



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

April 6, 2023

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 221835 – Communication from the Department of Employee Relations relating to classification studies scheduled for the April 6, 2023 Fire and Police Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled at the Fire and Police Commission meeting on April 6, 2023.

**Police Department**

Current	Recommended
32 New Positions	Crime Scene Investigator II PR 2IN (\$60,824 - \$85,151) FN: Recruitment at \$63,865 (32 Positions)  Crime Scene Investigator I PR 2HN (\$57,081 – \$79,909) FN: Recruitment at \$59,936 (Underfill Title)

Note: Residents receive a rate that is 3% higher.

**Police Department**

Current	Recommended
New Position	Municipal Services Electrician PR 7SN (\$85,501) FN: Additional \$1.50 per hour for holding a Wisconsin Electrical Contractor License FN: Additional \$1.50 per hour for performing lead work (One Position)
New Position	Painter PR 7IN (\$50,312 - \$58,641) FN: Recruitment rate of \$58,641 FN: Additional (\$.30) per hour when assigned to operate spray equipment and is actually performing the spraying and cleaning of equipment FN: Additional (\$.35) per hour when performing lead abatement duties which require, under federal regulations, the use of respirators and personal protective clothing (One Position)

New Positions	City Laborer PR 8DN (\$35,225 - \$42,084) FN: Recruitment rate of \$38,331 FN: Additional (\$.60) per hour when assigned to perform crosswalk and special purpose line painting (Three Positions)
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Note: Residents receive a rate that is 3% higher.

Respectfully Submitted,



Harper Donahue, IV  
Employee Relations Director

Attachments:   Job Evaluation Reports  
                      Fiscal Impact Statement



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**Job Evaluation Report**

Fire and Police Commission Meeting: April 6, 2023

**Police Department**

Current	Recommended
32 New Positions	Crime Scene Investigator II PR 2IN (\$60,824 - \$85,151) FN: Recruitment at \$63,865 (32 Positions)  Crime Scene Investigator I PR 2HN (\$57,081 – \$79,909) FN: Recruitment at \$59,936 (Underfill Title)

Note: Residents receive a rate that is 3% higher.

The Milwaukee Police Department (MPD) requested a classification study of 32 new positions of Crime Scene Investigator in their Forensics Division. Job descriptions were provided, and discussions were held with Pamela Roberts, Police Human Resources Administrator; April Nwandu, Human Resources Supervisor; and Mai Xiong, Human Resources Representative.

**Market Pay Data**

In studying these positions, market data from other cities was reviewed as shown in the chart below.

City/State	Title	Current Pay	Adjusted Pay
Denver, Colorado	Criminalist II	\$63,690 - \$99,362	\$57,407 - \$89,561
Cincinnati, Ohio	Senior Police Criminalist	\$59,633 - \$80,142	\$61,613 - \$82,802
Denver, Colorado	Criminalist I	\$57,054 - \$88,442	\$51,426 - \$79,718
Cincinnati, Ohio	Police Criminalist	\$52,801 - \$70,960	\$54,554 - \$73,316
Nashville & Davidson County, Tennessee	Crime Scene Investigator II	\$52,575 - \$68,344	\$53,597 - \$69,673
Nashville & Davidson County, Tennessee	Crime Scene Investigator I	\$47,597 - \$61,876	\$48,523 - \$63,079

Market data was also obtained for southeastern Wisconsin from the Economic Research Institute (ERI), a salary survey to which the Department of Employee Relations subscribes.

**Criminalist**

Years of Experience	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
10	\$67,753	\$73,550	\$81,249	\$88,799	\$96,436
9	\$66,080	\$71,727	\$79,234	\$86,590	\$94,042
8	\$64,362	\$69,855	\$77,166	\$84,320	\$91,579
7	\$62,590	\$67,925	\$75,031	\$81,976	\$89,035
6	\$60,766	\$65,940	\$72,835	\$79,564	\$86,414
5	\$58,897	\$63,905	\$70,585	\$77,091	\$83,725
4	\$56,990	\$61,830	\$68,291	\$74,568	\$80,980
3	\$55,054	\$59,724	\$65,964	\$72,007	\$78,192
2	\$53,100	\$57,597	\$63,615	\$69,424	\$75,378
1	\$51,138	\$55,463	\$61,258	\$66,833	\$72,555

