



Department of Employee Relations

Tom Barrett
Mayor

Makda Fessahaye
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

Makda Fessahaye
Department of Employee Relations
City of Milwaukee
200 E Wells St, Room 706

October 25, 2021

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 201603 – Communication from the Department of Employee Relations relating to classification studies approved at the October 21, 2021 Fire and Police Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the Fire and Police Commission meeting on October 21, 2021.

Police Department

Current	Recommended
New Position (One Position)	Police Risk Manager PR 2QX (\$97,420 - \$136,395) FN: Recruitment flexibility at any point with DER and the Chair of Finance and Personnel approval. (One Position)

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

Respectfully Submitted,

Makda Fessahaye
Employee Relations Director



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REVISED 10/22/21

Job Evaluation Report

Fire and Police Commission Meeting: October 21, 2021

Police Department

Current	Recommended
New Position (One Position)	Police Risk Manager PR 2QX (\$97,420 - \$136,395) FN: Recruitment flexibility at any point with DER and the Chair of Finance and Personnel approval. (One Position)

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

Background

The Police Department has requested to classify a new position as a Police Risk Manager in Pay Range 2QX (\$97,420 - \$136,395). A new job description was provided and discussions were held with Pamela Roberts, Human Resources Administrator and Nicholas DeSiato, Chief of Staff.

Duties and Responsibilities

The Police Risk Manager will assist in coordinating the development and completion of compliance reports related to lawsuits and settlements, as well as serve as the project manager for settlements. This position will be the Milwaukee Police Department’s liaison with key officials, including the City Attorney’s Office, District Attorney’s Office, U.S. Attorney’s Office and other City departments. Duties and responsibilities would include the following:

- Project manager for high-profile and complex settlement agreements.
- Coordinate or assist in coordinating the development and completion of compliance documents and reports related to ongoing lawsuit settlement agreements.
- Develop and reach remedial training regarding lawsuit settlement agreements.
- Liaison with City Attorney’s Office, District Attorney’s Office, U.S. Attorney’s Office and other legal entities.
- Provide the Police Department with updates for legal issues, trends and developments, assist Training Division in training legal topics.
- Liaison with other City departments as it relates to any lawsuit settlement agreements.
- Proactively identify and propose solutions for systematic and systemic issues identified through lawsuit settlement agreements.
- Support the Police Department’s efforts in change management.

- Assist Chief of Staff with legal compliance related issues.
- Track legal developments related to law enforcement.
- Provide administrative support.
- Perform other duties as assigned.

Minimum requirements include a bachelor's degree in criminal justice, public administration, public policy, or a related field from an accredited college or university, and five years of related experience. These requirements have not yet been assessed by the Department of Employee Relations Staffing Division for hiring purposes.

Analysis and Recommendation

The Police Department has indicated that this Police Risk Manager will assist in coordinating the development and completion of compliance reports related to lawsuit settlement agreements, as well serve as the project manager for all settlements. This position will be the department's liaison with key officials, including the City Attorney's Office, District Attorney's Office, U.S. Attorney's Office, and other City departments.

An incumbent of this position must have the ability to proactively develop and implement legal risk management practices, analyze and interpret data, and recognize patterns and trends. Knowledge of lawsuit settlement agreements is critical and knowledge of data analytics is important. An incumbent must also have the ability to effectively and efficiently identify and communicate changes in legal issues related to policing; as well as the ability to manage sensitive topics within and outside the organization.

Currently the Milwaukee Police Department is in year three of the Collins Settlement Agreement. There is an apparent need for improved compliance now that the training and infrastructure has been established. In addition, the previous project manager for settlements, a sworn member, has retired. Having a civilian project manager for similar settlement agreements has been proven to be the best practice nationwide. There is also an increased need for risk management in the Police Department as part of a continuing effort to decrease lawsuits, increase constitutional policing efforts, and restore police-community relations. Given the complexities, costs, and importance of all settlement agreements, it is imperative that this title is placed in the appropriate salary range to recruit a qualified candidate.

A review of other city positions finds that the most comparable positions would be the Assistant City Attorney V and the Real Estate Compliance Liaison Officer, both in Pay Range 2QX (\$97,420 – \$136,395). The Assistant City Attorney V is the highest level title of the Assistant City Attorney career progression series and acts in matters related to legal work and protects the interests of the City of Milwaukee. The Real Estate Compliance Liaison Officer in the Department of City Development is dedicated to drafting and reviewing documents, resolutions and agreements, formulating negotiating strategies, and providing guidance to the Department of City Development and Port Milwaukee in matters of high importance and impact. This new position in the Police Department will be performing similar level work that has a high consequence of error. The position will report directly to the Chief of Staff within MPD. In addition, this position could immeasurably improve the City's risk management by addressing and getting ahead of potential lawsuits and liabilities.

This report therefore recommends classifying this new position as a Police Risk Manager in Pay Range 2QX (\$97,420 – \$136,395). In order to recruit the best candidates for this important, high-profile, and demanding position, this report recommends recruitment flexibility at any point in the pay range with approval of DER and the Chair of Finance and Personnel.

Action Required – Effective Pay Period 23, 2021 (October 31, 2021)

In the 2021 Salary Ordinance:

Under Pay Range 2QX:

- Add the title ‘Police Risk Manager’ and apply footnotes (2) and (4)

In the 2022 Salary Ordinance:

Under Pay Range 2QX:

- Add the title ‘Police Risk Manager’ and apply footnotes (2) and (4)

In the 2021 Positions Ordinance:

Under the Police Department, Office of the Chief:

- Delete one position of “Legal Compliance Officer”
- Add one position of “Police Risk Manager”

In the 2022 Positions Ordinance:

Under the Police Department, Office of the Chief:

- Delete one position of “Legal Compliance Officer”
- Add one position of “Police Risk Manager”.

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager



Reviewed by: _____
Makda Fessahaye, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>10/25/2021</u>	File Number	<u>201603</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication From the Department of Employee Relations relating to the classification studies approved at the October 21, 2021 Fire and Police Commission Meeting.</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify)	
		<u>_____</u>	

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		\$0.00	\$0.00
		\$0.00	\$0.00
Supplies/Materials		\$0.00	\$0.00
		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
		\$0.00	\$0.00
Services		\$0.00	\$0.00
		\$0.00	\$0.00
Other		\$0.00	\$0.00
		\$0.00	\$0.00
TOTALS		\$ 0.00	\$ 0.00

F**Assumptions used in arriving at fiscal estimate.** Please see attached spreadsheet. _____**G****For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.** 1-3 Years 3-5 Years 1-3 Years 3-5 Years 1-3 Years 3-5 Years

H**List any costs not included in Sections D and E above.** _____**I****Additional information.** _____**J****This Note** **Was requested by committee chair.**

**Department of Employee Relations
Fiscal Note Spreadsheet**

Fire and Police Commission Meeting of October 21, 2021
Finance and Personnel Committee Meeting of October 27, 2021

NEW COSTS FOR 2021

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police	New Position	N/A	Police Risk Manager	2QX	N/A	N/A	N/A To be Filled in 2022		
1								\$0	\$0	\$0

Assume effective date is Pay Period 23, 2021 (October 31, 2021).

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police	New Position	N/A	Police Risk Manager	2QX	N/A	N/A	N/A Included in 2022 Budget		
1								\$0	\$0	\$0