



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

March 21, 2019

Alfonso Morales
Chief of Police

(414) 933-4444

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

RE: REQUEST RULE V, SECTION 4 UPDATE WITH POSITION TITLE CHANGE FROM SAFETY AND CIVIC COORDINATOR TO PROGRAM ASSISTANT III

Dear Commissioners:

Pursuant to Fire and Police Commission Rule V, Section 4, I am requesting the Safety and Civic Coordinator position title be changed to Program Assistant III. The position title was changed effective June 7, 2018 to reflect a more accurate description of the duties and responsibilities performed. Report attached for reference.

The Program Assistant III is a civilian position assigned to the Safety Division and reports to the Safety Division Manager. This position is responsible for assisting the Milwaukee Safety and Civic Commission with targeted public education and public information regarding civic issues in the City of Milwaukee; facilitating the reporting to meetings; providing support to subcommittees; and assisting with educational and community programs, the development of educational materials, research of citywide data, and the preparation of reports. Additionally, the position will serve as back-up to the Office Assistant III position for preparing payroll as needed.

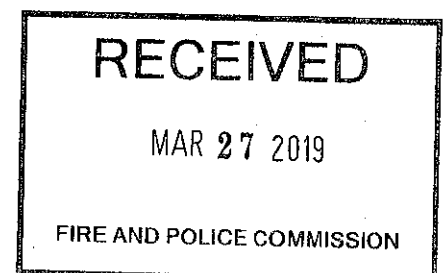
Thank you for your consideration in this matter. If you have questions please contact Human Resources Analyst Senior Cathy Walker-Harris at (414) 935-7683.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alfonso Morales', is written over a light blue horizontal line.

ALFONSO MORALES
CHIEF OF POLICE

Attachments
AM:cwh



JOB EVALUATION REPORT

Fire & Police Commission Meeting: June 7, 2018

Police Department

Current	Recommendation
One New Position	Program Assistant III PR 5IN (\$47,779 - \$54,669) One Position

The Milwaukee Police Department (MPD) has requested the classification of a new position within its Safety Division. A job description was provided and discussions were held with Arvis Williams, Human Resources Administrator; and LiShunda Patterson, MPD Safety Division Manager.

Under the supervision of the MPD Safety Division Manager, this position is responsible for assisting the Milwaukee Safety and Civic Commission with targeted public education and public information regarding civic issues in the City of Milwaukee; facilitating the reporting of meetings; providing support to subcommittees; and assisting with educational and community programs, the development of educational materials, research of citywide data, and the preparation of reports. Additionally, the position will serve as back-up to the Office Assistant III position for preparing payroll as needed. Duties and responsibilities include the following.

- 50% Safety and Civic Commission: Assist the MPD Safety Division Manager in providing support to the Safety and Civic Commission and subcommittees on civic issues for the City of Milwaukee; attend commission meetings and provide administrative support including the reporting of meetings, preparing correspondence, and setting up meetings; and work with elected officials, appointed officials, other City departments and the public on civic and safety initiatives.
- 20% Community Leadership: Organize, attend, and speak at community meetings, and provide assistance with community and civic engagement programs associated with project implementation and commission initiatives.
- 10% Educational Promotional Initiatives: Assist with the preparation of Safety & Civic Commission educational safety pamphlets and brochures; and work with the MPD Safety Division Manager and Public Information Office to assist with media initiatives.
- 10% Research and Programming: Research and prepare comprehensive reports, spreadsheets, and program documents; and maintain files and project data regarding safety and civic community programs.
- 10% Office Support: Serve as back-up to the Office Assistant III for entering office staff and part-time employee hours into the online payroll system; provide general guidance to office staff; and perform other duties as assigned.

Requirements include a bachelor's degree in education, community education, business administration, management, public policy or related field or four years of office experience including experience with program development and civic engagement. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

In studying this position, comparisons were made to various City classifications including the requested classification of Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669). The Program Assistant Series has three levels and is defined as follows.

Program Assistant Series

Positions assigned to the Program Assistant series perform a variety of office support and administrative work in support of a program or distinct area of operations within a City department. As used here, the term "program" is intended to be broad in application, encompassing the work of a bureau, division, section or specific program within a department. The duties and responsibilities of each Program Assistant are specific to each job assignment.

The level of work performed by Program Assistants is characterized as semiprofessional. As such, the Program Assistant series serves as a "bridge" between a number of office support job series and bona fide professional occupations, such as Management Accountant and Administrative Specialist, requiring a bachelor's degree or equivalent.

The Program Assistant III level is defined as follows.

Program Assistant III Specification:

Performs a variety of duties and responsibilities to support a significantly complex program or area of operations within a City department. In addition to requiring the equivalent knowledge and skill normally obtained with a bachelor's degree, these positions require an extensive knowledge of technical and/or administrative information. Some Program Assistant III positions function as a group leader for other employees.

Like a Program Assistant II, the Program Assistant III analyzes information, draws conclusions, and makes recommendations. This position also has extensive relationship responsibility for the complex program or area of operation. Communications may be with other City personnel or the public.

Analysis and Recommendation

A review of the duties and responsibilities indicates that the requested level of Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669) is appropriate. This position will be responsible for providing support to the Safety and Civic Commission, the subcommittees, and to the Safety Division. This support will include assisting with the preparation of safety pamphlets and brochures, and media initiatives; and researching and preparing comprehensive reports, spreadsheets, and program documents. This new Program Assistant III has extensive relationship responsibility and will work with elected officials, appointed officials, other City departments, and the public; and will organize, attend, and speak at community meetings.

We therefore recommend that this new position be classified as Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669)

No Ordinance Action Required – Changes listed above Effective Pay Period 1, 2018 (December 31, 2017).

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Monteagudo*
Maria Monteagudo, Employee Relations Director