



**Milwaukee Police Department**  
Police Administration Building  
749 West State Street  
Milwaukee, WI 53233  
<http://www.city.milwaukee.gov/police>

**Jeffrey B. Norman**  
Chief of Police

(414) 933-4444

June 25, 2025

The Board of the  
Fire and Police Commissioners  
200 East Wells Street, Room 706  
Milwaukee, WI 53202

RE: Request for Systems Analyst-Sr. Examination/Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Systems Analyst-Sr. as soon as administratively possible. The Systems Analyst-Sr. position is an essential civilian position assigned to the Information Technology Division of the Milwaukee Police Department. Under the direction of the Applications Manager, the Systems Analyst-Sr. will support data-driven decision-making by developing, maintaining, and analyzing large datasets related to law enforcement operations, systems performance, and Information Technology service delivery. This position focuses on leveraging technology to improve public safety outcomes, streamline Information Technology operations, and support digital transformation initiatives across the department.

Attached please find a job description for the Systems Analyst-Sr. position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Shrea Smith at (414) 935-7683.

Sincerely,

JEFFREY B. NORMAN  
CHIEF OF POLICE

STEVEN JOHNSON  
ASSISTANT CHIEF OF POLICE

JBN:SJ:ss  
Attachment

# JOB DESCRIPTION

## FOR DER USE ONLY

Vacancy No. \_\_\_\_\_

City Service \_\_\_\_\_

Commission: \_\_\_\_\_

Fire & Police \_\_\_\_\_

Commission: \_\_\_\_\_

Finance \_\_\_\_\_

Committee: \_\_\_\_\_

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> May 29, 2025		<b>2. Present Incumbent:</b> 1 Vacant Position		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<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> POLICE DEPARTMENT			<b>Bureau:</b> Admin Bureau <b>Division:</b> IT Division		<b>Unit:</b> Applications <b>Section:</b>
<b>6. Work Location:</b> 2333 North 49th Street			<b>Telephone:</b> <b>Email:</b>		<b>Work Schedule:</b> Hours: 8 Days: 5
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>Bargaining Unit:</b> If in District Council 48, which local?			<b>8. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>10. Official Title:</b> Systems Analyst-Senior				<b>Pay Range</b>	<b>Job Code</b>
				2MX	4946
<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:

Under the direction of the Applications Manager, Systems Analyst-Sr position will support data-driven decision-making by developing, maintaining, and analyzing large datasets related to law enforcement operations, systems performance, and Information Technology service delivery. This position focuses on leveraging technology to improve public safety outcomes, streamline Information Technology operations, and support digital transformation initiatives across the department.

## 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%	<p><b>Strategy &amp; Planning</b></p> <ul style="list-style-type: none"> <li>Regular and consistent attendance.</li> <li>Meet with decision makers, systems owners, and end users to define law enforcement operational requirements and functionality for new systems, as well as identifying critical data integration requirements with existing systems.</li> <li>Plan design sessions in prototyping new systems for the purpose of enhancing business processes, operations, and data flow.</li> <li>Review and analyze the effectiveness and efficiency of existing systems and develop strategies for the management of system data.</li> <li>Develop and execute test plans to ensure systems meet functional and performance standards.</li> <li>Lead and participate in project planning, execution, and delivery, managing timelines and deliverables.</li> </ul> <p><b>Acquisition &amp; Deployment</b></p> <ul style="list-style-type: none"> <li>Collaborate in the planning, design, development, and deployment of new applications, and enhancements to existing applications.</li> <li>Conduct research on software and hardware products to justify recommendations and to support purchasing efforts.</li> </ul> <p><b>Operational Management</b></p> <ul style="list-style-type: none"> <li>Collect, clean, and analyze structured and unstructured data from various internal systems (e.g., Computer Aided Dispatch, Records Management Systems, HR, network monitoring tools).</li> <li>Develop reports, dashboards, and data visualizations for IT and department leadership.</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>Identify trends, anomalies, and opportunities for improvement in technical and operational systems.</li> <li>Collaborate with IT and public safety personnel to support analytics initiatives and reporting requirements.</li> <li>Assist with database design, data warehousing, and system integration/interface efforts.</li> <li>Ensure data integrity, confidentiality, and compliance with departmental, state, and federal regulations.</li> <li>Support the development and maintenance of data governance policies and procedures.</li> <li>Provide technical support for business intelligence tools and analytics platforms.</li> <li>Prepare and deliver reports, recommendations, or alternatives that address existing and potential trouble areas in operating systems across the organization.</li> <li>Create system design proposals.</li> <li>Perform cost-benefit and return on investment analyses for proposed systems to aid management in making implementation decisions.</li> <li>Plan and coordinate data migrations between systems.</li> <li>Ensure compatibility and interoperability of in-house computing systems.</li> <li>Create systems models, specifications, diagrams, and charts to provide direction to system programmers.</li> <li>Coordinate and perform in-depth tests, including end-user reviews, for modified and new systems, and other post-implementation support.</li> <li>Provide orientation and training to end users for all modified and new systems.</li> <li>Provide guidance and/or instruction to junior staff members.</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	•
	•

