



Department of Employee Relations

Cavalier Johnson
Mayor

Kristin Hennessey Urban
Special Deputy Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

September 12, 2025

The Honorable
Finance and Personnel
Committee Common Council
City of Milwaukee

Common Council File No. 250645 – Communication from the Department of Employee Relations relating to classification studies that will be sent for approval at the September 18, 2025 Fire and Police Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations will be sent for approval at the September 18, 2025 Fire and Police Commission meeting.

Department of Emergency Communications

Current	Recommendation
Business Systems Manager PR 1LX (\$96,998 - \$135,794) FN: Minimum Rate: \$108,099 (One Position)	Emergency Communications Technical Support and Integration Engineer PR 2PX (\$96,998 - \$135,794) FN: Minimum Rate: \$108,099 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

Police Department

Current	Recommendation
New Civilian Title (Title Only)	Forensic Print Examiner Supervisor PR 2LN (\$75,162 - \$105,223) FN: Minimum Rate \$90,032 (Title Only)
Latent Print Examiner PR 4F 808 (\$91,246 - \$98,436) (One Position)	Forensic Print Examiner II PR 2IN (\$62,041 - \$86,854) FN: Minimum Rate \$65,142 (One Position) Forensic Print Examiner I PR 2HN (\$58,223 - \$81,507) FN: Minimum Rate \$61,134 (Underfill Title)

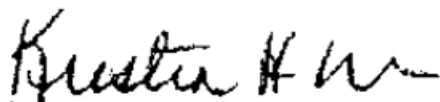
Note: Residents receive a 3% Resident Incentive Allowance.

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.

Respectfully Submitted,



Kristin Hennessey Urban
Special Deputy Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



Department of Employee Relations

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Job Evaluation Report

Fire and Police Commission Meeting: September 18, 2025

Department of Emergency Communications

Current	Recommendation
Business Systems Manager PR 1LX (\$96,998 - \$135,794) FN: Minimum Rate: \$108,099 (One Position)	Emergency Communications Technical Support and Integration Engineer PR 2PX (\$96,998 - \$135,794) FN: Minimum Rate: \$108,099 (One Position)

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Under the direction of the Emergency Communications Director, the Emergency Communications Technical Support and Integration Engineer is responsible for multiple department and public safety information technologies (IT) and systems. This includes and not limited to providing advanced support, diagnostics, and troubleshooting, interfaces, integrations, hardware troubleshooting, software troubleshooting, and software configurations, programming, and project management. This position serves as the department's liaison to various stakeholders for the multiple technologies, systems and IT projects.

Key responsibilities include general IT support and operations, IT technical and integration support and IT project management coordination. These responsibilities include:

- Serve as a point of contact for direct and end-users and stakeholders for general system assistance and troubleshooting, and other IT needs such as work stations.
- Ensure the smooth operation of IT infrastructure, including managing servers and networks, handling software configurations, updates, and troubleshooting.
- Design, develop, facilitate and/or support the connections (interfaces) between different systems, vendors and applications.
- Support designing and implementing IT solutions, with technical support during and after deployment; coordinate their integration between different parts of an enterprise and its divisions.
- Bridge gaps between business needs and IT solutions which would include analysis of existing technologies, systems and interfaces; propose improvements, and may be involved in the implementation and configuration of new software or system changes.
- Provide advanced support for complex technical issues, requiring deeper diagnostic and problem-solving skills for specific systems, applications, or interfaces.
- Facilitate technical, administrative, and end-user training for all clients and stakeholders.
- May aid in developing training curriculum and manuals, and delivering training.
- Oversee go-live and advises departments and stakeholders on system acceptance.

- Work with the EC Project Manager, act as the department liaison and coordinator for IT projects, identify appropriate resources, subject matter experts, and stakeholders.
- Organize IT tasks and solutions, track progress, and communicate with DEC Project Manager and stakeholders for IT initiatives and all-other related activities.

