

JOB EVALUATION REPORTCity Service Commission Meeting: July 17, 2018**Fire & Police Commission**

Current	Recommendation
New Position	Fire and Police Commission Risk Manager PR 2MX (\$75,478 - \$105,669) One Position FN: Recruitment Flexibility anywhere in the Range with Approval by DER and Chair of Finance and Personnel
New Position	Fire and Police Commission Risk Auditor PR 2FX (\$48,670 - \$67,616) One Position
Fire and Police Commission Investigator/Auditor PR 2HX (\$54,865 - \$76,806) One Position	Fire and Police Commission Investigator/Auditor PR 2HX (\$54,865 - \$76,806) One Position Designated as Bilingual

Background

The Fire and Police Commission requested a classification study of two new positions included in the 2018 budget. In addition, one new position of Fire and Police Commission Investigator/Auditor was created in the budget and requested to be bilingual. Job descriptions were provided and discussions were held with La Keisha Butler, Fire and Police Commission Executive Director.

Current	New Position		
Recommended	Fire and Police Commission Risk Manager	PR 2MX (\$75,478 - \$105,669)	1 Position

This new position in the Fire and Police Commission (FPC) will develop an external risk management plan for the Fire and Police Departments, and incorporate that plan into a greater city-wide risk management plan; detect, analyze and deter risk by identifying unusual trends and risk indicators in the departments' processes and operations; create policies, procedures and control assessments in response to identified risks; evaluate the effectiveness of risk control measures; and provide training regarding risk management strategies and programs. Duties and responsibilities include the following.

- 20% **Develop External Risk Management Plan** - develop, implement and coordinate a risk management plan for the Fire and Police Departments that will be incorporated into a city-wide risk management program; develop and implement systems to provide better reporting and management of information; and review and study industry best practices regarding risk management.
- 20% **Detect, Analyze and Deter Risk** - work with the City Attorney's Office to analyze and review claims and suits filed with the Equal Employment Opportunity Commission, the Equal Rights Division, and state and federal courts against Fire and Police Department employees to evaluate legal issues, assess risk, and prepare plans of action; analyze disciplinary actions (both appealed and not appealed), citizen complaints, personnel investigations conducted by the Fire and Police Departments, and claims filed with the City Attorney's Office for trends; compile, analyze and report on statistical data queried from Fire and Police Department data storage mechanisms; detect and analyze department operational activities and processes to identify unusual trends and risk indicators; make recommendations to deter risk and improve desired goals; continuously review Fire and Police Department rules and standard operating procedures, internal audit practices, legal trends in Wisconsin and other states, and keep informed of other relevant trends that

will allow for proactive, rather than reactive, responses to risk; conduct research and analysis on issues that affect loss prevention and avoidance, risk assessment, and how to minimize the departments' handling of and susceptibility to risk; and work with the Fire and Police Departments to identify opportunities to share data, resources, or educational materials to address risk concerns.

- 20% **Draft and Propose Policies, Procedures and Control Assessments** - develop comprehensive policies, procedures and training programs to address department-specific operational risk concerns; work with a city-wide risk management program to develop a process for centralizing claims against the Police and Fire Departments; audit, monitor, and manage the Police Department Early Intervention Program and identify areas for improvement; develop recommendations for department heads and other managers and directors as needed; and develop long-term goals and strategies regarding risk management.
- 10% **Evaluate the Effectiveness of Risk Control Measures** - work with the Fire and Police Commission Executive Director and the Fire and Police Commission Risk Auditor to continuously review and analyze the progress of long and short-term goals and strategies, policies and procedures.
- 20% **Provide Training regarding Risk Management Strategies and Programs** - develop good working relationships with department officials to ensure successful program outcomes; serve as the primary contact with departments and Common Council committees regarding data analysis and reporting; provide guidance and direction to the Fire and Police Commission Executive Director and Fire and Police Departments, other department heads and City officials regarding areas of risk concern and recommend measures to reduce or eliminate risk; review, identify and coordinate training interventions to ensure compliance with program regulations and to address and respond to concerns; participate in public panel discussions, testify to the FPC Board, assist with general FPC business when needed and travel to conferences and events related to upholding the public's health, safety, welfare, and 21st Century policing.
- 10% **Direction and Oversight** - direct and supervise activities of Fire and Police Commission Risk Auditor.

