

**Milwaukee Police Department
Staffing Levels (2008 - 2018)**

Actual Strength	2008			2009			2010			2011		
	SWORN TOTAL:		1994	SWORN TOTAL:		1941	SWORN TOTAL:		1924	SWORN TOTAL:		1887
	CIVILIAN TOTAL:		722	CIVILIAN TOTAL:		766	CIVILIAN TOTAL:		757	CIVILIAN TOTAL:		741
POSITION	AUTH.	FILLED	VACANT	AUTH.	FILLED	VACANT	AUTH.	FILLED	VACANT	AUTH.	FILLED	VACANT
Detective	251	242	-9	250	226	-24	250	208	-42	250	197	-53
Lieutenant of Police	33	33	0	33	32	-1						
Lieutenant of Detectives	36	34	-2	36	36	0						
Police Lieutenant							69	69	0	69	56	-13
Police Sergeant	194	194	0	194	194	0	194	192	-2	194	192	-2
Police Officer	1536	1406	-130	1530	1363	-167	1432	1362	-70	1432	1348	-84
Crime Analyst							2	1	-1	2	1	-1
Custodial Worker II	43	40	-3	43	41	-2	43	37	-6	43	37	-6
Admin Asst I	2	2	0	2	2	0	2	2	0	2	2	0
Admin Asst II	5	5	0	5	5	0	5	5	0	5	5	0
Admin Asst IV	2	2	0	2	2	0	2	2	0	2	2	0
Office Assistant II	85	74	-11	85	71	-14	83	66	-17	82	59	-23
Office Assistant III	27	25	-2	26	23	-3	26	24	-2	26	23	-3
Office Assistant IV	12	11	-1	13	13	0	13	12	-1	13	12	-1
Police Dist Office Asst	60	44	-16	60	45	-15	60	42	-18	60	46	-14

Actual Strength	2012			2013			2014			2015		
	SWORN TOTAL:		1890	SWORN TOTAL:		1841	SWORN TOTAL:		1915	SWORN TOTAL:		1916
	CIVILIAN TOTAL:		709	CIVILIAN TOTAL:		698	CIVILIAN TOTAL:		672	CIVILIAN TOTAL:		659
POSITION	AUTH.	FILLED	VACANT	AUTH.	FILLED	VACANT	AUTH.	FILLED	VACANT	AUTH.	FILLED	VACANT
Detective	250	180	-70	249	155	-94	227	182	-45	190	189	-1
Police Lieutenant	69	53	-16	68	70	2	68	69	1	68	68	0
Police Sergeant	195	187	-8	195	164	-31	195	198	3	195	195	0
Police Officer	1430	1384	-46	1401	1367	-34	1394	1385	-9	1394	1381	-13
Crime Analyst	4	4	0	4	4	0	12	12	0	16	14	-2
Custodial Worker II	43	35	-8	39	36	-3	39	36	-3	39	37	-2
Admin Asst I	2	2	0	2	2	0	2	2	0	2	2	0
Admin Asst II	5	5	0	5	5	0	5	5	0	6	6	0
Admin Asst IV	2	2	0	2	2	0	2	2	0	1	1	0
Office Assistant II	82	54	-28	84	50	-34	63	37	-26	58	28	-30
Office Assistant III	26	22	-4	28	24	-4	23	22	-1	23	21	-2
Office Assistant IV	13	11	-2	13	10	-3	12	8	-4	11	9	-2
Police Dist Office Asst	60	44	-16	60	42	-18	60	39	-21	54	35	-19

