



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

January 8, 2015

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

Dear Committee Members:

Re: Common Council File Number 141483

This communication requests a recruitment footnote for the position of Police Records Manager, PR 1DX (\$54,865-\$76,806). This position carries out auditing activities regarding public records law compliance, accuracy of crime statistics, and compliance with National Incident Based Reporting Standards (NIBRS). The position has oversight and final authority of all records authored and approved by staff, from Captain of Police to Police Officer. The Police Records Manager position manages approximately 30 to 40 staff, including civilian positions, Police Officers, and a Police Sergeant. The level and scope of supervision of this position is comparable to that of Police Lieutenant or Division Commander within the Milwaukee Police Department.

The department has requested a footnote that provides flexibility to recruit or appoint a candidate at any rate in the Police Records Manager Pay Range with the approval from the Chair of the Finance and Personnel Committee and the Employee Relations Director. This flexibility is needed to ensure an adequate pay differential between the Manager position and its direct reports. For context the pay ranges for the related positions include:

Title	Pay Range	Minimum Recruitment	Maximum
Police Lieutenant	4L-836	80,373	86,732
Police Records Manager	1DX	54,865	76,806
Police Sergeant	4G-831	71,507	77,041
Police Records Assistant Manager	1CX	51,469	72,063
Police Officer	4B-801	49,786	66,606

A recruitment and examination process conducted by the Fire and Police Commission for this Police Records Manager position resulted in five (5) candidates on the eligible list and only three (3) were interested in interviewing for the position. Changes to the Salary Ordinance creating the recruitment flexibility will assist the Police Department attract the right candidates for this critical position. Changes to the Salary Ordinance to provide this recommended recruitment flexibility are as follows:



In the Salary Ordinance, under Pay Range 1DX:

Police Records Manager (3)

- (3) Recruitment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel.

Sincerely,



Maria Monteagudo
Employee Relations Director

