



Department of Employee Relations

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Job Evaluation Report

Fire and Police Commission Meeting: July 16, 2026

Milwaukee Police Department

Current	Recommended
New Position (One Position)	Budget Manager – Police PR 1LX (\$96,998 - \$139,868) FN: Recruitment rate is \$116,493 (One Position)
Police Services Specialist PR 6KN (\$49,095 - \$60,681) (20 Positions [18 positions 0.50 FTE])	Police Services Specialist – Investigator PR 5JN (\$60,036 - \$77,296) FN: Recruitment rate is \$62,229 FN: Employees shall receive an additional \$0.65 when assigned lead worker. (20 Positions [18 positions 0.50 FTE])
Accounting Coordinator I PR 2EN (\$48,079 - \$69,328) FN: Recruitment rate is \$58,438 (One Position)	Accounting Coordinator II PR 2FN (\$51,250 - \$73,907) FN: Recruitment rate is \$62,529

Note: Residents receive a 4% Resident Incentive Allowance.

Department of Emergency Communication

Current	Recommendation
Administrative Support Specialist PR 2EN (\$48,079 - \$69,328) FN Minimum Rate: \$58,416 (One Vacant Position)	Administrative Specialist-Senior PR 2GX (\$58,656 - \$78,768) FN Minimum Rate: \$66,992 (One Vacant Position)

Note: Residents receive a 4% Resident Incentive Allowance.

The Milwaukee Police Department (MPD) has requested the classification of one new position budgeted in the 2026 City budget, the reclassification of 20 positions of Police Services Specialist to Police Services Specialist – Investigator, and the reclassification of one position of Accounting Coordinator I. The Department of Emergency Communications has requested the reclassification of a vacant position to the title of Administrative Specialist – Senior. Departments provided job descriptions, and discussions were held with April Nwandu, Police Human Resources Administrator and Tony Bueno, Emergency Communications Director.

Current	New Position		One Position
Recommended	Budget Manager - Police	PR 1LX (\$96,998 - \$139,868) FN: Recruitment rate is \$116,493	One Position

This new position will be responsible for budget development and fiscal management of the Milwaukee Police Department. Duties and responsibilities include:

- Assist and direct preparation of all budgets for departmental activities, including: City Operating Budget, City Capital Improvements Budget, Grant and Aid budget and special project budgets.
- Assist in the development of budget and fiscal policy recommendations for the Police Budget and Administration Manager.
- Meet with governing bodies and outside agencies as requested.
- Review applications for Federal, State, or other non-City funds to finance programs administered by the department.
- Take lead role in audits of any departmental program or operation of the Milwaukee Police Department.
- Manage and monitor budget performance.
- Assist division directors and program managers in monitoring fiscal performance by the department, compared to program budgets; make recommendations as necessary to appropriate department management; initiate budget revisions and modifications, as required.
- Under the direction of the Budget and Administration Manager, develop and prepare financial and narrative reports, correspondence, and related informational materials, as required by the Chief of Police, Assistant Chiefs, division directors, or program managers.
- Develop and implement accounts payable, accounts receivable and internal control procedures as necessary.
- Assist in the development and implementation of systems to provide for management information and reporting.
- Provide support to Budget and Administration Manager of the professional staff and paraprofessional members of the division.
- Develop and implement budgets, develop procedures, assign duties, outline methods, and review work of division members.
- Select, train, and evaluation section staff.
- Manage the cash needs and schedule receive of funds as needed.
- Function as acting Budget and Administration Manager during manager's absence.
- Perform other related duties as assigned.

Minimum qualifications include a bachelor's degree in public administration, economics, finance, accounting, or a closely related field; five years of progressively responsible experience in budgeting and financial management, including one year of supervisory or lead experience. The Staffing Division has not yet assessed these requirements.

The responsibilities, functions, and minimum qualifications of this position align with the existing Business Finance Manager, Budget Manager – City Development and Emergency Communications Finance Manager. Based upon these comparisons, this report recommends classifying this new position as a Budget Manager – Police in Pay Range 1LX (\$96,998 - \$139,868) with a recruitment rate of \$116,493.