**Milwaukee Police Department
Staffing Levels (2008 - 2018)**

	2016			2017			2018 (Jan-Apr)		
	AUTH.	FILLED	VACANT	AUTH.	FILLED	VACANT	AUTH.	FILLED	VACANT
<i>Actual Strength</i>	SWORN TOTAL: 1923			SWORN TOTAL: 1853			SWORN TOTAL: 1887		
	CIVILIAN TOTAL: 654			CIVILIAN TOTAL: 637			CIVILIAN TOTAL: 628		
POSITION	AUTH.	FILLED	VACANT	AUTH.	FILLED	VACANT	AUTH.	FILLED	VACANT
Detective	190	193	3	191	182	-9	191	182	-9
Police Lieutenant	68	66	-2	68	67	-1	68	67	-1
Police Sergeant	195	193	-2	199	194	-5	199	199	0
Police Officer	1429	1393	-36	1444	1343	-101	1424	1376	-48
Crime Analyst	16	13	-3	18	14	-4	26	14	-12
Custodial Worker II	39	39	0	39	33	-6	39	31	-8
Admin Asst I	2	2	0	2	2	0	2	2	0
Admin Asst II	6	6	0	6	5	-1	6	4	-2
Admin Asst IV	1	1	0	1	1	0	1	1	0
Office Assistant II	47	27	-20	44	22	-22	44	21	-23
Office Assistant III	22	18	-4	21	15	-6	21	16	-5
Office Assistant IV	11	8	-3	11	6	-5	10	9	-1
Police Dist Office Asst	54	31	-23	54	28	-26	54	27	-27

Milwaukee Police Department

Vacancy Strength Report Process

April 26, 2018

The Vacancy Strength Report is updated on a bi-weekly basis by the Human Resources Analyst-Sr.

Tools needed to Update Vacancy Strength Report:

1. Bi-weekly query ran through the Oracle PeopleSoft (HRMS) System to capture all current MPD members. A pivot table is produced from this query to show a breakdown of all active members in each position, those who are currently on unpaid leaves of absences, and their duty status (full-time/part-time).
2. Bi-weekly query ran through the Oracle PeopleSoft (HRMS) System to capture the history of administrative changes that occurred during that specific pay period for all MPD members.
(Example: permanent separations, promotions/demotions, leaves of absences, return from leaves of absences, reappointments, etc.)
3. To ensure all activity has been captured by the queries, the following documents are pulled and cross checked against the queries for the specific pay period:
 - a. Transfer/Promotion Orders
 - b. Termination Orders
 - c. Ordinances (that may affect job titles, position changes, grant/regular position fund changes, etc.)
 - d. Separation Checkout Sheets

Updating the Strength Report:

1. Update each MPD position (civilian/sworn) if changes occurred during that pay period based on the updated queries and other information listed above.
(Example: If five (5) police officers retired and one was promoted to police sergeant, the police officer "actual" column will be decreased by six (6) and the police sergeant "actual" column will go up by one (1)).
2. The following charts are updated bi-weekly for "in-house" tracking purposes:
 - a. Unpaid Leaves of Absences – Positions Filled (*Currently Off Payroll*)
(Example: Members detached from MPD due to leave of absence or serving in another capacity for union).
 - b. Unpaid Leaves of Absences
 - c. Suspensions/Demotions Pending Appeal with Fire and Police Commission (*Law Enforcement*)
 - d. Dismissed Without Pay Pending Appeal with Fire and Police Commission (*Law Enforcement*)

Vacancy Strength Report Process

April 26, 2018

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- e. Dismissed Without Pay Pending Appeal with Fire and Police Commission
(Civilian)
- f. Request to Fill – Law Enforcement *(Authorities granted by Finance & Personnel Committee)*
- g. Request to Fill – Civilian *(Authorities granted by Finance & Personnel Committee)*
- h. Reclassification Chart *(list of positions with pending reclassification requests)*
- i. Fire & Police Commission Examination Requests *(list of pending FPC Exam Requests)*
- j. Clerical Vacancies *(by location)*

Once the Vacancy Strength Report and charts are updated and reviewed/approved by an HR supervisor, the four-page Vacancy Strength Report is distributed throughout various departments including MPD's Executive Command Staff, the Fire and Police Commission and the City's Budget Office.

