



## Department of Employee Relations

**Tom Barrett**  
Mayor

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Director

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Director

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Labor Negotiator

### Job Evaluation Report

Fire and Police Commission Meeting: October 21, 2021

#### Police Department

Current	Recommended
New Position (One Position)	Police Risk Manager PR 2QX (\$97,420 - \$136,395) FN: Recruitment flexibility at any point with DER and the Chair of Finance and Personnel approval. (One Position)

Note: Residents receive a rate that is 3% higher.

#### Background

The Police Department has requested to classify a new position as a Police Risk Manager in Pay Range 2QX (\$97,420 - \$136,395). A new job description was provided and discussions were held with Pamela Roberts, Human Resources Administrator and Nicholas DeSiato, Chief of Staff.

#### Duties and Responsibilities

The Police Risk Manager will assist in coordinating the development and completion of compliance reports related to lawsuits and settlements, as well as serve as the project manager for settlements. This position will be the Milwaukee Police Department's liaison with key officials, including the City Attorney's Office, District Attorney's Office, U.S. Attorney's Office and other City departments. Duties and responsibilities would include the following:

- Project manager for high-profile and complex settlement agreements.
- Coordinate or assist in coordinating the development and completion of compliance documents and reports related to ongoing lawsuit settlement agreements.
- Develop and reach remedial training regarding lawsuit settlement agreements.
- Liaison with City Attorney's Office, District Attorney's Office, U.S. Attorney's Office and other legal entities.
- Provide the Police Department with updates for legal issues, trends and developments, assist Training Division in training legal topics.
- Liaison with other City departments as it relates to any lawsuit settlement agreements.
- Proactively identify and propose solutions for systematic and systemic issues identified through lawsuit settlement agreements.
- Support the Police Department's efforts in change management.
- Assist Chief of Staff with legal compliance related issues.

- Track legal developments related to law enforcement.
- Provide administrative support.
- Perform other duties as assigned.

Minimum requirements include a bachelor's degree in criminal justice, public administration, public policy, or a related field from an accredited college or university, and five years of related experience. These requirements have not yet been assessed by the Department of Employee Relations Staffing Division for hiring purposes.

### **Analysis and Recommendation**

The Police Department has indicated that this Police Risk Manager will assist in coordinating the development and completion of compliance reports related to lawsuit settlement agreements, as well serve as the project manager for all settlements. This position will be the department's liaison with key officials, including the City Attorney's Office, District Attorney's Office, U.S. Attorney's Office, and other City departments.

An incumbent of this position must have the ability to proactively develop and implement legal risk management practices, analyze and interpret data, and recognize patterns and trends. Knowledge of lawsuit settlement agreements is critical and knowledge of data analytics is important. An incumbent must also have the ability to effectively and efficiently identify and communicate changes in legal issues related to policing; as well as the ability to manage sensitive topics within and outside the organization.

Currently the Milwaukee Police Department is in year three of the Collins Settlement Agreement. There is an apparent need for improved compliance now that the training and infrastructure has been established. In addition, the previous project manager for settlements, a sworn member, has retired. Having a civilian project manager for similar settlement agreements has been proven to be the best practice nationwide. There is also an increased need for risk management in the Police Department as part of a continuing effort to decrease lawsuits, increase constitutional policing efforts, and restore police-community relations. Given the complexities, costs, and importance of all settlement agreements, it is imperative that this title is placed in the appropriate salary range to recruit a qualified candidate.

A review of other city positions finds that the most comparable positions would be the Assistant City Attorney V and the Real Estate Compliance Liaison Officer, both in Pay Range 2QX (\$97,420 – \$136,395). The Assistant City Attorney V is the highest level title of the Assistant City Attorney career progression series and acts in matters related to legal work and protects the interests of the City of Milwaukee. The Real Estate Compliance Liaison Officer in the Department of City Development is dedicated to drafting and reviewing documents, resolutions and agreements, formulating negotiating strategies, and providing guidance to the Department of City Development and Port Milwaukee in matters of high importance and impact. This new position in the Police Department will be performing similar level work that has a high consequence of error. The position will report directly to the Chief of Staff within MPD. In addition, this position could immeasurably improve the City's risk management by addressing and getting ahead of potential lawsuits and liabilities.

This report therefore recommends classifying this new position as a Police Risk Manager in Pay Range 2QX (\$97,420 – \$136,395). In order to recruit the best candidates for this important, high-profile, and demanding position, this report recommends recruitment flexibility at any point in the pay range with approval of DER and the Chair of Finance and Personnel.

**Action Required – Effective Pay Period 23, 2021 (October 31, 2021)**

In the Salary Ordinance:

Under Pay Range 2QX:

Add one position of "Police Risk Manager (1) (3)"

In the Positions Ordinance:

Under the Police Department, Office of the Chief:

Delete one position of "Legal Compliance Officer"

Add one position of "Police Risk Manager".

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Reviewed by: \_\_\_\_\_  
Makda Fessahaye, Employee Relations Director