



Department of Employee Relations

Cavalier Johnson

Mayor

Harper Donahue, IV

Director

Molly King

Employee Benefits Director

Veronica Rudychhev

Labor Negotiator

July 19, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 240207 – Communication from the Department of Employee Relations relating to classification studies scheduled for the July 25, 2024 Fire and Police Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the Fire and Police Commission meeting on July 25, 2024.

Police Department

| Current | Recommended |
|--|--|
| Crime Scene Supervisor PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$90,032 (Six Positions) | Crime Scene Supervisor PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$90,032 (Six Positions) |

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

Police Department

| Current | Recommended |
|---|---|
| Police Records Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$74,838 (One Position) | Police Records Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$87,973 (One Position) |
| Police Records Supervisor PR 1CX (\$54,619 - \$76,474) FN: Recruitment is at \$66,758 (One Position) | Police Records Supervisor PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$76,503 (One Position) |

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

Fire Department

| Current | Recommended |
|---|---|
| Office Assistant IV PR 6KN (\$49,095 - \$58,914) FN: Recruitment is at \$49,399 (One Position) | Fire Records Specialist PR 5HN (\$55,728 - \$69,660) (One Position) |

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

Police Department

| Current | Recommended |
|--|--|
| Police Risk Manager PR 2QX (\$103,384 - \$144,744) One Position | Police Risk Manager PR 2TX (\$125,201 - \$175,275) One Position |
| Police Records Director PR 1MX (\$103,384 - \$144,744) One Position | Police Records Director PR 1PX (\$125,201 - \$175,275) One Position |
| Police Open Records Legal Advisor PR 2MX (\$80,098 - \$112,137) One Position | Police Open Records Legal Advisor PR 2NX (\$85,366 - \$119,521) FN: Minimum Rate: \$93,836 One Position |

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

Police Department

| Current | Recommended |
|--|---|
| Marketing and Communications Officer PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position – MPD) | Marketing and Communications Officer PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$90,291 (One Position – MPD) |

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

Police Department

| Current | Recommended |
|---|---|
| Property Control Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$84,209 (One Position) | Property Control Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997 (One Position) |
| Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) (Three Positions) | Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$90,032 (Three Positions) |
| Sensitive Crimes Project Coordinator PR 2EX (\$51,649 - \$67,309) (One Position) | Sensitive Crimes Project Coordinator PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position) |
| Intelligence Analyst PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$57,572 FN: Appointment at any rate with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position) | Intelligence Analyst PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$65,142 FN: Appointment at any rate with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position) |
| Forensic Ballistics Specialist PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$58,305 (One Position) | Forensic Ballistics Specialist PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,764 (One Position) |

| | |
|--|---|
| Media Producer PR 2EN (\$48,079 - \$67,309) FN: Recruitment is the minimum of the following range: \$53,117 - \$68,277) (One Position) | Media Producer PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$82,608 (One Position) |
|--|---|

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

Fire Department

| Current | Recommended |
|--|---|
| Media Specialist PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$47,768 (One Position) | Media Producer PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$82,608 (One Position) |

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

Fire Department

| Current | Recommended |
|--|---|
| Fire Lieutenant (Survive Alive House Director) PR 4EN (\$82,190 - \$95,575) (One Position) | Survive Alive House Director PR 4JN (\$90,567 - \$109,766) (One Position) |
| Fire Lieutenant (Community Relations Director) PR 4EN (\$82,190 - \$95,575) (One Position) | Fire Community Relations Director PR 4JN (\$90,567 - \$109,766) (One Position) |
| Fire Lieutenant (Milwaukee Overdose Response Initiative Assistant) PR 4EN (\$82,190 - \$95,575) (One Position) | Milwaukee Overdose Response Initiative Lead Assistant PR 4EN (\$82,190 - \$95,575) (One Position) |

Note: the rates for the Fire positions in this report are for those who are hired on or after October 3, 2011. For positions in Pay Range 4EN, there is a higher rate for those who hold a current EMT-11 certification and are available for assignment to paramedic duties.

Respectfully Submitted,



Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychew
Labor Negotiator

Department of Employee Relations

Job Evaluation Report

Fire and Police Commission Meeting: July 25, 2024

Police Department

| Current | Recommended |
|--|--|
| Crime Scene Supervisor PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$90,032 (Six Positions) | Crime Scene Supervisor PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$90,032 (Six Positions) |

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

The Crime Scene Supervisor positions, under the direction of the Police Forensic Services Director, are responsible for supervising Forensic Division personnel involved in evidence identification, preservation, collection, and analysis; ensuring rules, procedures, policies, and guidelines are followed and that department and forensic discipline standards are met; and assuming command and responsibility of their supervisor in his or her absence. Responsibilities include responding to crime scenes and other locations to guide and assist members processing digital and physical evidence.

These positions were last studied in July of 2023 when they were new positions classified as Crime Scene Supervisor in Pay Range 1HX (\$75,162 - \$105,223) with a recruitment rate of \$90,032. The pay range recommended was based on the supervisory responsibilities and a comparison to other positions in the department. These positions are located in the Forensics Division where organizational and division change is ongoing including the civilianizing of positions. In this transition there are both sworn and nonsworn positions in leadership. The sworn positions of Police Lieutenant in Pay Range 4LN – 836 (\$90,519 - \$109,472)* and Police Identification Administrator in Police Identification Administrator in Pay Range 4IN – 835 (\$91,759 - \$110,946)* are both eligible for overtime. The department has requested that the Crime Scene Supervisors be placed in a FLSA (Fair Labor Standards Act) nonexempt pay range, equivalent to their current pay range, so they may also be eligible for overtime. It should be noted that although these positions under study have supervisory and oversight responsibilities, they also respond to crime scenes and oversee and perform the forensic work.

A similar situation has occurred in the Department of Emergency Services. The classifications of Emergency Communications Supervisor, Emergency Communications Supervisor – Quality Assurance, and Emergency Communications Supervisor – Training were originally placed in Pay Range 1GX and then 1IX due to supervisory and oversight responsibilities. A recent report, approved at the April 4, 2024 Fire and Police Commission meeting, recommended that these positions be placed in an equivalent nonexempt pay range so they can also be eligible for overtime as would a Police Sergeant in Pay Range 4GN – 831 (\$85,022 - \$102,379)*. It was noted that the Emergency Communication Supervisors work within a 365 day/24 hour Dispatch floor operation and provide call taking and dispatching as directed. The Crime Scene Supervisors also must work a variety of hours including nights, weekends, holidays, and overtime, often with little notice, to meet operational demands; and be able to oversee and perform forensics work.

Based on the above analysis we recommend placing these six positions of Crime Scene Supervisor in Pay Range 2LN (\$75,162 - \$105,662) with a recruitment rate of \$90,032. A FLSA nonexempt designation will allow the incumbents of these positions to be eligible for overtime and current pay recommendations to remain competitive.

*Rates for those hired prior to October 3, 2011. Higher rates for those with educational degrees.

Action Required – Effective Pay Period 17, 2024 (August 4, 2024)

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

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Manager

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue IV
Harper Donahue IV, Employee Relations Director



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Job Evaluation Report

Fire and Police Commission Meeting: July 25, 2024

Police Department

| Current | Recommended |
|---|---|
| Police Records Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$74,838 (One Position) | Police Records Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$87,973 (One Position) |
| Police Records Supervisor PR 1CX (\$54,619 - \$76,474) FN: Recruitment is at \$66,758 (One Position) | Police Records Supervisor PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$76,503 (One Position) |

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

Fire Department

| Current | Recommended |
|---|---|
| Office Assistant IV PR 6KN (\$49,095 - \$58,914) FN: Recruitment is at \$49,399 (One Position) | Fire Records Specialist PR 5HN (\$55,728 - \$69,660) (One Position) |

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

Background

The Department of Employee Relations (DER) recently conducted a market study for select professional and managerial titles in the Milwaukee Public Library (effective pay period 13, 2024 (June 9, 2024)). This report aims to examine and analyze peer titles in the Fire and Police departments that fall under a similar scope, duties and responsibilities, impact, and minimum qualifications.

Police Records Manager

| Current | Recommended |
|--|---|
| Police Records Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$74,838 (One Position) | Police Records Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$87,973 (One Position) |

The Police Records Manager is directly responsible for the overall efficient and effective operations of the Milwaukee Police Department (MPD) Records Management Section, including managing staff and ensuring that rules, policies, and guidelines are followed according to the National Incident-Based Reporting System (NIBRS) regulations. Duties and Responsibilities:

Records Management Oversight

- Participate in the development and implementation of goals, objectives, policies, procedures, processes, operational manuals, and systems.
- Monitor work activities to ensure compliance with established policies and procedures.

- Ensure that quality and timeliness report processing standards are met and appropriate services are provided.
- Ensure the accuracy of crime coding and statistics, and perform auditing activities to ensure compliance with state, federal, and NIBRS rules and regulations related to law enforcement records management.
- Establish staffing levels and methods for providing records management services, identify resource needs, review needs with management staff, and allocate resources accordingly.
- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the daily operations and activities of law enforcement records management.
- Participate in staff selection, coaching, and disciplining.
- Oversee staff training, including for the Records Management System (RMS) and NIBRS.
- Serve as the MPD liaison with the Federal Bureau of Investigation (FBI).

Administration

- Participate in the preparation and administration of the records management program budget, submit budget recommendations, and monitor expenditures.
- Oversee the preparation of analytical and statistical reports on operations and activities.
- Monitor legal and procedural developments related to law enforcement records.
- Stay apprised of trends and innovations in records management, including participating in professional associations.

Minimum qualifications include a Bachelor's degree in management, public administration, information technology, or a closely related field from an accredited college or university and Three years of progressively responsible experience performing records management in a public agency or large organization carrying out duties related to this position, including overseeing digital and physical records retention and ensuring compliance with local, state, and federal laws including one year of supervisory or lead worker responsibility.