MILWAUKEE POLICE DEPARTMENT MEMORANDUM



DATE:

TO:

FROM:

RE:

Please complete and return this notice for vacant positions under your command. If you anticipate any vacancies within the next three (3) to six (6) months, please provide that information in a separate report. Please provide an updated job description, if needed. If more space is needed, please attach additional pages.

Position Title: _____

Work Location: _____

Source of Funds: if it is a grant, list source. _____

Cause of Vacancy: _____

Previous Incumbent(s): _____

Why is it necessary to fill this position?

What is the impact on operations, current backlog?

What are alternative work solutions if position is not filled?

PRELIMINARY POLICE DISTRICTS CIB
Office Assistant/PDOA Vacancies
April 2018

Location	Shift	Name	District Experience	Entry into Dist
District 1	Days	BUELL, KATHLEEN	11.08	9/11/2006
		HARMON, JAMIE	02.05	12/7/2015
	Early	BERENS, HEATHER	07.03	1/18/2011
		Vacant		
	Late	GOLDEN, KISHA	06.05	11/14/2011
		CONNELL, KATHLEEN		
District 2	Days	STACHNIK, LINDA	37.09	7/21/1980
		STEFFENS, PAMELA	36.07	9/21/1981
		BRUMFIELD, ALCIONA*		
	Early	BIERNAT, REBECCA	00.07	10/9/2017
		EATON, KELLY*		
	Vacant			
Late	DELOS SANTOS, YOLANDA	26.01	4/9/1992	
	JACOBI, CHRISTINE	13.07	9/26/2004	
District 3	Days	PLACZEK, LAURA	30.06	11/2/1987
		XIONG, XENG-JOHN	07.11	6/1/2010
		BRUMEISTER, THOMAS*		
	Early	GARRISON, NICOLE	05.12	4/30/2012
		GILBERT, MARIA	14.12	4/14/2003
		Vacant		
	Late	WHITE, FATIMA (Pending BKGD)		
CALVIN, RIKA*				

PRELIMINARY POLICE DISTRICTS CIB
Office Assistant/PDOA Vacancies
April 2018

Location	Shift	Name	District Experience	Entry into Dist
District 4	Days	SKENADORE, AMY	20.04	Various
		WOJCIECHOWSKI, D'LANA*		
		BYFIELD, ERICA (Pending BKGD)		
	Early	SCAFFIDI, MARIA NICOLE	06.11	6/12/2011
		WINSTEAD, KEVVA* Vacant		
	Late	FOSTER, SALLIE	08.07	9/20/2009
SMITH II, HAYNIE		00.07	10/9/2017	
District 5	Days	DUGGER, DEBORAH	03.05	12/8/2014
		YOUNG, PATRICIA	24.02	Various
		Vacant		
	Early	KRUEGER, CAROL*		
		RILEY, RICHARD*		
		MATTHEWS, MICHAEL*		
Late	MARTIN, LINDA	00.04	1/2/2018	
	CORTEZ, ALMA*			
District 6	Days	MASTROGIOVANNI, FRANCES	03.11	5/27/2014
		BROKOPP, DANIELA*		
		Vacant		
	Early	KILGREN, CAROL	12.06	10/23/2005
		BURDICK, LEANNE (CWII) (PENDING)		
		Vacant		
Late	KLINGBEIL, MICHELE Retire 4/22	6.11	Various	
	PETERSON, PEGGY (RPL MICHELE)*			
	MROZEK, PATRICIA	14.07		9/15/2003

Disclaimer: This is a preliminary list. Applicants must pass the Pre-Employment screening (i.e. Medical and Drug) as well as background check.

