



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

June 25, 2025

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

RE: Request for Systems Analyst-Project Leader Examination/Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Systems Analyst-Project Leader as soon as administratively possible. The Systems Analyst-Project Leader position is an essential civilian position assigned to the Information Technology Division of the Milwaukee Police Department. Under the direction of the Police Information Systems Director, the Systems Analyst-Project Leader will manage and lead cross-functional data projects within the Milwaukee Police Department. This role is responsible for leading data-centric system integration projects, which enhance public safety, inform policy decisions, and support operational effectiveness.

Attached please find a job description for the Systems Analyst-Project Leader position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Shrea Smith at (414) 935-7683.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

STEVEN JOHNSON
ASSISTANT CHIEF OF POLICE

JBN:SJ:ss
Attachment

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service _____

Commission: _____

Fire & Police _____

Commission: _____

Finance _____

Committee: _____

Common _____

Council: _____

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

1. Date Prepared/ Revised: May 29, 2025		2. Present Incumbent: 1 Vacant Position		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: N/A		YES ☐ NO ☒ If YES, indicate Underfill Title in box 10.	
5. Department: POLICE DEPARTMENT		Bureau: Admin Bureau Division: IT Division		Unit: Applications Section:	
6. Work Location: 2333 North 49th Street		Telephone: Email:		Work Schedule: Hours: 8 Days: 5	
7. Represented by a Union? ☐ Yes ☒ No		Bargaining Unit: If in District Council 48, which local?		8. FLSA Status (check one): ☒ Exempt ☐ Non-Exempt	
10. Official Title: Systems Analyst-Project Leader		Pay Range		Job Code	
		20X		5240	
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):		Approved by: _____ Date: _____			

11. BASIC FUNCTION OF POSITION:

Under the direction of the Information Systems Director, the Systems Analyst-Project Leader will manage and lead cross-functional data projects within the Milwaukee Police Department. This role is responsible for leading data-centric system integration projects which enhance public safety, inform policy decisions, and support operational effectiveness.

12. 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%	Strategy & Planning - Regular and consistent attendance. - Lead the planning, execution, and delivery of complex data analysis projects related to crime trends, resource allocation, community engagement, and departmental performance. - Collaborate with sworn officers, civilian personnel, and external partners to gather requirements and define project objectives. - Design and implement data models, dashboards, and reports to support strategic and tactical decision-making. - Ensure data accuracy, consistency, and compliance with legal and departmental standards. - Coordinate with information and records management systems to streamline data flows and integrate various sources of public safety data. - Track project milestones, manage risks, and regularly report progress to IT division leadership. - Stay informed about advances in public safety analytics, data governance, and technology - Develop detailed project plans, including timelines, budgets, and resource allocation. - Coordinate with cross-functional teams to ensure alignment of project goals and deliverables. - Monitor project progress and make necessary adjustments to stay on track. - Meet with decision makers, systems owners, and end users to define law enforcement operational requirements and functionality for new systems, as well as identifying critical data integration requirements with existing systems. - Lead design sessions in prototyping new systems for the purpose of enhancing business processes, operations, and data flow. - Lead and participate in project planning, execution, and delivery, managing timelines and deliverables.

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
	- Collect, clean, and manage data from various sources. - Analyze data to identify trends, patterns, and insights.
	Acquisition & Deployment - Lead the planning, design, development, and deployment of new applications, and enhancements to existing applications. - Conduct research on software and hardware products to justify recommendations and to support purchasing efforts. - Translate business needs into technical specifications and system designs. - Analyze data to identify trends, patterns, and insights. - Evaluate existing systems and processes to identify areas for improvement.
	Operational Management - Prepare and deliver reports, recommendations, or alternatives that address existing and potential trouble areas in operating systems across the organization. - Perform cost-benefit and return on investment analyses for proposed systems to aid management in making implementation decisions. - Provide guidance and/or instruction to junior staff members.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Police Information Systems Director Jeffrey Larson

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

Project work and other work assignments are reviewed and on an ongoing basis. At least once a week.

Assignments received from Police Information Systems Director.

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:

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 <i>(Select those that apply from list above, a - h)</i>
0		

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

i. Education and Experience:

- College degree in the field of business administration, computer science, law enforcement, or management information systems and/or a minimum 5 years of experience in data analysis, with at least 2 years in a leadership or project management role, preferably in a law enforcement or public sector environment.

ii. Knowledge, Skills and Abilities:

- Proven experience in overseeing the design, development, and implementation of software and hardware solutions, systems, or products.
- Familiarity with the data collection and management process from various sources.
- Working knowledge of network and PC operating systems.

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- Working knowledge of current network hardware, protocols, and standards, including Transmission Control Protocol/Internet Protocol (TCP/IP).
- Extensive practical knowledge in importing data for use in report software, spreadsheets, graphs, and flow charts.
- Experience desired with the organization's core software applications, including CAD (Computer Aided Dispatch), RMS (Records Management System), MediaSolv, Intellinetics, and SharePoint.
- Proven experience in the operation and analysis of database hardware, software, and standards, as well as data retrieval methodologies and mainframe applications.
- Project Management Skills: Strong understanding of project management methodologies, such as Agile or Waterfall. Excellent understanding of the organization's goals and objectives.
- Data Analysis Skills: Knowledge in data analysis techniques, statistical software, and data visualization tools (e.g., Power BI, Tableau).
- Communication and Interpersonal Skills: Excellent communication, presentation, and interpersonal skills to effectively communicate with clients and team members.
- Leadership and Team Management Skills: Ability to lead, motivate, and mentor teams.

iii. Certifications, Licenses, Registrations:

Valid Wisconsin's driver's license at the time of background investigation and throughout employment.

iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 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.

G. 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:

☐	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.
☐	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.
☒	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.
☒	Kneeling: Bending legs at knee to come to a rest on knee or knees.
☒	Crouching: Bending the body downward and forward by bending leg and spine.
☒	Crawling: Moving about on hands and knees or hands and feet.
☒	Reaching: Extending Hand(s) and arm(s) in any direction.
☒	Standing: Particularly for sustained periods of time.
☒	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
☒	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.
☒	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☒	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.
☒	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	Grasping: Applying pressure to an object with fingers and palm.
☒	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the

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☐	skin, particularly that of the fingertips.
☒	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.
☒	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.
☐	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	Driving: Minimum standards required by State Law (including license).

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

CHECK ONE:

☐	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.
☒	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.
☐	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.
☐	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.
☐	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.

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

CHECK ONE:

☐	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).
☒	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.)
☐	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. 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: 10%**

CHECK ALL THAT APPLY:

☐	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
☒	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
☐	The worker is subject to outside environmental conditions: No effective protection from weather.
☐	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
☐	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
☐	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.
☐	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
☐	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.
☒	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the

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☐	respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
☐	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
☐	The worker is required to wear a respirator.

K. 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:

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

L. 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.)

- Excellent analytical, mathematical, and creative problem-solving skills.
- Excellent written and oral communication skills.
- Excellent listening and interpersonal skills.
- Logical and efficient.
- Keen attention to detail.
- Ability to conduct research into systems issues and products as required.
- Ability to communicate ideas in both technical and user-friendly language.
- Highly self-motivated and directed.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Strong customer service orientation.
- Experience working a team-oriented, collaborative environment.
- Occasional evening and weekend work to meet deadlines.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard or mouse, and to handle other computer components.
- Lifting and transporting of moderately heavy objects, such as computers and peripherals.

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

Signature of Department Head or Designated Representative

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