



Department of Employee Relations

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Mayor

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Fire and Police Commission
Executive Director

Michael Brady
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Troy Hamblin
Labor Negotiator

June 30, 2006

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

Dear Committee Members: Re: Common Council File Number 060134

The following reclassifications were approved by the Board of Fire and Police Commissioners on June 29, 2006:

In the Police Department, 13 vacant positions of Police Services Specialist, Pay Range 939, were reclassified to Police Services Specialist-Investigator, Pay Range 465.

The job evaluation report covering the above positions including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,



Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: Job Evaluation Report
 Fiscal Note

c: Mark Nicolini, Marianne Walsh, David Heard, Troy Hamblin, Joseph Alvarado, Chief Nannette Hegerty, Assistant Chief Joseph Whiten, Deputy Chief Monica Ray, Valarie Williams, Pamela Roberts and John Whitman (ALEASP)

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: June 29, 2006

Department: Police

Incumbents: 13 vacant positions

Present	Request
Title: Police Services Specialist Salary: Pay Range 939 (\$13.49 to \$14.18 per hour)	Title: Police Services Specialist-Investigator Salary: Not Stated
Recommendation:	
Title: Police Services Specialist-Investigator Salary: Pay Range 465 (\$18.27 – 21.47 per hour)	
Rationale:	
This new job classification will conduct background investigations for Police recruits and civilian Police Department employees. It is recommended that the rate of pay for this job consist of five-step pay range.	

Action Required:

In the Salary Ordinance, create new Pay Range 465 as follows:

Pay Range 465 (ALEASP)

Official Rate-Biweekly

1,461.60 1,527.20 1,588.00 1,651.20 1,717.60

Police Services Specialist-Investigator

In the Positions Ordinance under Police Department, Administration Services Decision Unit, Assigned As Needed Within Decision Unit, delete thirteen positions of Police Services Specialist (0.5 FTE) (C), and add thirteen positions of Police Services Specialist-Investigation (0.5 FTE) (C).

Background:

On June 20, 2006, the Fire and Police Commission forwarded a letter from the Chief of Police Nannette H. Hegerty requesting the reclassification of 14 half-time positions of Police Services Specialists, which are currently vacant, to Police Services Specialist-Investigator. The number of positions recommended for reclassification was subsequently changed to a total of 13.

The premise behind this request is that the creation of specialized group of employees dedicated to conducting background checks for Police recruits and civilian positions in the Police Department will speed the hiring process for new Police Officers and free full-time Police Officers for reassignment to the street.

In studying this request, discussions were held with Valerie Williams, Police Department Personnel Administrator, and a new job description created by the Police Department was examined.

Duties, Responsibilities, and Requirements

Police Services Specialists – Investigators will conduct background investigations for prospective Milwaukee Police Department employees. This process includes, but is not limited to:

- Scheduling appointments to begin the background investigation process
- Obtaining the necessary documents
- Interviewing applicants and references
- Verifying employment records and residency
- Running criminal history record checks
- Reviewing all records and information obtained, and
- Preparing written reports regarding outcomes of background investigations.

Requirements include current status as a retired or resigned law enforcement officer with previous experience in an investigative or supervisory position.

Analysis

The Police Department has 31 full-time-equivalent (FTE) positions of Police Services Specialist. Twelve of those positions are currently filled with part-time employees and 4 have full-time status. The employees in these positions perform a variety of administrative and support duties that free law enforcement personnel to perform professional law enforcement work. The employees filling these positions are represented by the Association of Law Enforcement Allied Services Personnel (ALEASP) and receive the benefits prescribed by the labor contract including health insurance, dental insurance, vacation, and sick leave. Although these employees continue to receive their City pension, they do not earn any additional pension benefits as a Police Services Specialist.

An examination of current rates of pay for other related positions in the Police Department include:

Union	Title	Pay Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ALEASP	Police Services Specialist	939	\$13.49	\$13.83	\$14.18					
ALEASP	Police Telecommunicator	425	\$15.34	\$15.71	\$16.04	\$16.41	\$16.97			
ALEASP	Police Services Specialist-Investigator	465	\$18.27	\$19.09	\$19.85	\$20.64	\$21.47			
ALEASP	Police Dispatcher	478	\$17.06	\$17.49	\$18.27	\$19.09	\$19.95	\$21.07	\$21.92	\$22.77
MPA	Police Officer	801	\$20.46	\$22.47	\$25.06	\$26.06	\$27.59			

In recommending a rate of pay for the Police Services Specialist-Investigator, we considered the following factors:

- The amount of responsibility that will be exercised by this new job in relation to a Police Officer, Police Dispatcher, Police Telecommunicator, and the current Police Services Specialist
- The current rate of pay for the above positions
- The fact that retired or other previous law enforcement personnel will have the training required to conduct these investigations when they are hired,
- The representational status of these positions, and
- The City's compensation philosophy and ability to pay.

Considering these factors, particularly the current rates of pay for Police Dispatcher and Police Officer, it would seem appropriate to recommend a rate of pay for this new job classification as follows:

Proposed Rates of Pay for Police Services Specialist-Investigator

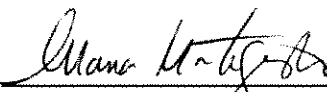
Step	1	2	3	4	5
Hourly	\$18.27	\$19.09	\$19.85	\$20.64	\$21.47
Biweekly	\$1,461.60	\$1,527.20	\$1,588.00	\$1,651.20	\$1,717.60

Recommendation

We therefore recommend the reclassification of 13 positions of Police Services Specialist to Police Services Specialist-Investigator in a new Pay Range 465 with the following rates:

\$18.27 \$19.09 \$19.85 \$20.64 \$21.47

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director