



Department of Employee Relations

JOB EVALUATION REPORT

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Fire and Police Commission Meeting: November 20, 2025

Police Department

Current	Recommended
Inventory Control Assistant 3 PR 8EN (\$54,407 - \$72,076) (One Position)	Inventory Supply Specialist PR 2GX (\$58,656 - \$76,474) FN: Recruitment is at \$66,304 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

The Milwaukee Police Department (MPD) has requested the reclassification of one position of Inventory Control Assistant 3 located in the Budget and Finance Division, Printing and Stores Section. A new job description was provided, and discussions were held with Laura Engan, Police Budget and Administration Manager; Pamela Roberts, Human Resources Administrator; and April Nwandu, Human Resources Supervisor.

Duties and Responsibilities

The basic function of this position is to manage the Milwaukee Police Department Equipment and Supply operations including miscellaneous equipment, printed forms, first aid supplies, office supplies, and paper; and order, process, receive, disburse, stock, and facilitate delivery of inventory. Duties and responsibilities include:

Supply and Warehouse Management

- Manage and determine appropriate supply and miscellaneous equipment for MPD.
- Manage warehouse operations and inventory.
- Work cooperatively with members across MPD via telephone, e-mail, and in-person inquiries to evaluate supply requests and needs.
- Maintain warehouse inventory.
- Take initiative to recommend new products and operational changes to maximize program efficiency.
- Prepare various reports for Budget and Administration Director on inventory management including supply usage, destruction reports, and warehouse operations as requested.

Warehouse Operations

- Order various Police equipment, printed forms, first aid supplies, office supplies, and paper as well as special order items as requested.
- Using purchasing Procard, order inventory from various outside sources.
- As necessary, prepare purchasing requisition for various Police equipment using the City's financial management information system.
- Receive and inspect quality control of supplies to insure they comply to appropriate standards.
- Record packing slips and receipts to insure accountability.
- Facilitate delivery of items to 34 locations across the MPD.
- Prepare and reconcile Procard statements. Prepare and process invoices for entry into FMIS (Financial Management of Information Services).
- Clean and organize warehouse to maintain efficiency, make maximum use of space, and ensure safety.
- Perform other duties as assigned.

Minimum requirements include an associate degree in accounting, office administration, business management, supply management, information technology, general studies, or related field; and three years of progressively responsible administrative experience performing duties related to supply management, warehouse management, payroll, budget, and/or finance. Equivalent combinations of education, training, and experience may be considered including knowledge and/or experience in law enforcement supply management or as a Police Department quartermaster.

Analysis and Recommendation

There are currently two positions of Inventory Control Assistant 3 in the MPD. One of the positions has been vacant for some time and is expected to be eliminated as part of the 2026 budget. The other position, listed above, is filled, and has taken on some higher-level duties and responsibilities. The MPD has now requested that this position be studied for reclassification.

For many years the MPD had one position of Inventory Control Assistant II and one position of Inventory Control Assistant III located at the Safety Academy. In 2023, as part of a labor market study, these two positions were both reclassified to Inventory Control Assistant 3 in Pay Range 8EN. Over the years, these positions worked closely with their on-site supervisor to provide inventory and stores services and assisted in maintaining efficiencies and preparing reports regarding usage, destruction, and new product recommendations.

The position works much more independently and reports to the Police Budget and Administration Manager who is located at the Police Administration Building downtown. Instead of just assisting with various functions this position has full responsibility to take initiative to recommend new products and operational changes to maximize program efficiency, and to prepare reports, as requested, for the Police Budget and Administration Manager regarding inventory management including supply usage, destruction reports, and warehouse operations. This position also oversees the delivery of items to 34 locations across the Police Department.

Comparisons were made to other City inventory positions including the following.

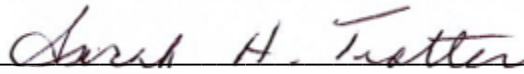
Title	Pay Range	Rates
DPW Inventory and Purchasing Manager	1EX	(\$62,041 - \$86,854) Recruitment rate of \$76,500
Fleet Inventory Manager	1EX	(\$62,041 - \$86,854) Recruitment rate of \$76,500
Inventory Manager	1EX	(\$62,041 - \$86,854) Recruitment rate of \$76,500
Inventory Assistant Manager	1BX	(\$58,656 - \$71,754) Recruitment rate of \$62,959
Health Inventory Control Specialist	2FN	(\$51,250 - \$71,754) Recruitment rate of \$61,544

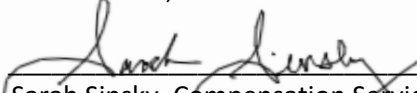
With the changes in duties and responsibilities, the level of work has changed. Based on a comparison to other positions and reviewing the scope of duties and responsibilities, and the amount of supervision, oversight, and independence, we recommend the new classification of "Inventory Supply Specialist" in Pay Range 2GX (\$58,656 - \$76,474) with a recruitment rate of \$66,304. Other titles in this pay range include "Business Operations Specialist" and "Financial Specialist".

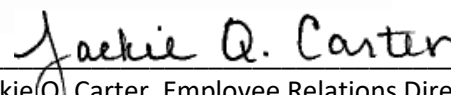
We therefore recommend one position of "Inventory Control Assistant 3" in Pay Range 8EN (\$54,407 - \$72,076) be reclassified to "Inventory Supply Specialist" in Pay Range 2GX (\$58,656 - \$76,474) with a recruitment rate of \$66,304.

Action Required - Effective Pay Period 26, 2025 (December 7, 2025)

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

Prepared by: 
Sarah Trotter, Human Resources Manager, Part-Time

Reviewed by: 
Sarah Sinsky, Compensation Services Supervisor

Reviewed by: 
Jackie Q. Carter, Employee Relations Director