



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychew
Labor Negotiator

Job Evaluation Report

Fire and Police Commission Meeting: July 25, 2024

Police Department

Current	Recommended
Police Risk Manager PR 2QX (\$103,384 - \$144,744) One Position	Police Risk Manager PR 2TX (\$125,201 - \$175,275) One Position
Police Records Director PR 1MX (\$103,384 - \$144,744) One Position	Police Records Director PR 1PX (\$125,201 - \$175,275) One Position
Police Open Records Legal Advisor PR 2MX (\$80,098 - \$112,137) One Position	Police Open Records Legal Advisor PR 2NX (\$85,366 - \$119,521) FN: Minimum Rate: \$93,836 One Position

Note: Residents receive a rate that is 3% higher.

The titles in this report have previously been classified as comparable to a specific level of Assistant City Attorney in the City Attorney's Office. As the pay rates for titles in the City Attorney's Office have increased due to the cost of labor, this report recommends reallocating these classifications based upon those same market rates of pay comparisons.

These are the current rates of pay for the five levels of Assistant City Attorney.

Title	Pay Range	Minimum	Title Minimum	Maximum
Assistant City Attorney V	2TX	\$125,201	\$125,201	\$175,275
Assistant City Attorney IV	2SX	\$117,464	\$117,464	\$164,446
Assistant City Attorney III	2NX	\$85,366	\$93,836	\$119,521
Assistant City Attorney II	2LX	\$75,162	\$85,305	\$105,223
Assistant City Attorney I	2KX	\$70,501	\$77,551	\$98,704

Police Department

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Police Risk Manager

The Police Risk Manager will assist in coordinating the development and completion of compliance reports related to lawsuits and settlements, as well as serve as the project manager for settlements. This position will be the Milwaukee Police Department's liaison with key officials, including the City Attorney's Office, District Attorney's Office, U.S. Attorney's Office and other City departments.

- Project manager for high-profile and complex settlement agreements.
- Coordinate or assist in coordinating the development and completion of compliance documents and reports related to ongoing lawsuit settlement agreements.
- Develop and reach remedial training regarding lawsuit settlement agreements.
- Liaison with City Attorney's Office, District Attorney's Office, U.S. Attorney's Office and other legal entities.
- Provide the Police Department with updates for legal issues, trends and developments, assist Training Division in training legal topics.
- Liaison with other City departments as it relates to any lawsuit settlement agreements.
- Proactively identify and propose solutions for systematic and systematic issues identified through lawsuit settlement agreements.
- Support the Police Department's efforts in change management.
- Assist Chief of Staff with legal compliance related issues.
- Track legal developments related to law enforcement.

The Police Risk Manager was previously classified as comparable to the title of Assistant City Attorney V. Therefore, this report recommends reallocating Police Risk Manager to Pay Range 2TX (\$125,201 - \$175,275).

Police Records Director

The Police Records Director is directly responsible for the overall operations of the Records Management Division and Open Records Section. Assures compliance with records laws, and that rules, procedures, policies and guidelines are followed and NIBRS coding standards and legal standards are met. This position is responsible for the discipline, conduct, good order and efficiency of all the members under their command.

- Responsible for the overall efficient and effective operations of the Records Management Division and Open Records Section. Works independently and makes appropriate decisions based on knowledge of Department policies and procedures; performs duties within scope of authority.
- Monitors Records Management Division work activities and ensures that quality and timeliness report processing standards are met and appropriate services are provided; serves as Police Department liaison with the FBI and assures accuracy of crime coding and compliance with State, Federal and National Incident Based Reporting Standards (NIBRS) regulations.
- Monitors Open Records Section work activities and ensures that quality and accurate public records requests are provided within legal standards; establish methods to create efficiencies that will reduce wait time for satisfying public record requests.
- Establishes staffing levels and methods for providing records-related services; identifies resource needs; reviews need with appropriate management staff; allocates resources accordingly.
- Provides management and leadership to personnel assigned to Records Management Division and Open Records Section.
- Manages Records Management Division and Open Records Section operating and overtime budgets.
- Oversee the preparation of analytical and statistical reports on operations and activities.

