



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

Fire and Police Commission Meeting: February 1st, 2024

Police Department

Current	Recommended
Police Office Supervisor 1AX: \$50,636 - \$65,989 (One Position)	Accounting and Grant Specialist 2KX: \$69,119 - \$96,768 Recruit Rate: \$76,030 (One Position)

Note: Residents receive a rate that is 3% higher.

The Milwaukee Police Department has submitted a request to repurpose one position of Police Office Supervisor (Pay Range 1AX) assigned to the Information Technology Division) as an Accounting and Grant Specialist (Pay Range 2KX) to be assigned to the Budget and Finance Division. A new job description was provided and discussions were held with Pamela Roberts, Police Human Resources Administrator.

This position provides professional accounting, internal control oversight, and related financial management services for the departments' grant and Special Assignment Reimbursement Agreements, Harbor Patrol Reimbursements, Special Purpose Accounts, and Special Evidence Funds accounts. Duties and responsibilities include:

- Development, design, and implementation of procedures to monitor financial grant activity for the Department to insure compliance with any city, state and federal regulations.
- Utilize the Department's Amplifund Grant Management System for the overall administration of Department Grants and Special Assignment Reimbursement Agreements. Also create and maintain any additional spreadsheets for analysis and forecasting purposes.
- Utilize the JustGrants system to file proper quarterly Financial reports necessary for grant compliance.
- Prepare and implement proper budget, accounting and audit functions to ensure financial controls and systems are in place to support the Department's Grant/Agreement Program. This includes ensuring that the proper spending authority exists and the proper accounting controls and coding are created and that proper implementation controls are in place to ensure compliance.
- Prepare grant/agreement budget revisions and/or amendments as needed.
- Answer questions from other divisions, grantors, and auditors.
- Maintain up-to-date knowledge with all city, state and federal procedures and regulations concerning grant awards.
- Review and oversight of all grant/agreements reimbursement requests.
- Prepare Common Council resolutions for grants, agreements, and Special Purpose Accounts as necessary.
- Provide accounting, review, and approve financial and expenditure reports for Federal, State, and Local grants, including any required match funds for reimbursement requests.

- Monitor grants/agreements, resolve accounting and reporting issues as necessary, prepare status reports as requests, identify issues, concerns and problems, communicate with grant/agreement project managers, grantors, and auditors.
- Oversee maintenance of the grant inventory database and monitor the performance of physical inventories taken on grant related equipment as required per City, State, and Federal guidelines.
- Assist the Grant Compliance Manager in monitoring of grants and provide updates on expenditures as needed.
- Assist in support to the City's Comptroller's Office for the City's annual single audit engagement as it relates to departmental grants.
- Monitor and reconcile for proper allocation of all revenues received by the department.
- Provide guidance and assistance in the resolution of accounting problems identified by budget staff or other departmental employees.
- Oversight and review of the department's ProCard purchases for compliance in the City's ProCard purchasing guidelines.
- Assist the Budget and Administration Manager in compiling data related to budget development and tracking.
- Administer several Special Accounts such as Harbor Patrol, and Special Evidence Fund to track budget performance and compliance with any city, state and federal regulations.
- Assists in compiling all necessary paperwork for the City Procurement process including RFP and Bid documents.
- Inputs purchasing requisitions with the City's automated purchasing system.
- Works with other MPD Divisions to ensure contract compliance, availability of contract funds, and expenditure periods of contracts that are current.
- Provide specific work direction, process methods, review and sign off for grant required reporting and accounting to one Accountant I.
- Provide general oversight and guidance to Accounting Coordinator I.

Minimum qualifications include bachelor's degree in accounting, business administration or a related field and three years of professional governmental accounting or financial experience. Equivalent combination of education and experience may also be considered.

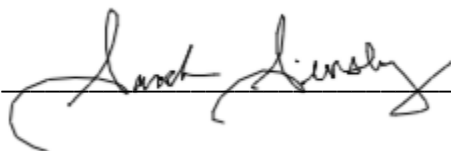
The Department has noted that the duties of the Police Office Supervisor position have changed over time and now best meets the fiscal processes of the Budget and Financial Division. The position has taken on a higher level of accountability, skills, duties and responsibilities, which includes but are not limited to, preparing and implementing budget, accounting, and financial audit functions to ensure adequate controls and systems are in place to support the Department's Grants/ Agreement Programs. This position also assists the Budget and Administration Manager in compiling data related to budget development and tracking within the Department.

Based off the comparable levels of duties and skills needed in comparison to other classified Accounting and Grant Specialists, DER Compensation recommends repurposing one position of Police Office Supervisor as an Accounting and Grants Specialist in Pay Range 2KX (\$69,119 - \$96,768) with a recruitment rate of \$76,030.


Action Required – Effective Pay Period 04, 2024 (February 4, 2024)

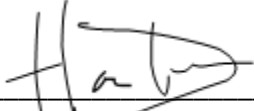
*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: _____



Sarah Sinsky, Human Resources Representative

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director