Comparisons to the 2024 Library Management and Professional Positions Market Study

| Position | Function and Minimum Qualifications |
|---|--|
| Library Services Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$87,973 | <p>One <u>Library Services Manager</u> oversees the Cataloging and Database Maintenance for the Milwaukee Public Library. Incumbent directs technical processes concerned with library materials in all formats. Supervises the direction, control and planning for professional cataloging, copy cataloging and technology support staff.</p> <p>One <u>Library Services Manager</u> oversees the Acquisitions and Serials Unit and is primarily responsible for the management, leadership and operation of the technical processes concerned with collection development and the firm-order and continuations purchase of books, serials, physical media and other library materials. Manages the direction, control and planning for clerical activities necessary for orderly acquisition, claiming and processing of new materials for the library's collections.</p> <p>One <u>Library Services Manager</u> will have responsibility for the management, leadership and operation of the Business, Technology, Science, Periodicals (BTSP) Unit for the provision of high-quality services and for the selection, maintenance, and development of the Library's extensive collections in economics, business and physical sciences, natural sciences, pure sciences, health, engineering, high technology, patents, industrial standards, homemaking, and state documents. Oversees MPL's participation in the Federal Documents Depository Program.</p> <p>Minimum requirements include a master's degree in library science (MLS) or library information science (MLIS) from an American Library Association (ALA)-accredited library school and five years of progressively responsible professional librarian experience, including performing complex bibliographic, reference, and readers' advisory work.</p> |

Analysis and Recommendation

A recent 2024 study of Library Professional and Managerial titles placed the title of Library Services Manager into pay range 1HX (\$75,162 - \$105,223) with recruitment at \$87,973. Library Services Managers manage, supervise, train, evaluate, organize, schedule, and oversee unit staff and workflow, including approval of assignment duties, work schedules, modeling a high level of customer service, performance management, collection counsel, and participation in staff recruitment and hiring. They also set unit priorities and goals and design objectives, outcomes, and strategies for achieving System goals.

The Police Records Manager was reclassified in 2013 from a Police Identification Supervisor title. This reclassification shifted the title away from a sworn position to a civilian title.

As the scope, impact, functions, and minimum qualifications of the Police Records Manager align with the Library Services Manager, we recommend classifying the Police Records Manager in pay range 1HX (\$75,162 - \$105,223) with recruitment at \$87,973.

Police Records Supervisor

| Current | Recommended |
|---|---|
| Police Records Supervisor PR 1CX (\$54,619 - \$76,474) FN: Recruitment is at \$66,758 (One Position) | Police Records Supervisor PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$76,503 (One Position) |

Under the direction of Police Records Manager, the Police Records Supervisor supervises the daily operations of the Records Management Division of the Milwaukee Police Department (MPD). Duties and Responsibilities:

- Plan, prioritize, assign, supervise, and review the work of MPD Records Management Division staff, including records specialists and sworn officers, to ensure they satisfactorily perform their job duties.
- Review reports for accuracy and timely processing; provide expertise about records management systems, and field questions from MPD work locations regarding report documenting requirements.
- Review required documentation to ensure accuracy and timely completion; correct or instruct members to make necessary corrections.
- Prepare, distribute, and maintain a variety of periodic written reports and records. Review vehicle/equipment log sheet for compliance. Conduct personnel, equipment, building, and work location inspections.
- Prepare and maintain work schedules for staff; receive sick calls and monitor sick time usage, and schedule overtime as needed. Maintain personnel files. Record daily payroll entries, and complete biweekly payroll.
- Assist with new employee training and orientation. Provide training, guidance, and counseling to assigned staff; complete employee performance evaluations and reviews.
- Maintain adherence to departmental rules, Standard Operating Procedures (SOPs), and instructions. Recommend and administer corrective actions.
- Carry out special projects as assigned by the Police Records Manager.
- Participate in ongoing training to stay apprised of standards and innovations in records management.

Minimum qualifications include a Bachelor's degree in business administration, information management, or a related field from an accredited college or university and One year of records management experience in a public sector, law enforcement, or comparable agency, at least six months of which must have been in a supervisory or lead worker role.

Comparison to an Internal Position

| Position | Function and Minimum Qualifications |
|---|---|
| Unified Call Center Supervisor PR 1FX (\$66,154 – \$92,162) FN: Recruitment is at \$76,503 Studied for market rates in July 2023 | The Unified Call Center Supervisor , as a part of the UCC management team, is expected to provide training, schedule tracking and development, and general supervision of UCC representatives. Minimum qualifications include a Bachelor's degree in Business Administration, Management, Consumer Science, Communications, or a closely related field from an accredited college or university and two years of experience either in a call center environment or involving high-intensity customer contact, of which at least one year must have been at a supervisory level. |

Analysis and Recommendation

The Police Records Supervisor was classified in 2014. In the 2014 report, the Police Records Supervisor was placed in the same pay range as the Call Center Supervisor with a recruitment rate that acknowledged the differential between the Police Records Manager (recommended PR 1HX (\$75,162 - \$105,223) with recruitment at \$87,973) and the Police Records Specialist III (currently PR 5IN (\$57,620 - \$72,025).

To acknowledge the supervisory functions and reporting relationships between the Records Specialists and this position, we recommend placing this position in pay range PR 1FX (\$66,154 - \$92,612) with recruitment at \$76,503.

Office Assistant IV

| Current | Recommended |
|---|---|
| Office Assistant IV PR 6KN (\$49,095 - \$58,914) FN: Recruitment is at \$49,399 (One Position) | Fire Records Specialist PR 5HN (\$55,728 - \$69,660) (One Position) |

Provides fire and emergency medical services (EMS) incident response records in accordance with the department's, and external governing agencies', policies and procedures. Duties and Responsibilities:

- Utilizes an electronic records management system to locate emergency incident response records, for both emergency medical services (EMS) runs and fire runs, to provide to insurance agencies, donor networks, private citizens, and other city and county departments in accordance with Health Insurance Portability and Accountability Act (HIPAA) regulations, Health Information Technology for Economic and Clinical Health (HITECH) Act, and Wisconsin Open Records Laws, via varying methods, including in-person contacts, fax, and mail, and reviews them for completeness, confidentiality, and accuracy before distribution. Redacts records according to all applicable regulations and laws. Gathers data for projects as requested by department management.
- Answers in-person, phone, and electronic (fax/email) inquiries from entities such as the news media, insurance adjusters, Red Cross, Milwaukee County Department of Social Services, the general public, and other city departments in accordance with HIPAA regulations, Wisconsin Open Records laws, and other state statutes regarding confidentiality of reports and records.
- Manages report distribution, recording/logging of all requests and distributions, and billing processes for the above, including recording of payments received.
- Answers and reviews inquiries from entities such as insurance companies, attorneys, and private citizens, in accordance with HIPAA regulations, regarding billing and/or collections of patient accounts, works directly with billing/collections agencies to ensure accuracy of billing/collections, processing of refund requests, processing of billing dispute requests, and auditing of same.
- Utilizes word processing software to prepare records correspondence; utilizes spreadsheet software to record records distribution.

- Compiles and prepares correspondence and/or documentation for attorneys or outside agencies as it relates to employees' injuries, both work- and non-work-related.
- Receives and distributes subpoenas and associated reports/forms to responsive personnel.

Minimum qualifications include three years of office support experience performing duties related to records, with at least one year of experience at the Office Assistant III level or above.

Comparison to an Internal Position

| Position | Function and Minimum Qualifications |
|---|---|
| License Specialist I PR 5HN (\$55,728 - \$69,660) | Under the general direction of the License Coordinator, the License Specialist I processes applications and permits in accordance with state statutes, city ordinances and departmental procedures. Minimum qualifications include Four years of progressively responsible office support experience, including two years of high intensity customer contact in person or via telephone (i.e. receiving and/or resolving complaints, problem solving or substantial responsibility for receiving and/or giving information). Certification as a Wisconsin Notary Public within three months of appointment and throughout employment. |
| Police Records Specialist I PR 6GN (\$44,909 - \$53,891) Police Records Specialist II PR 5HN (\$55,728 - \$69,670) | The Police Records Specialist serves as a key subject matter expert in the classification and coding of crime reports processed by the Milwaukee Police Department (MPD) and reported to the State of Wisconsin and the Federal Bureau of Investigation (FBI). Minimum qualifications include One year of experience working with an automated records management system, performing duties closely related to this position. Certification to use the Wisconsin Department of Justice, Training and Standards Bureau's Transaction Information for Management Enforcement (TIME) System within one month of appointment and throughout employment. |

Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this Office Assistant IV align with the comparator positions, we recommend placing this position as Fire Records Specialist in pay range PR 5HN (\$55,728 - \$69,660).

Action Required – Effective Period 17, 2024 (August 4, 2024)

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

Prepared by: Sarah Wangerin
Sarah Wangerin, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

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Labor Negotiator

Job Evaluation Report

Fire and Police Commission Meeting: July 25, 2024

Police Department

| Current | Recommended |
|--|--|
| Police Risk Manager PR 2QX (\$103,384 - \$144,744) One Position | Police Risk Manager PR 2TX (\$125,201 - \$175,275) One Position |
| Police Records Director PR 1MX (\$103,384 - \$144,744) One Position | Police Records Director PR 1PX (\$125,201 - \$175,275) One Position |
| Police Open Records Legal Advisor PR 2MX (\$80,098 - \$112,137) One Position | Police Open Records Legal Advisor PR 2NX (\$85,366 - \$119,521) FN: Minimum Rate: \$93,836 One Position |

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

The titles in this report have previously been classified as comparable to a specific level of Assistant City Attorney in the City Attorney's Office. As the pay rates for titles in the City Attorney's Office have increased due to the cost of labor, this report recommends reallocating these classifications based upon those same market rates of pay comparisons.

