



Department of Employee Relations

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Job Evaluation Report

Fire and Police Commission Meeting: September 18, 2025

Police Department

Current	Recommended
Police Forensic Services Director PR 1IX (\$80,098 - \$112,137) FN: Appointment may be at any rate in the pay range with the approval of DER and F&P Chair FN: Recruitment is at \$89,489 (One Position)	Police Forensic Services Director PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$121,579 (One Position)
New Position (One Position)	Police Forensic Services Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

The Milwaukee Police Department (MPD) has submitted a request to classify one new civilian position added through the 2024 city budget and subsequently study one position for market. Job descriptions were provided and conversations were held with Pamela Roberts, Police Human Resources Administrator.

Current	Police Forensic Services Director	PR 1IX (\$80,098 - \$112,137) FN: Appointment may be at any rate in the pay range with the approval of DER and F&P Chair FN: Recruitment is at \$89,489	One Position
Recommended	Police Forensic Services Director	PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$121,579	One Position

The Police Forensic Services Director is responsible for overseeing the management of the Milwaukee Police Department (MPD) personnel that work in the Forensics Division. The Director is responsible for developing, implementing and directing strategies to achieve the Police Chief's goals for departmental improvement as it relates to all Forensics Division functions based on national best practices, MPD policies, and the state and local law. The work requires general knowledge of analytical techniques used in scientific analysis, the evaluation and implementation of organizational and project management, and knowledge of law enforcement management principals. The Director serves as a liaison with other agencies involved in parallel activities in the region. This position establishes and maintains cooperative working relationships with the agency, with community agencies, and stakeholders in the judicial system relating to Forensic directives, requirements, abilities and policies. Duties and responsibilities include:

- Leads, manages and directs forensic operations in a manner the develops, builds, and continually enhances a premier forensics division that engenders public confidence in its ability to provide accurate, unbiased, and timely analysis of forensic evidence and related services.

- Manages personnel performance for the Forensics Division, including making hiring/separation recommendations for civilian staff and recommending sworn personnel for transfer into and out of the division.
- Provides technical and managerial support to functional divisions in the Department.
- Coordinates with other Command Staff members to ensure that the goals set forth in the Police Chief's strategic vision for the Department are implemented.
- Participate in local, state, and federal policy and strategy making forums related to forensic science and practice, including representing the Department in committees and working groups.
- Manages Division/section activities, including audits of existing facilities, equipment, and personnel to ensure effectiveness and efficiency.
- Determines goals, objectives, and resources requirements for activities within the Division.
- Develops, revises, and implements standard operating practices, policies, and procedures governing the division. Ensures division complies with all Milwaukee Police Department practices, policies, and procedures, as well as all applicable forensic standards (e.g., International Association for Identification [IAI], ANSI-ASQ National Accreditation Board [ANAB], American Society of Crime Laboratory Directors [ASCLD], Federal Bureau of Investigation [FBI] standards, etc.).
- Prepares, presents, and monitors budget; and ensures division operates within appropriated operational and overtime budgets.
- Oversees proficiency, training and testing programs.
- Develops and implements management techniques, and maintains a quality control program to ensure compliance with best practices, accreditation, licensing, and legal requirements.

Minimum qualifications include a bachelor's degree in forensic science or a closely related field; and five years of experience working for a federal, state, or local government law enforcement agency in the field of forensics and/or process/project management with a minimum of three years of experience serving as a member of senior leadership team for a large government agency.

This position was first classified in 2022 and has not been reviewed for external market rates since the mayoral cap was lifted. As a result, staff in reporting titles that were reviewed after the cap was lifted now earn salaries that create pay compression for the current incumbent in this position. If this position were to become vacant, the minimum rate of pay would be eclipsed by its reporting titles. In considering the market rates of pay for this position, comparisons were made to other Forensic Directors in other jurisdictions.