**PRELIMINARY POLICE DISTRICTS CIB
Office Assistant/PDOA Vacancies
April 2018**

Location	Shift	Name	District Experience	Entry into Dist
District 7	Days	RANSAW, DIONNE	00.04	1/2/2018
		PRINCE, NATALIE *		
		VERGES, KELLY *		
	Early	BREHMER, BARBARA	40.00	Various
		JEFFRIES, LATONYA	00.07	10/9/2017
	Vacant			
Late	OLGESBY, RENITA*			
	GRIFFIN, SARITA *			
Investigative Management	Days	SOCHA, ALICIA (Start Date 4/23/18)		
		ANDERSON, SAMATHA*		
		Vacant		
Early	MARES, PATRICIA (Start Date 4/23/18)			
	HODSON, THELMA*			
Vacant				
Late	MEILICKE, AARON			
	Vacant			
Forensics Section	Days	IRVINE BACHMANN, CHRISTY 5/6/18		
		EDWARDS, NICOLE * (RPL CHRISTY)		
		LYBEK, JOANN		
Early	BAKER, DONNA*			
	Vacant			
Late	FLAGG-OGLEN, BRYANHDI*			
CIB	Days	JONES, ROBIN		
CIB - Special Investigations	Days	LEWIS, TONIA		
	Early	SISK, SHEILA		

Disclaimer: This is a preliminary list. Applicants must pass the Pre-Employment screening (i.e. Medical and Drug) as well as background check.

**MILWAUKEE POLICE DEPARTMENT
VACANCY STRENGTH REPORT (2/25/18 - 3/10/18)
CIVILIAN PERSONNEL**

TOTAL AUTHORIZED POSITIONS: 466 ACTUAL STRENGTH: 329 VARIANCE:

-131

JOB CODE	POSITION	BUDGET FUNDED	GRANT FUNDED	UNFUNDED	TOTAL ORDINANCE POSITIONS	AUTHORIZED	ACTUAL	VACANCIES (TEMP)	VACANCIES	VARIANCE	Req#	Vacancies	NOTES
0414NR	Administrative Asst. II (4)	6			6	6	5		-1	-1	4766	2	Transfer/promotionalist sent to MPD on 10/10/17
0478PD	Office Assistant II (6) (7)	44			44	44	20	-1	-23	-24	4880 & off		Sent full MPD list and full MHD list. 87 candidates total - Interviews scheduled for April 12th, April 13th (26 applicants)
0479PD	Office Assistant III (11)	21			21	21	16		-5	-5	4811	7	Sent top scores 1/12/18 Extended two job offers, one decline and one pending background process
0480PD	Office Assistant IV	10			10	10	9		-1	-1	6308	1	Authority to fill granted on 4/11
0482DS	Police District Office Asst. (7)	54			54	54	27		-27	-27	6228	27	DER Sent lists on OAIL req in October 2017
0713F1	Custodial Worker II - CL	39			39	39	32		-7	-7	5049 6205 6239	2 1 1	DER Sent full list 1/3/18 One candidate scheduled to start April 23, 2018. Interviews scheduled for April 26, 2018
0811PD	Maintenance Technician II	6			6	6	5		-1	-1			No requisition, MPD is working on next steps
0830PD	Garage Attendant	7			7	7	5		-2	-2	3556 6250	1 1	DER Sent full list 3/12/18 - Interviews scheduled for April 30, 2018.
0842PD	Electronic Technician	7			7	7	6		-1	-1			No requisition, MPD is working on next steps
0886PD	Emergency Vehicle Equipment Installer	5			5	5	3		-2	-2	6020	2	Sent full list 1/12/17 - List exhausted, new exam requested at F&P Meeting (3/15/18)
0888PD	Building Maint. Mechanic II	6			6	6	4		-2	-2	4825 6203	1 1	Sent full 2017 list 1/10/18 Per Cathy Walker-Morris 03-06-18 MPD would like DER to conduct a recruitment to establish a new recruitment methodology list (payable external posting) MC (DER) is working on the Job Announcement Bulletin.
1893DC	Communications Facilities Coordinator (23)	2			2	2	1		-1	-1	5018	1	Sent top scores 1/18/18 Job offer extended candidate pending background process
2311PD	Emergency Communications Operator II (5)(16)	136			136	136	122	-1	-13	-14	4770 4889 5097	6 7 1	FPC Exam
2331PD	Police Records Asst. Manager	1			1	1	0		-1	-1	5135	1	Rec Plan Created, Assigned to Mari. Per Pam R on 04/11/18 this is on hold per MPD per directive from Captain
2335PD	Police Records Specialist III (12a) (12b)	18			18	18	12		-6	-6	5019 5136	3 1	Internal MPD Process. Department is waiting to fill positions based assessment of needs for the new Tritech System
2337	School Cross Guard Operator (3)	3			3	3	2		-1	-1			MPD does the hiring
2338	School Cross Grd Dispatcher (3)	3			3	3	1		-2	-2			MPD does the hiring
2343PD	Police Aide	67			67	67	54	-2	-11	-13	4771	40	FPC Exam
2347PD	Police Records Supervisor	1			1	1	0		-1	-1	5022	1	Rec Plan Created, Assigned to Mari. "MPD in-house posting and selection first. If no qualified candidates apply, MPD will request an exam." Selection process to be held in April 2018.
2823PD	Graphic Designer II	1			1	1	0		-1	-1	5134	1	Sent top scores on surveyed list 3/1/18 - Internal candidate selected pending May 6, 2018
4183	Domestic Violence Victim Liaison (14)	1			1	1	0		-1	-1			No Requisition. Position was removed from Budget
4180PD	Health & Safety Specialist	1			1	1	0		-1	-1	5053	1	Rec Plan Created, Assigned to Mari. Original exam. Currently open. Plan to extend thru mid April. Posting extended through 4/16/18. MC (DER) is reviewing applications to determine who meets the MMQs and planning the selection process.
4366	Safety Specialist Sr.	2			2	2	1		-1	-1	3693	1	On hold for 2018 per email from Safety Section at MPD. Department will request authority in 2019.
4578	Accounting & Grant Specialist (26)	1			1	1	0		-1	-1	5050	1	Sent DCD Acct lead list 12/19/17 & Acct III list 1/18/18 Transfer/Promo Opp. currently open. Posting deadline extended 2nd time until 4/16/18. Transfer/Promo opportunity: Referral made on 4/18/18 (4 names).
4604PD	Health & Safety Officer (9)	1			1	1	0		-1	-1	5052	0	MPD wants original exam. Draft announcement sent to MPD on 3/9. Follow up message sent on 4/2. MPD is reviewing posting. Anticipate FPC approval at the 4/19 meeting
4760	Data Communications Specialist	1			1	1	0		-1	-1			Per Pamela 04/03/18. The Department decided that this position should not be re-examined. Exam requested at the 3/15 FPC meeting. Announced on 04/20/18. Application deadline = 5/11/18. Will review apps for MMQs and plan selection process.