Source: ERI, Data as of January 1, 2023

*Criminalists investigate crimes by collecting and analyzing physical evidence; apply scientific principles to analysis, identification, and classification of devices, chemical and physical substances, materials, liquids, or other physical evidence related to criminology, law enforcement, or investigative work; search for, secure, photograph, and preserve evidence; and perform a variety of analytical examinations utilizing chemistry, physics, mechanic, and other sciences.*

**Position Descriptions and Recommendations**

Current	New Positions		32 Positions
	Crime Scene Investigator II	PR 2IN (\$60,824 - \$85,151) Recruitment at \$63,865	32 Positions
	Crime Scene Investigator I	PR 2HN (\$57,081 - \$79,909) FN: Recruitment at \$59,936	Underfill Title

Under the direction of the Forensic Division supervisors, these positions are responsible for identifying, collecting, preserving, and analyzing evidence at crime scenes and in lab settings to support law enforcement activities; and for performing forensic processing of evidence using a variety of traditional methods; and documenting evidence and findings. Duties and responsibilities include the following.

- Respond, consistent with training and department directives, code of conduct and standard operating procedures, to traffic related assignments and calls for service including homicides, sexual assaults, robberies, aggravated assaults, human trafficking, burglaries, thefts, motor vehicle thefts, arson, non-fatal shootings, and car jackings.
- Conduct crime scene investigations, properly document all pertinent information including evidence recovery, preservation, and chain of custody.

- Identify, collect, and secure physical evidence including blood, body fluids, hair, fibers, and firearms for laboratory testing and use of evidence in criminal prosecutions.
- Search for and develop latent prints at crime scenes.
- Provide photographic services for a variety of Departmental needs, including crime scene representation, evidence documentation, and promotional and other public relations events; and photograph and fingerprint suspects, victims, including deceased individuals, witnesses, and applicants.
- Produce castings of footprints, tire tracks, and other impressions.
- Use a variety of chemicals to enhance biological evidence.
- Recover video at crime scenes and reformat if needed to provide digital evidence.
- Process evidence submitted to the Forensics Laboratory including visual examination and chemical processing of physical evidence, collection of DNA evidence, and the use of photography techniques to document evidence.
- Assist with prisoner identification through fingerprint comparison, verification, and classification.
- Write, draft and complete reports and/or documentation of work completed including crime scene diagrams.
- Complete property inventory reports and ensure proper chain of custody of all evidence.
- Provide expert testimony in court.
- Maintain accurate records and upload crime scene photographs, digital evidence, and other documents in the digital evidence management system and the records management system.
- Prepare data used to make recommendations on workforce deployment and resource allocation.
- Maintain statistical reports detailing the results of analyses, conclusions, and recommendations; and prepare periodic statistical reports for departmental commanders.
- Perform other duties as assigned.

Minimum requirements include 60 college credits or an associate degree in forensic science or related area; or two years of related experience. A bachelor's degree is preferred. Equivalent combinations of education and experience may be considered. Other requirements include an ability to complete a minimum of 40 hours of training identified by MPD related to crime scene processing or related forensic disciplines within two years of hire or promotion date. These requirements have not yet been assessed by the Staffing Division.

These positions were originally created in the 2021 budget and are now being classified. The department has requested the creation of two levels.

Crime Scene Investigator I would be an entry level underfill title in which incumbents would perform the duties and responsibilities listed above.

Crime Scene Investigator II would be a journey level in which incumbents would perform the duties and responsibilities listed above plus the following.

- Train department members on how to process evidence at crime scenes, submit evidence to the forensic laboratory, and recover and process forensic digital evidence

- Retrieve forensic evidence from crime scenes, the community, MPD inventory, and counter cases
- Process forensic digital evidence using specialized equipment and software to extract data from a variety of electronic media
- Perform duplicate image back-up of evidence received to preserve the state of those materials at the time of receipt
- Restore deleted or corrupted digital files when possible and relevant; prepare and organize recovered digital information in a suitable format for a requestor, complete clear and concise reports to inform a requestor of the nature of the examinations performed and the findings/conclusions attained, and prepare and organize case materials and court exhibits for potential court procedures and testimony
- Assist in the research, identification, review, evaluation, recommendations, procurement, and installation of job-related equipment and/or software, and standard operating procedures and policies
- Present content relative to forensics analysis to law enforcement, and law enforcement partners.

