

Milwaukee Police Department

Police Administration Building 749 West State Street Milwaukee, WI 53233 http://www.city.milwaukee.gov/police

Jeffrey B. Norman Chief of Police

(414) 933-4444

October 29, 2025

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

RE: Request for Video Systems Specialist Examination and Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct recruitment, administer an examination, and provide an eligibility list for the position of Video Systems Specialist as soon as administratively possible. The Video Systems Specialist position is a civilian position assigned to the Information Technology Division. Under the general supervision of the Police Information Systems Director, this position is responsible for maintaining and coordinating the installation, repair, maintenance, and recovery of a variety of video collection platforms and other specialized equipment used by the Milwaukee Police Department for video investigative purposes, production, training, and equipment placement needs.

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

Sincerely,

JEFFREY B. NORMAN CHIEF OF POLICE

WCOLE J. WALDNER

ASSISTANT CHIEF OF POLICE

JBN:NJW:ss Attachment City of Milwaukee CS-25, Rev. 11/14

# JOB DESCRIPTION

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

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

1. Date Prepared/ Revised:	2. Present Inc	cumbent:	Is incumber	t underfilling	position?
8/29/2002 / 10/27/2025		Vacant			•
3. Date Filled: 4. Previous Incumber			_	<b>)</b> ⊠ e Underfill Title	in hay 10
06/09/2025	<u> </u>	Rachel Holiday		C Ondomin Title	III DOX TO.
5. Department: Milwaukee Po	olice Depart.	Bureau: Administration	Unit:		
		Division: IT	Section:		
6. Work Location: IT Division	,	Telephone:	Work Sched	lule:	
6. WORK Editation. IT DIVISION	Email:	Hours: 8 / Days: 5			
7. Represented by a	8. Bargaining	Unit: Non-Mgmt/Non-Rep	9. FL	SA Status (c	heck one):
Union? 🗌 Yes 🛛 No	If in District C	ouncil 48, which local?		xempt 🔲 N	
10. Official Title:			Pay Range	Job Code	EEO Code
Video Systems Specialist			3TN	7774PD	304
Underfill Title (if appli	cable):				
Requested Title (if applied	cable):				
Recommended Title (I	DER Use Only):	Approved by:			
		Date:		No.	

### 11. BASIC FUNCTION OF POSITION:

Under the direction of Police Information Systems Director, the Video Systems Specialist is responsible for maintaining and coordinating the installation, repair, maintenance, and recovery of a variety of video collection platforms and other specialized equipment used by the Milwaukee Police Department for video investigative purposes, production, training, and equipment placement needs.

12. DESCRIPTION OF JOB (Check if description applies to Official Title ⊠ or Underfill Title □):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION				
100%	Regular and consistent attendance.				
	<ul> <li>Coordinate and perform, as needed, the installation, repair, maintenance and recovery of surveillance platforms, closed-circuit recording systems, pole cameras, and other related installations.</li> </ul>				
	<ul> <li>Provide video management system (VMS) and related project support.</li> </ul>				
	Assist with Body Worn Camera and Evidence.com technical support.				
	<ul> <li>Coordinate and perform, as needed, the installation, repair and maintenance of the audio/video (A/V) equipment in departmental conference rooms.</li> </ul>				
	<ul> <li>Perform basic TCP/IP network maintenance; install software patches and updates on video servers and applications.</li> </ul>				
	Write and compile all necessary reports with supporting documentation.				
	Perform other duties as assigned.				
	•				

### **B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	•

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

Police Information Systems Director.

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

### **E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly =  $\underline{\mathbf{0}}$ .

<u>Direct Supervision</u>: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

	A STATE OF THE STA	by indicating one or more	e or the	711,015	
a. Ass	sign duties		e.	. Sign or approve work	
b. Out	lline methods		f.	Make hiring recommendations	
c. Dire	ect work in progres	s	g. h.	Prepare performance appraisals	
d. Che	eck or inspect com	pleted work		' '	
Numbe				Extent of Supervision Exercised	
Supervi	sed	Job Title		(Select those that apply from list above, a - h	

- F. MINIMIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)
  - Education and Experience:

Associate Degree in information technology or a closely related field from an accredited college. Four years of experience in broadcast or industrial television engineering and maintenance, including making mechanical equipment repairs. Equivalent combinations of education and experience may also be considered.