**MILWAUKEE POLICE DEPARTMENT
VACANCY STRENGTH REPORT (2/25/18 - 3/10/18)
CIVILIAN PERSONNEL**

4943	Systems Security Admin.	1			1	1	0	-1	-1	4740	1	Sent top scores 1/26/18. Applicant selected was lost to another offer. Second candidate will receive offer, waiting for special appt request letter.
5476	Police Planning and Policy Director	1			1	1	0	-1	-1	6201	1	This position has been filled by MPD. Filled by former Capt Regina Howard. Hired on 3/26/18.
5417	Chief of Staff	1			1	1	0	-1	-1	6222	1	EXEMPT - recruitment to be conducted by FPC staff. FPC approved at the 4/15/18 meeting.
	Crime and Intelligence Manager									6229	1	EXEMPT - Sent msg to Arvis on March 23rd asking how MPD wants to fill. MPD requesting position be EXEMPT and recruitment will be done by the FPC
5577	Information Services Mgr-MPD	1			1	1	0	-1	-1	4763 5021	1 1	Sent top scores 10/24/17. Mr Xay Xiong hired on 3/28/18.
	Special Projects Manager	1			1	1	0	-1	-1			No Requisition
	Civilian Forensics Supervisor	1			1	1	0	-1	-1			No Reqs - DER Classification Study request will be sent by 4/5/18
	Program Assistant III	1			1	1	0	-1	-1			No Reqs - DER Classification Study request will be sent by 4/5/18
	Prisoner Processor	5			5	5	0	-5	-5			No Reqs - DER Classification Study request will be sent by 4/5/18
TOTAL CIVILIAN POSITIONS		466	0	0	466	456	325	-4	-127	-131		