Current	Police Services Specialist	PR 6KN (\$49,095 - \$60,681)	20 Positions (18 [0.50 FTE])
Recommended	Police Services Specialist - Investigator	PR 5JN (\$60,036 - \$77,296) FN: Recruitment rate is \$62,229 FN: Employees shall receive an additional \$0.65 when assigned lead worker.	20 Positions (18 [0.50 FTE])

The Police Services Specialist – Investigator is a civilian (non-sworn) position that relieves full-duty law enforcement officers engaged in indirect law enforcement activities, at all locations throughout the Department, by performing the duties associated with such activities and requiring specific knowledge of police policies, procedures, methods and law enforcement techniques. Duties and responsibilities include:

- Background investigations for police, fire, and civilians.
- Assist with residency investigations, civil litigation investigations, and rule violations regarding attendance.
- Follow-up investigations to include the following: forgery/white collar crime, license investigation unit, 'cold' criminal cases, gold and silver pawn shops.
- Assist the City Attorney with record requests and litigations – this includes responding to requests for information, assist with research, compilation and dissemination of Milwaukee Police Department records as mandated by Wisconsin State Statutes pursuant to Open Records Law, applicable Federal and State Supreme Court decisions, and Milwaukee Police Department policy.
- District Station Crime Analysis Officer – assist the Community Liaison Officer gathering data and analyzing crime trends. Assist in distributing crime prevention materials and coordinating block watchers, community meetings, etc.
- Performs various other duties of an emergency and non-emergency nature as designated by a supervisor.

Minimum qualifications include three years of experience as a sworn law enforcement officer in an investigative or supervisory role. Note: This is a civilian position, non-sworn position. Good standing with current (or former) department is required. A valid driver's license at time of appointment and throughout employment.

The department has indicated that as more sworn personnel are retiring and the influx of requests from various locations within MPD to have a Police Services Specialist – Investigator assigned to their locations to assist with work was the driving factor for the request for reclassifications. There were no other organizational changes indicated by MPD, however the operational need to assist sworn personnel, the duties and responsibilities of these positions have evolved as such. Based on the duties and responsibilities to be performed by these positions, this report recommends reclassifying 20 positions of Police Services Specialist in Pay Range 6KN (\$49,095 - \$60,681) as Police Services Specialist – Investigator in Pay Range 5JN (\$60,036 - \$77,296) with a recruitment rate of \$62,229.

Current	Accounting Coordinator I	PR 2EN (\$48,079 - \$69,328) FN: Recruitment rate is \$58,438	One Position
Recommended	Accounting Coordinator II	PR 2FN (\$51,250 - \$73,907) FN: Recruitment rate is \$62,529	One Position

This position performs critical accounting, purchasing, billing, invoicing, and related business functions for MPD to assure it is able to meet its public safety mission and manage public safety funds effectively, efficiently, and transparently. Accounting Coordinators have primary responsibility in up to two of the areas listed below and are trained to be capable of handling basic transactions in all five areas to assure consistent coverage of all business needs. Transactions handled include invoice processing and payment voucher generation, billing and claims submission, invoicing for costs and services provided by MPD, and placing orders. Accounting Coordinators initiate, log, and process transactions in several enterprise wide

and online systems and are responsible for creating the appropriate records and documentation for those transactions. Duties and responsibilities include the following.

Electronic Communication Management

- Receive, manage, and process email received to the mpdbudgetfinance@milwaukee.gov email.
- Ensure requests for service are routed to appropriate MPD Budget and Finance team members.
- Maintain organized electronic file system within Microsoft Outlook.

