



## Fire and Police Commission

**Leon W. Todd**  
Executive Director

**Naomi Gehling**  
Deputy Director

**Miriam Horwitz**  
Chair

**Dana World-Patterson**  
Vice-Chair

**LaNelle Ramey**  
**Bree Spencer**

**Ruben Burgos**

**Ramon Evans**

**Jeff Spence**

**Christopher Snyder**  
Commissioners

## Memorandum

To: Board of City Civil Service Commissioners

From: Leon W. Todd, Executive Director

Date: June 12, 2024

RE: Request to exempt the position of Fire and Police Commission Deputy Director

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Dear Commissioners:

I am writing to request exempt status of the temporary position of 'Deputy Director' (Fire & Police Commission) from June 17, 2024, through August 1, 2024.

This request is being made to ensure a smooth transition at the leadership level in the Fire and Police Commission (FPC). Additionally, with this request, I, as the FPC Executive Director, shall further be supported in my need to represent the FPC with FPC staff, Commissioners, and elected officials while engaging with both community partners and policymakers to advance key initiatives. This role is expected to further support the FPC Leadership Team by centering equity, coordinating priorities, streamlining processes, mitigating risk, and evaluating practices.

Thank you for your consideration. If you have any questions, please do not hesitate to contact me at 414-286-5054.

Sincerely,

Leon W. Todd  
Executive Director

cc: Harper Donahue, IV, DER Director



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

**TO:** Board of City Civil Service Commissioners

**FROM:** Kristin Hennessy Urban  
Human Resources Manager

**DATE:** June 11, 2024

**RE:** Request from the Fire and Police Commission (FPC) to **exempt** the position of Fire and Police Commission Deputy Director

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Fire and Police Commission Deputy Director	1	1NX \$110,197-\$154,280

Please find attached a request from the FPC Executive Director to exempt the position of Fire and Police Commission Deputy Director. A copy of the current job description is attached.

The exemption is being requested to enable the successor employee to train with the current incumbent. The Fire and Police Commission Deputy Director performs high-level administrative functions, which entail both access to confidential information and an understanding and implementation of the directives of the Fire and Police Commission Board and of the Fire and Police Commission Executive Director.

For the reasons cited above and due to the limited duration of this appointment, I recommend that the request to exempt the Fire and Police Commission Deputy Director position be granted. Please contact me at 414.286.8643 should you have additional questions relative to this request.

# JOB DESCRIPTION

## FOR DER USE ONLY

### Vacancy No.

City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

**Instructions:** Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 6/12/24		<b>2. Present Incumbent:</b> Naomi Gehling		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b> 9/18/22		<b>4. Previous Incumbent:</b> N/A		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
<b>5. Department:</b> Fire and Police Commission			<b>Bureau:</b> <b>Division:</b>		<b>Unit:</b> <b>Section:</b>
<b>6. Work Location:</b>			<b>Telephone:</b> <b>Email:</b>		<b>Work Schedule:</b> Hours: / Days:
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep If in District Council 48, which local?			<b>9. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>10.</b>	<b>Official Title:</b> Fire and Police Commission Deputy Director			<b>Pay Range</b>	<b>Job Code</b>
				1NX	4235
	<b>Underfill Title (if applicable):</b>				
<b>Requested Title (if applicable):</b>					
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>  <b>Date:</b>	

## 11. BASIC FUNCTION OF POSITION:

Selected by the Executive Director of the Fire and Police Commission, the Deputy Director assists the Executive Director in providing independent citizen oversight of the City of Milwaukee's public safety departments (Milwaukee Fire Department, Milwaukee Police Department, and Department of Emergency Communications) and administering functions performed by the citizen Board of Fire and Police Commissioners as provided in Wis. Stat. § 62.50 and Chapter 314 of the Milwaukee Code of Ordinances.

In doing so, the Deputy Director assists the Executive Director in the management of the daily operations of the Fire and Police Commission (FPC); serves as a senior strategist and analyst supporting the FPC; represents the FPC with City and Department staff, Commissioners, Department heads, and elected officials, engaging with both community partners and policy makers to advance key initiatives; provides support to the FPC Leadership Team by centering equity, coordinating priorities, streamlining processes, mitigating risk, and evaluating practices; and leads a variety of key projects to help ensure the FPC's goals and strategic objectives are met.

