



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

**Jeffrey B. Norman**  
Chief of Police

(414) 933-4444

December 20, 2024

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

RE: Reclassification Request – (Administrative Assistant III to Administrative Assistant IV)

Dear Commissioners:

The department is requesting that three (3) positions of Administrative Assistant III (Pay Range 51N), assigned to the Executive Command, be reclassified to the Administrative Assistant IV position. The duties of Administrative Assistant III assigned to the Executive Command have matured over time to best fit the needs of the Department and the current incumbents have been performing the same level of duties as an Administrative Assistant IV. The duties of the Administrative Assistant III have advanced to include a higher level of skills, duties, and responsibilities that match the duties and responsibilities of the Administrative Assistant IV position. The tasks and responsibilities require a higher degree of accountability.

The Administrative Assistant IVs, assigned to the Executive Command, will be responsible for various functions at a professional level including, maintaining the Chief's, Assistant Chiefs' and Inspectors' (Executive Command Staff) schedules, including a database of the Chief's and Executive Command Staff's engagements. They also provide a high level of administrative support to the Chief of Police and Executive Command Staff, manage the workflow between the Chief and the Executive Command Staff, and compose and prepare correspondence and highly confidential reports as dictated by the Chief of Police, Chief of Staff, and Executive Command Staff. In addition, the Administrative Assistant IV's are the liaisons between the Executive Command Staff and various work location department heads. An updated job description is attached which outlines the duties of the current Administrative Assistant IV and the three (3) positions of Administrative Assistant III duties, and supports the reclassification to Administrative Assistant IV.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'JBN', with a large, sweeping flourish extending to the right.

JEFFREY B. NORMAN  
CHIEF OF POLICE

# JOB DESCRIPTION

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

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

<b>1. Date Prepared/ Revised:</b> 9/11/2014 / 12/19/2024		<b>2. Present Incumbent:</b> Kelly Carr		<b>Is incumbent underfilling position?</b>			
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b> Tonia Lewis		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
				If YES, indicate Underfill Title in box 10.			
<b>5. Department:</b> POLICE DEPARTMENT			<b>Bureau:</b>		<b>Unit:</b>		
			<b>Division:</b> Office of the Chief, Administration Bureau, Criminal Investigation Bureau, Patrol Bureau		<b>Section:</b>		
<b>6. Work Location:</b> 749 West State Street – 7 <sup>th</sup> Floor			<b>Telephone:</b> <b>Email:</b>		<b>Work Schedule: Full-time</b> Hours: 8am-4pm Days: M-F		
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>Bargaining Unit:</b> Management, General City If in District Council 48, which local?			<b>8. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
<b>10.</b>	<b>Official Title:</b> Administrative Assistant IV				<b>Pay Range</b>	<b>Job Code</b>	<b>EEO Code</b>
	<b>Underfill Title (if applicable):</b>				5JN	0416NR	
	<b>Requested Title (if applicable):</b>						
<b>Recommended Title (DER Use Only):</b>				Approved by: _____			
				Date: _____			

## 11. BASIC FUNCTION OF POSITION:

Personal and confidential administrative assistants to the Chief of Police, Chief of Staff and the Executive Command Staff. Perform confidential and complex administrative duties for the Chief of Police, Chief of Staff and members of the Executive Command Staff of the Milwaukee Police Department. Provide a wide array of complex, administrative and support tasks with minimum direction. Daily functions require a high degree of independent judgment, confidentiality, tact and discretion, as well as the ability to analyze situations and take appropriate action.

