



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

February 16, 2012

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

Dear Committee Members:

Re: Common Council File Number 111268

The following classification and pay levels were approved by the Board of Fire and Police Commissioners on **February 2, 2012**:

In the Police Department,

The creation of a footnote for the classification of Police Services Specialist – Investigator, Pay Range 5E.

The job evaluation report and letter covering the above positions, including the necessary Salary and Positions Ordinance amendments, are attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachment: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Jennifer Meyer, James Carroll, Troy Hamblin, Nicole Fleck, Michael Tobin, Chief of Police Edward Flynn, Assistant Chief of Police John Hagen, Chief of Staff Joel Plant, Valarie Williams, Pamela Roberts and John Whitman (ALEASP)

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: February 2, 2012

Department: Police

This report recommends creation of a new footnote for the classification of Police Services Specialist – Investigator in Pay Range 5E to provide a higher rate of pay (\$.65 per hour) when an employee is designated to act as a leadworker.

There are currently 51 part time positions of Police Services Specialist-Investigator authorized in the Milwaukee Police Department (MPD). These positions are assigned as needed to different Divisions or Sections. At times, the Human Resources Division may have several positions assigned to help with background investigations and one of the employees may perform leadworker duties. The MPD has requested the ability to provide an increased hourly rate to an employee when he/she is designated to act as a leadworker.

The Police Services Specialist-Investigator positions perform a variety of non-law enforcement MPD investigations depending on where they are assigned. When assigned to the Human Resources Division the positions focus on background investigations for prospective employees of the MPD. This includes obtaining necessary documents, interviewing applicants and references, verifying employment records and residency, running criminal history checks, reviewing all records and information obtained, and preparing written reports. When an employee is designated to perform leadworker duties he/she also assigns duties, outlines investigative methods, directs investigations in process, checks and inspects completed assignments, and advises the supervisor of any performance or disciplinary problems.

There are currently a number of classifications in the MPD that have a footnote that provides additional pay to an employee designated to perform leadworker type duties including training. For example, the classifications of Police Dispatcher and Police Telecommunicator both have a footnote that indicates an employee would receive an additional \$.65 per hour when providing on-the-job training at a console. The footnote also indicates these payments are not included in base salary for determining fringe benefits.

We recommend that the classification of Police Services Specialist – Investigator also have a footnote indicating that an employee receives an additional \$.65 per hour when designated to be a leadworker and that the payments not be included in base salary for determining fringe benefits.

To implement this recommendation the Salary Ordinance would need to be changed as follows:

Under Pay Range 5E, add footnote designation "(5)" to the title "Police Services Specialist – Investigator" with the footnote to read "(5) Employees shall receive an additional (\$.65) per hour when they are designated to act as a leadworker. This additional pay shall not be included in base salary for determining fringe benefits."

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *M. Montegudo*
Maria Montegudo, Employee Relations Director