SYSTEMS ANALYST-PROJECT LEADER

Recruitment #2507-5240-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	Friday, July 25, 2025
Filing Deadline	Friday, August 15, 2025
HR Analyst	Jamie Heberer + Rebecca Bird

INTRODUCTION

The City of Milwaukee is proud to employ a diverse workforce dedicated to delivering exceptional service to its residents. If you are passionate about being part of an inclusive team of public servants, we invite you to consider the following opportunity.

The Milwaukee Police Department (MPD) works closely with our community to help build sustainable, healthy neighborhoods, free from crime and maintained through positive relationships. For more information about the MPD, please visit https://city.milwaukee.gov/police.

PURPOSE

The System Analyst-Project Leader with the Milwaukee Police Department (MPD) oversees data-centric system integration projects to enhance public safety and support operational effectiveness.

ESSENTIAL FUNCTIONS

Project Management and Tracking

- Lead the planning, execution, and delivery of complex data analysis projects related to crime trends, resource allocation, community engagement, and departmental performance.
- Design and implement data models, dashboards, and reports to support strategic and tactical decision-making.
- Research software and hardware products to justify recommendations and to support purchasing efforts.
- Stay informed about advances in public safety analytics, data governance, and technology.
- Monitor project progress and make necessary adjustments to stay on track.
- Lead design sessions in prototyping new systems to enhance business processes, operations, and data flow.
- Translate business needs into technical specifications and system designs.
- Coordinate with information and records management systems to streamline data flows and integrate various sources of public safety data.
- Evaluate existing systems and processes to identify areas for improvement.
- Track project milestones, manage risks, and regularly report progress to Information Technology (IT) division leadership.

Collaboration

- Coordinate with cross-functional teams to ensure alignment of project goals and deliverables.

- Meet with decision makers, systems owners, and end users to define law enforcement operational requirements and functionality for new systems and identify critical data integration requirements with existing systems.
- Provide guidance and/or instruction to junior staff members.

Documentation and Data Analysis
- Analyze data to identify trends, patterns, and insights.
- Collect, clean, and manage data from various sources.
- Develop detailed project plans, including timelines, budgets, and resource allocation.
- Prepare and deliver reports, recommendations, or alternatives that address existing and potential trouble areas in operating systems across the organization.
- Ensure data accuracy, consistency, and compliance with legal and departmental standards.
- Perform cost-benefit and return on investment analyses for proposed systems to aid management in making implementation decisions.

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.

CONDITIONS OF EMPLOYMENT

- Work beyond standard business hours to meet departmental needs.
- Lift objects weighing up to 10 pounds on occasion and stand, walk, crouch, reach and perform repetitive motions.

NOTE: Candidates must pass an MPD background investigation and a drug test before being hired. Per the Criminal Justice Information Services (CJIS) security policy, your application will be rejected if you have been convicted of a felony.

MINIMUM REQUIREMENTS

1. Bachelor's degree in information technology, computer science, management information systems, business administration, or a related field from an accredited college or university.
2. Five years of experience in project management or the implementation of an enterprise-wide system.
3. Valid Wisconsin driver's license at the time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

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

- Work in the public sector or law enforcement.
- Experience with Computer Aided Dispatch (CAD), Records Management System (RMS), MediaSolv, Intellinetics, and SharePoint.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

TECHNICAL
- Strong project management skills.
- Knowledge of design, development, and implementation of software and hardware solutions, systems, or products.
- Knowledge of data collection and management best practices.
- Knowledge of data analysis techniques, statistical software, and data visualization tools such as Power Bi and Tableau.

- Knowledge of network and PC operating systems such as Windows 10/11, Microsoft Server, and Unix/Linux.
- Knowledge of current network hardware, protocols, and standards, including Transmission Control Protocol/Internet Protocol (TCP/IP).
- Knowledge in importing data for report software, spreadsheets, graphs, and flow charts.
- Knowledge of the operation and analysis of database hardware, software, and standards, as well as data retrieval methodologies and mainframe applications.
- Ability to import data for use in report software, spreadsheets, graphs, and flow charts.
- Knowledge of mathematics and statistics.
- Data compilation skills to gather information and produce reports, charts, and summaries.
- Proficiency using project management tools to manage goals, projects, tasks, and resources.

COMMUNICATION AND INTERPERSONAL
- Verbal communication skills to convey technical information to non-technical end-users.
- Written communication skills to produce precise, concise, and user-friendly documentation, technical specifications, reports, and correspondence.
- Active listening and customer service skills to accurately ascertain and address customer needs.
- Ability to build effective relationships with departmental leaders, staff, vendors, other City employees, and the general public.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.

LEADERSHIP
- Ability to lead, motivate, and mentor coworkers.
- Ability to assist in developing, integrating, and monitoring program goals, objectives, priorities, and outcomes.
- 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.
- Long- and short-range strategic planning skills.
- Ability to supervise and positively influence the performance of non-direct reports, such as establishing clear roles and responsibilities, being clear about desired outcomes, checking in on progress, and celebrating milestones.

CRITICAL THINKING AND PROFESSIONALISM
- Organizational and planning skills to effectively prioritize and accomplish tasks in a fast-paced public safety environment.
- Ability to work independently with a high degree of initiative.
- Attention to detail.
- Analytical, problem-solving, and decision-making skills for optimal outcomes.
- Commitment to professional development and staying informed of software trends.
- Ability to work well both independently and as part of a team.
- Honesty, integrity, and the ability to safeguard City resources, including all departmental equipment.

CURRENT SALARY

The current salary range (Pay Range 2OX) is **$106,771-$127,413** annually, and the resident incentive salary range for City of Milwaukee residents is **$109,974-$131,235** 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:
- Wisconsin Retirement System (WRS) 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 City's needs 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.

ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting, https://www.jobapscloud.com/MIL/.
- If you need help completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

CONCLUSION

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