinator PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)

The Sensitive Crimes Project Coordinator (SCPC) manages the Sex Offender Registration Program of over 2,000 sexual offenders residing in the City of Milwaukee by using sophisticated data analysis and compilation techniques and coordinating with various governmental agencies.

Minimum qualifications include a Bachelor’s degree in computer science, information technology, public administration, criminal justice, operations research, project management, or a related field from an accredited college or university and Two years of experience working with relational databases and coordinating projects.

Disqualifier: Candidates must not have been convicted of a felony and must pass an MPD background investigation before hire.

Comparisons to an Internal Positions

Position	Function and Minimum Qualifications
Business Analyst - Senior PR 2JX (\$66,158 – \$92,612) FN: Recruitment is at \$72,768 Studied for market rates in September 2022	The Business Analyst-Senior implements practices and procedures to ensure maximum opportunities exist for small businesses to fully participate in City of Milwaukee procurement and construction contracts, in accordance with the Small Business Enterprise (SBE) Program as outlined in Chapter 370 of the Milwaukee Code of Ordinances. Minimum qualifications include a Bachelor’s degree in public administration, business administration or a related field from an accredited college or university and Two years of experience in small business development or program planning and evaluation or working for a governmental agency or non-profit organization in a comparable role.
Database Associate PR 2JX (\$66,158 – \$92,612) FN: Recruitment is at \$77,128 Studied for market rates in January 2024	The Database Associate provides support for the Information and Technology Management Division (ITMD) Microsoft SQL Server database servers, storage, client software, and configuration to support and improve ITMD’s citywide database systems. The Database Associate maintains various mission-critical production databases. Working in a team environment, the person in this position continually employs strategies for improving the City’s database operating efficiency. Minimum qualifications include a Bachelor’s degree in computer science, management information systems (MIS), mathematics, or a closely related field from an accredited college or university and Two years of professional experience administering, supporting, maintaining, and restoring SQL database applications, performing duties related to the essential functions of this position.

Analysis and Recommendation

In 2015, this position was reclassified from a Program Assistant II to the current classification of Sensitive Crimes Project Coordinator. At that time, the position took on significant new duties and responsibilities and minimum qualifications were assessed and changed to the current minimum qualifications. At the time of the study, legislation passed by the Common

Council regarding the placement and tracking of sex offenders in the City was expected to further change the duties and responsibilities of this position.

The study compared the Sensitive Crimes Project Coordinator to the Health Project Coordinator, the Administrative Specialist – Senior; and the Business Analyst – Senior classifications. The Health Project Coordinator classification has since expanded duties to include direct supervision of staff. The best comparator remaining is that of the Business Analyst – Senior or the Database Associate. As the Business Analyst – Senior best matches a coordinated business approach to data analysis versus the technical expertise of the Database Associate, we recommend placing this position of Sensitive Crimes Project Coordinator pay range 2JX (\$66,154 - \$92,612) with recruitment at \$72,768.

Intelligence Analyst

Current	Recommended
Intelligence Analyst PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$57,572 FN: Appointment at any rate with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)	Intelligence Analyst PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$65,142 FN: Appointment at any rate with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)

The Intelligence Analyst will coordinate and lead outreach efforts with regional public and private sector representatives to provide Vulnerability Assessments and related resources in the furtherance of the National Preparedness Goals Core Capabilities of Prevention, Protection and Mitigation; and to further the information sharing mission of the Southeastern Wisconsin Threat Analysis Center (STAC).

Minimum qualifications include a Bachelor’s degree in homeland security, criminal justice, or a closely related field from an accredited college or university and One year of experience in intelligence analysis.

Complete the following courses within 2 years of appointment:

- Federal Intelligence analyst course or Department of Homeland Security (DHS) Basic
- Intelligence Threat Analysis Course (BITAC) DHS/Federal Emergency Management (FEMA) courses
 - IS-100.Leb
 - IS-200.b
 - IS-800b
- Critical Infrastructure Security and Resilience Awareness, AWR213
- Jurisdictional Threat and Hazard Identification and Risk Assessment, MGT310
- Critical Asset Risk Management, MGT315
- Advanced Critical Infrastructure Protection, MGT414

Comparison to an Internal Position

Position	Function and Minimum Qualifications
Crime Analyst II PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$65,142 Studied for market rates in February 2023	The Crime Analyst collects, collates, analyzes, disseminates, and evaluates data to discover developing trends, patterns, and changes in criminal activity. Minimum qualifications include a Bachelor’s degree in statistics, sociology, criminal justice, geography or a closely related field from an accredited college or university.

