



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

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Labor Negotiator

Department of Employee Relations

JOB EVALUATION REPORT

Fire and Police Commission Meeting: April 17, 2025

Police Department

Current	Recommended
Administrative Assistant III PR 5IN (\$57,620 - \$72,025) (Three Positions)	Administrative Assistant IV PR 5JN (\$60,036 - \$75,045) FN: Recruitment is at \$62,229. (Three Positions)

Note: Residents receive a resident incentive of 3%.

The Milwaukee Police Department (MPD) has requested that three positions of Administrative Assistant III in PR 5IN (\$57,620 - \$72,025) be studied for reclassification due to a change in duties and responsibilities. A new job description was provided, and discussions were held with Pamela Roberts, Police Human Resources Administrator.

These three positions serve as personal and confidential administrative assistants to the Chief of Police, Chief of Staff, and the Executive Command Staff; perform confidential and complex administrative duties for the Chief of Police, Chief of Staff, and the Executive Command Staff; and complete a wide array of complex, administrative, and support tasks with minimum direction. Daily functions require a high degree of independent judgment, confidentiality, tact, discretion, and the ability to analyze situations and take appropriate action. Duties and responsibilities include:

- Maintain the Chief of Police, and Executive Command Staff's schedules, including a database of engagements; and arrange personal appearances of the Chief of Police and Executive Command Staff, both locally and outside of the City, and coordinate needed materials for meetings and appearances.
- Provide a high level of administrative support to the Chief of Police and Executive Command Staff; manage the workflow within the Office of the Chief and the Executive Command Staff; and work closely with the Chief of Staff, the Office of Management and Planning (OMAP), the Public Information Office, and Police District Captains.
- Review all incoming correspondence and law enforcement related documents; prioritize, evaluate, and delegate tasks and responsibilities; and monitor items for appropriate follow-up.
- Field telephone calls and interview persons seeking an appointment with the Chief of Police or Executive Command Staff; maintain a tracking system of all incoming and outgoing correspondence including a follow-up system of action taken for assignments by the Chief of Police or the Executive Command Staff; and prioritize incoming mail for the Chief of Police or Executive Command Staff's review.

- Prepare and arrange travel itineraries to law enforcement conferences including gathering all information needed for participation; and be responsible for administration of travel reimbursement expenses including Procard (Procurement Card) statements.
- Compose and prepare correspondence and highly confidential reports as dictated by the Chief of Police, Chief of Staff, and Executive Command Staff; and gather and prepare information and data for reports and special projects as requested by the Chief of Police, Chief of Staff, and Executive Command Staff.
- Respond to inquiries, complaints, and service requests from citizens, City department heads, Common Council members, Mayoral staff, and local, state, and federal law enforcement executives; and prepare summaries for the Fire and Police Commission regarding police related shootings.
- Enter payroll information with manager approval; prepare the Chief of Police's flex reports and special projects; maintain confidential files and follow record retention rules; and perform other duties as assigned.

Minimum requirements include four years of progressively responsible administrative experience in an office environment. Equivalent combinations of education and experience may be considered.

The department has indicated that the duties and responsibilities of these three positions of Administrative Assistant III in Pay Range 5IN (\$57,620 - \$72,025) have expanded so that they are performing work at the higher level of an Administrative Assistant IV in Pay Range 5JN (\$60,036 - \$75,045) with recruitment at \$62,229. The Administrative Assistant IV in the Office of the Chief and these three positions of Administrative Assistant III assigned to the Executive Command are all responsible for maintaining the schedules of the Chief of Police, Assistant Chiefs of Police, and Inspectors of Police including a database of their engagements; managing the workflow between the Chief of Police and the Executive Command; composing and preparing correspondence and highly confidential reports as dictated by the Chief of Police, the Chief of Staff, and the Executive Command; and serving as liaisons between the Executive Command and various work location department heads.


These three positions have been specifically assigned to the Assistant Chiefs of Police who oversee the Patrol Bureau, the Criminal Investigations Bureau, and the Administration Bureau. They may be called upon, however, to provide high level administrative support to the Chief of Police, the Chief of Staff, and the Executive Command that includes three Assistant Chiefs of Police and five Inspectors of Police. The needs of the department have required that these three positions take on higher level duties and responsibilities for which they are accountable.


We therefore recommend these three positions of Administrative Assistant III in Pay Range 5GN (\$53,351 - \$66,689) be reclassified to Administrative Assistant IV in Pay Range 5JN (\$60,036 - \$75,045) with a recruitment rate of \$62,229.

Action Required - Effective Pay Period 11, 2025 (May 11, 2025)

* See addendum included in CCFN 241921 for Salary and Position Ordinance changes.

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