Minimum requirements would include those listed above for Crime Scene Investigator I plus an additional two years of experience and 80 hours of training identified by the MPD related to crime scene investigations, laboratory operations, digital forensics, or related forensic disciplines within two years of hire or promotion.

Based on an analysis of the market data above and comparisons to other City positions including the classifications of Crime Analysts I, II, and III, we recommend these positions be classified as Crime Scene Investigator II in Pay Range 2IN (\$60,824 - \$85,151) with a recruitment rate of \$63,865 plus an underfill classification of Crime Scene Investigator I in Pay Range 2HN (\$57,081. - \$79,909) with a recruitment rate of \$59,936.

**Action Required – Effective Pay Period 1, 2023 (December 25, 2022)**

Prepared by:     Sarah Trotter    

Sarah Trotter, Human Resources Representative

Reviewed by:     Andrea Knickerbocker    

Andrea Knickerbocker, Human Resources Manager

Reviewed by:     Harper Donahue    

Harper Donahue, IV, Employee Relations Director



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Mayor

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Labor Negotiator

**Job Evaluation Report**

Fire and Police Commission Meeting: April 6, 2023

**Police Department**

Current	Recommended
New Position	Municipal Services Electrician PR 7SN (\$85,501) FN: Additional \$1.50 per hour for holding a Wisconsin Electrical Contractor License FN: Additional \$1.50 per hour for performing lead work (One Position)
New Position	Painter PR 7IN (\$50,312 - \$58,641) FN: Recruitment rate of \$58,641 FN: Additional (\$.30) per hour when assigned to operate spray equipment and is actually performing the spraying and cleaning of equipment FN: Additional (\$.35) per hour when performing lead abatement duties which require, under federal regulations, the use of respirators and personal protective clothing (One Position)
New Positions	City Laborer PR 8DN (\$35,225 - \$42,084) FN: Recruitment rate of \$38,331 FN: Additional (\$.60) per hour when assigned to perform crosswalk and special purpose line painting (Three Positions)

Note: Residents receive a rate that is 3% higher.

The Milwaukee Police Department (MPD) requested classification of five new civilian positions in the amended 2023 Budget. Job descriptions were provided; and discussions were held with Pamela Roberts, Police Human Resources Administrator.

**Position Descriptions and Recommendations**

Current	New Position		One Position
Recommended	Municipal Services Electrician	Municipal Services Electrician PR 7SN (\$85,501) FN: Additional \$1.50 per hour for holding a Wisconsin Electrical Contractor License FN: Additional \$1.50 per hour for performing lead work	One Position

This position will be responsible for inspecting, troubleshooting, maintaining, repairing, constructing, and installing all electrical equipment and systems for MPD. Duties and responsibilities include the following.

- Maintain, repair, and service lighting and low voltage circuits, motors, and related equipment.
- Perform routine maintenance, repairs, and service work; locate and replace blown fuses, lamps, ballasts, and starters; check starters and motor brushes; locate short circuits and grounds in low power lighting and power circuits and equipment; repair and replace defective cables, outlets, plugs, regulators, starters, switches, and wires; check operation of replaced equipment and wiring to assure proper function; adjust and regulate controls and devices to obtain satisfactory operation; and work on extension or installation projects.
- Perform monthly tests on department generators and document tests.
- Service circuits and lines carrying various voltages; alternate and direct current electricity; and service lighting circuits, machine controls, and portable electric tools.
- Install, check, clean, and make repairs to motors, contractors, controls, bearings, and brushes.
- Check and test circuits and lines before power is turned on to verify accuracy on installation, repair, or service.
- Work from general plans, wiring diagrams, drawings, manufacturer’s specifications, sketches, verbal and written directions or instructions, and checking with engineer or supervisor to determine installation, materials, and staffing requirements of large and major projects.
- Install, service and repair electrical high voltage substations in buildings, garages, and parking structures.
- Install and repair underground and overhead wiring and duct systems between floors, buildings, and other facilities.