These are the current rates of pay for the five levels of Assistant City Attorney.

| Title | Pay Range | Minimum | Title Minimum | Maximum |
|-----------------------------|-----------|-----------|---------------|-----------|
| Assistant City Attorney V | 2TX | \$125,201 | \$125,201 | \$175,275 |
| Assistant City Attorney IV | 2SX | \$117,464 | \$117,464 | \$164,446 |
| Assistant City Attorney III | 2NX | \$85,366 | \$93,836 | \$119,521 |
| Assistant City Attorney II | 2LX | \$75,162 | \$85,305 | \$105,223 |
| Assistant City Attorney I | 2KX | \$70,501 | \$77,551 | \$98,704 |

Police Department

| Current | Recommended |
|---|---|
| Police Risk Manager PR 2QX (\$103,384 - \$144,744) One Position | Police Risk Manager PR 2TX (\$125,201 - \$175,275) One Position |
| Police Records Director PR 1MX (\$103,384 - \$144,744) One Position | Police Records Director PR 1PX (\$125,201 - \$175,275) One Position |

| | |
|--|--|
| Police Open Records Legal Advisor PR 2MX (\$80,098 - \$112,137) One Position | Police Open Records Legal Advisor PR 2NX (\$85,366 - \$119,521) FN: Minimum Rate: \$93,836 One Position |
|--|--|

Police Risk Manager

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.

- 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 systematic 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.

The Police Risk Manager was previously classified as comparable to the title of Assistant City Attorney V. Therefore, this report recommends reallocating Police Risk Manager to Pay Range 2TX (\$125,201 - \$175,275).

Police Records Director

The Police Records Director is directly responsible for the overall operations of the Records Management Division and Open Records Section. Assures compliance with records laws, and that rules, procedures, policies and guidelines are followed and NIBRS coding standards and legal standards are met. This position is responsible for the discipline, conduct, good order and efficiency of all the members under their command.

- Responsible for the overall efficient and effective operations of the Records Management Division and Open Records Section. Works independently and makes appropriate decisions based on knowledge of Department policies and procedures; performs duties within scope of authority.
- Monitors Records Management Division work activities and ensures that quality and timeliness report processing standards are met and appropriate services are provided; serves as Police Department liaison with the FBI and assures accuracy of crime coding and compliance with State, Federal and National Incident Based Reporting Standards (NIBRS) regulations.
- Monitors Open Records Section work activities and ensures that quality and accurate public records requests are provided within legal standards; establish methods to create efficiencies that will reduce wait time for satisfying public record requests.
- Establishes staffing levels and methods for providing records-related services; identifies resource needs; reviews need with appropriate management staff; allocates resources accordingly.
- Provides management and leadership to personnel assigned to Records Management Division and Open Records Section.
- Manages Records Management Division and Open Records Section operating and overtime budgets.
- Oversee the preparation of analytical and statistical reports on operations and activities.

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management.
- Perform other duties and have other such responsibilities, as the Chief of Police, or designee(s), may from time to time direct.

The Police Records Director was previously classified as comparable to the title of Assistant City Attorney V. Therefore, this report recommends reallocating Police Records Director to Pay Range 1PX (\$125,201 - \$175,275).

Police Open Records Legal Advisor

The Police Open Records Legal Advisor works in conjunction with the Administration Bureau to directly advise and oversee the day-to-day operations of the MPD Open Records section, and to ensure that all Open Records Section responses are compliant with applicable State and Federal laws.

Advise the Open Records staff on a day-to-day basis

- Continually review and update language and letters used to respond to open records requests
- Provide guidance on the handling of all open records requests
- Review staff response letters to open records requests
- Conduct the review of all requests for email records
- Aid staff in the pull of records when necessary
- Provide guidance on review and redaction determinations
- Review all open records release letters before they are sent out

Directly handle high profile, difficult, or complex open records requests

- Lead in the pull, review, redaction (if necessary), and response to these types of open records requests

Keep up to date on the ever-changing nature of the Wisconsin Public Records law

- Update language and letters when necessary
- Provide clarification to staff on new issues within the Wisconsin Open Records Law

Work directly with the Open Records Sections designated media request responder

- Review all media requests that are received
- Aid in the pull, review, redaction (if necessary), and response to all complex media requests
- Review all media request response letters

Coordinate with the Record Retention officer

- Aid in the creation of all record's retention schedules
- Ensure current and future retention schedules are appropriate under all applicable state and federal laws
- Work with the City's records retention officer to ensure compliance with all applicable state and federal laws regarding the retention and destruction of records

Act as a representative of the Open Records to the Public when necessary

- Explain records responses to the public when necessary
- Handle all Open Records discussion with the media
- Take calls from outside attorneys regarding Open Records Section responses

Liaison to the Milwaukee City Attorney

- Keep City Attorney informed of the day-to-day operations of the Open Records Section
- Work with the City Attorney on difficult or complex records requests

Act as a liaison between the Open Records Section and other sections of the Milwaukee Police Department

- Aid in the pull of records that may be required of other sections

- When necessary, explain why redactions may or may not be applicable
- Seek guidance on the release and redaction of sensitive records
- Provide records advice when necessary
- Provide training/consultation on records/information management compliance issues to various divisions of MPD
- Provide consultation to various work location/division heads and designated records personnel on record system efficiencies and legal standards for maintaining compliance.
- Provide consultation on the Wisconsin Open records laws to work location/division heads when necessary
- Educate and instruct MPD personnel on retention/destruction

Develop methods and strategies for continued and improved efficiency of the Open Records Section

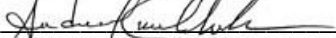
- Continually review the best practices for the timely handling and response to open records requests
- Work with the Open Records Section supervisor to ensure that all staff is trained in the pull of various types of records (including video, audio, etc.)
- Make sure records systems are compliant with local, state, and federal records laws; including, but not limited to, means by which the integrity and authenticity of records are preserved and maintained in a secure manner for appropriate retrieval, access and final disposition.

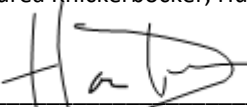
Develop and monitor standards and guidelines for MPD compliance with local, state, and federal/agency laws and best practices regarding the response to Open Records requests

The Police Open Records Legal Advisor was previously classified as comparable to the title of Assistant City Attorney III. Therefore, this report recommends reallocating Police Open Records Legal Advisor to Pay Range 2NX (\$85,366 - \$119,521) with a minimum rate of \$93,836.

Action Required - Effective Pay Period 17, 2024 (August 4, 2024)

* See addendum included in CCFN for Salary and Position Ordinance changes.

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harpen Donahue IV, Employee Relations Director



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychev
Labor Negotiator

Department of Employee Relations

JOB EVALUATION REPORT

Fire Police Commission Meeting: July 25, 2024

This city-wide job study aligns approximately 17 Marketing and Communication titles and related classifications across 11 City departments. These recommendations have been sent in separate reports to the City Service Commission and the Fire and Police Commission as titles are often specific to a department.

The recommendations reallocate the rates of pay for classifications based upon a comparison to market rates of pay. These reallocations are not reclassifications. Employees in these titles will receive a rate increase only if their current base pay rate falls below the new minimum recruitment rate for their title.

In order to address internal equity issues, this report recommends that departments be allowed to request equity adjustments with the approval of DER. These may be requested when an eligible employee is being compensated at a rate of pay that is below the rate of a newer employee with less experience in the same classification or performing similar work within the same department. Further, this report recommends that departments be allowed to request 3% transfer adjustments with the approval of DER. A transfer is defined as the appointment to a position within the same pay range or to a pay range with the same rates of pay.

The analysis and recommendation process included a review of a position's duties and responsibilities, impact and accountability, relationship responsibilities, working conditions, as well as minimum education and experience requirements.

This process also compared a classification's rate of pay to the cost of labor in Southeastern Wisconsin. Market data was sourced from ERI, a salary survey to which Employee Relations subscribes, and the Bureau of Labor Statistics.

This report covers only those positions for which the paramount requirement is knowledge of the principles and practices of public relations, communications, media affairs, and/or marketing and promotional practices. These positions may provide strategic advice on communication issues and possess the ability to oversee and implement the digital media strategy, social media marketing, and website management.

Background

This report addresses internal equity between departments and examines not only the market rates but also the classification to ensure all positions are classified appropriately. A handful of the positions were studied back in 2022 prior to the lift of the mayoral cap. That being said, many of titles were not included in the prior study and this report is to ensure the City's internal comparables and classifications are in alignment while addressing the market rates.

Market Data

In determining the recommendations for these positions, comparisons were made to external market rates of pay for positions with similar duties and responsibilities in the Milwaukee Metropolitan area. Market pay data from the Economic Research Institute (ERI), a service to which the Department of Employee Relations subscribes, as well as rates from the Bureau of Labor Statistics (BLS), are below:

Marketing Communications Supervisor

| Years of Experience | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|----------------------------|------------------------|------------------------|-------------|------------------------|------------------------|
| 10 | \$98,124 | \$107,319 | \$119,118 | \$130,912 | \$142,520 |
| 9 | \$95,477 | \$104,447 | \$115,987 | \$127,504 | \$138,830 |
| 8 | \$92,753 | \$101,485 | \$112,752 | \$123,987 | \$135,028 |
| 7 | \$89,955 | \$98,438 | \$109,417 | \$120,364 | \$131,118 |
| 6 | \$87,069 | \$95,288 | \$105,960 | \$116,609 | \$127,071 |
| 5 | \$84,108 | \$92,051 | \$102,396 | \$112,733 | \$122,897 |
| 4 | \$81,085 | \$88,741 | \$98,743 | \$108,750 | \$118,612 |
| 3 | \$78,020 | \$85,380 | \$95,023 | \$104,681 | \$114,233 |
| 2 | \$74,933 | \$81,989 | \$91,261 | \$100,553 | \$109,784 |
| 1 | \$71,846 | \$78,593 | \$87,485 | \$96,399 | \$105,290 |

| All Incumbents | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|------------------------|------------------------|-------------|------------------------|------------------------|
| Level 1 | \$76,132 | \$83,285 | \$92,665 | \$102,054 | \$111,387 |
| Level 2 | \$87,526 | \$95,762 | \$106,435 | \$117,090 | \$127,594 |
| Level 3 | \$103,063 | \$112,704 | \$125,067 | \$137,439 | \$149,673 |

ERI describes a Marketing Communications Supervisor as a position that plans, creates, and implements marketing communications programs. Supports communications projects in the areas of advertising and promotional programs, public relations, and trade shows, including Internet-based communications. Develops, implements, and evaluates marketing communications plans in support of strategic objectives. Prepares materials for internal and external presentations on products, business plans, and management communications. Drafts communications plans for assigned division as well as product lines, then follows through on implementation in close cooperation and alignment with functional groups and sales, product management, and communication teams. Supports Marketing Communications projects and goals as defined by the Senior Manager of Marketing Communications. Assists with website content management. Performs copy writing for annual report, analysts meeting, other corporate functions, and press conferences. Tracks and follows up on the editorial calendar. Drives strategic positioning in coordination with Marketing Communications Director to ensure alignment of activities with corporate communication strategy and regional key messages.