## 12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title** ):

### A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
100%	<ul style="list-style-type: none"> <li>Manages day-to-day operational matters; provides guidance and counsel on operational issues to senior leaders on behalf of the FPC Executive Director.</li> </ul>
	<ul style="list-style-type: none"> <li>Manages projects, coordinating action items, deadlines, and ensuring appropriate follow-through by staff.</li> </ul>
	<ul style="list-style-type: none"> <li>Collaborates with the Executive Director and other FPC leadership on the development and execution of FPC strategic plans and goals.</li> </ul>
	<ul style="list-style-type: none"> <li>Represents the FPC with elected officials, department heads, community leaders and the FPC Commissioners. Helps facilitate information sharing between elected officials and community leaders.</li> </ul>

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> <li>Provides support and oversight of the FPC's Audit Manager and the rest of the Audit section to assist in <i>Collins</i> compliance and other audit functions.</li> </ul>
	<ul style="list-style-type: none"> <li>Provides support and oversight of the FPC's Staffing Services Manager and the rest of the Testing, Hiring, and Recruiting section to perform their functions of recruiting new employees; developing and conducting all examinations for entry level and promotional sworn positions within the Milwaukee Fire Department, Milwaukee Police Department, and Department of Emergency Communications.</li> </ul>
	<ul style="list-style-type: none"> <li>Provides support and oversight of the FPC's Administrative section.</li> </ul>
	<ul style="list-style-type: none"> <li>Provides support and oversight of the FPC's Legal section during the disciplinary appeals process and preparation of cases for quasi-judicial administrative hearings for all sworn and civilian employees; the citizen complaint process and preparation of cases for quasi-judicial hearings regarding citizen complaints against sworn members and appeals of the Executive Director's decisions dismissing citizen complaints; and the evaluation and response to open record requests.</li> </ul>
	<ul style="list-style-type: none"> <li>Analyzes data; designs and presents reports based on data.</li> </ul>
	<ul style="list-style-type: none"> <li>Develops policies and procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>Prepares briefs and correspondence for various audiences as appropriate.</li> </ul>
	<ul style="list-style-type: none"> <li>Serves as Executive Director in his/her/their absence and performs other duties as assigned.</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
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**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Leon W. Todd, Executive Director

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

This position functions independently to a significant degree.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 19.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Audit Manager	d, e, f, g, h
1	Compliance Auditor	a, c, d, e, f, g, h
1	Senior Auditor	a, c, d, e, f, g, h
2	Auditor	a, c, d, e, f, g, h
1	Staffing Services Manager	a, c, d, e, f, g, h
3	Human Resources Representative	a, c, d, e, f, g, h
2	Recruiter	a, b, c, d, e, f, g, h

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a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Test Administration Coordinator	a, b, c, d, e, f, g, h
2	Human Resources Assistant	a, b, c, d, e, f, g, h
1	Administrative Specialist – Sr.	a, b, c, d, e, f, g, h
2	Paralegal	a, b, c, d, e, f, g, h
2	Program Assistant I	a, b, c, d, e, f, g, h

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

- i. Education and Experience:  
Bachelor's degree in criminal justice, public administration, or closely related field.  
A minimum of three years of managerial experience in a civilian oversight agency, criminal justice, investigative, or other legal setting.
- ii. Knowledge, Skills and Abilities:  
Working knowledge of administrative or criminal investigations, critical incidents, investigation of police misconduct, or investigating citizen complaints.  
Working knowledge of state and federal statutory and case law pertaining to employment, discrimination, labor, civil service, open records, public meetings, and public safety.  
Understanding and experience in police and fire practices, policies, training, standards, and culture.  
Understanding of public safety and civil service entry level and promotional job analysis, test development, and administration.  
Strong writing ability and interpersonal skills.  
Ability to conduct community outreach, public speaking, and interaction with diverse members of the public, elected officials, news media, and other agencies.  
Strong commitment to public service, constitutional policing, and civilian oversight of public safety services.  
Ability to manage multiple complex projects simultaneously.
- iii. Certifications, Licenses, Registrations:
- iv. Other Requirements:  
Juris doctorate (law) degree from an accredited college or university and/or Master's degree in criminal justice, public administration, or closely related field preferred.

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
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<input type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
X	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
X	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
X	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
X	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
X	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
X	<b>Driving:</b> Minimum standards required by State Law (including license).

**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

X	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

X	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.

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**Other:** This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 25%**

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

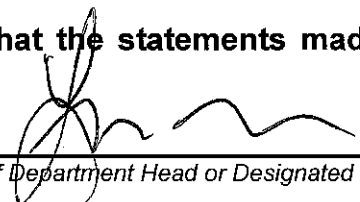
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input checked="" type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input type="checkbox"/>	<b>Hand tools (please list):</b>		
<input checked="" type="checkbox"/>		<b>Office Machines (check all that apply):</b> <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/>	<b>Other (please list):</b>		

**L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

**M. I believe that the statements made above in describing this job are complete and accurate.**

  
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*Signature of Department Head or Designated Representative*

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