



Cavalier Johnson
Mayor

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Director

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Employee Benefits Director

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Labor Negotiator

Department of Employee Relations

JOB EVALUATION REPORT

Fire and Police Commission Meeting: April 17, 2025

Police Department

Current	Recommended
New Positions (Two Positions)	Victim Witness Specialist PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$69,380. (Two Positions)

Note: Residents receive a resident incentive of 3%.

The Milwaukee Police Department (MPD) has requested a classification of two new positions added to the 2025 budget. A job description was provided, and discussions were held with Pamela Roberts, Police Human Resources Administrator.

These positions are essential civilian positions assigned to the Homicide Division and the Gun Violence Division of the Milwaukee Police Department. Under the direction of a Captain or their designee, these positions are responsible for helping crime victims, co-victims, and witnesses recover from victimization trauma; increasing victim and witness participation with investigations and the judicial process; enhancing emotional and social service needs of crime victims and witnesses; creating time and cost efficiencies through the coordination and appropriate victim and witness services; and, informing and training law enforcement, allied professional, and the public about crime victimization trauma and services offered by the position. Duties and responsibilities include:

- Provides crisis stabilization and support services to crime victims, witnesses, survivors, and co-victims, and assists with identified concerns resulting from victimization.
- Assesses the psychosocial status of crime victims, witnesses, survivors, and co-victims, and determines the types of referrals and services indicated. Coordinates the provision of referrals and services.
- Understands, upholds, and assists in the education and exercise of victims' rights per statutory and constitutional laws.
- Prepares and maintains statistical records. Records case file information and appropriate documentation in identified system.
- Serves as a liaison with advocacy groups, clinical and other service providers, community outreach services, and law enforcement personnel.
- Performs other job-related duties as assigned.

Minimum requirements include bachelor's degree in social or behavioral sciences, criminal justice administration, or a directly related field and two years' experience in counseling/social services or criminal justice work. Equivalent combinations of education and experience may be considered.

The department has indicated that these positions will be located in the Homicide Division and the Gun Violence Division will be responsible for helping crime victims, co-victims, and witnesses recover from victimization trauma, increasing victim and witness participation with investigations and the judicial process. These positions will be responsible for enhancing emotional and social service needs for crime victims and witnesses, thus creating time and cost efficiencies through the coordination of appropriate victim and witness services. These positions will also inform and train law enforcement, allied professionals, and the public about crime victimization trauma and the services offered by these positions.


Duties, responsibilities, and requirements of these positions are comparable to the work performed by the Public Health Social Worker 2 in Pay Range 2GN (\$54,619 - \$76,474). The Public Health Social Worker series functions as part of a multi-disciplinary case management team with the focus on psychosocial needs of families. Furthermore, they serve as advocates for MHD clients/families and provide case management, consultation, assessment and referral services in multiple settings.

We therefore recommend these two new positions be classified as Victim Witness Specialist in Pay Range 2GN (\$54,619 - \$76,474) with a recruitment rate of \$69,380.

Action Required - Effective Pay Period 11, 2025 (May 11, 2025)

* See addendum included in CCFN for Salary and Position Ordinance changes.

Prepared by: 
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