Title	Jurisdiction	Responsibilities	Requirements	Minimum
Forensic Director	Denver, CO	Directs the Forensic and Evidence Division's functional and operational professional groups which includes developing annual and multi-year plans and strategies, ensures resources are available to achieve work plans; resolves complex business issues; and establishes management practices and processes that ensure the accomplishment of laboratory performance standards. Supervises Forensic Manager.	Master's Degree in Forensics, Engineering, Chemistry, Biology or related science field. Five years of experience at the type and level of functional or operational management in the field of Forensic Science, which must have included management of subordinate supervisors and Five years of experience as a Forensic Scientist, Criminalist, Forensic or Criminalist Supervisor, or Quality Assurance Manager in a forensic laboratory accredited to ISO:17025 standards.	\$131,770.00
Director Police Crime Lab	Minneapolis, MN	Responsible for planning, coordinating, and managing the activities of the Minneapolis Police Department Crime Lab, including supervision, establishing policies, and procedures to ensure laboratory results meet established standards,	Bachelor's Degree in Chemistry, Biology, or Forensic Science, Public Administration, or Equivalent. Seven years of experience in progressively responsible	\$123,678.88

		and ensuring that laboratory resources are used efficiently	forensic science or criminalist positions, with at least two years of program supervision in a in an ASCLD/LAB certified forensic science laboratory, including budget, and personnel selection. International Association for Investigation (IAI) Crime Scene Investigation Certification or equivalent based on work experience	
Crime Laboratory Director	Nashville, TN	Develops and oversees all administrative, financial and scientific activities of the Metropolitan Nashville Police Department Crime Laboratory.	Bachelor's degree and ten years of experience in a scientific laboratory including three years of management experience.	\$115,478.00

In reviewing other City positions, we found the level of duties and responsibilities of this position to be at the level of Pay Range 1MX (\$103,384 - \$144,744) and is akin to the leadership title of Public Health Laboratories Director.

Based upon a comparison of market rates of pay and other internal positions with comparable levels of responsibility within City government, this report recommends placing the title Police Forensic Services Director in pay range 1MX (\$103,384 - \$144,744) with a recruitment rate of \$121,579.

Current	New Position		One Position
Recommended	Police Forensic Services Manager	PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997	One Position

Under the general direction of the Police Forensic Services Director, this civilian position is responsible for overseeing the technical aspects of the division by supervising, training, and performing work varying in complexity and responsibility in Forensic and management disciplines. This position is responsible for the direct management of the Crime Scene Supervisors and all members under their respective command; ensures the work performed in accordance with state and local requirements and departmental procedures and guidelines; and in the absence of the Police Forensic Services Director, assumes command and responsibility consistent with the full authority of said position. Duties and responsibilities include:

- Serve as a technical leader for Forensic related disciplines, services, tasks, equipment, software, and training.
- Plan and direct the activities of the Forensic Division, including operational activities and assignments on each shift.
- Ensure proper staffing levels are met and maintained.
- Instruct, mentor, coach, and participate in training of Forensic Division members, department personnel, and others regarding the proper documentation processes of crime scene investigations, evidence handling, photography techniques, and other related skills.
- Supervise the collection and processing of evidence including but not limited to physical evidence collected at crime scenes, lab progresses, digital evidence, latent prints, DNA and related equipment and software.
- Delegate and manage division personnel's work assignments, priorities, and deadlines to ensure timely and accurate work products. Ensure an acceptable level of proficiency and productivity for all personnel under the manager's supervision consistent with the employee's job functions and responsibilities.

- Monitor calls for service and assignments related to Forensic Division personnel to ensure responses are appropriate and efficient.
- Forecast and maintain division budget including operating expenses, overtime, grants, and special funds.
- Oversee the procurement, maintenance, and distribution of equipment, including vehicles, uniforms and software.
- Communicate effectively and coherently the members under the manager's command, members of the organization, partners, and the public both orally and in written communication.
- Attend and facilitate meetings throughout the City of Milwaukee and surrounding area including staff and team meetings.
- Monitor the work environment to ensure safety and well-being of employees.
- Respond to crime scenes and monitor members assigned to the Forensics Division. Facilitate the collection of all evidence to ensure that all personnel operate within the guidelines of current state statutes and rules of evidence collection and processing.
- Serve as a liaison between MPD work locations and law enforcement agencies or partners.
- Support the divisions human resources functions by participating in personnel decisions, including hiring processes, onboarding new members, probationary reports, annual reviews, disciplinary actions, performance improvement plans, and providing additional training as needed.
- Create documents, reports, presentations, and maintain databases related to MPD and Forensic processes.
- Acts in a manner consistent with MPD's Code of Conduct, policies and procedures, and Standard Operating Procedures as set forth by the Chief of Police.
- Provides input and recommendations on policy and organizational improvement including the development and revision of guidelines, policies, quality assurance standards, SOP's, to assist in correcting problems and deficiencies.
- Assists in training employees and stakeholders in technical procedures, quality control, and workplace policy.
- Actively seeks and participates in professional development, keeps current on new trends, information and technology impacting Forensics, participates in assigned method improvement, validation, research projects, and system upgrades or implementation.
- Testify and serve as a credible witness in court and administrative proceedings.
- Participates in and successfully completes all required training identified by the Milwaukee Police Department and City of Milwaukee.
- All other duties as assigned.