Marketing Administrator

| All Incumbents | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|------------------------|------------------------|-------------|------------------------|------------------------|
| Level 1 | \$43,941 | \$47,917 | \$53,241 | \$58,424 | \$63,740 |
| Level 2 | \$51,264 | \$55,958 | \$62,213 | \$68,389 | \$74,690 |
| Level 3 | \$60,838 | \$66,477 | \$73,957 | \$81,429 | \$88,999 |

ERI describes a Marketing Administrator as a position that structures and leads targeted marketing campaigns across various mediums, such as online advertising, print advertising, and radio and television commercials. Monitors and assesses the performance of marketing campaigns and examines opportunities for improvement. Maintains company's online presence, including website, social media, and blogs, and manages inquiries generated on these platforms. Creates and edits corporate communications, such as presentations, newsletters, press releases, media kits and other marketing literature. Analyzes market research and evaluates opportunities to optimize marketing spend and performance. Identifies potential customers. Develops and maintains a database of potential customers. Negotiates contracts and acts as the company liaison for marketing services vendors, such as advertising agencies, print supplies, and freelancers. Coordinates and participates in promotional activities, trade shows and industry events. May generate reports.

Recommendations

| Current | Recommended |
|--|---|
| Marketing and Communications Officer PR 2JX (\$66,154 – \$92,612) FN: Recruitment is at \$72,768 (One Position – MPD) | Marketing and Communications Officer PR 2LX (\$75,162 – \$105,223) FN: Recruitment is at \$90,291 (One Position – MPD) |

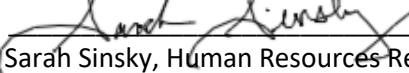
Titles Evaluated – No Change Recommended

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|--|-----------|-----------------------|
| Community Relations, Engagement and Recruitment Director | PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$109,221 (One Position – MPD) | N/A | N/A |


DER has evaluated titles above and included them in the analysis of the report, but no change in pay range or rate is recommended in relation to market data as it has been studied recently.

Action Required - Effective Pay Period 17, 2024 (August 4, 2024)

* See addendum included in CCFN for Salary and Position Ordinance changes.

Prepared by: 
Sarah Sinsky, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

Job Evaluation Report

Cavalier Johnson

Mayor

Harper Donahue, IV

Director

Molly King

Employee Benefits Director

Veronica Rudychev

Labor Negotiator

Fire and Police Commission Meeting: July 25, 2024

Police Department

| Current | Recommended |
|---|---|
| Property Control Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$84,209 (One Position) | Property Control Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997 (One Position) |
| Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) (Three Positions) | Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$90,032 (Three Positions) |
| Sensitive Crimes Project Coordinator PR 2EX (\$51,649 - \$67,309) (One Position) | Sensitive Crimes Project Coordinator PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position) |
| Intelligence Analyst PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$57,572 FN: Appointment at any rate with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position) | Intelligence Analyst PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$65,142 FN: Appointment at any rate with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position) |
| Forensic Ballistics Specialist PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$58,305 (One Position) | Forensic Ballistics Specialist PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,764 (One Position) |
| Media Producer PR 2EN (\$48,079 - \$67,309) FN: Recruitment is the minimum of the following range: \$53,117 - \$68,277 (One Position) | Media Producer PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$82,608 (One Position) |

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

Fire Department

| Current | Recommended |
|--|---|
| Media Specialist PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$47,768 (One Position) | Media Producer PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$82,608 (One Position) |

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

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates.

Property Control Manager

| Current | Recommended |
|--|--|
| Property Control Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$84,209 (One Position) | Property Control Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997 (One Position) |

The **Property Control Manager** is responsible for supervising and coordinating Property and Evidence operations within the Milwaukee Police Department. The manager assumes responsibility for the overall security and maintenance of property and evidence and coordinates operations with intra-agency personnel, inter-agency partners and the general public.

Minimum qualifications include a Bachelor's degree in Accounting, Police Science, Criminal Justice, Computer Science, Telecommunications or related fields of study from an accredited college or university and Five years of experience in warehouse management of inventorying, auditing, storage and accounting or law enforcement supervision.

Analysis and Recommendation

When this position was classified in 2015, it was placed in comparison to Police Lieutenant (currently 4LN (\$95,302 - \$115,257 with recruitment at \$101,446) and Tow Lot Manager (currently 1IX (\$80,098 - \$112,137) with recruitment at \$88,551). Consideration was also given to compression with Police Sergeant (currently 4GN (\$85,022 - \$102,379 with recruitment at \$90,256).

As the Property Control Manager supervises Police Sergeants, Police Officers, Police Service Specialist Investigators and clerical staff and in considering the minimum qualifications of this position, we recommend placing this position in pay range PR 1JX (\$85,366 - \$119,521) with recruitment at \$104,997.

Crime and Intelligence Manager

| Current | Recommended |
|--|--|
| Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) (Three Positions) | Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$90,032 (Three Positions) |

By directing a staff that performs analyses of crime trends, patterns, and series and collects and interprets data and statistics, the Crime and Intelligence Manager has a direct impact on the Milwaukee Police Department's (MPD's) geographic commands and investigations and outside agencies.

Minimum qualifications include a Bachelor's degree in criminal justice, information management systems, computer science, or a closely related field from an accredited college or university and Four years of experience performing strategic and criminal intelligence analyses, including three years of experience with relational database development and management and data mining.

Direct Report position

| Position | Function and Minimum Qualifications |
|--|--|
| Crime Analyst III PR 2JN (\$66,158 – \$92,612) FN: Recruitment is at \$69,462 Studied for market rates in February 2023 | The Crime Analyst collects, collates, analyzes, disseminates, and evaluates data to discover developing trends, patterns, and changes in criminal activity. Minimum qualifications include a Bachelor's degree in statistics, sociology, criminal justice, geography or a closely related field from an accredited college or university. |

Analysis and Recommendation

To alleviate any compression between incumbents in these positions and their direct reports, this report recommends adding a recruitment rate at \$90,032 within the position's assigned pay range 1HX (\$75,162 - \$105,223).

Sensitive Crimes Project Coordinator

| Current | Recommended |
|--|--|
| Sensitive Crimes Project Coordinator PR 2EX (\$51,649 - \$67,309) (One Position) | Sensitive Crimes Project Coordinator PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position) |

The Sensitive Crimes Project Coordinator (SCPC) manages the Sex Offender Registration Program of over 2,000 sexual offenders residing in the City of Milwaukee by using sophisticated data analysis and compilation techniques and coordinating with various governmental agencies.

Minimum qualifications include a Bachelor's degree in computer science, information technology, public administration, criminal justice, operations research, project management, or a related field from an accredited college or university and Two years of experience working with relational databases and coordinating projects.

Disqualifier: Candidates must not have been convicted of a felony and must pass an MPD background investigation before hire.

Comparisons to an Internal Positions

| Position | Function and Minimum Qualifications |
|---|---|
| Business Analyst - Senior PR 2JX (\$66,158 – \$92,612) FN: Recruitment is at \$72,768 Studied for market rates in September 2022 | The Business Analyst-Senior implements practices and procedures to ensure maximum opportunities exist for small businesses to fully participate in City of Milwaukee procurement and construction contracts, in accordance with the Small Business Enterprise (SBE) Program as outlined in Chapter 370 of the Milwaukee Code of Ordinances. Minimum qualifications include a Bachelor's degree in public administration, business administration or a related field from an accredited college or university and Two years of experience in small business development or program planning and evaluation or working for a governmental agency or non-profit organization in a comparable role. |
| Database Associate PR 2JX (\$66,158 – \$92,612) FN: Recruitment is at \$77,128 Studied for market rates in January 2024 | The Database Associate provides support for the Information and Technology Management Division (ITMD) Microsoft SQL Server database servers, storage, client software, and configuration to support and improve ITMD's citywide database systems. The Database Associate maintains various mission-critical production databases. Working in a team environment, the person in this position continually employs strategies for improving the City's database operating efficiency. Minimum qualifications include a Bachelor's degree in computer science, management information systems (MIS), mathematics, or a closely related field from an accredited college or university and Two years of professional experience administering, supporting, maintaining, and restoring SQL database applications, performing duties related to the essential functions of this position. |

Analysis and Recommendation

In 2015, this position was reclassified from a Program Assistant II to the current classification of Sensitive Crimes Project Coordinator. At that time, the position took on significant new duties and responsibilities and minimum qualifications were assessed and changed to the current minimum qualifications. At the time of the study, legislation passed by the Common

Council regarding the placement and tracking of sex offenders in the City was expected to further change the duties and responsibilities of this position.

The study compared the Sensitive Crimes Project Coordinator to the Health Project Coordinator, the Administrative Specialist – Senior; and the Business Analyst – Senior classifications. The Health Project Coordinator classification has since expanded duties to include direct supervision of staff. The best comparator remaining is that of the Business Analyst – Senior or the Database Associate. As the Business Analyst – Senior best matches a coordinated business approach to data analysis versus the technical expertise of the Database Associate, we recommend placing this position of Sensitive Crimes Project Coordinator pay range 2JX (\$66,154 - \$92,612) with recruitment at \$72,768.

Intelligence Analyst

| Current | Recommended |
|---|---|
| Intelligence Analyst PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$57,572 FN: Appointment at any rate with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position) | Intelligence Analyst PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$65,142 FN: Appointment at any rate with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position) |

The Intelligence Analyst will coordinate and lead outreach efforts with regional public and private sector representatives to provide Vulnerability Assessments and related resources in the furtherance of the National Preparedness Goals Core Capabilities of Prevention, Protection and Mitigation; and to further the information sharing mission of the Southeastern Wisconsin Threat Analysis Center (STAC).

