



January 9, 2019

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

Alfonso Morales
Chief of Police
(414) 933-4444

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

RE: REQUEST FOR RECRUITMENT/ELIGIBLE LIST FOR HUMAN RESOURCES ANALYST-SENIOR

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and develop an eligibility list for the position of Human Resources Analyst-Senior as soon as administratively possible. Under the general supervision of the Police Department's Human Resources Specialist, this position performs a full range of professional duties relating to personnel and labor relations issues in the Milwaukee Police Department. This position assists both the Human Resources Administrator and Human Resources Specialist; and supervises the Human Resources Division's support staff.

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 Analyst-Senior Cathy Walker-Harris at (414) 935-7683.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alfonso Morales".

ALFONSO MORALES
CHIEF OF POLICE

AM:cwh
Attachment

JOB DESCRIPTION

FOR DER USE ONLY

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

Vacancy No. _____	City Service Commission: _____	Finance Committee: _____
	Fire & Police Commission: _____	Common Council: _____

1. Date Prepared/ Revised: 4/7/2017 / 9/12/2018	2. Present Incumbent: April Nwandu/Cathy Walker-Harris	Is incumbent underfilling position? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <i>If YES, indicate Underfill Title in box 10.</i>		
3. Date Filled: Various	4. Previous Incumbent: n/a			
5. Department: POLICE DEPARTMENT	Bureau: Administration Bureau Division: Human Resources	Unit: Section:		
6. Work Location: 749 W. State St. Milwaukee, WI 53223	Telephone: Email:	Work Schedule: Full-time Hours: 8am-4pm Days: Mon. – Fri.		
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Bargaining Unit: Management, General City If in District Council 48, which local?	8. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
10. Official Title: Human Resources Analyst-Senior (2 positions)		Pay Range 2FX	Job Code 4466	EEO Code 208
Underfill Title (if applicable):				
Requested Title (if applicable): Human Resources Representative		2HX		
Recommended Title (DER Use Only):		Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

Under the general supervision of the Police Department's Human Resources Specialist, this position performs a full range of professional duties relating to personnel and labor relations issues in the Milwaukee Police Department. This position assists both the Human Resources Administrator and Human Resources Specialist; and supervises the Human Resources Division's support staff.

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%	<p>Human Resources Administration</p> <ul style="list-style-type: none"> Maintain optimum staffing level for the Department. Monitor all separations and vacancies (entry level and promotional) according to Department protocol. Responsible for all requests to fill notices to the Budget Office for Finance and Personnel Committee approval. Provide orientation presentation to new employees (law enforcement and civilian personnel). Interpret employment laws, Department rules and procedures, and two labor association contracts. Review, process, and monitor leaves of absence and returns. Supervise, train, and provide work direction to Human Resources support staff. Responsible for correspondence for Fire and Police Commission. Prepare and/or composes personnel related documents and correspondence such as charts, job descriptions; correspondence associated with separations, reappointments, and probationary extensions. Participate in activities regarding transfer and assignments. Review Personnel Orders. Advise/guide supervisors /employees with job related issues/problems regarding sensitive issues. Develop employee and attendance improvement plans. Approve Tuition Reimbursement applications. Provide guidance to members and consult with DER on reimbursement issues.
	<p>Records Management</p> <ul style="list-style-type: none"> Responsible for Open Records requests, internal and external, for employee personnel records incident to Open Records law. Provide direction to staff responding to requests.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> • Assist with responses to open record requests. • Prepare Employment Verification request for information not available via The Work Number. <p>Recruitment, Interviewing, Selection Activities</p> <ul style="list-style-type: none"> • Facilitate recruitment/appointment process for civilian positions (entry level and management). • Oversee recruiting activities. • Coordinate/officialize promotion ceremonies (law enforcement and civilian personnel). • Prepare job announcement bulletins for internal and citywide postings. • Assist FPC and DER with functions of the hiring process for MPD positions. • Develop interview questions and tests for internal selection processes consistent with duties and job responsibilities. • Review and monitor selection process of law enforcement specialty unit vacancies. • Monitor and coordinate recruit police officer and police aide classes. • Assist Department of Employee Relations with Oral Raters and Written Assessment Raters for Police Officer, Police Aide, and Emergency Communication Operator candidates. • Collaborate with department supervisors and DER to create and implement career ladders for various civilian positions.
	<p>Employment/Labor Relations Activities</p> <ul style="list-style-type: none"> • Act as liaison for civilians with Labor Negotiator and assists in preparation of the City proposals pertaining to Department Rules and Procedures. • Assist Human Resources Administrator and Human Resources Specialist with MPSO and MPA labor associations when required. • Respond to other managers, employees, and City agencies regarding labor relation issues and interpretation. • Respond, provide direction, and monitor grievances.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
100%	<ul style="list-style-type: none"> • Approve FMLA's and invoices in the absence of the Health & Safety Officer of the Medical Section. • Respond to request for information from the Offices of the Chief, City Attorney, and outside agencies. • Attend Common Council meetings as directed by HR Administrator (e.g. Finance and Personnel, Public Safety). • Supervise and assist Applicant Review Committee (ARC) functions in absence of HR Specialist.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Human Resources Specialist Pamela Roberts

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

General supervision from Human Resources Administrator and HR Specialist.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 4.

Direct Supervision: 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. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Office Assistant IV	a-h
1	Office Assistant III	a-h
1	Office Assistant II	a-h
1	Police Aide	a-h

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F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

- Baccalaureate Degree in Human Resources, Public or Business Administrator or closely related field (a field of study with emphasis in personnel management is highly desirable). Combination of coursework and experience will be considered.
- Minimum of two years of experience in Human Resources or closely related field at a professional level is desirable.

ii. Knowledge, Skills and Abilities:

- Knowledge of municipal, State and Federal regulations and laws related to personnel matters (e.g. ADA, 1991 Civil Rights Act, FMLA, USERRA, Public Records Law) is highly desirable.

iii. Certifications, Licenses, Registrations:

PHR or SPHR desirable.

iv. Other Requirements:

This position requires that the incumbent be secure with confidential and sensitive matters.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 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.)

CHECK ALL THAT APPLY:

<input type="checkbox"/>	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.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent failing 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.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	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.

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<input type="checkbox"/>	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.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	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).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. 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%**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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K. 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:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

L. 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 as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

The ability to work in a quasi-military environment is essential to the successful performance in this position. The willingness to attend courses and seminars to remain current with Human Resources practices and procedures, and Department operations. The ability to work in fast-paced environment.

M. I believe that the statements made above in describing this job are complete and accurate.

Signature of Department Head or Designated Representative

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