Accounts Payable/Invoices

- Receive, review, and process invoices for MPD purchases and services received to assure payment within City prompt payment deadlines.
- Log invoices, verify fund source and compliance with grant terms, and generate payment vouchers in the City's Financial Management Information System (FMIS).
- Establish and maintain vendors in FIMS.
- Allocate invoiced costs appropriately to various funds, including operating, capital, and D-class accounts such as Asset Forfeiture, Contributions, etc.
- Allocate costs to appropriate accounts using the MPD Chart of Accounts as reference and program accounts.
- Receive, code and process Interdepartmental Requisitions & Invoices (IRI's) received by MPD.
- Communicate with vendors, MPD staff, Comptroller's Office, Purchasing Division, and others to assure payments are made accurately and problems resolved.
- Create, file, and retrieve payment and invoice records as needed, and assure appropriate documentation of payments is on file for audit and reviews.

Accounts Payable/Purchasing Card

- Receive and coordinate collection of bi-monthly purchasing card statements and receipts, review and assure appropriate coding and charging, as well as eligibility of transactions.
- Generate payment vouchers and submit for payment.
- Administer purchasing card accounts including changes to spending limits and authorized purchases at direction of Budget and Administration Director.
- Create, file, and retrieve payment records as needed, and assure appropriate documentation of payments is on file for audit and reviews.

Accounts Receivable/Billing

- Analyze MPD payroll and financial data of MPD member time charged to extra duty work codes.
- Determine appropriate charges for services for customers under contract with MPD.
- Create invoice for services through FMIS.
- Monitor payments, process payment adjustments, and deposit billing revenue to appropriate accounts.
- Keep and update MPD's extra duty service customer data base.
- Generate invoices for MPD business-to-business service and other functions, and receive and deposit cash, checks, and other revenues earned by MPD.
- Create, file, and retrieve records of invoices, deposits, and receipts for MPD as needed, and assure transactions are appropriately documented for audit and reviews.

Purchasing

- Administer purchases and contracts for MPD, including submission of Requisitions in FMIS, reviewing and validating accompanying documentation, and administering amendments and change orders for City contracts managed by MPD.

- Provide previews and reporting on pending, posted, and executed contracts.
- Report monthly on status of MPD contracts including new contracts, pending expirations, and balances for available contracts.
- Generate Purchase Orders in FMIS for large purchases and Excel for small purchases, as appropriate, to facilitate MPD purchasing.
- Keep contract and purchasing files in digital and paper versions, including relevant documents, change orders, and communications.

Reimbursements/Travel

- Receive, review, and process Travel Requests and requests for reimbursement according to City and MPD policies.
- Generate payment vouchers for reimbursements.
- Assure all travel requests and requests for reimbursement are appropriately documented and generate confirmations of approvals and final documentation for travelers and other MPD staff.

Peripheral Duties

- Assist with basic accounting and account code set up for grant funds as needed, including adjustment processing.
- Provide reports and data to support annual budget development for key services, vendors, and cost items.
- Engage in collaborative process review and quality/process improvement for all business functions with the MPD Finance team and other MPD staff.
- Manage MPD records and files and assure City record retention and management schedules are met for payable, receivable, and contract records.
- Participate in MPD Finance reporting and financial planning activities.
- Process cash reports across MPD and petty cash requests.

Minimum qualifications include a bachelor's degree in business administration, public administration, accounting, finance, or related field and one year of professional work experience in budget preparation and review, accounting, cost accounting, financial reporting, and/or internal auditing. Experience with enterprise-financial systems and conducting financial transactions in a large organization is desirable. Equivalent combinations of education and experience may be considered.

The requested classification of Accounting Coordinator II provides a higher level of professional accounting and financial management support. This particular position focuses on grant accounting, accounts payable processing, cash receipts, and grant inventory. This position administers purchases and contracts for MPD and serves as a lead worker to another Accounting Coordinator I position. This position also has responsibility for managing accounts payable transactions, the accurate processing of invoices using FMIS, and the review of MPD members' compliance with the City's procard policies.

Based on a review of the duties and responsibilities compared to other similar positions we recommend this position be reclassified from Accounting Coordinator I in Pay Range 2EN (\$48,079 - \$69,328) with a recruitment rate of \$58,438 to Accounting Coordinator II in Pay Range 2FN (\$51,250 - \$73,907) with a recruitment rate of \$62,529. Note that the costs of this reclassification are included in the 2026 budget.