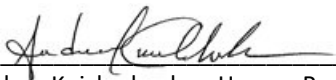
Minimum requirements include a Bachelor's degree in information technology, computer science, computer/systems engineering, management information systems, business, project management or a closely related field. Five years of progressively responsible professional experience in a large-scale information management and technology environment to include integration, systems analysis, programming, application development, and technical support. OR 8+ years of relevant business experience with applicable information technology systems or systems engineering. Experience in public safety desirable. Must be able to pass a criminal justice information service (FBI) background investigation and clearance check.

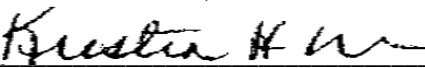
The department has requested this title change to reflect the position's job responsibilities. The Department of Emergency Communications has recently added an Emergency Communications Information Systems and Technology Manager. Once the position is filled, the Emergency Communications Technical Support and Integration Engineer will report to this new manager.

Therefore, the recommendation is to retitle the Business Systems Manager in Pay Range 1LX to Emergency Communications Technical Support and Integration Engineer in Pay Range 2PX. There is no recommendation to change the position's rate of pay.

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

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

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Kristin Hennessey Urban, Special Deputy Director



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Job Evaluation Report

Fire and Police Commission Meeting: September 18, 2025

Police Department

Current	Recommendation
New Civilian Title (Title Only)	Forensic Print Examiner Supervisor PR 2LN (\$75,162 - \$105,223) FN: Minimum Rate \$90,032 (Title Only)
Latent Print Examiner PR 4F 808 (\$91,246 - \$98,436) (One Position)	Forensic Print Examiner II PR 2IN (\$62,041 - \$86,854) FN: Minimum Rate \$65,142 (One Position) Forensic Print Examiner I PR 2HN (\$58,223 - \$81,507) FN: Minimum Rate \$61,134 (Underfill Title)

Note: Residents receive a 3% Resident Incentive Allowance.

Background

Chief of Police Jeffrey Norman has requested creation of civilian titles for the currently sworn positions of Latent Print Examiner Supervisor and Latent Print Examiner. Creating these titles will continue the Police department's efforts to civilianize the Forensic Division.

The Forensic Division includes one position of Chief Latent Print Examiner and four positions of Latent Print Examiner. One position of Latent Print Examiner is currently vacant. The department is requesting that this one vacant sworn position be reclassified to a civilian title. As additional vacancies occur, the positions will be reclassified to civilian titles.

Position Responsibilities

Forensic Print Examiner Supervisor

Under the direction of the Police Forensic Services Director, the Forensic Print Examiner Supervisor is responsible for providing oversight to the Forensic Print Examiners by delegating and managing work assignment and priorities, implementing process changes, creating and conducting training curriculum and performing administrative duties. Responsibilities include:

