



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
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Job Evaluation Report

Fire and Police Commission Meeting: September 19, 2024

Police Department

Current	Recommended
Police Records Specialist III PR 5IN (\$57,620 - \$72,025) (One vacant Position)	Document Technician III PR 3GN (42,996 - \$51,201) Rates being recommended in separate 9.19.24 report (Police) PR 3LN (\$45,143 - \$62,712) FN: Recruitment is at \$51,987 (One Vacant Position)
	Document Technician II 3FN (\$40,865 - \$50,058) Rates being recommended in separate 9.19.24 report (Police) PR 3GN (\$42,996 - \$51,201) FN: Recruitment is at \$43,726 (Underfill title)
	Document Technician I PR 3EN (\$39,999 - \$48,169) Rates being recommended in separate 9.19.24 report (Police) PR 3FN (\$40,865 - \$50,058) (Underfill title)

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

Background

The Police Department has requested to repurpose one vacant position of Police Records Specialist II, assigned to the Records Management Division, be reclassified to the position of Document Technician III, with an underfill pathway, to be assigned to the Open Records Division. The department indicated that the additional position is needed to assist the current Document Technician III with performing duties and responsibilities in the Open Records operation areas and facilities related to the digital conversion of records, intake and disposal of records in various media formats, providing customer service to Milwaukee Police Department employees, as well as to citizens for record retrievals and document conversions. An updated job description was provided.

Position Description, Responsibilities, and Minimum Requirements

Perform duties and responsibilities in the Open Records Section operation areas and facilities related to the digital conversion of records; intake and disposal of records in various media formats; provide customer service

to Milwaukee Police Department employees, as well as to citizens for record retrievals and document conversions; perform Open Records Mailroom functions, as required, and assist with tracking data in various records and account management systems. Document Technicians are assigned to primary function and program areas, but are cross-trained to perform duties in multiple function areas and on multiple major priority scanning/conversion projects.

Essential Functions:

- Sorts Open Records mail in absence of regular mail sorter and back up mail sorter.
- Trains new employees how to prep reports for scanning and answers questions as needed relating to performing prep work.
- Monitors report processing backlog.
- Assigns tasks according to backlog to ensure oldest reports are processed first.
- Report prep prior to scanning:
 - Verify necessary fields are completed and incident information on reports correlate.
 - Remove staples
 - Organize reports in date/time order to ensure there are no duplicate copies of reports.
 - Alphabetize PA-45 reports.
- Prepares Scan reports that are not completed in Tritech for digital preservation, storage and access through Intellinetics.
- Provides assistance to Department members searching for information/documents in Intellinetics.
- Provides guidance to Department members in the use of Intellinetics.
- Inputs report data into Intellivue.
- Monitors retention schedule for reports that are received in Imaging.

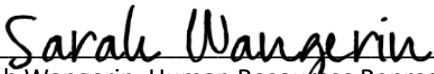
Minimum qualifications include one year of experience working in an office, library, mailroom or warehouse environment with direct experience processing documents using scanning equipment.

Analysis and Recommendation


Based upon comparisons to other positions with the same classification, the recommendation is to repurpose this vacant position of Police Records Specialist III to Document Technician III in pay range 3GN (\$42,996 - \$51,201) (Rates being recommended in separate 9.19.24 report - PR 3LN (\$45,143 - \$62,712) with recruitment at \$51,987) with an underfill pathway if needed to aid in recruitment.

Action Required – Effective Pay Period 22, 2024 (October 13, 2024)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

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