Analysis and Recommendation

This position was classified in 2018 as a new Grant position part of the Homeland Security Program Southeast Wisconsin Threat Analysis Center (STAC) Intelligence and Infrastructure Protection Analyst Grant. The classification study compared the Intelligence Analyst to the Crime Analyst classification. The Crime Analyst classification has since expanded into three

levels of classification. The best comparator of the three levels is the Crime Analyst II position, as experience and competencies are expected at this level beyond the Crime Analyst I level, which requires a Bachelor’s Degree as a minimum qualification with no further experience requirement. As the Intelligence Analyst position requires further experience and training beyond a Bachelor’s Degree, we recommend placing this position of Intelligence Analyst pay range 2IN (\$62,041 - \$86,854) with recruitment is at \$65,142.

Forensic Ballistics Specialist

Current	Recommended
Forensic Ballistics Specialist PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$58,305 (One Position)	Forensic Ballistics Specialist PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,764 (One Position)

The Forensic Ballistics Specialist is responsible for analyzing, correlating and disseminating crime gun intelligence derived from the forensic examination of firearms and cartridge casings.

- Using microscopy, measuring devices, photography and the Integrated Ballistic Identification System (IBIS) imaging techniques, examines physical evidence associated with criminal firearms cases.
- Handles, operates and test fires a variety of firearm and ammunition types following industry standards for safety procedures.
- Maintain accurate records pertaining to firearm and casing examinations and file reports of findings for investigative leads.
- Interpret, analyze and evaluate IBIS and/or firearm examination results and prepares draft statistical reports for department commanders.
- Clean and maintain firearms and examine related resources such as bullet recovery systems, ranges and tools.
- Collect, analyze and interpret ballistic firearm and casing data received from Federal, State and other law enforcement agencies.

Minimum qualifications include an Associate’s Degree in forensic science, criminal justice, physics or closely related field from an accredited college or university.

Obtain the Criminal Justice Information Service clearance within six months of appointment and maintain throughout employment.

Comparison to an External Position

Position	Function and Minimum Qualifications
Firearms and Toolmark Examiner Pay Range (\$69,389 – \$96,678)	Firearms and Toolmark Examiners perform the forensic processing of firearms, tool marks, serial number restoration, and other analytical procedures used their work unit; and developing an understanding of and applying the statutes, rules, regulations, administrative codes and standards required in the program area.
Firearms and Toolmark Examiner - Advanced Pay Range (\$71,677 – \$125,986) Employer: Wisconsin Department of Justice	Minimum qualifications include bachelor’s degree, or international equivalent, from an accredited college or university. The degree shall be in a natural or applied science that includes laboratory coursework. Further experience and training information is not provided.

Comparison to an Internal Position

Position	Function and Minimum Qualifications
Microbiologist PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$61,409 Studied for market rates in April 2022	The Microbiologist performs moderate to high complexity testing of clinical and environmental specimens for the detection of microorganisms for Milwaukee Health Department (MHD) laboratories, clinics, and programs. Microbiologists work with highly pathogenic microorganisms in a Biosafety level 2 and 3 (BSL-2/3) laboratory, following state and federal guidelines. Minimum qualifications include a Bachelor’s degree in microbiology, molecular biology, public health microbiology, medical technology, or a closely related biological science from an accredited college or university and recent laboratory experience as a microbiologist, including at least one year independently conducting microbiological testing in a clinical, environmental, and/or public health setting.
Microbiologist - Senior PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,764 Studied for market rates in April 2022	The Microbiologist-Senior performs laboratory testing for the Microbiology, Virology and Molecular Science sections of the City of Milwaukee Health Department (MHD) Laboratory, including advanced molecular testing for communicable diseases such as sexually transmitted infections (STI), Tuberculosis (TB) and viral diseases of human sources. Minimum qualifications include a Bachelor’s degree in microbiology, medical technology, molecular biology or a closely related biological science from an accredited college or university and three years of experience as a professional microbiologist in a clinical or public health laboratory performing duties related to the essential functions for this position.

