

# POLICE RECORDS MANAGER

## Recruitment #2402-2332PD-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	02/02/2024 08:00:00 AM
Filing Deadline	02/23/2024 11:59:00 PM
HR Analyst	Dominique Madison

### INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed charm with top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

### PURPOSE

The Police Records Manager is directly responsible for the overall efficient and effective operations of the Milwaukee Police Department (MPD) Records Management Section, including managing staff and ensuring that rules, policies, and guidelines are followed according to the National Incident-Based Reporting System (NIBRS) regulations.

### ESSENTIAL FUNCTIONS

#### Records Management Oversight

- Participate in the development and implementation of goals, objectives, policies, procedures, processes, operational manuals, and systems.
- Monitor work activities to ensure compliance with established policies and procedures.
- Ensure that quality and timeliness report processing standards are met and appropriate services are provided.
- Ensure the accuracy of crime coding and statistics, and perform auditing activities to ensure compliance with state, federal, and NIBRS rules and regulations related to law enforcement records management.
- Establish staffing levels and methods for providing records management services, identify resource needs, review needs with management staff, and allocate resources accordingly.
- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the daily operations and activities of law enforcement records management.
- Participate in staff selection, coaching, and disciplining.
- Oversee staff training, including for the Records Management System (RMS) and NIBRS.
- Serve as the MPD liaison with the Federal Bureau of Investigation (FBI).

#### Administration

- Participate in the preparation and administration of the records management program budget, submit budget recommendations, and monitor expenditures.
- Oversee the preparation of analytical and statistical reports on operations and activities.
- Monitor legal and procedural developments related to law enforcement records.

- Stay apprised of trends and innovations in records management, including participating in professional associations.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## MINIMUM REQUIREMENTS

1. Bachelor's degree in management, public administration, information technology, or a closely related field from an accredited college or university.
2. Three years of progressively responsible experience performing records management in a public agency or large organization carrying out duties related to this position, including overseeing digital and physical records retention and ensuring compliance with local, state, and federal laws including one year of supervisory or lead worker responsibility.
3. Valid Driver's License at the time of appointment and throughout employment.

*Equivalent combinations of education and experience may also be considered; however, there is no substitution allowed for the "one year of supervisory or lead worker responsibility."*

**NOTICE:** Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

## DESIRABLE QUALIFICATIONS

- Law enforcement records management experience.
- National Incident-Based Reporting System (NIBRS) Certification.
- Certified Records Manager (CRM) or Certified Public Manager (CPM).
- Knowledge of the operations, services, and activities of public sector and law enforcement records management, including records management systems (RMSs), Uniform Crime Reports (UCR), and NIBRS.
- Knowledge of the principles and practices of the criminal justice system as well as court procedures and requirements concerning criminal case filings.

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical Knowledge and Skills

- Knowledge of the principles and practices of data storage, retrieval, processing, retention, and disposition.
- Skill in organizing and operating a law enforcement records management system (RMS).
- Knowledge of and ability to apply federal, state, and local laws, codes, and regulations related to police record management, especially laws related to privacy and personally identifiable information.
- Knowledge of statistics to be able to analyze and prepare statistical reports.
- Knowledge of budget planning so as to administer the records management program budget.
- Computer skills, including ability to use law enforcement records management and other enterprise systems as well as database, spreadsheet, and word processing applications.

### Communication Skills and Interpersonal

- Ability to read, understand, and apply applicable codes and regulations to records management systems and operations.
- Written communication skills, including the ability to prepare reports, policies, and correspondence.
- Verbal communication skills in order to clearly explain policies and procedures.
- Ability to establish and maintain effective working relationships with direct reports, sworn staff, City managers, elected officials, and vendors.

### **Supervisory Skills**

- Knowledge of the principles of supervision, training, and performance evaluation.
- Ability to direct the day-to-day operations of the work unit, including assigning work, evaluating performance, selecting staff, and developing employees.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.

### **Critical Thinking Skills and Professionalism**

- Analytical, problem-solving, and decision-making skills as well as sound judgment.
- Ability to work productively and accurately under pressure.
- Ability to plan, organize, and manage multiple tasks as well as adjust to changing priorities; project management skills.
- Honesty, integrity, and the ability to provide stewardship and oversight of sensitive and confidential records and information.

## **CURRENT SALARY**

**The current salary range (Pay Range 1DX) is \$58,223-\$81,507 annually, and the resident incentive salary range for City of Milwaukee residents is \$59,970-\$83,952 annually.** *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits>.

## **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of education, experience and/or responses to supplemental questions; a written or performance test; a structured interview; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** – The selection process will be held as soon as practical after the deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the selection process components. Unless otherwise required by law, the City of

Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**NOTE:** *Candidates must pass a Milwaukee Police Department background investigation before hire.*

## **ADDITIONAL INFORMATION**

- APPLICATIONS and further information may be accessed by visiting <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

## **CONCLUSION**

*EEO 102*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*