Minimum requirements include a bachelor's degree in risk management, finance, economics, business management, statistics, computer science or related field and four years of related experience including experience in data research, collection and analysis. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by the Staffing Division.

To study this position, comparisons were made to other positions in the City with risk management responsibilities and/or high-level policy development responsibilities including the following.

Assistant Chief of Police-Risk Mgmt. Bureau	Police	4RX	\$103,841-\$145,381
Employee Benefits Director	Employee Relations	1KX	\$85,757-\$120,064
Emergency Communications and Policy Director	Fire and Police Commission	2NX	\$80,442-\$112,627
Worker's Compensation & Safety Manager	Employee Relations	1IX	\$75,478-\$105,669
Homeland Security Director	Fire and Police Commission	1IX	\$75,478-\$105,669
Assistant City Attorney III	City Attorney's Office	2MX	\$75,478-\$105,669
Risk Management and Safety Officer	Employee Relations	2JX	\$62,338-\$87,270

This position will supervise one position of Fire and Police Commission Risk Auditor and will have a more limited scope compared to the Assistant Chief of Police assigned to the Risk Management Bureau and the Employee Benefits Director. More comparable positions are the Assistant City Attorney III in Pay Range 2MX (\$75,478-\$105,669) and the Worker's Compensation & Safety Manager in Pay Range 1IX (\$75,478 - \$105,669). Both of these

positions work to reduce risk for the City and the Assistant City Attorney III also conducts research and utilizes analytical skills and risk management strategies, principles, and tools at a high level. An Assistant City Attorney III is considered an intermediate level Attorney position with at least five years of experience, a specialized scope of work requiring in-depth knowledge of a subject area, and works independently and receives limited guidance. We further recommend adding a footnote to allow recruitment anywhere in the pay range subject to approval by the Department of Employee Relations (DER) and the Chair of the Committee on Finance and Personnel due to difficulty in recruiting individuals for unique higher level positions including risk management. The requested title of “Fire and Police Commission Risk Manager” is descriptive of the work and reflects the level of the position.

We therefore recommend this new position be classified as “Fire and Police Commission Risk Manager” in Pay Range 2MX (\$75,478-\$105,669) with recruitment flexibility for anywhere in the pay range with approval by DER and the Chair of the Committee on Finance and Personnel.

Current	New Position		
Recommended	Fire and Police Commission Risk Auditor	PR 2FX (\$48,670 - \$67,616)	1 Position

This new position will assist the Fire and Police Commission Risk Manager in detecting, analyzing and deterring risk by identifying unusual trends and risk indicators in the Police and Fire Departments’ processes and operations; conduct extensive and in-depth research and analysis of various public safety risk management issues; draft policies, procedures and control assessments in response to identified risks; assist in evaluating the effectiveness of risk control measures; and assist with risk management strategies and training programs.

- 40% **Assist in Detecting, Analyzing and Deterring Risk** - work with the City Attorney’s Office to analyze and review claims and suits filed with the Equal Employment Opportunity Commission, the Equal Rights Division, and state and federal courts against Fire and Police Department employees to evaluate legal issues, and assess risk; analyze disciplinary actions (both appealed and not appealed), citizen complaints, personnel investigations conducted by the Fire and Police Departments, and claims filed with the City Attorney for trends; compile, analyze and report on statistical data queried from Fire and Police Department data storage mechanisms; detect and analyze department operational activities and processes to identify unusual trends and risk indicators; make recommendations to FPC Risk Manager on how to deter risk and improve desired goals; continuously review Fire and Police Department rules and standard operating procedures, legal trends in Wisconsin and other states, and keep informed of other relevant trends that will allow for proactive, rather than reactive, responses to risk; conduct research and analysis on issues that affect loss prevention and avoidance, risk assessment, and how to minimize the departments’ handling of and susceptibility to risk; and alert the Fire and Police Commission Risk Manager to opportunities to share data, resources, or educational materials to address risk concerns.
- 20% **Assist in Drafting Policies, Procedures and Control Assessments** - work with the Fire and Police Commission Risk Manager and a city-wide risk management program to develop a process for centralizing claims against the Police and Fire Departments; audit, monitor, and manage the Police Department Early Intervention Program and identify areas for improvement; draft recommendations for department heads and other managers and directors as needed; prepare analyses, summaries, and reports on short notice in response to critical events and issues and provide information for periodic reports.
- 20% **Assist in Evaluating the Effectiveness of Risk Control Measures** - continuously review and analyze the progress of long and short-term goals and strategies, policies and procedures.
- 15% **Assist in Providing Training regarding Risk Management Strategies and Programs** - develop good working relationships with department officials to ensure successful program outcomes; serve as the back-up contact with departments and Common Council committees regarding data analysis and reporting;