Minimum requirements include four years of experience installing, maintaining, and repairing electrical services and equipment. Successful completion of an electrical apprenticeship program and a State of Wisconsin certification as a Master or Journey-level Electrician is desirable.

This new position will be performing the same or similar work as the Municipal Services Electrician positions located in other City Departments. We therefore recommend the same classification of Municipal Services Electrician in Pay Range 7SN (\$85,501).

Current	New Position		One Position
Recommended	Painter	Painter PR 7IN (\$50,312 - \$58,641) FN: Recruitment rate of \$58,641 FN: Additional (\$.30) per hour when assigned to operate spray equipment and is actually performing the spraying and cleaning of equipment FN: Additional (\$.35) per hour when performing lead abatement duties which require, under federal regulations, the use of respirators and personal protective clothing	One Position

This position paints and stains various types of interior and exterior surfaces along with the full range of journey level duties associated with this trade. Duties and responsibilities include the following.

- Apply primary or seal coat with spray gun, roller, or brush as directed; obtain special finishes when required by stripping, glazing, matching the color and type of existing paints and stains, mixing and applying special epoxy paints, and mixing and thinning paints and varnishes.
- Prepare surfaces for painting including patching holes or cracks in both plaster and dry wall, cleaning metal surfaces with sandblasting equipment, chipping hammers, vibrators, or wire brushes, bleaching, sanding, and filling new wood surfaces, removing old paint with scrapers and solvents, applying putty and caulking compound, and washing walls by hand and with steam cleaning equipment. Protect furniture and floors by using drop cloths, masking, and tape.
- Erect and work from scaffolding, swing stages, bosun’s chairs, extension and step ladders, and needle beam scaffolding.
- Clean and properly maintain brushes, rollers, sheep skins, paint pots, spray guns, air hoses, and compressor filters on spray painting equipment using approved methods and solvents as required; and properly store, handle, and maintain all other painting equipment.
- Glaze as required for new and replacement applications.

Minimum requirements include two years of professional painting experience related to the duties and responsibilities listed above. A significant knowledge of and skill in performing painting duties at the journey level is desirable.

This new position will be performing the same or similar work as the Painter positions located in other City Departments. We therefore recommend the same classification of Painter in Pay Range 7IN (\$50,312 - \$58,641) with a recruitment rate of \$58,641.

Current	New Positions		Three Positions
Recommended	City Laborer	City Laborer PR 8DN (\$35,225 - \$42,084) FN: Recruitment rate of \$38,331 FN: Additional (\$.60) per hour when assigned to perform crosswalk and special purpose line painting	Three Positions

These three positions perform light to heavy manual labor for MPD. They use and operate various equipment and tools needed to perform their duties including shovels, brooms, rakes, air hammers, compressors, and pneumatic tools; work with various materials including asphalt, concrete, topsoil, and plants; and may be required to work under unpleasant conditions including inclement weather. Duties and responsibilities include the following.

- Complete daily documentation of activities.
- Perform seasonal duties including plowing and shoveling snow; and spreading sand or salt on icy streets and sidewalk.
- Spread mulch; use mower on turf; and use pressure washer on buildings and walk-ways.

- Plant trees, grass, shrubs, and flowers; lay sod; and assist in general maintenance of green areas.
- Dig trenches and post holes; and clean coagulation basins, sidewalks, sally ports, and exterior of MPD buildings.
- Maintain vehicle, equipment, and tools; ensure there are adequate supplies and materials for a variety of job tasks; and load and unload trucks.
- Use a variety of hand tools including axes, clippers, files, hammers, hand saws, pliers, post hole diggers, and pruners to perform construction and maintenance work.
- Operate air compressors, pumps, concrete mixer, concrete cutting saw, snowblowers, forklift truck, and skid loader as required.
- Clean construction site of materials, equipment, and debris; and perform custodial work such as sweeping and cleaning.
- Sort, move, and stack materials; and assist and perform supplementary duties for MPD trade positions, custodial workers, and other staff.
- Respond to emergencies such as building flooding; and place cones, barricades, trench plates, and excavation protection as required for worker and public safety.