- Supervise the Forensic Print Examiners. Serve as the technical expert of the Forensic Print section and provide direction, guidance and mentorship. Administer quality control checks and annual proficiency tests. Conduct probationary reviews and annual evaluations. Ensure that an acceptable level of proficiency and productivity has been met.
- Delegate and manage the work assignments and priorities of the section. Schedule, review, and approve examiners reports.
- Identify training needs of the Police department. Manage and develop an effective training curriculum. Conduct training and instruction to other Police department members regarding fingerprints and forensic print processing techniques. Maintain professional working relationships throughout the department.
- Stay informed of new trends, procedures, and methods in the forensic science field, specifically in fingerprint analysis. Direct innovations to implement. Implement process changes to improve efficiency and work product quality. Support advancements of software and technology in the Forensic Print Section.
- Plan, execute and finalize projects. Report data on the caseload and productivity of the section. Facilitate meetings pertaining to the Forensic Print section. Manage the forensic print record retention schedule.
- Ensure proper staffing levels are maintained. Participate in reviewing applicants, conducting interviews and onboarding new staff members
- Evaluate the quality of forensic prints developed and submitted from crime scenes and other physical evidence to determine if they are of sufficient quality for entry into the Automated Fingerprint Identification System (AFIS) database. Use software to plot minutia, launch searches and evaluate results in AFIS. Utilize local, state, and federal AFIS databases.
- Review digital images, forensic lift cards and conduct side-by-side comparisons using magnifiers in the examination of forensic lifts. Analyze, compare, and evaluate friction ridge detail from latent print impressions in order to draw conclusions. Examine all types of friction ridge impressions including finger, palm and plantar. Act as a verifier in the identification or exclusion of a subject to a forensic print.
- Monitor the unsolved forensic database and resolve in a timely manner. Conduct case work with little to no oversight. Maintain internal case log records. Use the different fingerprint classification systems. Apply advance knowledge and technical skills to complex forensic print examinations.
- Document forensic examinations and conclusions in the Records Management System (RMS) and maintain proper chain of custody. Testify in court for one's own work product and in all aspects of forensic print methodology and identification. Use the department's systems and software including RMS, CAD, AFIS software and digital evidence management.
- Assist other agencies with forensic print examinations. Collaborate at the local state, and federal levels, including the Milwaukee County's Medical Examiner's Office and the Wisconsin State Crime Laboratories. Act as a liaison with other government agencies to coordinate professional services.
- Obtain fingerprints from victims, suspects citizens or deceased individuals for comparison or identification purposes. Provide guidance and assistance in processing remains with extensive physical damage or in stages of advanced decomposition. Collect fingerprints or forensic prints at locations throughout the City of Milwaukee. Provide guidance and assistant with crime scene processing and photographing impression evidence.

Minimum requirements include five years of experience performing duties related to this position. At least three years of experience in a leadership capacity. Must attain and maintain an International Associate for Identification (IAI) Latent Print Certification. Valid driver's license at time of appointment and throughout employment. Minimum requirements have not yet been assessed by DER.

Forensic Print Examiner

Under the direction of the Forensic Print Examiner Supervisor, the Forensic Print Examiner II performs analysis of forensic prints to determine if prints are suitable for potential identifications. The Forensic Print Examiner will search latent prints; identify or exclude individuals; and will follow recognized techniques and guidelines outlined by the International Association for Identification (IAI) as it relates to the scientific forensic analyses of friction ridge examinations. Responsibilities include:

- Examine and evaluate the quality of latent prints developed and submitted from crime scenes and other physical evidence to determine if they are of sufficient quality for comparison and/or entry into the Automated Fingerprint Identification System (AFIS) database. Use software to plot minutiae, launch searches, and retrieve and evaluate results in AFIS
- Review digital images, latent lift cards, and conduct side-by-side comparisons using magnifiers in the examination of latent lifts. Analyze, compare and evaluate friction ridge detail from latent print impression in order to draw conclusions. Examine all types of friction ridge impressions to include finger, palm and plantar.
- Use multiple AFIS databases including local, state, and federal. Use the different fingerprint classification systems. Thoroughly document latent examinations and conclusion in the Records Management System (RMS) and maintain proper chain of custody. Monitor the Unsolved Latent database and resolve in a timely manner. Update and maintain internal case log entries and records. Effectively use the systems and software of the Milwaukee Police Department such as RMS, CAD, AFIS software and digital evidence management.
- Act as a verifier in the identification or exclusion of a subject to a latent print. Provide credible courtroom testimony for not only one's own work product but also in all aspects of latent print methodology and identification. Conduct case work independently with little to no oversight.
- Assist out of jurisdiction agencies with latent print examinations. Collaborate with external stakeholders at the local, state, and federal levels, such as personnel from the Milwaukee County Medical Examiner's Office and the Wisconsin State Crime Laboratories (WSCL).
- Provide guidance to other department members as it relates to fingerprints and latent print processing. Develop and maintain professional working relationships with colleagues and other department members.
- Obtain fingerprints from victims, suspects, citizens or deceased individuals for comparison or identification purposes. Provide guidance and assistance in the processing of remains with extensive physical damage or in stages of advance decomposition. Respond to various locations in/around the City of Milwaukee to collect fingerprints or latent prints. Provide guidance and assistance with crime scene processing and photographing impression evidence.