### ii. Knowledge, Skills and Abilities:

#### Technical

- Knowledge of the operation and maintenance of video systems, camera equipment, audio recording devices, and closed-circuit recording systems.
- Analytical and problem-solving skills to be able to diagnose and resolve technical problems and equipment failures.
- Ability to perform basic mathematics calculations used in electronics.
- Ability to plan, schedule, track, and report on scheduled maintenance.
- Ability to make timely decisions involving technical issues that arise during video or audio recording sessions.
- Ability to stay up-to-date with new systems and equipment.
- Ability to read and understand job-related documents such as policies, procedures, and manuals.
- Ability to read equipment plans and diagrams.
- Ability to use Microsoft Office (Word, Excel, and Outlook) and other job-related computer applications.

#### Communication and Interpersonal

- Knowledge of and commitment to customer service best practices.
- Written communication skills, including the ability to write clear instructions and documentation.
- Verbal communication skills to be able to share technical information clearly to non-technical users.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.

### **Critical Thinking and Professionalism**

- Organizational and time management skills to be able to meet deadlines effectively.
- Trouble shooting skills to be able to address technical issues.
- Ability to maintain confidentiality and the integrity of information.
- Flexibility and ability to maintain situational awareness and composure under stress.
- Honesty and the ability to safeguard City equipment.
- iii. Certifications, Licenses, Registrations:
- iv. Other Requirements:

OUTOK ALL THAT ADDLY

## 13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G.** PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHE	CK ALL THAT APPLY:
	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and
	legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing
	required exceeds that required for ordinary locomotion.
	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a
67(0	considerable degree and requires full use of the lower extremities and back muscles.
	Kneeling: Bending legs at knee to come to a rest on knee or knees.
	Crouching: Bending the body downward and forward by bending leg and spine.
	Crawling: Moving about on hands and knees or hands and feet.
	Reaching: Extending Hand(s) and arm(s) in any direction.
	Standing: Particularly for sustained periods of time.
	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
	Pushing: Using upper extremities to exert force in order to draw, press against something with steady
	force in order to thrust forward, downward or outward.
	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained
	motion.
	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-
110000	position. Check only if it occurs to a considerable degree and requires substantial use of the upper
	extremities and back muscles.
	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole
	hand or arm, as in handling.

	☐ Grasping: Applying pressure to an object with fingers and palm.
	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
	☐ Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand
	detailed or important instructions spoken to other workers accurately, loudly or quickly.  Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral
	communication and make fine discriminations in sound.
	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
	Driving: Minimum standards required by State Law (including license).
Н.	PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)
	CHECK ONE:
	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force
	frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to
	move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of
	force frequently, and/or in excess of 20 pounds of force constantly to move objects.
	VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the
	job.)
	3
	CHECK ONE:
	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:  This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection
	involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).  Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose
	work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and
	skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service
	people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)    Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts,
	cranes, and high lift equipment.
	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers,
	etc.
Ī.	THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:
	List the environmental/working conditions to which the employee may be exposed while performing the
	essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating
	shift, etc. Approximate Percentage of time performing field work: 0%
	and the state of t
	CHECK ALL THAT APPLY:
	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or
	administrative work).
	The worker is subject to inside environmental conditions: Protection from weather conditions but not
	necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
	The worker is subject to outside environmental conditions: No effective protection from weather.
	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving
	mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.

	MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION: List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)
	CHECK ALL THAT APPLY:  Camera and photographic equipment Cleaning supplies Commercial vehicle Data processing equipment Handcart Hand tools (please list):  Office Equipment (desk, chair, telephone, etc.) Packing materials (boxes, shrink wrap, etc.) PC equipment (monitor, keyboard, printer, etc.) PC software  Cash register Other (please list):
	SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)
	I believe that the statements made above in describing this job are complete and accurate.