

**CITY OF MILWAUKEE**  
DEPARTMENT OF EMPLOYEE RELATIONS



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

From: Maria Monteagudo  
Employee Relations Director  
Department of Employee Relations  
City of Milwaukee

Date: November 16, 2018

Re: Common Council File No. 181007

Dear Committee Members:

The following classifications and pay recommendations were submitted to the Fire and Police Commission meeting on November 1, 2018.

**Milwaukee Police Department**

Current	Recommendation
New Position	Intelligence Analyst PR 2GN (\$51,469 - \$72,063) One Position  FN: Recruitment at \$54,251

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'M. Monteagudo'.

Maria Monteagudo  
Employee Relations Director

Attachments: Job Evaluation Report  
Fiscal Note

C: Alfonso Morales, Steven Caballero, Branko Stojsavljevic, Arvis Williams, April Nwandu, Dennis Yaccarino, Nicole Fleck, Bryan Rynders

**JOB EVALUATION REPORT**

Fire & Police Commission Meeting: November 1, 2018 (Revised 11.02.18)

**Milwaukee Police Department**

Current	Recommendation
New Position	Intelligence Analyst PR 2GN (\$51,469 - \$72,063) One Position  FN: Recruitment at \$54,251

Alfonso Morales, Chief of Police, has requested a classification study for a new position within the Milwaukee Police Department (MPD). In studying this position, job descriptions were analyzed and discussions were held with Police Lieutenant Branko Stojavljevic and April Nwandu, Human Resources Analyst – Senior.

This grant-funded position will coordinate site visits and assessments with local public and private sector facility representatives to provide vulnerability assessments and related resources in the furtherance of National Preparedness Goals: Core Capabilities and Mission Areas. These include prevention, protection, and mitigation to further the information-sharing mission of the Southeastern Threat Analyst Center (STAC)'s area of responsibilities (AOR). Its duties and responsibilities are to:

- Research and analyze international, national, and local threat information related to critical infrastructure.
- Facilitate intelligence-driven efforts within the operational area.
- Make recommendations for current and future assessments.
- Provide threat input to finished assessment products.
- Produce or assist in the production of Special Event Threat Assessments, briefs, and related duties for events occurring in the STAC AOR.
- Serve as the analytical liaison to applicable partner organizations (i.e. STAC internal, partner fusion centers, and federal law enforcement and intelligence organizations).
- Inform appropriate partners with a need to know of developing threat streams relating to critical infrastructure.
- Provide formal training and intelligence briefs when appropriate.
- Complete Requests for Information (RFIs) for STAC partners.
- Provide peer review and edit STAC products as necessary prior to dissemination.
- Monitor the Homeland Security Information Network (HSIN) national situational awareness chat room (SitAware Room).
- Conduct Real-Time Open Source Analysis (ROSA) for threats to events, organizations, facilities, or individuals within the STAC AOR.
- Provide operational support to law enforcement agencies in the STAC AOR as assigned, including the operation of HSIN chat rooms.
- Identify and explore suspicious social media accounts in STAC AOR.
- Represent STAC at meetings hosted by other agencies as requested and may participate in working groups or task forces when of benefit to the STAC mission.
- Perform other duties as assigned by the STAC Director or his designee.

Minimum requirements include a bachelor's degree in homeland security or critical infrastructure protection; and experience in intelligence analysis or related field. Equivalent combinations of education and experience may be considered. The requirements have not yet been assessed by the Staffing Division for purposes of recruitment.

In conducting research to determine a title for this position, comparisons were made between its duties and the duties of other external positions. The job duties were most often comparable to positions holding the title of “Intelligence Analyst”. The Economic Research Institute lists the following duties as often performed by an Intelligence Analyst:

- Researches, gathers, and analyzes information from all intelligence disciplines to determine potential threats and possible courses of action.
- Implements and disseminates strategic and tactical intelligence.
- Determines priority and reliability of incoming information.
- Identifies gaps in current intelligence gathered and prioritizes subsequent collection requirements.
- Receives and processes incoming reports and other messages.
- Integrates incoming information with current intelligence data.
- Establishes and manages intelligence products.
- Creates and manages systematic intelligence records and files.
- Develops briefings, documents, presentations, and reports for clients.
- May investigate and implement new applications of intelligence data.
- May assess the feasibility of proposed solutions and recommend plans accordingly.