## 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%	<ul style="list-style-type: none"> <li>Regular and consistent attendance.</li> <li>Maintain the Chief of Police, and Executive Command Staff's schedules, including a database of the Chief of Police and the Executive Command Staff's engagements. Arrange personal appearances of the Chief and Executive Command Staff both locally and outside of the City and coordinate needed materials for meetings/appearances.</li> </ul>
	<ul style="list-style-type: none"> <li>Provide a high level of administrative support to the Chief of Police and Executive Command Staff. Manage the workflow within the Office of the Chief and the Executive Command Staff. Work closely with Chief of Staff, OMAP, Public Information Office, and Police District Captains.</li> </ul>
	<ul style="list-style-type: none"> <li>Review all incoming correspondence and law enforcement related documents. Prioritize, evaluate, and delegate tasks and responsibilities. Monitor items for appropriate follow-up.</li> </ul>
	<ul style="list-style-type: none"> <li>Field telephone calls received in the Executive Command and interview persons seeking an appointment with the Chief or Executive Command. Maintain a tracking system of all incoming and outgoing correspondence, including a follow-up system of action taken in assignments by the Chief of Police or Executive Command Staff Members. Prioritize incoming mail for the Chief's and/or Executive Command Staff's review.</li> </ul>
	<ul style="list-style-type: none"> <li>Prepare and arrange travel itineraries to law enforcement conferences to include gathering all information needed for participation in these conferences/meetings. Responsible for travel reimbursement expenses</li> </ul>

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
	including Pro Card statements.
	<ul style="list-style-type: none"> <li>• Compose and prepare correspondence and highly confidential reports as dictated by the Chief of Police, Chief of Staff and Executive Command Staff. Gather and prepare information/data for reports and special projects requested by the Chief of Police, Chief of Staff and Executive Command Staff.</li> </ul>
	<ul style="list-style-type: none"> <li>• Respond to inquiries, complaints and service requests from citizens, City department heads, Common Council members, Mayoral staff, and local, state and federal law enforcement executives. Prepare summaries for the Fire and Police Commission regarding police related shootings.</li> </ul>
	<ul style="list-style-type: none"> <li>• Payroll entry with manager approval; prepare Chief's flex reports, special projects; maintain confidential files; record retention, and other duties as assigned.</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	•
	•

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Chief of Police, Assistant Chiefs, and Inspectors of Police.

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

General supervision is received from the Chief of Police, Chief of Staff, and the Executive Command Staff. The incumbents are expected to exercise considerable independent judgment in performing duties and responsibilities for the Chief of Police, Chief of Staff, and the Executive Command. The individual must possess confidentiality and problem solving skills while carrying out the day-to-day operations of the office. Must be highly confident and work at a fast pace under pressure.

**E. SUPERVISION EXERCISED:**

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

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

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

i. Education and Experience:

Incumbent should possess a minimum of four years of responsible administrative experience with at least one year of experience at the AAll level or above (department does not currently have AAlll level as an option to require). Equivalent combinations of education and experience may be considered.

ii. Knowledge, Skills and Abilities:

Experience and proficiency in the Microsoft Office; ability to maintain confidential information, records and files; excellent written and communications skills; possess tact and diplomacy while interacting with the public and members of the command and executive command. Member will have contact with the Mayor's Office, Alderpersons and more routinely with staff members of the Fire and Police Commission or the executive director.

iii. Certifications, Licenses, Registrations:

Notary License for convenience to expedite administrative matters that require such action, but not essential.

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iv. Other Requirements:

- This position requires that the incumbent be secure with confidential and sensitive matters. Experience as an employee of the Police Department for a period of two years would be most beneficial. This experience would provide a foundation of the structure and flow of department operations. The Administrative Assistant IV has traditionally been the highest level clerical position in the department serving the highest-ranking executive command.

**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:**

<input type="checkbox"/>	<b>Climbing:</b> 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 checked="" type="checkbox"/>	<b>Balancing:</b> 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"/>	<b>Stooping:</b> 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"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> 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"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> 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"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	<b>Feeling:</b> 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"/>	<b>Talking:</b> 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"/>	<b>Hearing:</b> 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"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> 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:**

<input checked="" type="checkbox"/>	<b>Sedentary Work:</b> 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
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	sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> 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"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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"/>	<b>Very Heavy Work:</b> 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:**

<input checked="" type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> 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: 0%**

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> 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"/>	<b>The worker is subject to atmospheric conditions:</b> 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"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**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:**

<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.)

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<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>	

**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.)

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

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*Signature of Department Head or Designated Representative*

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