Minimum qualifications include a Bachelor's degree in homeland security, criminal justice, or a closely related field from an accredited college or university and One year of experience in intelligence analysis.

Complete the following courses within 2 years of appointment:

- Federal Intelligence analyst course or Department of Homeland Security (DHS) Basic
- Intelligence Threat Analysis Course (BITAC) DHS/Federal Emergency Management (FEMA) courses
 - IS-100.Leb
 - IS-200.b
 - IS-800b
- Critical Infrastructure Security and Resilience Awareness, AWR213
- Jurisdictional Threat and Hazard Identification and Risk Assessment, MGT310
- Critical Asset Risk Management, MGT315
- Advanced Critical Infrastructure Protection, MGT414

Comparison to an Internal Position

| Position | Function and Minimum Qualifications |
|---|--|
| Crime Analyst II PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$65,142 Studied for market rates in February 2023 | The Crime Analyst collects, collates, analyzes, disseminates, and evaluates data to discover developing trends, patterns, and changes in criminal activity. Minimum qualifications include a Bachelor's degree in statistics, sociology, criminal justice, geography or a closely related field from an accredited college or university. |

Analysis and Recommendation

This position was classified in 2018 as a new Grant position part of the Homeland Security Program Southeast Wisconsin Threat Analysis Center (STAC) Intelligence and Infrastructure Protection Analyst Grant. The classification study compared the Intelligence Analyst to the Crime Analyst classification. The Crime Analyst classification has since expanded into three

levels of classification. The best comparator of the three levels is the Crime Analyst II position, as experience and competencies are expected at this level beyond the Crime Analyst I level, which requires a Bachelor's Degree as a minimum qualification with no further experience requirement. As the Intelligence Analyst position requires further experience and training beyond a Bachelor's Degree, we recommend placing this position of Intelligence Analyst pay range 2IN (\$62,041 - \$86,854) with recruitment is at \$65,142.

Forensic Ballistics Specialist

| Current | Recommended |
|--|--|
| Forensic Ballistics Specialist PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$58,305 (One Position) | Forensic Ballistics Specialist PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,764 (One Position) |

The Forensic Ballistics Specialist is responsible for analyzing, correlating and disseminating crime gun intelligence derived from the forensic examination of firearms and cartridge casings.

- Using microscopy, measuring devices, photography and the Integrated Ballistic Identification System (IBIS) imaging techniques, examines physical evidence associated with criminal firearms cases.
- Handles, operates and test fires a variety of firearm and ammunition types following industry standards for safety procedures.
- Maintain accurate records pertaining to firearm and casing examinations and file reports of findings for investigative leads.
- Interpret, analyze and evaluate IBIS and/or firearm examination results and prepares draft statistical reports for department commanders.
- Clean and maintain firearms and examine related resources such as bullet recovery systems, ranges and tools.
- Collect, analyze and interpret ballistic firearm and casing data received from Federal, State and other law enforcement agencies.

Minimum qualifications include an Associate's Degree in forensic science, criminal justice, physics or closely related field from an accredited college or university.

Obtain the Criminal Justice Information Service clearance within six months of appointment and maintain throughout employment.

Comparison to an External Position

| Position | Function and Minimum Qualifications |
|--|--|
| Firearms and Toolmark Examiner Pay Range (\$69,389 – \$96,678) | Firearms and Toolmark Examiners perform the forensic processing of firearms, tool marks, serial number restoration, and other analytical procedures used their work unit; and developing an understanding of and applying the statutes, rules, regulations, administrative codes and standards required in the program area. |
| Firearms and Toolmark Examiner - Advanced Pay Range (\$71,677 – \$125,986) Employer: Wisconsin Department of Justice | Minimum qualifications include bachelor's degree, or international equivalent, from an accredited college or university. The degree shall be in a natural or applied science that includes laboratory coursework. Further experience and training information is not provided. |

Comparison to an Internal Position

| Position | Function and Minimum Qualifications |
|---|--|
| Microbiologist PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$61,409 Studied for market rates in April 2022 | The Microbiologist performs moderate to high complexity testing of clinical and environmental specimens for the detection of microorganisms for Milwaukee Health Department (MHD) laboratories, clinics, and programs. Microbiologists work with highly pathogenic microorganisms in a Biosafety level 2 and 3 (BSL-2/3) laboratory, following state and federal guidelines. Minimum qualifications include a Bachelor's degree in microbiology, molecular biology, public health microbiology, medical technology, or a closely related biological science from an accredited college or university and recent laboratory experience as a microbiologist, including at least one year independently conducting microbiological testing in a clinical, environmental, and/or public health setting. |
| Microbiologist - Senior PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,764 Studied for market rates in April 2022 | The Microbiologist-Senior performs laboratory testing for the Microbiology, Virology and Molecular Science sections of the City of Milwaukee Health Department (MHD) Laboratory, including advanced molecular testing for communicable diseases such as sexually transmitted infections (STI), Tuberculosis (TB) and viral diseases of human sources. Minimum qualifications include a Bachelor's degree in microbiology, medical technology, molecular biology or a closely related biological science from an accredited college or university and three years of experience as a professional microbiologist in a clinical or public health laboratory performing duties related to the essential functions for this position. |

Analysis and Recommendation

When this position was classified as a new position in 2017, comparisons were made to the pay for forensic scientists employed within the Wisconsin Department of Justice crime laboratories. Three such crime labs exist in Madison, Milwaukee and Wausau. These positions perform highly specialized forensic scientific testing, analysis, and research work in one or more of the following areas of specialization for the purpose of analyzing and identifying materials, substances, chemicals, objects, devices, tools, machines and individuals connected to felony criminal investigations:

- Controlled Substance Analysis
- Firearm and Toolmark Examination
- Imaging
- Fingerprint & Footwear Examination
- DNA Analysis
- DNA Databank
- Toxicology
- Trace Evidence Analysis

The Wisconsin Department of Justice maintains equitable compensation for its professional laboratory roles, including Chemists and Microbiologists, aligning their wages with those of Firearms and Toolmark Examiners.

As the Forensic Ballistics Specialist is a stand-alone position within the Intelligence Fusion Center-Crime Intelligence Center focusing on the physical evidence associated with firearms cases, this report recommends increasing the position's recruitment rate to \$66,764 within the position's assigned pay range 2HN (\$58,223 - \$81,507).

Media Producer

| Current | Recommended |
|---|---|
| Media Producer PR 2EN (\$48,079 - \$67,309) FN: Recruitment is the minimum of the following range: \$53,117 - \$68,277 (One Position) | Media Producer PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$82,608 (One Position) |

The Media Producer is responsible for internal and external Department outreach through a variety of technology based platforms, including websites, social media, live presentations, photographs and video recordings. As needed, the Media Producer helps support the Public Information Office in its daily duties. Duties and responsibilities include:

- Media/ Public Affairs: Provide department outreach through various web and social media platforms. Provides support for press conferences and other media events. Photographs and documents media coverage.
- Pre-Production: Production needs, evaluation, planning meetings, scheduling, script writing, storyboarding, outlining, music selection, copyright clearances, support material research, cast and crew scheduling, actor releases, acquisition of materials and supplies, set design, lighting design, and securing equipment.
- Production: Direct video production including blocking (where action happens), setup lighting, capture sound, operate video camera, incorporate external media including photographs, slides, and other collateral and hard copy.
- Post-Production: Digital non-linear editing, requires the ingest of raw video into computer, editing and trimming selections, signal processing and enhancing, audio mixing, title creation, photo retouching, graphic creation, sound enhancing and mixing, CD/DVD mastering and authoring, web posting, and network distribution.
- Training: Provide training on proper equipment operations; provide suggestions and know-how on operational capabilities.
- Office Bookkeeping: Report writing on projects; grant writing, day-to-day operational bookkeeping and budget management of \$25,000 annual section budget, equipment/parts ordering for maintaining \$250,000 of section equipment, as well as for other department AV equipment.
- Research: Attend training/sales seminars on new technology, upgrades and repair techniques.
- Meetings: Department operations meetings to stay current on department happenings to see how/where technology can play a role and implement those findings.
- Other duties as assigned.

Minimum qualifications include a bachelor's degree in communications, media relations, advertising, journalism, or a related field; and three years of full-time professional video production experience in an ad agency, TV/print news outlet, or comparable setting.

Comparisons were made to the labor market using the Economic Research Institute (ERI), a salary survey to which DER subscribes. The data below represents the competitive rates of pay for the title comparable to the classification listed above:

Multimedia Producer

| Area Name | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|-----------------|-----------------|----------|-----------------|-----------------|
| Wauwatosa, Wisconsin | \$59,649 | \$66,176 | \$74,657 | \$83,312 | \$91,883 |
| West Allis, Wisconsin | \$59,844 | \$66,376 | \$74,866 | \$83,537 | \$92,130 |
| Madison, Wisconsin | \$61,070 | \$67,471 | \$75,759 | \$84,192 | \$92,518 |
| Milwaukee, Wisconsin | \$59,934 | \$66,478 | \$74,980 | \$83,657 | \$92,250 |
| Racine, Wisconsin | \$60,726 | \$67,309 | \$75,866 | \$84,611 | \$93,278 |
| Waukesha, Wisconsin | \$59,863 | \$66,403 | \$74,905 | \$83,587 | \$92,189 |

ERI describes a Multimedia Producer as a position that assists in developing the concept behind the project, and decides what forms of media will be used, using processes like scripting, storyboarding, budgeting, and setting deadlines. Works on numerous projects at different stages at the same time, playing a role in all phases of the production process – preproduction, production, and postproduction. Creates individual elements and brings them together to make up the final product, including shooting video, creating graphics, editing, color correction, finalizing and inserting graphics, and recording voice-overs.