MPD RECRUITMENT/VACANCY STRATEGIC PLAN

(Top 3 Areas of Critical Vacancy Needs will be the primary focus for 2017)



Strategy	Strategy is Designed to Close this Gap:	Description	Possible Tactics	Team Action Items	Individual/s Responsible	Deadline/s
<p>Priority # 1 Expedite and streamline the process for filling MPD Clerical vacancies.</p>	<p>Due to the fact we have 44 civilian clerical vacancies; 18 within various MPD Departments (i.e. OA II's) and 26 at the various Police Districts (i.e. PDOA's) filling our civilian clerical vacancies is top priority.</p> <p>Police District Office Assistants will be given greater priority over the other clerical positions as critical.</p> <p>Shortage of clerical vacancies in numerous MPD Departments & Police Districts</p>	<p>There are a significant number of MPD Departments/Police Districts that are experiencing a shortage of civilian clerical support which creates significant difficulties with accomplishing tasks to support the various departments/districts.</p> <p>Pay is a real issue and concern with filling our civilian clerical vacancies. This has been an on-going conversation with the Department of Employee Relations. A Pay Study for MPD clerical positions is in progressive with a tentative date of presenting findings and recommendations at the September CSC meeting.</p>	<ul style="list-style-type: none"> • MPD Clerical Recruitment – Career Fair is being held at the Police Academy on July 26th from 4:00 p.m. – 8:00 p.m. in collaboration with the Department of Employee Relations (DER). Will be able to apply on site. We are also working the MPD Recruiter Katrina Warren to reach out to community based organizations, technical schools, libraries, etc. • Each MPD Department will be asked to complete an Intent To Fill Form indicating why it is necessary to fill the position, what impact does the vacancy create on operations, current backlog and whether or not there are alternative work solutions if the position is not filled. • MPD Departments have been asked to identify there "critical" clerical needs with the assumption not all clerical vacancies within the same department will be filled. • Finding the right fit within for the various Police Districts is equally as important in addition to finding ways to maintain clerical personnel at the various districts. • Working closely with DER to ensure timelier clerical job postings. • Continue with our current process of Request to fill in a timely manner based on anticipated vacancies. 	<ul style="list-style-type: none"> • Work directly with DER • Work with MPD Department Heads and District Captains to both identify their critical clerical needs and explore creative options to meeting their clerical needs. • OA III internal/ external job announcement in review. Informational sessions are scheduled for 8/8 & 8/10 from 4:00 p.m. -8:00 p.m. • OA II Interviews from eligibility list 7-11 thru 7-13 • OA II MPD Clerical Recruitment Fair –July 26th @Police Academy from 4:00 pm-8:00 pm 	<p>MPD HR Personnel Team: Arvis Williams Pamela Roberts Katrina Whittley April Nwandu Mai Xiong DER Representative</p>	<p>70% of identified critical clerical needs vacancies filled by the end of 2017.</p>

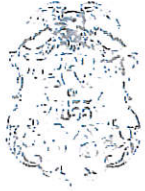


MPD RECRUITMENT/VACANCY STRATEGIC PLAN

(Top 3 Areas of Critical Vacancy Needs will be the primary focus for 2017)



