

CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS

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

February 21, 2020

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 191299 – Communication from the Department of Employee Relations relating to classification studies approved at the February 6, 2020 Fire and Police Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the Fire and Police Commission meeting on February 6, 2020.

Police Department

Current	Recommendation
Crime Analyst PR 2GN (\$51,469 - \$72,063) FN: Recruitment at \$54,251, flexibility up to \$63,097 with DER approval One Position	Crime and Intelligence Manager PR 1FX (\$62,338 - \$87,270) One Position

Note: Residents receive a rate that is 3% higher

Respectfully submitted,

Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement

JOB EVALUATION REPORT

Fire & Police Commission Meeting: February 6, 2020

Police Department

Current	Recommendation
Crime Analyst PR 2GN (\$51,469 - \$72,063) FN: Recruitment at \$54,251, flexibility up to \$63,097 with DER approval One Position	Crime and Intelligence Manager PR 1FX (\$62,338 - \$87,270) One Position

Note: Residents receive a rate that is 3% higher

The Milwaukee Police Department (MPD) has requested to create one additional position of Crime and Intelligence Manager by repurposing one vacant position of Crime Analyst. A job description was provided.

This is a non-sworn law enforcement position (civilian). Under direction of the Fusion Division Captain, the Crime and Intelligence Manager is responsible for the supervision of a staff of tactical analysts who perform short and long term analysis of crime trends, crime patterns, and crime series as well as collection and interpretation of data and criminal intelligence using quantitative and qualitative methods. This position will oversee from inception through completion and dissemination, the retrieval and analysis of various crime, call for service, arrest and other data requests generated throughout the department. The Crime and Intelligence Manger is responsible for providing analytic support to on-going investigations and assisting in the production of analytic products for presentation in law enforcement and community based forums. The Crime and Intelligence Manager will compile accurate and unbiased information for use in various internal and external forms. This position's duties have a direct impact on the Geographic Commands, investigations, and on outside agencies at the local, state and federal levels. Essential duties and responsibilities including the following:

- 40% Apply appropriate and analytical methods and techniques to identify and analyze raw information for the purpose of substantiating criminal patterns and/or trends and predictive analysis; uses computerized analytic tools to create charts, maps, timelines, and link diagrams for the purpose of demonstrating analytical findings, including target relationships, time sequence of events, and criminal hierarchies; conducts tactical, strategic and intelligence lead policing assessment of major crimes; and manages the crime analysis section personnel and assists in the establishment and training of Crime Analysts.
- 30% Correlates, integrates, and evaluates carrying types of information from investigative activities for the purpose of generating investigative leads, and prepares reports to document investigative activities and summarize findings; leads and/or assists with special projects and investigative efforts of the Milwaukee Police Department; preparation of reports and presentation of maps that assist with the efficient deployment of resources to prevent and control crime; and review of existing reports and data, analyze statistics to identify patterns and trends to prepare useful products (i.e. reports or maps) in a timely manner so that criminal activity can be predicted, monitored, or suppressed.
- 30% Participate in investigative efforts through meetings with law enforcement officers to identify intelligence requirements need to support investigations and to report analytical findings; collection, collation, and preparation of documents used to assist with the development of agency strategy; educate law enforcement personnel on criminal findings including data, trends, and forecasts by having the key focus involving writing reports and delivering presentations to a variety of audiences; maintains confidentiality and integrity of information and investigative coordinated, developed and/or assisted by the Milwaukee Police Department; represents the Milwaukee Police Department while interacting with counterparts throughout the law enforcement community; provides pertinent training to other federal, state, and local law enforcement strategic and intelligence personnel as needed; researches and reviews new automated analytical tools in support of law enforcement tactical

analysis, investigative and intelligence activities; work in partnership with associated state, federal, and local agencies, analysts, and investigators to facilitate information sharing in accordance with the National Crime Intelligence Sharing Plan; develops curriculum and provides training to department members in intelligence lead policing strategies; attends related training and conferences to expand job skills and assist in the development of professional contacts; and maintains compliance with all rules and procedures and the appropriate position responsibilities of the Milwaukee Police Department.

Minimum requirements include five years' tactical analysis and criminal intelligence analytical experience, with extensive work experience (3 years or more) with police related data and management and data mining. A bachelor's degree in criminal justice, information management systems, computer science, or a closely related field is required. (3 years strategic and criminal intelligence analytical experience and master's degree in a related field may be considered.)

This position will directly supervise, coach, and lead Crime Analysts in their work. Supervisory duties include making hiring recommendations, training employees, assigning work, monitoring work in progress, coaching employees, setting job performance standards in concert with the Police Captain, and recommending discipline as needed. This additional position will perform the same duties and responsibilities as the current Crime and Intelligence Manager assigned to the day shift in the Police Department's Fusion Division. The addition of this position will allow for a Manager to work with the Crime Analysts assigned to work the later shift.

This report therefore recommends that one vacant position of Crime Analyst be repurposed to the classification of Crime and Intelligence Manager in Pay Range 1FX (\$62,338 - \$87,270).

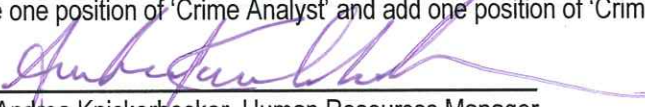
Action Required – Effective Pay Period 1, 2020 (December 29, 2019)

In the Positions Ordinance

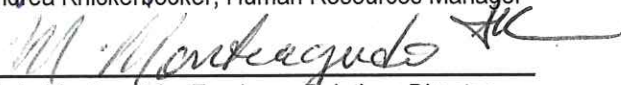
In the Police Department, Intelligence Fusion Center

Delete one position of 'Crime Analyst' and add one position of 'Crime and Intelligence Manager'

Prepared by:


Andrea Knickerbocker, Human Resources Manager

Reviewed by:


Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A **Date** 2/21/2020 **File Number** 191299 **Original** **Substitute**
Subject Communication From the Department of Employee Relations relating to the classification studies approved at the February 6, 2020 Fire and Police Commission Meeting.

B **Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter / Human Resources Representative / 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
E	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
	TOTALS		\$ 0.00	\$ 0.00

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 February 6, 2020
Finance and Personnel Committee Meeting of February 26, 2020

NEW COSTS FOR 2020

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police	Crime Analyst	2GN	Crime and Intelligence Manager	1FX	\$54,251	\$62,338	\$8,087	\$1,132	\$9,219
1								\$8,087	\$1,132	\$9,219

Assume effective date is Pay Period 1, 2020 (December 29, 2019).

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police	Crime Analyst	2GN	Crime and Intelligence Manager	1FX	\$54,251	\$62,338	\$8,087	\$1,132	\$9,219
1								\$8,087	\$1,132	\$9,219

Note: Totals may not be to the exact dollar due to rounding.