



Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, WI 53233
<http://www.city.milwaukee.gov/police>

Jeffrey B. Norman
Chief of Police

(414) 933-4444

February 20, 2024

The Board of
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: Reclassification/Title Change of Public Health and Cyber Security Analyst Position

Dear Commissioners:

The Department is requesting that the position of Public Health and Cyber Security Analyst (PR 2IN) be reclassified to Public Health and Medical Intelligence Threat Analyst to accurately reflect the duties and responsibilities of the position.

The position of Public Health and Medical Intelligence Threat Analyst assists the Southeast Wisconsin Health Emergency Readiness Coalition, Inc. (HERC, Region 7) and the Southeastern Wisconsin Threat Analysis Center (STAC) to facilitate regional information sharing and situational awareness in regards to actual or potential threats to stakeholders that may result in a public health/medical impact. As a representative of STAC and HERC, the analyst will collaborate with public health and medical partner organizations to promote information sharing and coordination. The analyst will also work to produce timely, relevant intelligence that allows the region to prepare for, prevent, mitigate, respond to, and recover from threats or incidents resulting in injury or illness to the community. Attached is an updated job description for the position. This reclassification and title change will help recruit the appropriate pool of candidates for the position. The current title and duties attracted candidates from the Information Technology field, who lacked the medical and healthcare knowledge that is needed.

I request that this matter be referred to the Department of Employee Relations (DER) for proper classification. Department representatives are prepared to assist DER staff with this process.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:pk
Attachment

**City of Milwaukee – Department of Employee Relations
JOB CLASSIFICATION REQUEST FORM**

Please fill out all form fields when applicable with a completed job description that is signed and dated (include a job analysis questionnaire, if applicable) and email to sasinsk@milwaukee.gov.

Department	Police
Department Head	Chief of Police Jeffrey B. Norman

Job Study Contact Information:

HR Contact	Pamela K. Roberts, HR Administrator
Phone Number	414-935-7191
Email Address	prober@milwaukee.gov
Supv/Mgr of Incumbent	Ryan Orlovsky, Forensic Director
Phone Number	414-935-7671
Email Address	rorlov@milwaukee.gov

Request Type (Check All That Apply):

<input type="checkbox"/>	Classification	To classify a new position authority as a result of the budget or grant funding
<input type="checkbox"/>	Reclassification	To modify a current position's title and pay
<input type="checkbox"/>	Repurpose	To use a vacant position's funding to a create a new position
<input checked="" type="checkbox"/>	Title Change	To modify a position's title only
<input type="checkbox"/>	Reallocation	To modify a position's pay range only
<input type="checkbox"/>	Market Study	To study the market rate of pay of a position
<input type="checkbox"/>	Designation	For example – bilingual, recruitment flexibility, task rate

Title/Position Information As It Is Listed In the Salary/Positions Ordinance:

Current Title	Public Health and Cyber Security Analyst
Current Pay Range	21N
Proposed Title	Public Health and Medical Intelligence Threat Analyst
Proposed Pay Range	21N
Division	Forensics
Section	
Number of Positions	One
Incumbent(s)	Vacant

Changes to duties and responsibilities:

Job description is attached for reference. The changes to the duties reflect experiences more aligned with the public healthcare field rather than with Information Technology.

Changes in the level of work as defined by knowledge, skill, mental or physical effort requirements, responsibility level, or working conditions:

None.

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No.	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 12/14/2022 / 02/15/2024	2. Present Incumbent: New Position (1 position)	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>
3. Date Filled:	4. Previous Incumbent: New Position	
5. Department: Milwaukee Police Department	Bureau: Criminal Investigation Division: Forensics	Unit: Section:
6. Work Location: 749 W. State St.	Telephone: 414-935-3516 Email:	Work Schedule: Hours: 8 / Days: 5
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?	9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
10. Official Title: Public Health and Cyber Security Analyst Underfill Title (if applicable): Requested Title (if applicable): Public Health and Medical Intelligence Threat Analyst	Pay Range	Job Code
	2IN	2302NR
	2IN	
Recommended Title (DER Use Only):		Approved by: Date:

11. BASIC FUNCTION OF POSITION:

The Public Health and Medical Intelligence Threat Analyst assists the Southeast Wisconsin Health Emergency Readiness Coalition, Inc. (HERC, Region 7) and the Southeastern Wisconsin Threat Analysis Center (STAC) to facilitate regional information sharing and situational awareness in regards to actual or potential threats to stakeholders that may result in a public health/medical impact. As a representative of STAC and HERC, the analyst will collaborate with public health and medical partner organizations to promote information sharing and coordination. The analyst will also work to produce timely, relevant intelligence that allows the region to prepare for, prevent, mitigate, respond to, and recover from threats or incidents resulting in injury or illness to the community.

DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
100%	<ul style="list-style-type: none"> Regular and consistent attendance.
	<ul style="list-style-type: none"> Conduct outreach and education (individual, small group, and large group settings) to members and partners on the purposes and benefits of information and intelligence sharing and fusion centers. Serve as a liaison between the law enforcement/security and healthcare entities.
	<ul style="list-style-type: none"> Assist with translating technical information for official healthcare and law enforcement use. Monitor official agency sources and reports, public media, and social media outlets to discover potential public health/medical threats with potential to affect members' and partners' operations.
	<ul style="list-style-type: none"> Refine processes to gather and collate threat data from monitored sources, and implement as directed. Analyze and prioritize data based on relevance and risk to coalition members and partners.
	<ul style="list-style-type: none"> Author reliable, concise intelligence reports containing relevant information and actionable analyses on a routine basis and in crisis situations, to be distributed as directed. Solicit feedback from coalition members and partners on a regular basis and implement improvements to information sharing, data collection systems, and intelligence reports.
	<ul style="list-style-type: none"> Develop procedures/methods to monitor regional healthcare capacities on a real-time basis, and implement as directed.
	<ul style="list-style-type: none"> Develop and submit invoices, grant reports and proof of expenses as required by the grant(s).

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	• Other duties and projects as assigned.
	•
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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	•
	•
	•
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Police Forensic Services Director, Ryan Orlovsky.

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Assignments will be given by the direct supervisor and can also be received through suspicious activity reporting as well as outreach with the public and private sector.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. **Education and Experience:**

Bachelor's Degree in a medical, public health, public safety, or emergency management related field (other fields considered based on additional relevant education and experience); with at least one year of experience in the public health field gathering and interpreting data.

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Equivalent combinations of education and experience may also be considered.

Knowledge, Skills and Abilities:

- Knowledge of public health, medical, public safety (law enforcement, fire, and emergency medical services), and emergency response systems.
- Knowledge of Incident Command System and National Incident Management System.
- Knowledge of public health and medical surveillance methods.
- Ability to use computers and commonly-used software (e.g. Microsoft Word, Excel, PowerPoint, Windows/Mac OS).
- Ability to read and interpret public health/medical and government documents.
- Ability to write clear, concise documents translating technical material for a non-technical audience.
- Ability to perform basic mathematical calculations.
- Ability to create and deliver effective public presentations to individuals and groups.
- Ability to teach and train individuals and groups.
- Ability to teach and train individuals and groups on data-gathering and information-sharing methods.
- Ability to analyze information and deduce operational and policy implications for healthcare organizations.
- Ability to build and maintain good working relationships with a multi-cultural and multi-disciplinary staff, the public, jurisdictional officials, and other agencies.
- Ability to maintain confidentiality and privacy.
- Ability to work under pressure and handle multiple, changing priorities.
- Ability to work as part of a multi-disciplinary team.
- Ability to exercise independent judgment and problem-solving techniques to overcome barriers to accomplishing position functions.
- Possess effective interpersonal, communication, and listening skills.

ii. Certifications, Licenses, Registrations:

iii. Other Requirements:

- Ability to obtain a national security clearance, which includes a detailed criminal and financial background investigation.
- Driver's License and working vehicle.
- Proof of Worker's Compensation, Comprehensive General Liability, and Automobile Liability Insurance.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

- **PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.

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<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

- **PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

- **VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

- **THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 0%**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
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<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

- **MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)						
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)						
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)						
<input type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software						
<input type="checkbox"/>	Hand tools (<i>please list</i>):								
<input checked="" type="checkbox"/>	Office Machines (<i>check all that apply</i>):	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input checked="" type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other (<i>please list</i>):								

- **SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

- **I believe that the statements made above in describing this job are complete and accurate.**

Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.