Strategy	Strategy is Designed to Close this Gap:	Description	Possible Tactics	Team Action Items	Individual/s Responsible	Deadline/s
<p>Continuous Recruitment for MPD Civilian Clerical Vacancies</p> <p>Maintain an eligibility list. A pool of applicants who are both pre-screened and have successfully passed their background check.</p>	<p>There are a percentage of applicants who are unable to pass the background check. Background checks can also take a significant amount of time to complete for a myriad of reasons which can slow the hiring process down.</p>	<p>The advantage/benefits to continuous recruitment will aid in keeping a strong eligibility list-open positions see shorter vacancy times. Continuous recruitment simply means looking for new and better employees all the time and not just when staffing needs are high.</p> <p>Clerical Vacancies: OA II, III, IV and Police Districts Office Assistants</p>	<ul style="list-style-type: none"> Have a pool of pre-screened, interviewed applicants always available to be called for a second interview with the hiring supervisor. Human Resources will need to do continuous recruiting and screening, even when there are no current vacancies. 	<p>Work in collaboration with the Department of Employee Relations</p>	<p>MPD HR Personnel Team: Arvis Williams Pamela Roberts Katrina Whittley April Nwandu Mai Xiong DER Representative</p>	<p>70% of identified critical clerical needs vacancies filled by the end of 2017</p>
<p>Priority # 2 Vacancies in the MPD IT Section</p>	<p>Due to retirements, resignations, long term leave of absences and positions that have been vacant for a long period of time in critical positions within the IT Department it's a critical need to fill numerous IT vacancies as timely as possible.</p>	<p>IT Department Vacancies:</p> <p>IT Support Specialist Seniors Data Communications Specialist Information Services Manager-MPD IT Help Desk Specialist IT Project Coordinator – currently posted on DER Job website.</p> <p>Overall volume and quality of candidates have affected by lower pay ranges than what the industry dictates. Department of Employee Relations is in the process of conducting a city-wide pay study for IT positions with the realization that MPD IT Section is a top priority.</p>	<ul style="list-style-type: none"> Work closely with Director Burki and Kristin Urban, Staffing Manager in the Department of Employee Relations. Help Desk Specialist oral interviews held June 1st & 2nd. IT Support Specialist Sr. working with eligibility list received from the Fire Dept. 	<p>Meeting is scheduled for Thursday June 22nd with Dept. of Employee Relations Staffing Manager and FPC Staffing Manager to develop an aggressive plan of action.</p>	<p>MPD HR Personnel Team: Arvis Williams Pamela Roberts Katrina Whittley April Nwandu Mai Xiong DER Representative FPC Staffing Manager</p>	<p>All vacancies will be filled within the next 4-5 months.</p>



MPD RECRUITMENT/VACANCY STRATEGIC PLAN

(Top 3 Areas of Critical Vacancy Needs will be the primary focus for 2017)



Strategy	Strategy is Designed to Close this Gap:	Description	Possible Tactics	Team Action Items	Individual/s Responsible	Deadlines
Priority #3 Facilities Services		<p>Facilities Services Staffing Needs:</p> <ol style="list-style-type: none"> 1. Maintenance Technician II vacancies 2. Building Maintenance Mechanic II 3. Custodial Worker II 4. Emergency Vehicle Equipment Installer 	<p>Continue to work with Department of Employee Relations. The following positions are currently posted:</p> <p>Maintenance Technician II – Rick Moore is only interested in filling 1 of the vacancies. Possible under fill vacancy with Bldg. Maintenance Mech. II Todd Wehausen</p> <p>Custodial Worker II – Job has been posted closed on 05/19/17. Exam scheduled for June 7th & 8th</p> <p>Emergency Vehicle Equipment Installer-currently posted on DER website</p>	<p>Continue to work with the Department of Employee Relations on filling the vacancies.</p> <p>DER is currently conducting a Pay Study on the HVAC positions and the Maintenance Technician II position in DPW Water Works which will significantly impact these same positions in other departments.</p>	<p>MPD HR Personnel Team: Arvis Williams Pamela Roberts Katrina Whittley April Nwandu Mai Xiong DER Representative</p>	<p>All vacancies will be filled within the next 4-5 months.</p>
Priority # 3 Telecommunication Division	<p>To manage the day-to-day and strategic direction of the MPD Technical Communication Division, which handles both emergency and non-emergency calls for service.</p>	<p>Emergency Communications Manager. This area is being civilized. Having someone with expertise in this particular area is critical to the Division. The Captain currently assigned to this area is only there temporary.</p>	<p>Continue to work with Dept. of Employee Relations</p>	<p>Position was reposted by DER due to a limited selection of qualified applicants. Posting extend to 6/9/17. T&E rating for 9 applicants scheduled for June 27th or 28th</p>	<p>MPD HR Personnel Team: Arvis Williams Pamela Roberts Katrina Whittley April Nwandu Mai Xiong DER Representative</p>	<p>Vacancy filled within the next 2-3 months</p>



