



Department of Employee Relations

February 21, 2003

John O. Norquist
Mayor

Jeffrey Hansen
Director

Florence Dukes
Deputy Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Manager

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members: Re: Common Council File Number 021311

The following classification and pay level was approved by the Board of Fire and Police Commissioners on February 20, 2003.

In the Police Department, one new position was classified as Administrative Services Specialist, Salary Grade 001.

The job evaluation report containing the necessary Salary Ordinance amendment is attached.

Sincerely,

Florence H. Dukes
Employee Relations Director

FHD:pb

Attachments: Job Evaluation Report
 Fiscal Note

c: Chief Arthur Jones
 Valarie Watson
 Joseph Czarnecki
 Sandra Rotar

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: February 20, 2003

Incumbent: New Position

Department: Police

Present	Request
Title: New Position	Title: Administrative Services Specialist
Salary: Not Applicable	Salary: Salary Grade 001 (\$31,914-\$44,676)
Step: Not Applicable	Source: Department
<p>Recommendation: Title: Administrative Services Specialist Salary: Salary Grade 001 (\$31,914-\$44,676)</p>	
<p>Rationale: This recommendation is based on this position's administrative and liaison responsibilities for enhancing the services to victims of intimate partner violence. We further recommend that due to the unique skills and experience required that the department be authorized to recruit up to the third step in the salary grade.</p>	
<p>History of Position: This is a new position in the Police Department that is grant funded.</p>	

Action Required:

In the 2003 Salary Ordinance, under Salary Grade 001, add footnote designation "2/" to the title "Administrative Services Specialist" with the footnote to read: "2/ For one position in the Sensitive Crimes Division of the Criminal Investigation Bureau of the Police Department recruitment is authorized up to the third step."

Background:

The Department of Employee Relations received a letter from Police Chief Arthur Jones requesting a review of this new grant funded position for proper classification. The position was approved by the Common Council on December 20, 2002 and is located in the Sensitive Crimes Division of the Criminal Investigation Bureau. The grant funding is from the Judicial Oversight Grant from the U.S. Department of Justice. The goals of this Judicial Oversight Initiative are to facilitate immediate linkage and improve access to community resources for victims of intimate partner violence, increase victim participation in the court system, assist in strengthening evidence based prosecution, and improve victim access to the police department, victim services and the court system. Discussions about the position were held with Valarie Watson, Police Department Personnel Administrator and Ronnette Nelson, Personnel Analyst.

Duties and Responsibilities:

The basic function of this position is to serve as a liaison between the Milwaukee Police Department and community and system partners to enhance services to victims of intimate partner violence. The duties and responsibilities are as follows:

- 15% Assess clients for emergency needs and refer them to the appropriate agencies including assisting with identifying and helping access appropriate community resources during the criminal investigation and prosecution. Provide ongoing services as needed.
- 15% Provide services by telephone and in person at a client's home or community site as required.
- 10% Work with the criminal justice system, other systems and various community agencies to coordinate services for clients.
- 10% Develop personal safety plans with clients.
- 10% Share information with District Attorney's Office and system partners. Maintain regular communications with community providers and agencies.
- 10% Document contacts and services provided and keep accurate program records.
- 10% Attend program staff meetings and client update sessions.
- 10% Assist with developing protocol and procedures related to provision of assistance to victims of intimate partner violence.
- 5% Attend local community meetings.
- 5% Perform other duties as assigned.

This position requires two years of work experience in advocacy case management, social work or related field. A Bachelor's Degree in social work, criminal justice, psychology or comparable experience is highly desirable as is being bilingual. The position's requirements include an ability to effectively relate to victims or witnesses of crimes, exercise independent judgment, and act effectively in a crisis situation. The position also requires skill in documenting activities and maintaining accurate records.

Analysis:

The classification of Administrative Services Specialist is a general administrative classification in the management pay plan. One of the distinguishing characteristics of this classification is a responsibility for a specific project or function that requires high level administrative skills. In addition these positions work independently and often have supervisory or liaison responsibilities so that interpersonal skills are important. The position under study requires skills in documenting and maintaining accurate records with a high consequence of error. In addition, this position will need to communicate sensitively with people who have been crime victims as well as various community groups that can provide needed services.

February 20, 2003

Due to the high level of administrative and interpersonal skills we recommend that this position be in management. A review of the four management factors shows that this position should be at the following levels:

	Level	Points
Impact and Accountability	1	45
Knowledge and Skills	1	35
Relationship Responsibilities	1	15
Working Conditions	2	7
	Total Points	102

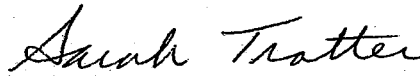
Salary Grade 1 Points: 100 - 114

Recommendation

Based on the above analysis, we recommend this new position in the Police Department be classified as Administrative Services Specialist in Salary Grade 001, effective January 1, 2003. We further recommend that due to the unique skills and experience required that the department be authorized to recruit up to the third step in the salary grade.



Florence Dukes
Employee Relations Director



Sarah Trotter
Human Resources Representative