



Department of Employee Relations

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Job Evaluation Report

Fire and Police Commission Meeting: July 6th, 2023

Police Department

Current	Recommended
Six New Positions	Crime Scene Supervisor PR 1HX (\$73,688 - \$103,160) FN: Recruitment is at \$88,267 (Six Positions)
Police Forensics Services Director PR 1IX (\$78,528 - \$109,938) FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)	Police Forensics Services Director PR 1IX (\$78,528 - \$109,938) FN: Recruitment is at \$97,094 FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)

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

The Milwaukee Police Department (MPD) requested a classification study of six new positions of Crime Scene Supervisor in the Forensics Division. Job Descriptions were provided, and discussions were held with Pamela Roberts, Police Human Resources Administrator; April Nwandu, Human Resources Supervisor; and Mai Xiong, Human Resources Representative.

These positions, under the direction of the Police Forensic Services Director, are responsible for supervising Forensic Division personnel involved in evidence identification, preservation, collection, and analysis; ensuring rules, procedures, policies, and guidelines are followed and that department and forensic discipline standards are met; and assuming command and responsibility of their supervisor in his or her absence. Duties and responsibilities include the following.

- Supervise personnel at assigned work location assuming responsibility for discipline, conduct, and efficiency of all personnel consistent with training, department directives, code of conduct, standard operating procedures, and city policies; conduct investigations into conduct of subordinates and thoroughly investigate any complaints.
- Ensure an acceptable level of proficiency and productivity by staff consistent with their job functions and responsibilities.
- Monitor CAD (Computer Aided Dispatch) calls for service and assignments related to forensic personnel to ensure assignments and responses are appropriate and efficient.
- Respond to crime scenes and other locations to guide and assist members processing digital and physical evidence.
- Provide guidance, support, and training of forensic related duties and responsibilities to law enforcement members and partners.

- Conduct and maintain records of MPD processes including inspections of vehicles, equipment, personnel, and department property.
- Ensure the efficient use of forensic resources including personnel, equipment, and financial resources by planning, prioritizing, delegating, supervising, and reviewing the work of Forensic Division personnel.
- Complete scheduling related tasks; and establish and maintain appropriate staffing levels.
- Complete and review documentation including reports to ensure timely completion, submission, and accuracy.
- Complete monthly, annual, or as requested performance evaluations of staff.
- Monitor prisoner processing and ensure accurate, complete, and timely processing of prisoner identification and related duties.
- Evaluate, inventory, and order supplies within department policies and guidelines.
- Serve as a credible witness in court and administrative hearings.
- Assist in the hiring process including job announcements, career fairs and other recruiting events, and the interviewing, orientation, and onboarding of new employees.
- Serve as a subject matter expert in crime scenes and evidence processing.
- Assist in budget management including personnel, overtime, and operating budgets, purchase equipment and supplies as directed within City policies.
- Complete various projects and perform other duties as assigned.

Minimum requirements include a bachelor’s degree in forensic science or related area; and two years of supervisory or leadership experience in a related field. Equivalent combinations of education and experience may be considered. Other requirements include an ability to complete a minimum of 80 hours of training identified by MPD related to crime scene processing, forensic disciplines, or leadership within two years of hire or promotion date. These requirements have not yet been assessed by the Staffing Division.

These positions were originally created in the 2021 budget and are now being classified. A review of other City positions including those that the positions will supervise, Crime Scene Investigators I and II and Forensic Investigators, and the position it will report to, Police Forensics Services Director, are shown below.

Title	Pay Range	Rate of Pay
Police Forensics Services Director	1IX	\$78,528 - \$109,938*
Police Identification Supervisor	4IN – 835	\$91,758 - \$110,946**
Forensic Investigator	4C – 804	\$86,761 - \$92,251**
Crime Scene Investigator II	2IN	\$60,824 - \$85,151 Recruitment Rate of \$63,865*
Crime Scene Investigator I	2HN	\$57,081 - \$79,909 Recruitment Rate of \$59,935*

*Residents receive a rate that is 3% higher.

**Rates for those hired prior to October 3, 2011. Higher rates for those with educational degrees.

Based on an analysis of these and other positions, we recommend that these six positions be classified as Crime Scene Supervisors in Pay Range 1HX (\$73,688 - \$103,160).

Current	Recommended
Police Forensics Services Director PR 1IX (\$78,528 - \$109,938)	Police Forensics Services Director PR 1IX (\$78,528 - \$109,938)

FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)	FN: Recruitment is at \$97,094 FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)
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The Police Forensic Services Director provides leadership, direction, and oversight of the Milwaukee Police Department’s (MPD’s) Forensics Division. Duties and responsibilities include the following.

- Direct all operations of the Forensics Division to provide accurate, unbiased, and timely analysis of forensic evidence and related services.
- Lead, develop and enhance the division into a premier Forensics Division.
- Manage personnel performance for the Forensics Division, including making hiring and separation recommendations for civilian staff and recommending sworn personnel for transfer into and out of the Division.
- Provide technical and managerial support to functional divisions in the MPD.
- Coordinate with other Command Staff members to ensure that the goals set forth in the Police Chief’s strategic vision are implemented.

To prevent compression between the new classification of Crime Scene Supervisor and the Police Forensic Services Director, the position’s direct supervisor, we recommend a recruitment rate of \$97,094 in the position’s current pay range of 1IX (\$78,528 - \$109,938).

Action Required – Effective Pay Period 15, 2023 (July 9th, 2023)

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

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