Minimum qualifications include a bachelor's degree in forensic science, natural sciences, criminal justice, computer science, management or a closely related field of study; and a minimum of five years of experience working for a federal, state or local government agency in the field of forensics with a minimum of three years of experience in a supervisory capacity preferred. These requirements have not yet been assessed by the DER Staffing Division.

This new position will be responsible for overseeing the Crime Scene Supervisors and their subsequent staff of the Forensic Division and ensuring that the work follows national best practices, internal policies, and state and local law. The position will also be responsible for ensuring the quality assurance standards by monitoring staff and procedures. This work requires general knowledge of analytical techniques used in scientific analysis, the evaluation and implementation of organization and project management, knowledge of law enforcement management principles, and the ability to prepare and monitor the Division's budget.

In reviewing other City positions, we found the level of duties and responsibilities of this position to be at the level of Pay Range 1JX (\$85,366 - \$119,521) and is akin to the leadership title of Public Health Assistant Laboratories Director.

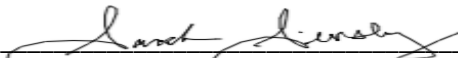
In considering the market rates of pay for this position, comparisons were made to other Forensic Managers in other jurisdictions.

Title	Jurisdiction	Responsibilities	Requirements	Minimum
Forensic Manager	Denver, CO	Manages personnel, functional and/or operational units(s) of the Crime Laboratory that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately. Supervises Forensic Scientist Supervisors and/or Criminalist Supervisors.	Bachelor's Degree in Forensics, Engineering, Chemistry, Biology or related field. Three years of supervisory experience in the field of Forensic Science and Five years of experience as a Forensic Scientist, Forensic or Criminalist Supervisor, Criminalist, or as Quality Assurance Manager in a forensic laboratory accredited to ISO:17025 standards.	\$112,972.00
Manager – Crime Lab	Minneapolis, MN	Act as a high-level manager in the Crime Lab, supervising employees in the Field Operations, MAFIN and Forensic Garage sections, and act as an information resource to Forensic Scientists in the MPD Crime Lab regarding procedures, instrumentation, legal issues and quality assurance.	Bachelor's Degree in a physical science (i.e. Chemistry, Biology), Criminal Justice, or equivalent. Five years of related experience which has provided a broad knowledge of lab processes and procedures, quality assurance, and compliance standards and a thorough understanding of supervision.	\$119,236.04
Crime Lab Assistant Director/ Quality Assurance Manager	Nashville, TN	Develops and oversees the quality management system of the Metropolitan Nashville Police Department Crime Laboratory. This position also assists the Crime Laboratory Director with administrative and scientific activities. May be designated as acting Crime Lab Director when the Director is unavailable. Performs any combination of administrative and scientific duties in assigned department. Serves as a member of the Crime Laboratory Director's Management Team. Works closely with fellow supervisors to direct and manage the laboratory quality system. Establishes and maintains the Crime Laboratory's quality system.	Bachelor's degree and seven years of experience in a scientific laboratory including one year of management experience.	\$98,314.00

Based upon a comparison of market rates of pay and other internal positions with comparable levels of responsibility within City government, this report recommends classifying this position as a Police Forensic Services Manager in pay range 1JX (\$85,366 - \$119,521) with a recruitment rate of \$104,997.

Action Required - Effective Pay Period 21, 2025 (September 28, 2025)

*** See addendum included in CCFN for Salary and Position Ordinance changes.**

Prepared by: 
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Reviewed by: 
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