Based off of the responsibilities in comparison to the market rates of pay in Southeastern Wisconsin, the report recommends placing Media Producer in Pay Range 2LN (\$75,162 - \$105,223) with a recruitment rate of \$82,608.

Media Specialist

| Current | Recommended |
|--|---|
| Media Specialist PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$47,768 (One Position) | Media Producer PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$82,608 (One Position) |

The primary duty of this position is to independently produce a variety of audiovisual content to include content from both external and internal live and instructional events to support the needs of the department and affiliated agencies. Research, creation, and development of video, photo, and print media for interdepartmental use, social media, web, and broadcast support are included areas of production. Secondary duties include maintaining the department's employee identification and personnel accountability programs. Duties and responsibilities include:

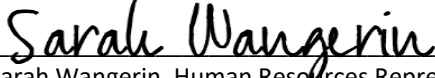
- Establishes creative direction from a project concept. Completes pre-production duties which may include scriptwriting, storyboarding, site survey, creating shot sheets, research, crew scheduling, acquiring and maintaining necessary appearance, location, and copyright releases, and acquisition of materials and equipment.
- Independently executes audiovisual production duties which may include, but are not limited to, audiovisual recording and photography using camcorders and mirrorless/dSLR cameras, music and audio creation or acquisition, lighting, set design/construction, screen recording, and digitizing of analog or archival materials such as slides and film.
- Performs post-production of audiovisual projects using Adobe Premiere Pro, acquiring all production material to create a final video product from assembly to output. Performs both multi-track non-linear video editing and multicamera editing. Creates motion graphics and animations using Adobe After Effects. Performs supporting post-production which may include audio correction/sweetening with Adobe Audition, and color correction with DaVinci Resolve. Organizes, edits, and retouches photos using Adobe Bridge, Photoshop, and Lightroom. Distributes content to a variety of mediums. Maintains, organizes, and archives audiovisual material.
- Independently delivers, sets up and operates all live production audiovisual equipment, including podium, speakers, and microphones to various locations for small events (i.e. press conferences) and producing/recording larger events with multiple cameras, video switching, and video projection. Broadcasts live events and maintains livestream output when necessary.
- Maintenance of all audio visual equipment, including cameras, microphones, lights, projectors, monitors, etc., that are used within the department. Assists the Technical Services Division staff with any fire academy-related computer issues. Repairs equipment, or sends equipment for repair. Provides technical support and audiovisual training and equipment for members producing small departmental projects. Maintains equipment inventory. Prepares annual budget for audiovisual equipment.
- Photographs, creates, and distributes personal identification cards. Maintains Personnel Accountability System for the department which is used to account for personnel at emergencies.
- Manages the VectorSolutions online learning system, assisting with content management and/or creation of other learning management systems. Creates interactive lectures for the department's Learning Module System. Manages the department's social media networks. Performs website content management. Assists other City of Milwaukee agencies with audiovisual productions, or to offer expert advice.
- Manages photo printing, matting, and framing. Maintains the department's photo walls.

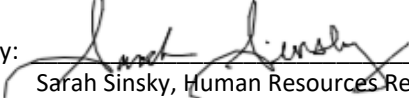
The position of Media Specialist was last studied back in 2012 where it was reclassified from an Audiovisual Specialist II. It was sighted that this position was, at that time, had more of an emphasis on internal training for the Milwaukee Fire Department. At that time, the focus was more internal with some communication to the community through the website and social media. This position has since changed based off the duties listed above, putting a stronger emphasis on media/public affairs, such as press conferences and essential functions now closely align with the Media Producer within the Milwaukee Police Department.


This report recommends reclassifying one position of Media Specialist in Pay Range 2CN (\$42,322 - \$59,242), with a recruitment rate of \$47,768, as a Media Producer in Pay Range 2LN (\$75,162 - \$105,223) with a recruitment rate of \$82,608.

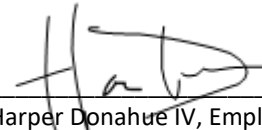
Action Required – Effective Period 17, 2024 (August 4, 2024)

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

Prepared by: 
Sarah Wangerin, Human Resources Representative

Prepared by: 
Sarah Sinsky, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychnev
Labor Negotiator

REV 7/15/2024

Job Evaluation Report

Fire and Police Commission Meeting: July 25, 2024

Fire Department

| Current | Recommended |
|--|---|
| Fire Lieutenant (Survive Alive House Director) PR 4EN (\$82,190 - \$95,575) (One Position) | Survive Alive House Director PR 4JN (\$90,567 - \$109,766) (One Position) |
| Fire Lieutenant (Community Relations Director) PR 4EN (\$82,190 - \$95,575) (One Position) | Fire Community Relations Director PR 4JN (\$90,567 - \$109,766) (One Position) |
| Fire Lieutenant (Milwaukee Overdose Response Initiative Assistant) PR 4EN (\$82,190 - \$95,575) (One Position) | Milwaukee Overdose Response Initiative Lead Assistant PR 4EN (\$82,190 - \$95,575) (One Position) |

Note: the rates for the Fire positions in this report are for those who are hired on or after October 3, 2011. For positions in Pay Range 4EN, there is a higher rate for those who hold a current EMT-11 certification and are available for assignment to paramedic duties.

Fire Department - Reclassifications

| | | | |
|-------------|--|-------------------------------|--------------|
| Current | Fire Lieutenant (Survive Alive House Director) | PR 4EN (\$82,190 - \$95,575) | One Position |
| Recommended | Survive Alive House Director | PR 4JN (\$90,567 - \$109,766) | One Position |

The primary duty of this position is to manage Milwaukee Public Schools (MPS) / Milwaukee Fire Department (MFD) intergovernmental partnership Fire and Life program (Survive Alive House) including the supervision of volunteer instructors and MPS Recreation employee(s), providing targeting public fire and life safety education information to 2nd and 5th grader students at a fixed facility. The secondary duty is to support the Mobile Survive Alive House (MSAH), and research, develop, and execute programs for special populations in the same age group. Duties and responsibilities include:

- 25% Meets the requirements of Fire and Life Safety Education Program Manager (National Fire Protection Association [NFPA] 1035, Ch 11); leads community risk reduction (CRR) program, coordinates collaboration within the organization and with external partners, understands and effectively communicates with people across different cultures, analyzes data, develops short and long term plans, and writes grants and reports (11.1.2); researches, develops, and modifies the Survive Alive House (SAH) curriculum, including lesson plans to ensure behaviors taught follow approved standards (11.4.1); and develops handout materials and program evaluations (11.5.1).

- 25% Monitor, evaluate, and participate in the delivery community risk reduction presentations and programs to students, visitors, and adults in the greater Milwaukee community; identifies and assigns department members or other qualified personnel trained to conduct SAH programs, given the program needs, available resources, and MFD/MPS Recreation Division policies and procedures, so that programs are conducted according to MPS policies and procedures and demonstrate cultural competence (11.2.4); prioritize scheduling of target age groups and target audiences using the MPS school calendar.
- 10% Performs functions as a member of the Survive Alive Foundation, including member recruitment, meeting scheduling and management, associated fundraising, and evaluating/justifying the funding expenditures; participates in associated committee work.
- 10% Interviews and hires civilian staff in cooperation with MPS representatives; develops standard operating guidelines and trains, supervises, and schedules civilian and department employees, as well as, volunteers; manages payroll records for civilian employees, and submits personnel evaluations for civilian and volunteer staff.
- 10% Prepares quarterly reports to ensure the MFD, MPS, and the City of Milwaukee Recreation Department are informed about operations; formulates annual operating budget to submit to MFD and MPS; prepares a written budget proposal for a specific program or activity, given budgetary guidelines, program needs, and delivery expense projections, so that all guidelines are followed and the budget identifies all program needs (10.2.1); develops a fire and life safety education budget, given schedules and guidelines concerning its preparation, so that operating costs are determined and justified (11.2.1)
- 5% Conducts in-services for MPS teachers to familiarize them with the Survive Alive House.
- 5% Makes and/or approves operational purchases; requests maintenance supplies/repairs from MPS; at the direction of the Foundation Board, hires contractors for repairs not covered by MPS.
- 5% Ensures MFD compliance with NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, 2024 Edition; assists the MFD Training Division's Deputy Chief with subject matter expertise collaboration on public safety and health initiatives with K-12 partners.
- 5% Assists MFD Training Division officers in supervising special projects, vacant burns, and departmental training.

Minimum qualifications include six or more years as a sworn member of the MFD, and meet the general requirements for Fire and Life Safety Educator II (NFPA 1035). Must have a minimum of twelve months of leadership experience in the Fire Lieutenant position or similar leadership experience. Must have proven teaching, mentoring, and leadership experience in or outside the department. Must possess a Wisconsin Emergency Medical Technician (EMT) License.

This position trains and supervises all Survive Alive House employees and volunteers and is also the lead instructor and coordinator for events and staffing at the facility. The incumbent of this position will now have to meet the requirements of the Fire and Life Safety Education Program Manager per the National Fire Protection Association (NFPA), 1035, Chapter 11. New higher-level responsibilities include: leads Community Risk Reduction program, coordinates collaboration both within and outside the organization, analyzes data, writes grants and reports, and is a member of the Survive Alive Foundation, with duties including recruitment, fundraising, and evaluating expenditures and interactions of the foundation, MPS recreation, and the MFD.

This position requires a very specialized skill set and knowledge base, much beyond the average Fire Lieutenant position in the field. It also requires a minimum of 30 hours of approved continuing education every three years per NFPA, 1035, Ch. 9.1.2.6.1.