MPD RECRUITMENT/VACANCY STRATEGIC PLAN

(Top 3 Areas of Critical Vacancy Needs will be the primary focus for 2017)



Strategy	Strategy is Designed to Close this Gap:	Description	Possible Tactics	Team Action Items	Individual/s Responsible	Deadline/s
Other critical vacancy needs being addressed	Increase community presence. Allow Police officers to take higher priority calls.	Community Service Officers - The Community Service Officer is a civilian employee who supports basic police operations by performing a variety of duties that do not require the attention of sworn personnel. Responding to non-emergency, low-priority calls for service, including theft, non-injury traffic accidents or vandalism.	Waiting on approval from FPC at the July 27 th Meeting.	Background checks have been completed	MPD HR Personnel Team: Arvis Williams Pamela Roberts Katrina Whittley April Nwandu Mai Xiong DER Representative	Anticipated Start date is August 14th

44 OA II clerical vacancies (filling 70%) would be 31. 31 OA II's - \$452,335.26 (minimum salary)

IT Support Specialist Senior – 2 vacancies - \$56,766.84
 Data Communications Specialist – 1 vacancy - \$27,432.34
 Information Services Manager –MPD- 1 vacancy – (Midpoint) - \$45,286.93
 IT Help Desk Specialist II – 1 vacancies - \$21,509.15
 IT Project Coordinator – 1 vacancy - \$25,734.41

Maintenance Technician II – 1 vacancy - \$21,267.48
 Bldg. Maintenance Mechanic II – 2 vacancies - \$40,159.86
 Custodial Worker II – 3 vacancies - \$54,719.34
 Emergency Vehicle Equipment Installer – 1 vacancy - \$20,612.28

Emergency Communications Manager - \$41,740.52

Community Services Officers – 4 vacancies - \$79,035.32

Total Salary Costs based on 6 months - \$ 886,599.73

Williams, Arvis

From: Williams, Arvis
Sent: Thursday, April 26, 2018 7:50 AM
To: Williams, Arvis
Subject: RE: ALEASP PAY

Query our "ALEASP" MPD clerical personnel and do an salary comparison analysis between MPD clerical personnel and other civil service Clerical workers in other City departments. Below is the data she was able to collect:

- Yesterday, we queried our "ALEASP" clerical people, and did an analysis of their titles comparing the ALEASP rates of pay, the City rates of pay and the recruitment rates in the current Salary Ordinance.
- We then roughly calculated the percentage that DC48 members received from 2007 through the end of 2009, a period of time when "ALEASP" member's rates were not moving forward, and found that the number was about 5%.
- For our current employees, we brought in the 2006 rates if they were employed at that time. For any employee who was hired beginning 2007 and forward, we brought in their rate of pay at the time of hire.
- Based on these rates of pay (2006 and later), we calculated a 5% increase to that rate. This did not include the 2.96% "ALEASP" members earned in 2013 nor the 1% they earned in 2014, as the rest of the City employees also earned a percentage increase during those years.
- We then looked to see if these newly calculated biweekly rates were equal or higher than the City maximum rates of pay as reported in the current Salary Ordinance. If they were, we calculated the difference between what they are currently making and the City maximum and then multiplied that by 26 to find out the total annual increase for each employee. If the 5% increase added to their current biweekly rate was less than the City maximum rate of pay, then no increase was calculated.
- After totaling the annual difference for the 130 "ALEASP" individuals, we came to a grand total of approximately \$600,100 to bring our members up to the City rates.