



Department of Employee Relations

April 26, 2007

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

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

Dear Committee Members:

Re: Common Council File Number 061355

The following classification and pay level were approved by the Board of Fire and Police Commissioners on April 19, 2007:

In the Police Department, one new position was classified as Crime & Intelligence Specialist, Salary Grade 009.

The job evaluation report covering the above position, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Marianne Walsh, David Heard, Chief Nannette Hegerty, Assistant Chief Joseph Whiten, Deputy Chief of Police Brian O'Keefe, Lieutenant of Detectives John Malloy Hagen, Valarie Williams and Ronnette Nelson.

JOB EVALUATION REPORT

Fire & Police Commission Meeting: April 19, 2007

This report recommends an appropriate classification and compensation level for one new position in the Police Department. In reviewing this position, staff analyzed a new job description and held discussions with Lieutenant of Detectives John Malloy Hagen and Personnel Analyst-Senior Ronnette Nelson from the Police Department. The following chart summarizes the recommendation.

Current	Request	Recommendation
New	Crime & Intelligence Specialist SG 009 \$58,448 - \$81,824	Crime & Intelligence Specialist SG 009 \$58,448 - \$81,824

Action Required

In the Salary Ordinance, under Salary Grade 009, add the title "Crime & Intelligence Specialist".

In the Positions Ordinance, Police Department, Operations Decision Unit, Criminal Investigation Bureau, Intelligence Division, Crime Analysis, add one position of "Crime & Intelligence Specialist".

Background

The Police Department has requested the classification of a new civilian position of Crime & Intelligence Specialist. This position will be funded through the Safe Streets Initiative and will be assigned to the Criminal Investigation Bureau, Intelligence Division.

This job description received from the department indicates this position will be responsible for collecting, evaluating, and disseminating criminal intelligence. The position will oversee all intelligence analytic work products from inception through completion as well as dissemination. This position will be responsible for providing analytic support to ongoing investigations and will assist in producing analytic products that will be presented in law enforcement and community forums. This position's duties have a direct impact on the Criminal Investigation Bureau, Patrol Bureau and external local, State, and Federal agencies. Specific duties, responsibilities, and requirements include:

Apply Analytic Methods and Techniques

- Identify and analyze raw information to substantiate criminal patterns and/or trends and for predictive analysis.
- Demonstrate findings, including target relationships, time sequence of events, and criminal hierarchies through computerized charts, maps, timelines, and link diagrams.
- Conduct tactical, strategic and intelligence lead policing assessment of major crime.
- Assist in establishing, managing, and training Crime Analysis Section personnel.

Criminal Patterns and trends

- Correlate, integrate, and evaluate information from investigative activities for the purpose of generating investigative leads. Prepares reports to document investigative activities and summarize findings. Leads and/or assists with special projects and investigative efforts of the Milwaukee Police Department.

Crime Assessment

- Assist law enforcement officers at crime scenes and during the execution of search warrants in the identification and collection of notes, files, records, and other items to be analyzed and/or used for intelligence purposes, and the development of intelligence lead case management.

Other Duties

- Participate in investigative efforts through meetings with law enforcement officers to identify intelligence requirements needed to support investigations and to report analytical findings.
- Assist in the development of an intelligence lead policing, annual reports and other intelligence requirements
- Maintain the confidentiality and integrity of information and investigations coordinated, developed, and/or assisted by the Milwaukee Police Department.
- Represents the Police Department interacting with counterparts throughout the intelligence and law enforcement community.
- Provides pertinent training to other Federal, State, and local law enforcement intelligence personnel as needed.
- Researches and reviews new automated analytical tools in support of law enforcement investigative and intelligence activities.
- Work in partnership with associated State, Federal and local agencies, analysts, and investigators to facilitate information sharing in accordance with national Crime Intelligence Sharing Plan.
- Develop curriculum and provide training to department members in intelligence lead policing strategies.
- Attends related training and conference to expand job skills and assist in developing professional contacts.
- Maintain compliance with all Rules and Procedures and the appropriate Position responsibilities of the Milwaukee Police Department.

The position requires a related Bachelors Degree and at least 5 years of criminal intelligence analytical experience. Equivalent combinations of education and experience may be considered.

Critical knowledge, skills and abilities include:

- Knowledge and advance experience in Intelligence techniques, operations, and analytical procedures to effectively conduct analysis of criminal investigations and other large-scale intelligence projects involving interrelated subject areas.
- Knowledge of and work experience with computer systems in order to conduct research, analyze data, and effectively present and communicate findings in a concise and well-organized manner.
- Oral and written communication skills necessary to effectively prepare and present findings to Command level officers and other local, State and Federal law enforcement officials.
- Effectively represent the Police Department when interacting with counterparts throughout the Intelligence and law enforcement communities.

Analysis

This new position will conduct intelligence research that will support investigative operations. This research will involve extracting, compiling, and analyzing factual information on crime patterns and trends using computerized software and databases. The work conducted by this position will have a direct impact on investigations conducted by the Milwaukee Police Department Criminal Investigation Bureau and Patrol Bureau as well as external local, State of Wisconsin, and Federal agencies.

Lieutenant of Detectives John Malloy Hagen has indicated that this position will conduct intelligence research that models the analysis techniques and computerized tools utilized by the Federal Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF). The position will also research and review new automated crime analysis tools and will develop curriculum and training for Police Department members on these tools.

Although this new civilian position would be unique within the department, comparisons were made to other sworn and civilian positions with somewhat similar impact and responsibility including:

Police Department Comparisons

Title	Duties & Responsibilities	Salary Grade	Salary Range
Information Systems Manager-MPD	Manage information systems projects for department	011	\$66,407 - \$92,966
Public Relations Manager	Coordinate Public relations for MPD	009	\$58,448 - \$81,824
Communication Systems Manager	Manage Radio communications for MPD, DPW, and other City agencies	009 (PR 839 footnoted for civilianized position rate)	\$58,448 - \$81,824
Captain of Police	Directs and supervises personnel within a section, coordinates with external agencies	839	\$63,327 - \$76,905*
Lieutenant of Detectives	Direct and coordinate police field investigations	836	\$56,368 - \$68,440*

*2003 RATES

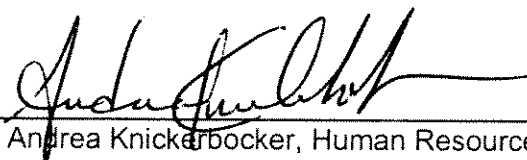
In determining the salary range for this position, staff also considered external rates of pay for similar positions within other jurisdictions.

Based upon the comparison of impact and level of responsibility within the Police department it is our recommendation to classify this new civilian position at a level somewhat comparable to Captain of Police. We therefore recommend the position be classified as Crime & Intelligence Specialist in SG 009 (\$58,448 - \$81,824).

Recommendation

Based upon the comparisons to other Police Department positions and other jurisdictions, it is our recommendation to classify this new position as Crime & Intelligence Specialist in SG 009.

Prepared by:


Andrea Knickerbocker, Human Resources Manager

Reviewed by:


Maria Monteagudo, Employee Relations Director