Minimum requirements include an Associate Degree in criminal justice, forensic science, or a closely related field OR two years of work experience performing related duties. Must attain and maintain an International Associate for Identification (IAI) Latent Print Certification. Valid driver's license at

time of appointment and throughout employment. Minimum requirements have not yet been assessed by DER.

External Market Pay Comparisons in Southeastern Wisconsin

Market rates of pay from the Economic Development Center (ERI), a market survey to which DER subscribes, indicates these rates of pay for Forensic Print Specialists in southeastern Wisconsin. This chart reflects the pay for Forensic Print Specialists with increasing levels of knowledge and skill.

All Incumbents	10 th Percentile	25 th Percentile	Mean	75 th Percentile	90 th Percentile
Level 1	\$43,106	\$46,359	\$50,670	\$54,821	\$59,036
Level 2	\$47,926	\$51,599	\$56,446	\$61,172	\$65,955
Level 3	\$54,348	\$58,586	\$64,155	\$69,658	\$75,205

ERI lists these responsibilities for a Forensic Print Specialist:

- *Examines, judges, and identifies fingerprints and other forensic impressions.*
- *Analyzes fingerprints collected from evidence and determines patterns, ridge characteristics, and unique identifiers.*
- *Compares unknown fingerprints to known prints from databases and fingerprint records to establish identity and matches.*
- *Collects, records, and preserves fingerprint evidence, ensures the chain of custody to safeguard its integrity.*
- *Uses specialized techniques to lift latent fingerprints from various surfaces, such as glass, metal, and paper.*
- *Provides expert testimony in court or legal proceedings, and presents findings, analysis, and conclusions related to fingerprint evidence.*
- *Prepares reports or visual aids to illustrate the analysis and results.*
- *Searches fingerprint databases to identify potential matches for unknown prints.*
- *Assists in maintaining and updating fingerprint databases and records.*
- *Utilizes advanced fingerprint analysis software, comparison tools, and magnification equipment to aid in the analysis process.*
- *Calibrates and maintains analysis equipment.*
- *Works with law enforcement personnel, forensic experts, and legal professionals to exchange information and support ongoing investigations.*
- *Helps with reviewing case files and providing input on fingerprint-related matters.*
- *Keeps abreast of advancements in fingerprint analysis techniques, forensic technology, and research.*
- *Participates in continuing education and training to enhance skills and knowledge.*
- *Adheres to quality control and assurance procedures in the examination and comparison of fingerprints.*

The Bureau of Labor Statistics (BLS) provides the following information:

- The annual mean wage for a Forensic Science Technician in the Milwaukee/Waukesha metropolitan area is \$69,400.

BLS provides the following responsibilities for a Forensic Science Technician:

A Forensic Print Specialist, also known as a forensic fingerprint analyst or a forensic science technician specializing in fingerprints, collects, identifies, and analyzes latent (invisible) prints and other impression evidence from crime scenes to aid criminal investigations. This involves using chemicals or lasers to develop prints, comparing them to known databases, maintaining evidence, and testifying as an expert witness in court. The U.S. Bureau of Labor Statistics (BLS) classifies these roles under forensic science technicians. Key responsibilities include:

- *Crime Scene Processing: Locating and collecting latent prints from surfaces using specialized techniques, chemicals, or lasers.*
- *Evidence Collection: Documenting and preserving fingerprint evidence from crime scenes and morgues, ensuring proper chain of custody.*
- *Analysis and Comparison: Developing and enhancing prints, and comparing them to known samples in databases to identify potential matches.*
- *Laboratory Procedures: Operating and maintaining laboratory equipment, and analyzing other physical evidence like hair, fiber, or soil.*
- *Reporting and Testimony: Preparing detailed reports on findings and presenting them as expert witnesses in criminal or civil trials.*

External Market Pay Comparisons - Other Jurisdictions

Market pay comparisons were also made to similar Crime Labs across the country.

