



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Renee Joos
Employee Benefits Director

Nicole Fleck
Labor Negotiator

October 6, 2017

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

RE: Common Council File Number 170884

Dear Committee Members

The following classification and pay recommendations were submitted for the Fire & Police Commission meeting on October 5, 2017.

Police Department

Current	Recommendation
One Vacant Position Auxiliary Resource Program	Safety and Civic Coordinator PR 2EX (\$48,670 - \$63,426)

Police Department

Current	Request	Recommendation
Document Examiner PR 4F-808 (\$78,106 - \$84,260) One Position	Latent Print Examiner PR 4F-808 (\$78,106 - \$84,260)	Latent Print Examiner PR 4F-808 (\$78,106 - \$84,260)

Sincerely,

Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Note



C: Chief of Police Edward Flynn, Assistant Chief James Harpole, Assistant Chief William Jessup, Inspector of Police Terrence Gordon, Captain of Police Johnny Sgrignuoli, Captain of Police Nicole Davila, Lishunda Patterson, EllieAnna Chavez, Arvis Williams, Pamela Roberts, April Nwandu, Bryan Rynders, and Dan Rotar



Job Evaluation Report

Fire & Police Commission Meeting: October 5, 2017

Police Department

Current	Recommendation
One Vacant Position Auxiliary Resource Program	Safety and Civic Coordinator PR 2EX (\$48,670 - \$63,426)

Action Required – Effective Pay Period 23, 2017 (November 5, 2017)

In the Salary Ordinance, under Pay Range 2EX, add the title "Safety and Civic Coordinator".

Background

Under File Number 161349 the Common Council created a Safety and Civic Commission responsible for investigating, advising, and reporting to the Mayor, Common Council, and other city officials on the best methods of providing for the safety of the public, addressing civic matters of city-wide concern, and giving the greatest possible publicity to these matters to educate the public. Per Chapter 320-27 of the Milwaukee Code of Ordinances the goal of the Commission is to "improve the quality of life in Milwaukee by improving safety and addressing citywide problems through effective, targeted public education and public information efforts to achieve behavior modification to lift the community as a whole". Matters under the review of the Commission include traffic safety for motor vehicles, pedestrians, and bicycles; reducing the demand for drugs; raising educational achievement, school attendance and graduation rates; addressing parenting; reducing littering; and other topics that affect the health of the City such as water safety, fire safety and firearm safety; and accidental poisoning.

A position currently authorized and funded in the Department of Administration will be re-created in the Police Department in the 2018 Budget to help staff the Safety and Civic Commission and to administer the programs, activities, and services required to accomplish the Commission's goal. Until such position is available, an auxiliary resource position from the Department of Employee Relations will be used to expedite the screening of applicants and to make an appointment on a project basis. This will allow the Commission to start meaningful work before the end of the year. This report makes a recommendation as to the classification of the position while using the Auxiliary Resource Program.

Duties and Responsibilities

Under general direction, this position provides professional level staff support to the Safety and Civic Commission and assists the Commission in meeting its legislative objectives by identifying and addressing civic matters of city-wide concern and coordinating and facilitating the design and implementation of programs and services to address those concerns. This position serves as the principal adviser to the Commission in matters related to public education and awareness, collaboration opportunities and coordination of programs and services. Duties and responsibilities include the following:

15%	Facilitate and coordinate community programs and services to identify quality of life issues within the community.
15%	Design and deliver quality and effective targeted public education programs and services to address the identified issues.

15%	Establish relationships with community organizations, faith based organizations and other state and local public and private agencies to recruit and organize volunteers; and collaborate with partners to address ongoing issues, measure results and provide appropriate interventions.
15%	Coordinate work with City departments to identify resources and strategies designed to effectively address civic issues; and educate the public about roles and responsibilities.
15%	Identify and secure resources to augment targeted programs to maximize change, impacts and results.
10%	Work with appropriate City personnel and the media to design and deliver effective marketing and public relations campaigns.
10%	Provide support to the Commission and its Advisory Committees as needed, including preparing an action plan.
5%	Assist in the preparation of annual reports documenting the status of matters reviewed by the Safety and Civic Commission.

The minimum requirements for the position include a Bachelor's Degree in a human services field, such as Health Education, Social Work, Public Health or a related field and two years of professional level experience in a public service or community service organization performing work related to the position, including community outreach and education, special event planning, marketing and/or coordination of volunteer programs.

This position will require knowledge of best practices and resources related to the assessment and evaluation of community issues, the principles and practices of effective public educational practices and public relations campaigns, effective marketing practices related to issues of civic concern, and program management related to the coordination and delivery of public programs including outcome assessment.

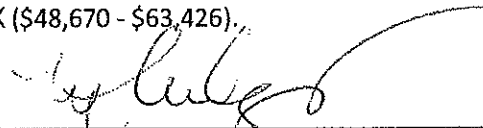
Analysis and Recommendation

This position will be primarily responsible for supporting the work, mission and priorities of the Milwaukee Safety and Civic Commission. The scope of responsibility and level of complexity is comparable to a number of positions within the City service including the Equal Rights Specialist position in the Department of Administration and the Community Outreach Liaison position in the Mayor's Office and the Safety Specialist in the Department of Public Works (DPW). All of these classifications are in Pay Range 2EX (\$48,670 - \$63,426).

