



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

Alfonso Morales
Chief of Police

(414) 933-4444

June 4, 2019

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

RE: REQUEST TO EXEMPT INTELLIGENCE ANALYST POSITION

Dear Commissioners:

The Department received the Finance and Personnel Committee's approval to fill the Intelligence Analyst position at its meeting of April 10, 2019. Pursuant to Fire and Police Commission Rule XI, Section 12, I am requesting that the Board exempt this position.

The Intelligence Analyst is a new grant funded position assigned to the Fusion Division and reports to the Captain of Police. This position is responsible for coordinating site visits and assessments with local public and private sector facility representatives to provide Vulnerability Assessments and related resources in the furtherance of the National Preparedness Goals Core Capabilities of Prevention, Protection, and Mitigation, and to further the Information sharing mission of the Southeastern Threat Analysis Center (STAC). The Intelligence Analyst will be a representative for the Police Department and will present briefings to key personnel and agency partners in both the public and private sectors.

In addition to the above, the Department is requesting to exempt this Intelligence Analyst position to create greater flexibility in selecting the best qualified candidate. The position requires confidentiality, sensitivity and commitment to working with other departments and governmental bodies.

The Department will utilize the services of the Department of Employee Relations (DER) for recruitment purposes as well as referrals.

- DER will post and recruit for the position through their website and others.
- Interested candidates will be required to submit a resume, cover letter.
- All candidates who meet the minimum qualifications for the position will be invited to participate in the selection process.
- A structured oral interview process with a scoring matrix will be conducted and facilitated by MPD Human Resources staff. A diverse panel will consist of members of the department and others.

Attached is a current job description for reference, a list which identifies the other exempt positions and the corresponding pay ranges within the department. Having the right candidate is both critical and essential for the department and for the success of the candidate in the role of Intelligence Analyst.

Sincerely,



ALFONSO MORALES
CHIEF OF POLICE

Attachments
AM;jh

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.

1. Date Prepared/ Revised: 4/26/18		2. Present Incumbent: New Grant Funded Position		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
3. Date Filled:		4. Previous Incumbent:		If YES, indicate Underfill Title in box 10.	
5. Department: Milwaukee Police Department		Bureau: Criminal Investigation Bureau Division: Fusion Division		Unit: Section:	
6. Work Location: Police Administration Building		Telephone: Email:		Work Schedule: Hours: 8 / Days: 5	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10.	Official Title: Intelligence Analyst			Pay Range	Job Code
	Underfill Title (if applicable):			2GN	4047
	Requested Title (if applicable):				
Recommended Title (DER Use Only):			Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

The Intelligence Analyst will coordinate site visits and assessments with local public and private sector facility representatives to provide Vulnerability Assessments and related resources in the furtherance of the National Preparedness Goals Core Capabilities of Prevention, Protection, Mitigation, and to further the information sharing mission of the Southeastern Threat Analysis Center (STAC). The Intelligence Analyst also collects, researches, and analyzes threats relating to critical infrastructure for the STAC AOR (area of responsibilities) and surrounding area. The Intelligence Analyst will present briefings to key personnel and agency partners, and provide support to the STAC's public and private sector partners. The Intelligence Analyst will assist in Threat Liaison Officer fundamental training, production of STAC intelligence products, and other various information and intelligence briefings.

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%	• Gather, research, and analyze international, national, and local threat information relating to critical infrastructure
	• Facilitate intelligence-driven Intelligence Analyst efforts within the operational area
	• Make recommendations for current and future Intelligence Analyst assessments
	• Provide threat input to finished assessment products
	• Produce or assist in the production Special Event Threat Assessments, briefs, and related duties for events occurring in the STAC AOR
	• Serve as the Intelligence Analyst analytical liaison to applicable partner organizations (i.e., STAC internal, partner fusion centers, and federal law enforcement and intelligence organizations)
	• Inform appropriate partners with a need to know of developing threat streams relating to critical infrastructure

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.

ii. Knowledge, Skills and Abilities:

- Ability to write clearly and concisely, producing intelligence products for public and private sector partners, including line-level public safety personnel and agency executives
- Analytical problem solving and Critical thinking skills
- Ability to work with criminal justice systems, various databases, and related tools
- Ability to work independently and in a team environment
- Strong oral and written communication skills. Basic proficiency with the Microsoft suite products (Excel, Word, and PowerPoint).

iii. Certifications, Licenses, Registrations:

- Ability to obtain a minimum Secret Clearance

iv. Other Requirements:

Successful completion of or ability to complete the following courses:

- Recognized federal intelligence analyst course or Department of Homeland Security (DHS) Basic Intelligence Threat Analysis Course (BITAC)
- DHS / Federal Emergency Management (FEMA) courses, including (but not limited to) IS-100.Leb, IS-200.b, IS-800.b
- DHS / Federal Emergency Management (FEMA) courses, including (but not limited to) IS-100.Leb, IS-200.b, IS-800.b
- AWR213 Critical Infrastructure Security and Resilience Awareness, MGT310 Jurisdictional Threat and Hazard Identification and Risk Assessment, MGT315 Critical Asset Risk Management, and MGT414 Advanced Critical Infrastructure Protection

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 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.

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

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.

<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: 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 type="checkbox"/>	The worker is subject to atmospheric conditions: 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"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

- **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 type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

- **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.)

- **I believe that the statements made above in describing this job are complete and accurate.**

Signature of Department Head or Designated Representative

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.

MILWAUKEE POLICE DEPARTMENT MEMORANDUM



DATE: June 2019
TO: The Board of Fire and Police Commissioners
FR: Arvis R. Williams, HR Administrator
RE: Current EXEMPT Civilian Positions

Chief of Staff – Pay Range 1JX \$80,441.92 - \$112,626.80

Communications Systems Manager – 1FX \$62,338.38 - \$87,270.30

Community Service Officer – 5EN \$40,500.72 - \$46,723.56

Crime Analyst – 2GN - \$54,251.08 (recruitment rate) - \$72,062.90

Data Communications Specialist – 2HX \$54,864.68 - \$76,806.08

Database Analyst – 2JX - \$62,338.38 - \$87,270.30

Emergency Communications Manager -
1IX - \$83,481.06 (recruitment rate) - \$105,669.20

IT Support Specialist Senior –
2GN – \$56,766.84 (recruitment rate) - \$72,062.90

Police Budget and Administration Manager –
1HX - \$70,827.12 - \$99,154.38

Police Information Systems Director –
1MX - \$97,420.44 - \$136,395.22

Police Planning and Policy Director –
1JX - \$80,441.92 - \$112,626.80

Police Services Specialist Investigators (Background)
5EN - \$40,500.72 - \$46,723.56