



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

February 17, 2017

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

Dear Committee Members:

Re: Common Council File Number **161173**

The following classification and pay levels were approved by the Board of Fire and Police Commissioners on **February 2, 2017**:

In the Police Department, one position of Office Assistant III, PR 6FN was recommended for reclassification to Police Officer Supervisor, PR 1AX.

The job evaluation report and letter covering the above position, 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, Dennis Yaccarino, Bryan Rynders, John Ledvina, Nicole Fleck, MaryNell Regan,
Chief of Police Edward Flynn, Assistant Chief Carianne Yerkes, Inspector of Police Terrence Gordon, Leslie Siletti,
Pamela Roberts, Charles Burki and Dan Rotar



JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: February 2, 2017

POLICE DEPARTMENT

| Current | Request | Recommendation |
|--|-------------------|--|
| Office Assistant III PR 6FN (\$34,717 - \$38,406) | Study of Position | Police Office Supervisor PR 1AX (\$48,670 - \$63,426) |

Action Required – Effective Pay Period 3, 2017 (January 29, 2017)

In the Salary Ordinance, under Pay Range 1AX, add the title "Police Office Supervisor".

In the Positions Ordinance, under Police Department, Information Technology Division, delete one position of "Office Assistant III" and add one position of "Police Office Supervisor".

Background

The Milwaukee Police Department (MPD) has requested a classification review of one position of Office Assistant III in the Information Technology Division. A new job description and questionnaire were provided and a job audit was conducted with the incumbent. The basic function of the position is to serve as an Assistant to the Police Information Systems Director and provide direction to the office support staff of the Information Technology Division. Duties and responsibilities include the following:

- Perform administrative and office supervisor functions to include monitor division assignments, activities and projects; screen call and respond to requests for information; compose letters, reports, spreadsheets, and presentations; facilitate and disseminate information between the Division, Command Staff, vendors and other City departments while maintaining confidentiality of sensitive information and ensuring a timely response; serve as a resource regarding applicable policies and procedures; train and direct office staff; update and track a variety of files, records, reports, and related documents; and maintaining staff calendars as assigned.
- Oversee and help develop RFP's and MPD Vendor Contracts; process and research for the RFP process, amendments and exception to bid documents per City Purchasing requirements; participate in the negotiation procedures as directed. Review and recommend approval of all hardware and software acquisition and maintenance contracts, solicit involvement and participation of other professional team members as appropriate. Maintain contact with IT suppliers and maintains knowledge for current technology, equipment, prices and terms of agreements to minimize the investment required to meet established service levels. Evaluate systems to measure their success.
- Oversee the records retention process to ensure records are retained, stored, and/or destroyed in accordance with established policies; compile information and generates special reports; manage operating, equipment and capital expenditures accounting database, interpret information, and assure the accuracy of information; resolve vendor service issues.
- Assist in the development and monitoring of the Division budget that includes Radio Communications; prepare purchase requisitions; research and resolve invoice discrepancies; access FMIS for status updates; and maintain inventory of equipment and office supplies.
- Supervise accounting staff through proper delegation and work supervision to ensure appropriate levels of service and resources; monitor work, evaluate performance, train, counsel, recommend hiring decisions and

disciplinary actions, work with accounting staff on professional development and instruct employees in order to meet established goals and objectives; ensure staff adhere to established policies and procedures.

Minimum requirements include four years of progressively responsible office support experience with at least one year of experience in a lead worker role. A related Bachelor's Degree and technical background are desirable. These requirements have not yet been assessed for hiring purposes.

Analysis

This position serves as assistant to the Police Information Systems Director and directs the office support staff of the Information Technology Division. Other positions in the City service that perform similar duties at this level of responsibility include:

Administrative Specialist Senior, City Attorney, Health, DPW, Library, DOA-ITMD, PR 2EX (\$48,670-\$63,426)

These positions function as the supervisor of administrative support and office operations within a department. These positions assist a higher level managers in reviewing, developing and implementing initiatives, serve as liaison to other departments and outside agencies, research, develop and coordinate projects, generate related reports, and supervise departmental accounting, budgeting, and/or payroll activities,

Police Records Supervisor, Police Department, PR 1AX (\$48,670-\$63,426)

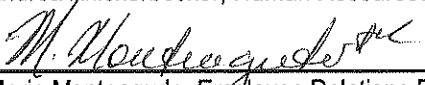
This position supervises the daily operation of staff in the Police Department Records Management Section. This includes training and developing Police Records Specialists; assisting in the development of operating procedures and processes; performing administrative duties including scheduling, payroll, and maintenance of files; monitoring work in process, and evaluating employee performance.

Based upon comparison, the level of responsibility of the position under study is comparable to that of the various Administrative Specialist – Senior positions and the Police Records Supervisor. This position supports the Police Information System Director, supervises the office staff of the IT division in the Police department, oversees and helps develop RFP's and vendor contracts, oversees the record retention process, and assists in developing and monitoring the division's budget.

We therefore recommend one position of Office Assistant III in Pay Range 6FN (\$34,717 - \$38,406) in the Police Department, Information Technology Division be reclassified to Police Office Supervisor in Pay Range 1AX (\$48,670 - \$63,426).

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director