

**CITY OF MILWAUKEE**  
**DEPARTMENT OF EMPLOYEE RELATIONS**

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Maria Monteagudo  
Department of Employee Relations  
City of Milwaukee  
200 E Wells St, Room 706

March 13, 2019

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 181809 – Communication from the Department of Employee Relations relating to recruitment flexibility for the title of Fire and Police Commission Staffing Services Manager*

Dear Committee Members:

This communication requests an amendment to the 2019 Salary Ordinance to allow recruitment flexibility for the title of Fire and Police Commission Staffing Services Manager.

The Fire and Police Commission Staffing Services Manager, under the direction of the Fire and Police Commission Executive Director, is responsible for the leadership and direction of testing and recruitment staff in developing and administering the selection process for City of Milwaukee public safety positions.

A recruitment for this position was held in October of last year, which yielded only seven candidates who met the minimum qualifications. These qualifications include: a master's degree in industrial/organizational psychology, educational psychology, human resources management, public administration, or a closely related field, including coursework in testing, assessment, and statistics; three years of progressively responsible experience in the development, administration and validation of personal selection procedures, including the application of related principles, practices, techniques, and legal consideration; and a valid driver's license and availability of a properly insured vehicle at the time of appointment and throughout employment.

The Fire and Police Commission has extended an offer to the top candidate for this position at the minimum rate of the pay range. Recruitment flexibility beyond the 60% of the pay range is needed to recruit this candidate with nine years of experience and a PhD in clinical psychology. The candidate's experience includes developing and using various assessment tools both in hiring and counseling individuals. These include the MMPI (Minnesota Multiphasic Personality Inventory), the same tool used by the Fire and Police Commission's contracted psychologist when conducting psychological evaluations of potential candidates for sworn positions.

This candidate also brings substantial experience in developing, administering, and validating personnel selection procedures and overseeing staff involved with these efforts. Being able to recruit a staff member with familiarity in assessments tools and administering recruitment efforts will be invaluable to the department as they seek to evaluate each step of the testing process to ensure fairness, impartiality, and a lack of bias.

The Fire and Police Commission Staffing Services Manager position has been vacant for seven months. Having the ability to move forward with the hiring process and obtain the best candidate is vital to the operations of the Fire and Police Commission. This position plays an important role in the hiring for Fire

and Police Department personnel by ensuring optimal recruitment efforts for positions that have a large impact on the security and safety of City of Milwaukee residents and visitors.

The skillset of this candidate is exceptional and sets them apart from the other candidates on the eligible list for this position. While the current rates of pay are not competitive enough to attract such an experienced candidate, this candidate may consider the position if offered more than 60% of the range as currently required pursuant to Part II, Section 3.b of the Salary Ordinance.

We therefore recommend the classification of Fire and Police Commission Staffing Services Manager be designated a footnote that allows recruitment at any point in the range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel. The action below will implement this recommendation.

**Action Required – Effective Pay Period 07, 2019 (March 24, 2019)**

In the Salary Ordinance

Under Pay Range 1IX:

Add the (2) designation to the title of “Fire and Police Commission Staffing Services Manager”.

Respectfully submitted,



Maria Monteagudo  
Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

**A** **Date** 3/13/2019 **File Number** 181809  **Original**  **Substitute**

**Subject** Communication from the Department of Employee Relations relating to recruitment flexibility for the title of Fire and Police Commission Staffing Services Manager

**B** **Submitted By (Name/Title/Dept./Ext.)** Derek Reilly / Human Resources Analyst – Senior / Employee Relations / x2398

**C** **This File**

- Increases or decreases previously authorized expenditures.
- Suspends expenditure authority.
- Increases or decreases city services.
- Authorizes a department to administer a program affecting the city's fiscal liability.
- Increases or decreases revenue.
- Requests an amendment to the salary or positions ordinance.
- Authorizes borrowing and related debt service.
- Authorizes contingent borrowing (authority only).
- Authorizes the expenditure of funds not authorized in adopted City Budget.

**D** **Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) \_\_\_\_\_
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

|          | Purpose            | Specify Type/Use | Expenditure    | Revenue        |
|----------|--------------------|------------------|----------------|----------------|
| <b>E</b> | Salaries/Wages     |                  | \$0.00         | \$0.00         |
|          |                    |                  | \$0.00         | \$0.00         |
|          | Supplies/Materials |                  | \$0.00         | \$0.00         |
|          |                    |                  | \$0.00         | \$0.00         |
|          | Equipment          |                  | \$0.00         | \$0.00         |
|          |                    |                  | \$0.00         | \$0.00         |
|          | Services           |                  | \$0.00         | \$0.00         |
|          |                    |                  | \$0.00         | \$0.00         |
|          | Other              |                  | \$0.00         | \$0.00         |
|          |                    |                  | \$0.00         | \$0.00         |
|          | <b>TOTALS</b>      |                  | <b>\$ 0.00</b> | <b>\$ 0.00</b> |

F

Assumptions used in arriving at fiscal estimate. \_\_\_\_\_

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

- 1-3 Years     3-5 Years    \_\_\_\_\_
- 1-3 Years     3-5 Years    \_\_\_\_\_
- 1-3 Years     3-5 Years    \_\_\_\_\_

H

List any costs not included in Sections D and E above. \_\_\_\_\_

I

Additional information.    Costs will depend on the actual request for an individual being appointed to this position.

J

This Note     Was requested by committee chair.