

POLICE FORENSIC SERVICES DIRECTOR

Recruitment

List Type	EXEMPT
Requesting Department	Milwaukee Police Department
Open Date	May 20, 2022
Filing Deadline	June 10, 2022
HR Analyst	Jamie Heberer

INTRODUCTION

This position is exempt from Civil Service and serves at the pleasure of the Chief of Police.

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old-world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Police Forensic Services Director provides leadership, direction, and oversight of the Milwaukee Police Department's (MPD's) Forensics Division.

ESSENTIAL FUNCTIONS

Operational Management

- Direct all operations of the Forensics Division to provide accurate, unbiased, and timely analysis of forensic evidence and related services.
- Lead, develop and enhance the division into a premier Forensics Division.
- Manage personnel performance for the Forensics Division, including making hiring and separation recommendations for civilian staff and recommending sworn personnel for transfer into and out of the Division.
- Provide technical and managerial support to functional divisions in the MPD.
- Coordinate with other Command Staff members to ensure that the goals set forth in the Police Chief's strategic vision are implemented.
- Participate in local, state, and federal policy and strategy making forums related to forensics science and practice, including representing the Department in committees and working groups.
- Manage divisional and sectional activities, including audits of existing facilities, equipment, and personnel to ensure effectiveness and efficiency.
- Determine goals, objectives, and resource requirements for activities within the Division.
- Develop, revise, and implement standard operating practices, policies, and procedures governing the division.
- Ensure the division complies with all MPD practices, policies, and procedures, as well as all applicable forensic standards (e.g., International Association for Identification (IAI), ANSI-ASQ National Accreditation Board (ANAB), American Society of Crime Laboratory Directors (ASCLD), Federal Bureau of Investigation (FBI) standards, etc.).
- Prepare, present, and monitor budget and ensures division operates within appropriated operational and overtime budgets.
- Oversee proficiency, training and testing programs.

- Maintain a quality control program to ensure compliance with best practices, accreditation, licensing, and legal requirements.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Must be willing and able to work beyond standard business hours to meet the needs of the MPD.
- **Successful completion of a Milwaukee Police Department background investigation prior to appointment.**

MINIMUM REQUIREMENTS

1. Bachelor's degree in forensic science or closely related field from an accredited college or university.
2. Five years of experience working for a federal, state or local government law enforcement agency in the field of forensics and/or process/project management with at least three years of service as a member of a senior leadership team for a large government agency.
3. A valid Driver's License at time of appointment and throughout appointment.

Equivalent combinations of education and experience may be considered.

NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

DESIRABLE QUALIFICATIONS

- Master's Degree in Forensic Science or closely related field.
- International Association for Identification (IAI) or other nationally recognized accrediting body certifications.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical:

- Knowledge of accreditation process and quality management related to forensic science.
- Knowledge of crime scene management, latent print identification and laboratory functions.
- Knowledge of forensic analytical techniques used in scientific analysis.
- Knowledge of evaluation and implementation of organizational and project management.
- Knowledge of law enforcement management principles.
- Ability to prepare and monitor the divisional budget.
- Proficiency using standard software (word processing, spreadsheet, database, and spreadsheet programs) and job-specific programs.
- Ability to remain informed regarding developments in the fields of forensic science.

Communication and Interpersonal:

- Written communication skills, including skill in writing correspondence, policies, and reports.
- Verbal communication skills, including the ability to speak clearly and concisely and explain forensic policies and procedures.
- Ability to function effectively in a team environment and to maintain harmonious co-worker relationships.
- Ability to work cooperatively and effectively with people whose backgrounds may differ from one's own.
- Ability to establish and maintain effective working relationships with elected officials, other City employees, and other agencies.

Leadership and Supervisory:

- Demonstrated excellence as a leader and manager.
- Ability to provide operational oversight and expert advice for staff.
- Ability to set high standards of performance, make assignments and delegate tasks, direct work, and measure and evaluate work outcomes.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.

Critical Thinking/Organizational/Professionalism:

- Ability to employ a systematic approach to work, to adjust to changing priorities, and to handle multiple assignments in a timely manner.
- Analytical and problem-solving skills.
- Ability to use sound judgment to make sound decisions.
- Ability to maintain composure regardless of frequent interruptions.
- Honesty, integrity, and the ability to maintain confidentiality.

CURRENT SALARY

The current salary range (11X) is \$76,988 - \$107,782 annually, and the resident incentive salary range for City of Milwaukee residents is \$79,297 - \$111,016. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

- Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, which should be detailed in a cover letter and resume.
- Cover letter and resume must be sent via email to Human Resources Analyst-Senior Mai Xiong at maxion@milwaukee.gov by 4:45 p.m. on **June 10, 2022**.
- Please indicate "**Police Forensic Services Director**" in the subject line of the email.
- Questions relative to the selection process may be directed to Human Resources Analyst-Senior Mai Xiong at maxion@milwaukee.gov.
- The City of Milwaukee reserves the right to invite only the most qualified applicants to participate in the selection process.

INITIAL FILING DATE:

- The selection process will be conducted as soon as practical after **June 10, 2022**.
- Receipt of application materials may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

CONCLUSION

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.