Analysis and Recommendation

When this position was classified as a new position in 2017, comparisons were made to the pay for forensic scientists employed within the Wisconsin Department of Justice crime laboratories. Three such crime labs exist in Madison, Milwaukee and Wausau. These positions perform highly specialized forensic scientific testing, analysis, and research work in one or more of the following areas of specialization for the purpose of analyzing and identifying materials, substances, chemicals, objects, devices, tools, machines and individuals connected to felony criminal investigations:

- Controlled Substance Analysis
- Firearm and Toolmark Examination
- Imaging
- Fingerprint & Footwear Examination
- DNA Analysis
- DNA Databank
- Toxicology
- Trace Evidence Analysis

The Wisconsin Department of Justice maintains equitable compensation for its professional laboratory roles, including Chemists and Microbiologists, aligning their wages with those of Firearms and Toolmark Examiners.

As the Forensic Ballistics Specialist is a stand-alone position within the Intelligence Fusion Center-Crime Intelligence Center focusing on the physical evidence associated with firearms cases, this report recommends increasing the position’s recruitment rate to \$66,764 within the position’s assigned pay range 2HN (\$58,223 - \$81,507).

Media Producer

Current	Recommended
Media Producer PR 2EN (\$48,079 - \$67,309) FN: Recruitment is the minimum of the following range: \$53,117 - \$68,277 (One Position)	Media Producer PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$82,608 (One Position)

The Media Producer is responsible for internal and external Department outreach through a variety of technology based platforms, including websites, social media, live presentations, photographs and video recordings. As needed, the Media Producer helps support the Public Information Office in its daily duties. Duties and responsibilities include:

- Media/ Public Affairs: Provide department outreach through various web and social media platforms. Provides support for press conferences and other media events. Photographs and documents media coverage.
- Pre-Production: Production needs, evaluation, planning meetings, scheduling, script writing, storyboarding, outlining, music selection, copyright clearances, support material research, cast and crew scheduling, actor releases, acquisition of materials and supplies, set design, lighting design, and securing equipment.
- Production: Direct video production including blocking (where action happens), setup lighting, capture sound, operate video camera, incorporate external media including photographs, slides, and other collateral and hard copy.
- Post-Production: Digital non-linear editing, requires the ingest of raw video into computer, editing and trimming selections, signal processing and enhancing, audio mixing, title creation, photo retouching, graphic creation, sound enhancing and mixing, CD/DVD mastering and authoring, web posting, and network distribution.
- Training: Provide training on proper equipment operations; provide suggestions and know-how on operational capabilities.
- Office Bookkeeping: Report writing on projects; grant writing, day-to-day operational bookkeeping and budget management of \$25,000 annual section budget, equipment/parts ordering for maintaining \$250,000 of section equipment, as well as for other department AV equipment.
- Research: Attend training/sales seminars on new technology, upgrades and repair techniques.
- Meetings: Department operations meetings to stay current on department happenings to see how/where technology can play a role and implement those findings.
- Other duties as assigned.

Minimum qualifications include a bachelor’s degree in communications, media relations, advertising, journalism, or a related field; and three years of full-time professional video production experience in an ad agency, TV/print news outlet, or comparable setting.

Comparisons were made to the labor market using the Economic Research Institute (ERI), a salary survey to which DER subscribes. The data below represents the competitive rates of pay for the title comparable to the classification listed above:

Multimedia Producer

Area Name	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Wauwatosa, Wisconsin	\$59,649	\$66,176	\$74,657	\$83,312	\$91,883
West Allis, Wisconsin	\$59,844	\$66,376	\$74,866	\$83,537	\$92,130
Madison, Wisconsin	\$61,070	\$67,471	\$75,759	\$84,192	\$92,518
Milwaukee, Wisconsin	\$59,934	\$66,478	\$74,980	\$83,657	\$92,250
Racine, Wisconsin	\$60,726	\$67,309	\$75,866	\$84,611	\$93,278
Waukesha, Wisconsin	\$59,863	\$66,403	\$74,905	\$83,587	\$92,189

ERI describes a Multimedia Producer as a position that assists in developing the concept behind the project, and decides what forms of media will be used, using processes like scripting, storyboarding, budgeting, and setting deadlines. Works on numerous projects at different stages at the same time, playing a role in all phases of the production process – preproduction, production, and postproduction. Creates individual elements and brings them together to make up the final product, including shooting video, creating graphics, editing, color correction, finalizing and inserting graphics, and recording voice-overs.