Metropolitan Area	Title	Minimum Rate	Maximum Rate
Minneapolis, MN	Director Police Crime Lab	\$123,679	\$146,613
	Supervisor Forensic Science	\$110,186	\$124,016
	Forensic Scientist II	\$89,091	\$105,290
	Forensic Scientist I	\$56,692	\$78,293
Seattle, WA	Latent Print Supervisor	\$118,269	\$137,696
	Latent Print Examiner, Senior	\$107,848	\$125,486
	Latent Print Examiner	\$100,547	\$117,104
	Latent Print Examiner Trainee	\$94,494	\$110,386
Nashville, TN	Crime Lab Forensic Supervisor	\$98,314	\$142,555
	Crime Scene Investigator 3	\$69,523	\$91,734
	Crime Lab Forensic Technician	\$63,135	\$83,305
	Crime Scene Investigator 2	\$63,135	\$83,305
	Crime Scene Investigator 1	\$57,158	\$75,419
	Police Identification Specialist 1	\$48,064	\$63,419

Comparison to other Police Department Classifications

Classifications with similar responsibilities in the Police Department include:

Title	PR	Title Minimum	Pay Range Maximum
Forensic Processor Supervisor	1BX	\$62,959	\$71,754
Forensic Identification Processor	5EN	\$51,182	\$61,424
Crime Scene Supervisor	2LN	490,032	\$105,223
Crime Scene Investigator II	2IN	\$65,142	\$86,854
Crime Scene Investigator I	2HN	\$61,134	\$81,507
Crime Analyst III	2JN	\$69,462	\$92,612
Crime Analyst II	2IN	\$65,142	\$86,854
Crime Analyst I	2HN	\$61,134	\$81,507

Comparison of Basic Functions

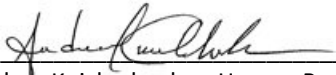
Titles	Basic Functions
Forensic Identification Processor	Responsible for data entry into the Tri-Tec Inform jail software system; photography assignments in the Police Administration Building and public relations events within the City of Milwaukee; following chain of custody protocol related to counter cases; and processing fingerprint identification through various databases.
Crime Scene Investigator	Responsible for identifying, collecting, preserving and analyzing evidence at crime scenes and lab settings in support of law enforcement activities. Performs forensic processing of evidence using a variety of traditional methods and documents evidence and findings. Assignments are often complex in nature and considerable judgement, responsibility, and initiative are required. The response to, and the investigation of crime scenes is required.
Crime Analyst	Responsible for conducting detailed research and analysis of information relating to law enforcement operations involving crime trends and violations of laws. Creating profiles of known offenders and arrestees and research their past crimes through multiple databases. Presenting historical analysis on crimes and calls for service information. Undertaking tactical, strategic, and administrative crime analysis. Conducting spatial analysis to identify crime trends and patterns for the purpose of deployment; long term forecasting/crime reduction efforts; and training department members on crime analysis techniques. Exchanging research information with other internal and external law enforcement analysts/officers.

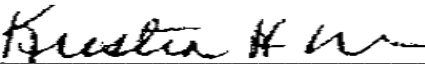
Analysis and Recommendations

Based upon market data in southeastern Wisconsin, a review of other jurisdictions crime lab classifications, and comparison to similar civilian classifications in the Police Department, the recommendation is to create the titles of Forensic Print Examiner Supervisor in pay range 2LN, Forensic Print Examiner II in pay range 2HN, and Forensic Print Examiner I in pay range 2IN. Furthermore, the recommendation is to reclassify one sworn position of Latent Print Examiner in pay range 4F 808 to the civilian classification of Forensic Print Examiner II in pay range 2HN. As additional vacancies occur, the positions will be reclassified to civilian titles.

