

JOB EVALUATION REPORTFire & Police Commission Meeting: November 7, 2019**Milwaukee Police Department**

Current	Recommendation
Administrative Assistant II PR 6HN (\$37,080 - \$41,863) Recruitment at \$37,830 One Position	Administrative Assistant III PR 5FN (\$40,516 - \$48,248) Recruitment at \$42,539 One Position
Microfilm Technician I PR 3BN (\$33,102 - \$39,970) Recruitment at \$33,950 One Position	Document Technician PR 3CN (\$37,456 - \$42,350) One Position

Please note that residents receive rates that are 3% higher

Background

This report recommends reclassifications for two office support positions within the Milwaukee Police Department (MPD). The first is a confidential administrative assistant that works with Police Department Executive staff in the Criminal Investigation Bureau, Violent Crimes Division and the second is a Microfilm Technician I in the Records Management Section. A previous Job Evaluation Report had recommended reclassifications for a number of Administrative Assistants in MPD, and this report will make this remaining Administrative Assistant consistent with those previous recommendations. In studying these requests, discussions were held with Arvis Williams, Human Resources Administrator, Pamela Roberts, Human Resources Specialist, and April Nwandu, Human Resources Analyst-Senior.

Current	Administrative Assistant II	PR 6HN (\$37,080 - \$41,863) Recruitment at \$37,830	One Position
Recommended	Administrative Assistant III	PR 5FN (\$40,516 - \$48,248) Recruitment at \$42,539	One Position

This position will serve as a personal and confidential administrative assistant to an Assistant Chief of Police and performs administrative tasks to support the Inspector of Police and Executive Officer. The incumbent provides a wide array of complex administrative/support tasks which are independently initiated and performs with minimal direction or supervision. Duties and responsibilities are to:

- Prioritize all information and materials related to daily briefings.
- Maintain a database of both internal and external correspondence.
- Initiate and compose routine letters, reports, memorandums, and presentations.
- Conduct follow-up on pending matters and prioritize incoming mail.
- Manage appointment calendars, initiate meetings, prepare agendas, take minutes, and prepare summaries.
- Define, coordinate, and distribute required materials for all meetings and presentations.
- Screen telephone calls, field visitors, and resolve routine and complex inquiries.
- Monitor department reports, review for completeness, and ensure distribution to respective parties.
- Coordinate, process, and track all required documents for U-Visa requests submitted to the department.
- Maintain files of all major incident and out-of-town reports submitted.
- Create and distribute weekly rosters and prepare a biweekly supply requisition.
- Verify and monitor overtime, payroll, flexible schedule, vacation, holidays, and approve days off.
- Query financial data and notify command staff members when compliance is not adhered to.

- Coordinate and review travel/training requests submitted by department personnel.
- Maintain database and prepare correspondence for all nuisance property billings.
- Prepare board-up requests and initiate follow-up, ensuring compliance of related City ordinances.
- Maintain, monitor and edit database for directed patrol missions for all work locations.
- Track and monitor internal investigations assigned to various command staff members.
- Review highly confidential internal investigations and advise if changes are necessary.
- Query database capturing information pertaining to personnel data for review by the command staff.
- Maintain record retention and ensure compliance with department and state laws.

Minimum requirements include four years of responsible administrative support experience with at least one year of experience at the level of Office Assistant IV. The requirements have not yet been assessed by the Staffing Division for purposes of recruitment.

Upon analyzing this position's duties, responsibilities, and minimum requirements, the classification of Administrative Assistant III in Pay Range 5FN (\$40,516 - \$48,248 with recruitment at \$42,539) has been deemed most appropriate. The Administrative Assistant III specification includes many of the duties listed for this position:

Performs advanced, diversified, and confidential secretarial and administrative duties requiring broad and comprehensive experience, skill, and knowledge of organization policies and practices; prepares correspondence, memoranda, and reports from various sources of information; screens telephone calls and visitors, and resolves routine and some complex inquiries; schedules and maintains calendar of appointments, meetings, and travel inquiries and coordinates related arrangements; and takes minutes at meetings.

We therefore recommend this Administrative Assistant II in Pay Range 6HN (\$37,080 - \$41,863 with recruitment at \$37,830) be reclassified to Administrative Assistant III in Pay Range 5FN (\$40,516 - \$48,248 with recruitment at \$42,539).

Current	Microfilm Technician I	PR 3BN (\$33,102 - \$39,970) Recruitment at \$33,950	One Position
Recommended	Document Technician	PR 3CN (\$37,456 - \$42,350)	One Position

This position performs duties and responsibilities in the MPD Open Records Section related to digital conversion of records; intake and disposal of records in various media formats; customer services to MPD employees and citizens for record retrievals and document conversions; mailroom functions for the section; and tracks data in a variety of records and account management systems.

The duties and responsibilities of this position have changed over time, including the impact of changes in storage technology as well as by types of records retained. The duties and responsibilities of this position are now quite similar to those of the Document Technician classification in the Common Council/City Clerk City Records Center.

Document Technician - CCCC-City Records Center

Performs duties and responsibilities related to the digital conversion of records; intake and disposal of records in various media formats; provides customer service to city employees, as well as to citizens for record retrievals and document conversions; performs City Mailroom functions, as required, and assists with tracking data in various records and account management systems.

As the duties and responsibilities of the Microfilm Technician I in MPD appear comparable to those of the Document Technician, this report recommends a change in classification. Therefore this report recommends one position of

Microfilm Technician I in Pay Range 3BN (\$33,102 - \$39,970, minimum recruitment at \$33,950) be reclassified to Document Technician in Pay Range 3CN (\$37,456 - \$42,350).

Action Required – Effective Pay Period 23, 2018 (November 4, 2018)

In the Salary Ordinance

Under Pay Range 3BN, delete 'Microfilm Technician I' and footnotes (1) and (3)

In the Positions Ordinance

Under Police Department


Records Management Section

Delete one position of 'Microfilm Technician' and add one position of 'Document Technician'

Criminal Investigation Bureau, Violent Crimes Division

Delete one position of 'Administrative Assistant I' and add one position of 'Administrative Assistant III'. Please note that the title 'Administrative Assistant I' is an administrative error and the correct title would have been 'Administrative Assistant II'.

Prepared by:


Andrea Knickerbocker, Human Resources Manager

Reviewed by:


Maria Monteagudo, Employee Relations Director