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Applications Manager Cathy Vomberg

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

Project work and other work assignments are reviewed and on an ongoing basis. At least once a week.

Assignments received from Police Information Systems Director.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **None**.

**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:

by monitoring 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)
0		

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

i. Education and Experience:

- College degree in the field of business administration, computer science, law enforcement, or management information systems and/or minimum 3 years of experience in data analysis or business intelligence, preferably in a public sector or law enforcement environment.

ii. Knowledge, Skills and Abilities:

- Proven experience in overseeing the design, development, and implementation of software and hardware solutions, systems, or products.

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- Ability to effectively utilize programming language including: structured query language (SQL), Sequel Sever Management Studio (SSMS), Sequel Server Reporting Services (SSRS), Sequel Server Integration Services (SSIS), Sequel Server Analysis Services (SSAS), Stored Procedures, PowerShell, Extract Transform Load (ETL) procedures, Information Technology Infrastructure Library (ITIL), eXtensible Markup Language (XML), and Python.
- Working knowledge of network and PC operating systems, including Windows XP and Windows 7.
- Working knowledge of current network hardware, protocols, and standards, including Transmission Control Protocol/Internet Protocol (TCP/IP).
- Extensive practical knowledge in importing data for use in report software, spreadsheets, graphs, and flow charts.
- Experience desired with the organization's core software applications, including CAD (Computer Aided Dispatch), RMS (Records Management System), MediaSolv, Intellinetics, and SharePoint.
- Proven experience in the operation and analysis of database hardware, software, and standards, as well as data retrieval methodologies.
- Demonstrated project management skills.
- Excellent understanding of the organization's goals and objectives.
- Exemplary verbal communication skills in order to communicate technical information in an understandable way for both technical and non-technical staff.
- Ability to write clear and concise reports and user-level documentation, with the ability to express or translate complex technical information into non-technical, user-friendly terminology.
- Ability to work cooperatively and effectively with management, staff, support personnel, vendors, and consultants.
- Ability to apply data processing flow charting techniques.
- Commitment to professional development and staying informed of software trends.

iii. Certifications, Licenses, Registrations:

Valid Wisconsin's driver's license at the time of background investigation and throughout employment.

iv. Other Requirements:

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

The Americans with Disabilities Act of 1993 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.
<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 checked="" 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 checked="" type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady

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	force in order to thrust forward, downward or outward.
<input checked="" 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 checked="" 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.
<input checked="" type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input checked="" 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.
<input checked="" type="checkbox"/>	<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.
<input checked="" type="checkbox"/>	<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.
<input type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<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:**

<input type="checkbox"/>	<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 checked="" 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:**

<input type="checkbox"/>	<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 checked="" 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.
<input type="checkbox"/>	<b>Other:</b> 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: 10%**

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" 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.)

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<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 checked="" 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 checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" 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 checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools <i>(please list):</i>	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply):</i> <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other <i>(please list):</i> radio, belt	

**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.)

- Excellent analytical, mathematical, and creative problem-solving skills.
- Excellent written and oral communication skills.
- Excellent listening and interpersonal skills.
- Logical and efficient.
- Keen attention to detail.
- Ability to conduct research into systems issues and products as required.
- Ability to communicate ideas in both technical and user-friendly language.
- Highly self-motivated and directed.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Strong customer service orientation.
- Experience working a team-oriented, collaborative environment.
- Occasional evening and weekend work to meet deadlines.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard or mouse, and to handle other computer components.
- Lifting and transporting of moderately heavy objects, such as computers and peripherals.

**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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