Based off the duties and responsibilities, this report recommends one position of Fire Lieutenant in Pay Range 4EN (\$82,190 - \$95,575) be reclassified to Survive Alive House Director in Pay Range (\$90,567 - \$109,766).

| | | | |
|-------------|--|-------------------------------|--------------|
| Current | Fire Lieutenant (Community Relations Director) | PR 4EN (\$82,190 - \$95,575) | One Position |
| Recommended | Fire Community Relations Director | PR 4JN (\$90,567 - \$109,766) | One Position |

The primary duty of this position is to manage the department's Fire and Life Safety and Community Risk Reduction (CRR) programs, including the supervision of sworn Fire Education Specialists (FESs) who are Fire and Life Safety Educators (FLSE), and provide public fire and life safety education information in the form of fire safety programs, fire extinguisher training, and research/development. Duties and responsibilities include:

- 25% Creates and administers age and skill appropriate fire education programs in a clear, concise, and non-discriminatory manner to the public and private sectors; meets the requirements of Fire and Life Safety Education Program Manager (NFPA 1035 Ch 11) – leads community risk reduction program, coordinates collaboration within the organization and with external partners, understands and effectively communicates with people across different cultures, analyzes data, develops short and long term plans, and writes grants and reports (11.1.2); and creates educational messages, given an identified community risk(s), so that the messages are accurate, specific to the audience, and congruent with nationally-standardized campaign themes and messages reflecting current best practices, while also taking into consideration epidemiology of injury, characteristics of the audience, including people with low literacy skills, people who do not speak the dominant language, and people who need to receive information in accessible formats (11.4.1)
- 17% Supervises sworn fire education specialists in the performance of fire education programs. Schedules both fire education specialists and field companies for programs (11.2.4); identifies and assigns an FSLE or other qualified personnel trained to conduct educational programs given the program needs, available resources, and MFD policies and procedures, so that programs are conducted according to the MFD policies and procedures and demonstrate cultural competence (11.2.3).
- 15% Develops and maintains relationships with various community groups, partners, and coalition members reflective and representative of the diverse makeup of the City of Milwaukee (12.2.4).
- 15% Formulates alternate systems of program development and delivery, given interagency networks, funding sources, and volunteer recruitment, so that the fire and life safety strategy is sustained in the community through nontraditional approaches utilizing cultural competence (11.2.2); assembles information in a specific format, integrates information into adopted education curriculum requirements, generates written communication relevant to the needs of the target population, and locates resources to assist people with disabilities and those who need materials in a different language.
- 15% Performs the duties of public information officer (NFPA 1035 Ch 12) to include, but not be limited to: preparing media alerts, attending media events, serving as an MFD point-of-contact for the Mayor's Office, conducting media interviews, maintaining the department's social media presence, and managing the fire education specialists who maintain the department's website; disseminates information to the media and public via news releases, media advisories, social media, website, and/or interviews and new conferences, whether an incident, situation, or planned event, per organizational policies, so that the information is pertinent, on time, concise, and accurate (NFPA 1035 Ch 12); develops a communication plan, given organizational policies and access to media outlets, including social media, so that the mission and vision of the department are met (12.2.2).

- 10% Responds to inquiries from the general public and local businesses.
- 3% Participates in associated committee work; prepares written budget proposals for specific programs or activities, given budgetary guidelines, program needs, and delivery expense projections, so that all guidelines are followed and the budget identifies all program needs (10.2.1); develops a fire and life safety education budget, given schedules and guidelines concerning its preparation, so that the capital operating and personnel costs are determined and justified (11.2.1); ensures MFD compliance with NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist, 2024 Edition.

Minimum qualifications include six or more years as a sworn member of the MFD, and meet the general requirements for Fire and Life Safety Educator II (NFPA 1035). Must have a minimum of twelve months of leadership experience in the Fire Lieutenant position, similar leadership experience, or applicable subordinate experience within the Community Relations section. Must have proven teaching, mentoring, and leadership experience in or outside the department. Must possess a valid Wisconsin Emergency Medical Technician (EMT) License.

This position's primary duty is to manage the department's public fire education programs conducted by the Fire Education Specialists (FESs) and field companies, in the form of fire safety presentations and fire extinguisher training. This role also conducts research and development, in conjunction with, the FESs and the proposed Survive Alive House Director, and performs public information officer tasks. The incumbent of this position will now have to meet the requirements of Fire and Life Safety Education Program Manager per the NFPA 1035, Ch 11. New higher-level responsibilities include: creates education messages for identified community risks, develops and maintains relationships with various community groups, partners, and coalition members - which reflect Milwaukee's diverse makeup, formulates alternate systems of program development and theory, leads Community Risk Reduction Program, ensures programs are conducted demonstrating cultural competence and prepares budget proposals.

Based off the duties and responsibilities, this report recommends one position of Fire Lieutenant in Pay Range 4EN (\$82,190 - \$95,575) be reclassified to Fire Community Relations Director in Pay Range (\$90,567 - \$109,766).

Fire Department – Title Changes

To assist with recruiting, the Fire Department has requested to retitle the following position to more accurately reflect the duties and responsibilities of the position.

| | | | |
|-------------|--|------------------------------|--------------|
| Current | Fire Lieutenant (Milwaukee Overdose Response Initiative Assistant) | PR 4EN (\$82,190 - \$95,575) | One Position |
| Recommended | Milwaukee Overdose Response Initiative Lead Assistant | PR 4EN (\$82,190 - \$95,575) | One Position |

In conjunction with the Mobile Integrated Healthcare (MIH) Program and in support of the Milwaukee Overdose Response Initiative (MORI), primary duties include assisting the MORI Supervisor with the daily duties of the MORI Program and completing the duties of the MORI Supervisor when required. These duties include examining multiple databases (Milwaukee Fire Department/Milwaukee Health Department/Medical Examiner's Office) on a daily basis to compile a list of the most recent overdose victims in Milwaukee County, and then schedule and manage MFD community paramedics, in conjunction with community partner substance use disorder (SUD) peer support specialists, to form a multi-disciplinary team to rapidly engage SUD patients. As the assistant leader in a team environment, this position will engage, navigate, and facilitate the addressing of patient needs ranging from harm reduction initiatives, family support, and NARCAN delivery, to transporting to local SUD facilities/centers. Duties and responsibilities include:

- 35% Leads a team in SUD patient engagement to include treatment and navigating multiple approaches to address patient needs.
- 20% Compiles daily pre-deployment data analysis from multiple databases, and maintains a database of outcome measures for statistical analysis.
- 20% Assists the MORI Supervisor, including completing that position's duties when required.
- 15% Documents interaction with SUD patients, SUD families, and community partners.
- 10% Provides mentoring, education, safety, and deployment briefings to the MORI team of MFD community paramedics and community partner SUD peer support specialists. Briefs the MIH Program Manager and MORI Supervisor on program engagement and affiliated topics.

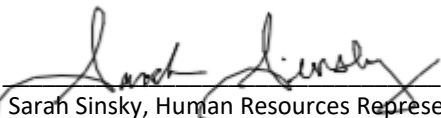
Minimum requirements include six or more years as a sworn member of the MFD. Must have proven teaching, mentoring, and leadership experience in or outside the department. Requires a Wisconsin Community EMS (CEMS) License (CEMS – Paramedic or CEMS – Practitioner) with six months of MIH Program experience at the CEMS level.

Based off the duties and responsibilities of the position, this report recommends retitling one position of Fire Lieutenant as a Milwaukee Overdose Response Initiative Assistant in Pay Range 4EN (\$82,190 - \$95,575).

Action Required - Effective Pay Period 17, 2024 (August 4, 2024)

* See addendum included in CCFN for Salary and Position Ordinance changes.


Prepared by:


Sarah Sinsky, Human Resources Representative

Reviewed by:


Andrea Knickerhocker, Human Resources Manager

Reviewed by:


Harper Donahue IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

| | | | | | | |
|---|---------|---|-------------|--------|--|-------------------------------------|
| A | Date | 7/24/2024 | File Number | 240207 | <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Substitute |
| | Subject | Communication from the Department of Employee Relations regarding the costs of classification reports to be heard at the Fire and Police Commission on July 25, 2024. | | | | |

| | | |
|---|--------------------------------------|---|
| B | Submitted By (Name/Title/Dept./Ext.) | Sarah Wangerin/ Human Resources Representative / Employee Relations |
|---|--------------------------------------|---|

| | | |
|---|-----------|---|
| C | This File | <input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures. |
| | | <input type="checkbox"/> Suspends expenditure authority. |
| | | <input type="checkbox"/> Increases or decreases city services. |
| | | <input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability. |
| | | <input type="checkbox"/> Increases or decreases revenue. |
| | | <input type="checkbox"/> Requests an amendment to the salary or positions ordinance. |
| | | <input type="checkbox"/> Authorizes borrowing and related debt service. |
| | | <input type="checkbox"/> Authorizes contingent borrowing (authority only). |
| | | <input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget. |

| | | | |
|---|-----------|--|---|
| D | Charge To | <input checked="" type="checkbox"/> Department Account | <input type="checkbox"/> Contingent Fund |
| | | <input type="checkbox"/> Capital Projects Fund | <input type="checkbox"/> Special Purpose Accounts |
| | | <input type="checkbox"/> Debt Service | <input type="checkbox"/> Grant & Aid Accounts |
| | | <input type="checkbox"/> Other (Specify) | |
| | | | |

| E | Purpose | Specify Type/Use | Expenditure | Revenue |
|---|--------------------|------------------|-------------|---------|
| | Salaries/Wages | | \$0.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |
| | Supplies/Materials | | \$0.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |
| | Equipment | | \$0.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |
| | Services | | \$0.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |
| | Other | | \$0.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |
| | TOTALS | | \$ 0.00 | \$ 0.00 |

F**Assumptions used in arriving at fiscal estimate.**

The total cost for 2024 is \$124,061. Total cost for full year is \$322,560.
Please see attached spreadsheet for details. Cost breakdown is in
attached spreadsheet.