provide guidance and direction to the Fire and Police Commission Executive Director and the Fire and Police Commission Risk Manager regarding areas of risk concern and recommend measures to reduce or eliminate risk; review, identify and coordinate training interventions to ensure compliance with program regulations; participate in public panel discussions, testify to the FPC Board, and travel to conferences and events related to upholding the public's health, safety, welfare, and 21st Century policing.

- 5% **Assist with Website** - assist in maintaining and providing data for the FPC website in coordination with the City web master; and assist with general FPC business when needed.

Minimum requirements include a bachelor's degree in risk management, finance, economics, business management, statistics, computer science or related field and two years of related experience including experience in data research, collection and analysis; insurance claims adjusting; or related investigations. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by the Staffing Division.

To study this position, comparisons were made to several positions including the following:

Contract Compliance Officer	DOA-Office of Small Business Dev and DPW-Administrative Services	2GX	\$51,469-\$72,063
Environmental Policy Analyst	DPW-Operations-Forestry	2GX	\$51,469-\$72,063
Claims Adjuster Specialist	Employee Relations	2FX	\$48,670-\$67,616
Research and Policy Analyst	Fire and Police Commission	2FX	\$48,670-\$67,616
Equal Rights Specialist	Common Council/City Clerk's Office	2EX	\$48,670-\$63,426

The most comparable position is the Research and Policy Analyst in Pay Range 2FX (\$48,670-\$67,616) located in the Fire and Police Commission. This position conducts extensive and in-depth research and analysis of various public safety issues and provides guidance and advice to the Fire and Police Commission Executive Director, the Board of Fire and Police Commissioners, and the Fire and Police Chiefs regarding findings and recommendations. The requested title of "Fire and Police Commission Risk Auditor" provides a good description of the work.

We therefore recommend this new position be classified as "Fire and Police Commission Risk Auditor" in Pay Range 2FX (\$48,670-\$67,616).

Current	Fire and Police Commission Investigator/Auditor	PR 2HX (\$54,865 - \$76,806)	1 Position
Recommended	Fire and Police Commission Investigator/Auditor (Bilingual Designation in Positions Ordinance)	PR 2HX (\$54,865 - \$76,806)	1 Position

One new position of Fire and Police Commission Investigator/Auditor was approved in the 2018 budget with the directive that it be bilingual. With this new position there will be a total of three Fire and Police Commission Investigator/Auditor positions. These positions investigate complaints filed against members of the Police and Fire Departments arising from misconduct, including violation of department rules, policies and procedures. They obtain and review documents; interview witnesses; collect, evaluate and analyze information from various sources; prepare investigative reports; and make recommendations to the Fire and Police Commission Executive Director.

To designate one of the three positions of Fire and Police Commission Investigator/Auditor positions to be bilingual we recommend adding the bilingual designation to one of the positions in the Positions Ordinance. To make the titles in the Positions Ordinance consistent with those in the Salary Ordinance we recommend that they be changed from "Investigator/Auditor" to "Fire and Police Commission Investigator/Auditor".

Action Required – Effective Pay Period 1, 2018 (December 31, 2017)

In the Salary Ordinance

Under Pay Range 2FX:

Add the title of “Fire and Police Commission Risk Auditor”.

Under Pay Range 2MX:

Add the title of “Fire and Police Commission Risk Manager (4)”.

Add footnote “(4) Recruitment may be at any rate in the pay range with approval of DER and the Chair of the Committee on Finance and Personnel.”

In the Positions Ordinance

Under Fire and Police Commission:

Delete three positions of “Investigator/Auditor”

Add two positions of “Fire and Police Commission Investigator/Auditor”

Add one position of “Fire and Police Commission Investigator/Auditor – Bilingual”

Delete two positions of “Risk Management Specialist”.

Add one position of “Fire and Police Commission Risk Management Manager”

Add one position of “Fire and Police Commission Risk Management Auditor”

Prepared by: _____
Sarah Trotter, Human Resources Representative

Reviewed by: _____
Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____
Maria Monteagudo, Employee Relations Director