Based off of the responsibilities in comparison to the market rates of pay in Southeastern Wisconsin, the report recommends placing Media Producer in Pay Range 2LN (\$75,162 - \$105,223) with a recruitment rate of \$82,608.

Media Specialist

Current	Recommended
Media Specialist PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$47,768 (One Position)	Media Producer PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$82,608 (One Position)

The primary duty of this position is to independently produce a variety of audiovisual content to include content from both external and internal live and instructional events to support the needs of the department and affiliated agencies. Research, creation, and development of video, photo, and print media for interdepartmental use, social media, web, and broadcast support are included areas of production. Secondary duties include maintaining the department’s employee identification and personnel accountability programs. Duties and responsibilities include:

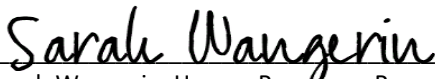
- Establishes creative direction from a project concept. Completes pre-production duties which may include scriptwriting, storyboarding, site survey, creating shot sheets, research, crew scheduling, acquiring and maintaining necessary appearance, location, and copyright releases, and acquisition of materials and equipment.
- Independently executes audiovisual production duties which may include, but are not limited to, audiovisual recording and photography using camcorders and mirrorless/dSLR cameras, music and audio creation or acquisition, lighting, set design/construction, screen recording, and digitizing of analog or archival materials such as slides and film.
- Performs post-production of audiovisual projects using Adobe Premiere Pro, acquiring all production material to create a final video product from assembly to output. Performs both multi-track non-linear video editing and multicamera editing. Creates motion graphics and animations using Adobe After Effects. Performs supporting post-production which may include audio correction/sweetening with Adobe Audition, and color correction with DaVinci Resolve. Organizes, edits, and retouches photos using Adobe Bridge, Photoshop, and Lightroom. Distributes content to a variety of mediums. Maintains, organizes, and archives audiovisual material.
- Independently delivers, sets up and operates all live production audiovisual equipment, including podium, speakers, and microphones to various locations for small events (i.e. press conferences) and producing/recording larger events with multiple cameras, video switching, and video projection. Broadcasts live events and maintains livestream output when necessary.
- Maintenance of all audio visual equipment, including cameras, microphones, lights, projectors, monitors, etc., that are used within the department. Assists the Technical Services Division staff with any fire academy-related computer issues. Repairs equipment, or sends equipment for repair. Provides technical support and audiovisual training and equipment for members producing small departmental projects. Maintains equipment inventory. Prepares annual budget for audiovisual equipment.
- Photographs, creates, and distributes personal identification cards. Maintains Personnel Accountability System for the department which is used to account for personnel at emergencies.
- Manages the VectorSolutions online learning system, assisting with content management and/or creation of other learning management systems. Creates interactive lectures for the department’s Learning Module System. Manages the department’s social media networks. Performs website content management. Assists other City of Milwaukee agencies with audiovisual productions, or to offer expert advice.
- Manages photo printing, matting, and framing. Maintains the department’s photo walls.

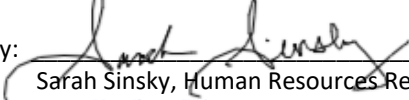
The position of Media Specialist was last studied back in 2012 where it was reclassified from an Audiovisual Specialist II. It was sighted that this position was, at that time, had more of an emphasis on internal training for the Milwaukee Fire Department. At that time, the focus was more internal with some communication to the community through the website and social media. This position has since changed based off the duties listed above, putting a stronger emphasis on media/public affairs, such as press conferences and essential functions now closely align with the Media Producer within the Milwaukee Police Department.


This report recommends reclassifying one position of Media Specialist in Pay Range 2CN (\$42,322 - \$59,242), with a recruitment rate of \$47,768, as a Media Producer in Pay Range 2LN (\$75,162 - \$105,223) with a recruitment rate of \$82,608.


Action Required – Effective Period 17, 2024 (August 4, 2024)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

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