The Equal Rights Specialist provides dedicated support to the Equal Rights Commission and assists in carrying out related initiatives by performing research and engaging in community outreach. The position promotes racial equity and inclusion to improve the equal rights climate in Milwaukee. The Community Outreach Liaison position coordinates community outreach programs and serves as a liaison to City departments, government agencies, elected officials, and members of the community. Safety Specialists assist in the safety management of one of more of DPW's safety programs by identifying safety hazards and training needs, conducting training classes, and documenting safety statistics.

To reflect the duties and responsibilities of the position under study we recommend the title "Safety and Civic Coordinator".

We therefore recommend this Auxiliary Resource Program position be classified as "Safety and Civic Coordinator" in Pay Range 2EX (\$48,670 - \$63,426).

Prepared by: 
 Maria Monteagudo, Employee Relations Director

Job Evaluation Report

Fire & Police Commission Meeting: October 5, 2017

Police Department

Current	Request	Recommendation
Document Examiner PR 4F-808 (\$78,106 - \$84,260) One Position	Latent Print Examiner PR 4F-808 (\$78,106 - \$84,260)	Latent Print Examiner PR 4F-808 (\$78,106 - \$84,260)

Action Required – Effective Pay Period 23 (November 5, 2017)

In the Positions Ordinance, under the Police Department – Investigations and Intelligence Bureau – Investigative Management Division – Forensics, delete one position of “Document Examiner” and add one position of “Latent Print Examiner”.

Background and Analysis

The Milwaukee Police Department (MPD) has requested a title change for one position of Document Examiner in the Investigative Management Division. A new job description was provided and discussions were held with the supervisor of the position, EllieAnna Chavez, Police Identification Supervisor; and with April Nwandu, Human Resources Analyst – Senior.

The Police Department has two positions of Document Examiner and four positions of Latent Print Examiner in the Investigative Management Division. Both classifications are in Pay Range 4F-808 (\$78,106 - \$84,260). The position under study is Document Examiner and the basic functions for this classification are to process and examine documents for latent print evidence and to analyze handwriting. Duties and responsibilities include examining and comparing handwriting to establish authenticity or expose a forgery; creating detailed reports of forensic examinations and findings; testifying in court on professional opinions rendered; obtaining handwriting samples from individuals involved in a complaint; maintaining a handwriting database in order to link with cases involving questioned documents; and photographing evidence/latent prints and transferring those images to CD/DVD (Compact Disks/Digital Versatile Disks).

In contrast, the basic function of the Latent Print Examiner classification is to be responsible for the examination and processing of latent/patent fingerprints or unknown inked prints and to perform comparisons through the various Automated Fingerprint Identification Systems (AFIS); file appropriate reports after the completion of comparisons and examinations; prepare for and testify regarding findings in court; update and maintain daily, weekly, monthly and yearly reports, files, records and any other information as required by the Supervisors and/or the Commanding Officer of the Forensic Section; and assist the Medical Examiner's Office, the Court, other MPD staff and other jurisdictions with the identification of any unknown person and/or fingerprints. Requirements include three years of experience as a Forensic Investigator.

The Department indicated that the volume of work for Document Examiner employees has decreased and the volume of work for Latent Print Examiner employees has increased. There is less need for evaluating signatures and more need to evaluate and process fingerprints. To better reflect the work of this position we recommend a title change to Latent Print Examiner.

Recommendation

We therefore recommend that the title of one vacant position of Document Examiner in Pay Range 4F-808 (\$78,106 - \$84,260) be changed to Latent Print Examiner in Pay Range 4F-808 (\$78,106 - \$84,260).

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Monteagudo*
Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A

Date	10/06/17	File Number	170884
Subject	Classification and pay recommendations submitted to the Fire and Police Commission for October 5, 2017 meeting.		

B

Submitted By (Name/Title/Dept./Ext.)	Sarah Trotter, Human Resources Representative Dept. of Employee Relations/X2398.
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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 checked="" 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.
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D

This Note	<input type="checkbox"/> Was requested by committee chair.
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E

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

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

H

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

I

List any costs not included in Sections E and F above.

J

Additional information.

Department of Employee Relations
Fiscal Note Spreadsheet

Finance and Personnel Committee Meeting of October 11, 2017
Fire and Police Commission Meeting of October 5, 2017

NEW COST FOR 2017										
No.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Police	Document Examiner	4F-808	Latent Print Examiner	4F-808	N/A	N/A	N/A	Title Change Only	
1	Police	New Auxiliary Resource Program Position	N/A	Safety and Civic Coordinator	2EX	\$0	\$48,670	\$7,488	\$1,273	\$8,761
2								\$7,488	\$1,273	\$8,761

Assume effective date is Pay Period 23, 2017 (November 5, 2017)

COSTS FOR FULL YEAR										
No.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Police	Document Examiner	4F-808	Latent Print Examiner	4F-808	N/A	N/A	N/A	Title Change Only	
1	Police	New Auxiliary Resource Program Position	N/A	Safety and Civic Coordinator	2EX	N/A	N/A	N/A	Requested in 2018 Budget	
2								\$0	\$0	\$0

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