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

☐ 1-3 Years ☐ 3-5 Years☐ 1-3 Years ☐ 3-5 Years☐ 1-3 Years ☐ 3-5 Years**H****List any costs not included in Sections D and E above.****I****Additional information.****J****This Note ☐ Was requested by committee chair.**

Department of Employee Relations
Fiscal Note Spreadsheet

Fire and Police Commission Meeting of July 25, 2024
Finance and Personnel Committee Meeting of July 24, 2024

NEW COSTS FOR 2024

| Pos. | Dept | From | PR | To | PR | CURRENT Annual | NEW Annual | EffPP | Costs | Rollup | Rollup+ Sal | % Inc |
|---------|------|------|--|-----|--|-------------------|---------------|-----------|-----------|-------------------------------|-------------|-----------------|
| | 1 | MFD | Fire Lieutenant (Community Relations Director) | 4EN | Fire Community Relations Director | 4JN | \$99,213 | \$93,284 | 17 | N/A Above Recruitment Rate | | |
| Reclass | 1 | MFD | Office Assistant IV | 6KN | Fire Records Specialist | 5HN | \$50,881 | \$57,400 | 17 | \$2,507 | \$513 | \$3,020 12.81% |
| | 1 | MFD | Media Specialist | 2CN | Media Producer | 2LN | \$52,846 | \$82,608 | 17 | \$11,447 | \$2,341 | \$13,788 56.32% |
| | 1 | MFD | Fire Lieutenant (Milwaukee Overdose Response Initiative Assistant) | 4EN | Milwaukee Overdose Response Initiative Assistant | 4EN | \$96,267 | \$84,656 | 17 | N/A Above Recruitment Rate | | |
| Vacant | 1 | MFD | Fire Lieutenant (Survive Alive House Director) | 4EN | Survive Alive House Director | 4JN | \$82,190 | \$90,567 | 17 | \$3,222 | \$659 | \$3,881 10.19% |
| | 1 | MPD | Community Relations, Engagement and Recruitment Director | 1JX | Community Relations, Engagement and Recruitment Director | 1JX | \$112,498 | \$112,498 | 17 | N/A Above Recruitment Rate | | |
| | 1 | MPD | Crime and Intelligence Manager | 1HX | Crime and Intelligence Manager | 1HX | \$81,288 | \$92,733 | 17 | \$4,402 | \$616 | \$5,018 14.08% |
| Vacant | 2 | MPD | Crime and Intelligence Manager | 1HX | Crime and Intelligence Manager | 1HX | \$75,162 | \$90,032 | 17 | \$11,438 | \$1,601 | \$13,040 19.78% |
| | 1 | MPD | Crime and Intelligence Manager | 1HX | Crime and Intelligence Manager | 1HX | \$77,417 | \$92,733 | 17 | \$5,891 | \$825 | \$6,715 19.78% |
| | 5 | MPD | Crime Scene Supervisor | 1HX | Crime Scene Supervisor | 2LN | \$90,032 | \$90,032 | 17 | N/A Above/At Recruitment Rate | | |
| Vacant | 1 | MPD | Crime Scene Supervisor | 1HX | Crime Scene Supervisor | 2LN | \$90,032 | \$90,032 | 17 | N/A Above/At Recruitment Rate | | |
| | 1 | MPD | Forensic Ballistics Specialist | 2HN | Forensic Ballistics Specialist | 2HN | \$58,305 | \$66,764 | 17 | \$3,253 | \$665 | \$3,919 14.51% |
| Vacant | 1 | MPD | Intelligence Analyst | 2GN | Intelligence Analyst | 2IN | \$57,572 | \$65,142 | 17 | \$2,912 | \$595 | \$3,507 13.15% |
| | 1 | MPD | Marketing and Communications Officer | 2JX | Marketing and Communications Officer | 2LX | \$72,768 | \$90,291 | 17 | \$6,740 | \$944 | \$7,683 24.08% |
| | 1 | MPD | Media Producer | 2EN | Media Producer | 2LN | \$54,711 | \$85,086 | 17 | \$11,683 | \$2,389 | \$14,072 55.52% |
| | 1 | MPD | Police Open Records Legal Advisor | 2MX | Police Open Records Legal Advisor | 2NX | \$82,501 | \$96,651 | 17 | \$5,442 | \$762 | \$6,204 17.15% |
| Vacant | 1 | MPD | Police Records Director | 1MX | Police Records Director | 1PX | \$103,384 | \$125,201 | 17 | \$8,391 | \$1,175 | \$9,566 21.10% |
| | 1 | MPD | Police Records Manager | 1EX | Police Records Manager | 1HX | \$77,083 | \$90,612 | 17 | \$5,204 | \$728 | \$5,932 17.55% |
| Vacant | 1 | MPD | Police Records Supervisor | 1CX | Police Records Supervisor | 1FX | \$66,758 | \$76,203 | 17 | \$3,633 | \$509 | \$4,141 14.15% |
| | 1 | MPD | Police Risk Manager | 2QX | Police Risk Manager | 2TX | \$111,180 | \$128,957 | 17 | \$6,837 | \$957 | \$7,795 15.99% |
| | 1 | MPD | Property Control Manager | 1FX | Property Control Manager | 1JX | \$93,276 | \$108,147 | 17 | \$5,720 | \$801 | \$6,521 15.94% |
| | 1 | MPD | Sensitive Crimes Project Coordinator | 2EX | Sensitive Crimes Project Coordinator | 2JX | \$51,649 | \$72,768 | 17 | \$8,123 | \$1,137 | \$9,260 40.89% |
| 27 | | | | | | | | | \$106,844 | \$17,217 | \$124,061 | 22.53% |

Assume effective date is Pay Period 17, 2024 (August 8, 2024) unless otherwise indicated.
Note: Totals may not be to the exact dollar due to rounding.

NEW COSTS FOR FULL YEAR

| Pos. | Dept | From | PR | To | PR | Annual | Annual | EffPP | Costs | Rollup | Rollup+ Sal |
|------|------|--|-----|--|-----|-----------|-----------|-------|-------------------------------|----------|-------------|
| 1 | MFD | Fire Lieutenant (Community Relations Director) | 4EN | Fire Community Relations Director | 4JN | \$99,213 | \$93,284 | 1 | N/A Above Recruitment Rate | | |
| 1 | MFD | Office Assistant IV | 6KN | Fire Records Specialist | 5HN | \$50,881 | \$57,400 | 1 | \$6,519 | \$1,333 | \$7,852 |
| 1 | MFD | Media Specialist | 2CN | Media Producer | 2LN | \$52,846 | \$82,608 | 1 | \$29,762 | \$6,086 | \$35,849 |
| 1 | MFD | Fire Lieutenant (Milwaukee Overdose Response Initiative Assistant) | 4EN | Milwaukee Overdose Response Initiative Assistant | 4EN | \$96,267 | \$84,656 | 1 | N/A Above Recruitment Rate | | |
| 1 | MFD | Fire Lieutenant (Survive Alive House Director) | 4EN | Survive Alive House Director | 4JN | \$82,190 | \$90,567 | 1 | \$8,377 | \$1,713 | \$10,090 |
| 1 | MPD | Community Relations, Engagement and Recruitment Director | 1JX | Community Relations, Engagement and Recruitment Director | 1JX | \$112,498 | \$112,498 | 1 | N/A Above Recruitment Rate | | |
| 1 | MPD | Crime and Intelligence Manager | 1HX | Crime and Intelligence Manager | 1HX | \$81,288 | \$92,733 | 1 | \$11,445 | \$1,602 | \$13,047 |
| 2 | MPD | Crime and Intelligence Manager | 1HX | Crime and Intelligence Manager | 1HX | \$75,162 | \$90,032 | 1 | \$29,740 | \$4,164 | \$33,904 |
| 1 | MPD | Crime and Intelligence Manager | 1HX | Crime and Intelligence Manager | 1HX | \$77,417 | \$92,733 | 1 | \$15,316 | \$2,144 | \$17,460 |
| 5 | MPD | Crime Scene Supervisor | 1HX | Crime Scene Supervisor | 2LN | \$90,032 | \$90,032 | 1 | N/A Above/At Recruitment Rate | | |
| 1 | MPD | Crime Scene Supervisor | 1HX | Crime Scene Supervisor | 2LN | \$90,032 | \$90,032 | 1 | N/A Above/At Recruitment Rate | | |
| 1 | MPD | Forensic Ballistics Specialist | 2HN | Forensic Ballistics Specialist | 2HN | \$58,305 | \$66,764 | 1 | \$8,459 | \$1,730 | \$10,189 |
| 1 | MPD | Intelligence Analyst | 2GN | Intelligence Analyst | 2IN | \$57,572 | \$65,142 | 1 | \$7,570 | \$1,548 | \$9,118 |
| 1 | MPD | Marketing and Communications Officer | 2JX | Marketing and Communications Officer | 2LX | \$72,768 | \$90,291 | 1 | \$17,523 | \$2,453 | \$19,976 |
| 1 | MPD | Media Producer | 2EN | Media Producer | 2LN | \$54,711 | \$85,086 | 1 | \$30,376 | \$6,212 | \$36,588 |
| 1 | MPD | Police Open Records Legal Advisor | 2MX | Police Open Records Legal Advisor | 2NX | \$82,501 | \$96,651 | 1 | \$14,150 | \$1,981 | \$16,131 |
| 1 | MPD | Police Records Director | 1MX | Police Records Director | 1PX | \$103,384 | \$125,201 | 1 | \$21,817 | \$3,054 | \$24,871 |
| 1 | MPD | Police Records Manager | 1EX | Police Records Manager | 1HX | \$77,083 | \$90,612 | 1 | \$13,529 | \$1,894 | \$15,423 |
| 1 | MPD | Police Records Supervisor | 1CX | Police Records Supervisor | 1FX | \$66,758 | \$76,203 | 1 | \$9,445 | \$1,322 | \$10,767 |
| 1 | MPD | Police Risk Manager | 2QX | Police Risk Manager | 2TX | \$111,180 | \$128,957 | 1 | \$17,777 | \$2,489 | \$20,266 |
| 1 | MPD | Property Control Manager | 1FX | Property Control Manager | 1JX | \$93,276 | \$108,147 | 1 | \$14,871 | \$2,082 | \$16,953 |
| 1 | MPD | Sensitive Crimes Project Coordinator | 2EX | Sensitive Crimes Project Coordinator | 2JX | \$51,649 | \$72,768 | 1 | \$21,119 | \$2,957 | \$24,076 |
| 27 | | | | | | | | | \$277,795 | \$44,765 | \$322,560 |

Note: Totals may not be to the exact dollar due to rounding.