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management.
- Perform other duties and have other such responsibilities, as the Chief of Police, or designee(s), may from time to time direct.

The Police Records Director was previously classified as comparable to the title of Assistant City Attorney V. Therefore, this report recommends reallocating Police Records Director to Pay Range 1PX (\$125,201 - \$175,275).

Police Open Records Legal Advisor

The Police Open Records Legal Advisor works in conjunction with the Administration Bureau to directly advise and oversee the day-to-day operations of the MPD Open Records section, and to ensure that all Open Records Section responses are compliant with applicable State and Federal laws.

Advise the Open Records staff on a day-to-day basis

- Continually review and update language and letters used to respond to open records requests
- Provide guidance on the handling of all open records requests
- Review staff response letters to open records requests
- Conduct the review of all requests for email records
- Aid staff in the pull of records when necessary
- Provide guidance on review and redaction determinations
- Review all open records release letters before they are sent out

Directly handle high profile, difficult, or complex open records requests

- Lead in the pull, review, redaction (if necessary), and response to these types of open records requests

Keep up to date on the ever-changing nature of the Wisconsin Public Records law

- Update language and letters when necessary
- Provide clarification to staff on new issues within the Wisconsin Open Records Law

Work directly with the Open Records Sections designated media request responder

- Review all media requests that are received
- Aid in the pull, review, redaction (if necessary), and response to all complex media requests
- Review all media request response letters

Coordinate with the Record Retention officer

- Aid in the creation of all record's retention schedules
- Ensure current and future retention schedules are appropriate under all applicable state and federal laws
- Work with the City's records retention officer to ensure compliance with all applicable state and federal laws regarding the retention and destruction of records

Act as a representative of the Open Records to the Public when necessary

- Explain records responses to the public when necessary
- Handle all Open Records discussion with the media
- Take calls from outside attorneys regarding Open Records Section responses

Liaison to the Milwaukee City Attorney

- Keep City Attorney informed of the day-to-day operations of the Open Records Section
- Work with the City Attorney on difficult or complex records requests

Act as a liaison between the Open Records Section and other sections of the Milwaukee Police Department

- Aid in the pull of records that may be required of other sections

- When necessary, explain why redactions may or may not be applicable
- Seek guidance on the release and redaction of sensitive records
- Provide records advice when necessary
- Provide training/consultation on records/information management compliance issues to various divisions of MPD
- Provide consultation to various work location/division heads and designated records personnel on record system efficiencies and legal standards for maintaining compliance.
- Provide consultation on the Wisconsin Open records laws to work location/division heads when necessary
- Educate and instruct MPD personnel on retention/destruction

Develop methods and strategies for continued and improved efficiency of the Open Records Section

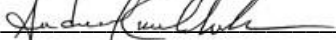
- Continually review the best practices for the timely handling and response to open records requests
- Work with the Open Records Section supervisor to ensure that all staff is trained in the pull of various types of records (including video, audio, etc.)
- Make sure records systems are compliant with local, state, and federal records laws; including, but not limited to, means by which the integrity and authenticity of records are preserved and maintained in a secure manner for appropriate retrieval, access and final disposition.

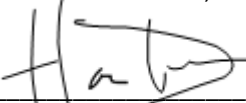
Develop and monitor standards and guidelines for MPD compliance with local, state, and federal/agency laws and best practices regarding the response to Open Records requests

The Police Open Records Legal Advisor was previously classified as comparable to the title of Assistant City Attorney III. Therefore, this report recommends reallocating Police Open Records Legal Advisor to Pay Range 2NX (\$85,366 - \$119,521) with a minimum rate of \$93,836.

Action Required - Effective Pay Period 17, 2024 (August 4, 2024)

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

Prepared by: 
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