The following are external market rates of pay for current Intelligence Analyst positions in southeastern Wisconsin from the Economic Research Institute. The rates reflect the mean rates of pay for experience at the one, three, five, seven, and nine year levels:

Years of Experience	1	3	5	7	9
Survey Mean	\$52,613	\$57,881	\$62,998	\$67,784	\$72,099

Comparisons were also made to current City of Milwaukee positions, including the following title:

<p>Title: Crime Analyst                  Pay Range: 2GN (\$54,251 - \$72,063)                  Department: Milwaukee Police Department</p>	<p>Function: Collect, collate, analyze, disseminate, and evaluate crime data to discover developing trends, patterns, and changes in criminal activity using mapping or analytical software.</p>
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This new Intelligence Analyst is most comparable to the Crime Analyst in Pay Range 2GN (\$54,251 - \$72,063). Both the Intelligence Analyst and Crime Analysts are part of the Intelligence Fusion Center in the Milwaukee Police Department and are responsible for researching and analyzing information and data, preparing briefings to present information and/or make recommendations, and representing the department at conferences, meetings, or work groups.

We therefore recommend that this new position in the Milwaukee Police Department be classified as Intelligence Analyst in Pay Range 2GN (\$54,251 - \$72,063).

**Action Required – Effective Pay Period 26, 2018 (December 16, 2018)**

In the Salary Ordinance

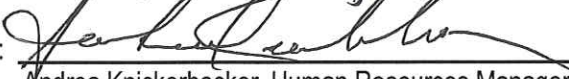
Under Pay Range 2GN:

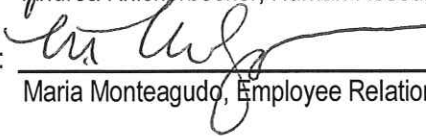
Add the title of “Intelligence Analyst (1)”.

In the Positions Ordinance

Under Police Department, Intelligence Fusion Center:  
Add one position of "Intelligence Analyst".

Prepared by:   
Derek Reilly, Human Resources Analyst

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

## A

**Date** 11/16/18 **File Number** 181007  
**Subject** Classification and pay recommendations submitted to the Fire and Police Commission for November 1, 2018 meeting.

## B

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

## C

- This File**
- Increases or decreases previously authorized expenditures.
  - Suspends expenditure authority.
  - Increases or decreases city services.
  - Authorizes a department to administer a program affecting the city's fiscal liability.
  - Increases or decreases revenue.
  - Requests an amendment to the salary or positions ordinance.
  - Authorizes borrowing and related debt service.
  - Authorizes contingent borrowing (authority only).
  - Authorizes the expenditure of funds not authorized in adopted City Budget.

## D

- This Note**  Was requested by committee chair.

## E

- Charge To**
- Department Account
  - Capital Projects Fund
  - Debt Service
  - Other (Specify) \_\_\_\_\_
  - Contingent Fund
  - Special Purpose Accounts
  - Grant & Aid Accounts

**F**

Assumptions used in arriving at fiscal estimate.

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**G**

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

**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

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**I**

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

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**J**

Additional information.

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**Department of Employee Relations  
Fiscal Note Spreadsheet**

Fire and Police Commission Meeting of November 1, 2018  
Finance and Personnel Committee Meeting of November 21, 2018

**NEW COSTS FOR 2018**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police Department	New Position	N/A	Intelligence Analyst	2GN	N/A	N/A	N/A	Grant Funded	Position
1								\$0	\$0	\$0

Assume effective date is Pay Period 26, 2018 (December 16, 2018).

**NEW COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police Department	New Position	N/A	Intelligence Analyst	2GN	N/A	N/A	N/A	Grant Funded	Position
1								\$0	\$0	\$0