Minimum requirements include being eighteen years of age at time of appointment; a valid driver’s license and good driving record at time of application and throughout the selection process and employment; and a valid commercial driver’s license (CDL) (Class A or B) without the Air Brakes restriction within six months of appointment and throughout employment.

This new position will be performing the same or similar work as the City Laborer positions located in other City Departments. We therefore recommend the same classification of City Laborer in Pay Range 8DN (\$35,225 - \$42,084) with a recruitment rate of \$38,331.

**Action Required – Effective Pay Period 1, 2023 (December 25, 2022)**

Prepared by:  Sarah Trotter   
 Sarah Trotter, Human Resources Representative

Reviewed by:  Andrea Knickerbocker   
 Andrea Knickerbocker, Human Resources Manager

Reviewed by:  Harper Donahue   
 Harper Donahue, IV, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b> <u>4/10/2023</u> <b>File Number</b> <u>221835</u> <input checked="" type="checkbox"/> <b>Original</b> <input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b> <u>Communication from the Department of Employee Relations relating to classification studies scheduled for the April 6, 2023 Fire and Police Commission meeting.</u>

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b> <u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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<b>C</b>	<b>This File</b>	<input checked="" type="checkbox"/> <b>Increases or decreases previously authorized expenditures.</b>
		<input type="checkbox"/> <b>Suspends expenditure authority.</b>
		<input type="checkbox"/> <b>Increases or decreases city services.</b>
		<input type="checkbox"/> <b>Authorizes a department to administer a program affecting the city's fiscal liability.</b>
		<input type="checkbox"/> <b>Increases or decreases revenue.</b>
		<input checked="" type="checkbox"/> <b>Requests an amendment to the salary or positions ordinance.</b>
		<input type="checkbox"/> <b>Authorizes borrowing and related debt service.</b>
		<input type="checkbox"/> <b>Authorizes contingent borrowing (authority only).</b>
	<input type="checkbox"/> <b>Authorizes the expenditure of funds not authorized in adopted City Budget.</b>	

<b>D</b>	<b>Charge To</b>	<input checked="" type="checkbox"/> <b>Department Account</b>	<input type="checkbox"/> <b>Contingent Fund</b>
		<input type="checkbox"/> <b>Capital Projects Fund</b>	<input type="checkbox"/> <b>Special Purpose Accounts</b>
		<input type="checkbox"/> <b>Debt Service</b>	<input type="checkbox"/> <b>Grant &amp; Aid Accounts</b>
		<input type="checkbox"/> <b>Other (Specify) _____</b>	

Purpose	Specify Type/Use	Expenditure	Revenue
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. Please see attached spreadsheet.

**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. \_\_\_\_\_

**J**

This Note     Was requested by committee chair.

**Department of Employee Relations  
Fiscal Note Spreadsheet**

Fire and Police Commission Meeting of April 6, 2023  
Finance and Personnel Committee Meeting of April 11, 2023

<b>NEW COSTS FOR 2023</b>										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
32	Police	New Positions	N/A	Crime Scene Investigator II	2IN	N/A	N/A	N/A	Included in 2023 Budget	
1	Police	New Position	N/A	Municipal Services Electrician	7SN	N/A	N/A	N/A	Included in 2023 Budget	
1	Police	New Position	N/A	Painter	7IN	N/A	N/A	N/A	Included in 2023 Budget	
3	Police	New Positions	N/A	City Laborer	8DN	N/A	N/A	N/A	Included in 2023 Budget	
37								\$0	\$0	\$0

Assume effective date is Pay Period 1, 2023 (December 25, 2022).

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<b>NEW COSTS FOR FULL YEAR</b>										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
32	Police	New Positions	N/A	Crime Scene Investigator II	2IN	N/A	N/A	N/A	Included in 2023 Budget	
1	Police	New Position	N/A	Municipal Services Electrician	7SN	N/A	N/A	N/A	Included in 2023 Budget	
1	Police	New Position	N/A	Painter	7IN	N/A	N/A	N/A	Included in 2023 Budget	
3	Police	New Positions	N/A	City Laborer	8DN	N/A	N/A	N/A	Included in 2023 Budget	
37								\$0	\$0	\$0