Current	Administrative Support Specialist	PR 2EN (\$48,079 - \$69,328) FN Minimum Rate: \$58,416	One Vacant Position
Recommended	Administrative Specialist - Senior	PR 2GX (\$58,656 - \$78,768) FN Minimum Rate: \$66,992	One Vacant Position

The Administrative Specialist Senior serves as the lead administrative specialist for the Department of Emergency Communications and acts as the confidential executive assistant to the Emergency Communications Director. In this capacity, the position oversees and coordinates the department's highest level administrative functions, providing guidance, direction, and support to other administrative staff to ensure consistent, efficient, and professional operations.

70% Executive Administrative Responsibilities

- Serve as the confidential executive assistant to the Emergency Communications Director and Deputy Director.
- Coordinate calendars, schedule meetings, prepare agendas, and organize logistics
- Draft and edit confidential correspondence, reports, presentations, and briefing materials
- Support special projects. Support department-wide projects, events, and initiatives and serve as the department's lead administrative support professional, and mentor staff members in other administrative support roles.
- Manage probationary tracking for Director and Deputy Director and schedule required reviews for administrative and operations staff. Ensure timely documentation and any follow up.

25% Departmental Operations, Coordination and Lead Administrative Support

- Serve as a liaison for daily operations with departments such as Police, Fire, ITMD, Common Council, and the Fire and Police Commission.
- Monitor, prepare and process documents for Common Council, Fire and Police Commission, and other relevant meetings.
- Assist in creating, updating, and maintaining departmental rules, procedures, and reference materials.
- Assist other management staff with administrative needs for the department
- Collaborate with all DEC administrative support positions to ensure continuity of operations.
- Manage and coordinate department calendars and emails.
- Identify and implement opportunities to streamline administrative workflows and improve operational efficiency.
- Manage incoming calls, route inquiries appropriately, and provide excellent customer service.
- Coordinate daily mail pickup, delivery, and distribution.
- Create and maintain an internal Style Guide, naming conventions, and version control standards.

5% Provide backup support to the DEC administrative assistants; provide backup support for payroll as needed; assist with onboarding process for new administrative staff; and other related duties as assigned.

Changes to Responsibilities

The job description for this new title includes these changes:

- Leads department-wide administrative operations
- Provides guidance, training, and direction to administrative staff
- Handles complex, confidential, and executive-level tasks
- Serves as the executive assistant to department leadership
- Coordinates workflows and ensures consistency across the department
- Interprets policies and assists with procedure development
- Exercises higher-level decision-making and problem-solving

- Oversees administrative standards, compliance, and process improvement

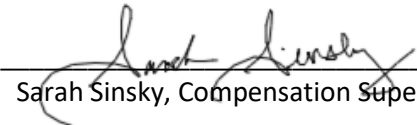
Comparison to other City Positions

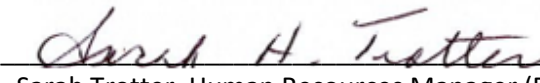
Other Administrative Specialist-Senior positions are present in the Department of Administration Budget and Management and Purchasing Divisions; and in the Department of Neighborhood Services. These positions include responsibility for supporting department leadership, coordinating administrative support functions, preparing correspondence and reports, maintaining office documents and open records requests, coordinating department specific processes and programs, providing guidance and direction to other administrative staff, and preparing departmental reports.

The responsibilities of this new title in the Department of Emergency Communications are comparable in scope and level of work to other Administrative Specialist-Senior titles. Based upon this comparison, the recommendation is to reclassify this vacant Administrative Support Specialist in pay range 2EN (\$48,079 - \$69,328) with a minimum rate of \$58,416 to an Administrative Specialist-Senior in pay range (\$58,656 - \$78,768) with a minimum rate of \$66,992.

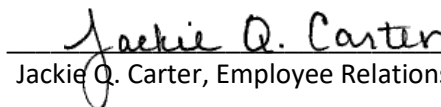
Action Required – Effective Pay Period 17, 2026 (August 2, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

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