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

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

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
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Job Evaluation Report

Fire and Police Commission Meeting: September 18, 2025

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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.

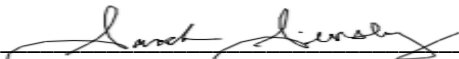
In considering the market rates of pay for this position, comparisons were made to other Forensic Managers in other jurisdictions.

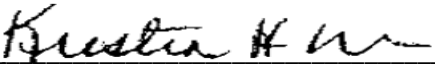
Title	Jurisdiction	Responsibilities	Requirements	Minimum
Forensic Manager	Denver, CO	Manages personnel, functional and/or operational units(s) of the Crime Laboratory that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; 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: 
Sarah Sinsky, Compensation Supervisor

Reviewed by: 
Kristin Hennessey Urban, Special Deputy Director



City of Milwaukee Fiscal Impact Statement

A	Date	9/17/2025	File Number	250645	☒ Original	☐ Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of classification reports to be heard at the Fire and Police Commission on September 18, 2025.				

B	Submitted By (Name/Title/Dept./Ext.)	Sarah Wangerin/ Human Resources Representative / Employee Relations
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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	☐ Contingent Fund
		☐ Capital Projects Fund	☐ Special Purpose Accounts
		☐ Debt Service	☐ Grant & Aid Accounts
		☐ Other (Specify)	

E	Purpose	Specify Type/Use	Expenditure	Revenue
	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.**

The total costs for 2025 is \$1,437. Total costs for full year is \$6,225.
Please see attached spreadsheet for details. Cost breakdown is in
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 September 18, 2025
Finance and Personnel Committee Meeting of September 17, 2025

d
NEW COSTS FOR 2025

						CURRENT	NEW						
	Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
Vacant	1	MPD	Police Forensic Services Director	1IX	Police Forensic Services Director	1MX	\$93,636	\$121,579	21	\$6,448	\$903	\$7,351	30%
	1	MPD	New Position	N/A	Police Forensic Services Manager	1JX	N/A	\$104,997	21	N/A Included in 2025/2026 budget			
		MPD	New Title	N/A	Forensic Print Examiner Supervisor	2LN	N/A	\$90,032	21	N/A Title creation only			
Vacant	1	MPD	Latent Print Examiner	4FN	Forensic Print Examiner II	2IN	\$86,421	\$65,142	21	(\$4,910)	(\$1,004)	(\$5,915)	-25%
Underfill	1	MPD	New Underfill Title	N/A	Forensic Print Examiner I	2HN	N/A	\$61,134	21	N/A Underfill Title			
	1	DEC	Business Systems Manager	1LX	Emergency Communications Technical Support	2PX	\$115,731	\$115,731	21	N/A Title change only			
	5									\$1,538	-\$101	\$1,437	

Assume effective date is Pay Period 21, 2025 (September 28,, 2025) unless otherwise indicated.
Note: Totals may not be to the exact dollar due to rounding.

NEW COSTS FOR FULL YEAR

Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal	
1	MPD	Police Forensic Services Director	1IX	Police Forensic Services Director	1MX	\$93,636	\$121,579	1	\$27,943	\$3,912	\$31,855	30%
1	MPD	New Position	N/A	Police Forensic Services Manager	1JX	N/A	\$104,997	1	N/A Included in 2025/2026 budget			
	MPD	New Title	N/A	Forensic Print Examiner Supervisor	2LN	N/A	\$90,032	1	N/A Title creation only			
1	MPD	Latent Print Examiner	4FN	Forensic Print Examiner II	2IN	\$86,421	\$65,142	1	(\$21,279)	(\$4,351)	(\$25,630)	-25%
1	MPD	New Underfill Title	N/A	Forensic Print Examiner I	2HN	N/A	\$61,134	1	N/A Underfill Title			
1	DEC	Business Systems Manager	1LX	Emergency Communications Technical Support	2PX	\$115,731	\$115,731	1	N/A Title change only			
5									\$6,664	-\$439	\$6,225	

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