



**Milwaukee Police Department**

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

**Jeffrey B. Norman**

Chief of Police

(414) 933-4444

January 8, 2025

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

RE: Reclassification Request – (Police Forensic Services Director)

As a result of subsequent market studies provided by the Department of Employee Relations since January 2022, traditional lower level positions are now equal or above this civilian leadership position. I therefore request that the Police Forensic Services Director position (Pay Range 1IX), be compensated appropriately and be placed in the same pay range as the Police Records Director position (Pay Range 1PX), based on the level of responsibility and organizational structure.

The Police Forensics Services Director is responsible for overseeing the management of the Milwaukee Police Department 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, Department policies, and the state and local law.

The uniqueness and complexities of the Milwaukee Police Department coupled with the quasi-military structure of the organization, chain of command; specialized units/divisions within the organization and the number of employees both sworn and civilian requires a specific set of skills, fortitude, and tenacity along with subject matter experience to be successful within the organization.

I respectfully request that this matter be referred to the Department of Employee Relations (DER) for classification. Department representatives are prepared to assist DER staff with this process.

Sincerely,

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:an  
Attachments

# JOB DESCRIPTION

## FOR DER USE ONLY

### Vacancy No.

City Service Commission:	Finance Committee:
Fire & Police Commission:	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> 08/09/2021/ 1/7/2025		<b>2. Present Incumbent:</b> Ryan J. Orlovsky		<b>Is incumbent underfilling position?</b>  YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
<b>3. Date Filled:</b> 12/25/22		<b>4. Previous Incumbent:</b> N/A			
<b>5. Department:</b> Police Department		<b>Bureau:</b> CIB <b>Division:</b> Forensics		<b>Unit:</b> <b>Section:</b>	
<b>6. Work Location:</b> 749 W. State Street -3 <sup>rd</sup> floor		<b>Telephone:</b> 935-7671 <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>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep If in District Council 48, which local?		<b>9. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<b>10. Official Title:</b> Police Forensic Services Director  <b>Underfill Title (if applicable):</b>  <b>Requested Title (if applicable):</b> Police Forensic Services Director				<b>Pay Range</b>	<b>Job Code</b>
				1IX	5101
				1PX	
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>  <b>Date:</b>	

## 11. BASIC FUNCTION OF 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 principles. The Director serves as a liaison with other agencies involved in parallel activities in the region. The Director, or at the direction of supervision, establishes and maintains cooperative working relationships within the agency, with community agencies and stakeholders in the judicial system relating to Forensic directives, requirements, abilities and policies.

## 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%	<ul style="list-style-type: none"> <li>Regular and consistent attendance.</li> <li>Leads, manages, and directs forensic operations in a manner that 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.</li> </ul>
	<ul style="list-style-type: none"> <li>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.</li> </ul>
	<ul style="list-style-type: none"> <li>Provides technical and managerial support to functional divisions in the Department.</li> </ul>
	<ul style="list-style-type: none"> <li>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.</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>Participates in local, state, and federal policy and strategy making forums related to forensics science and practice, including representing the Department in committees and working groups.</li> </ul>
	<ul style="list-style-type: none"> <li>Manages division/section activities, including audits of existing facilities, equipment, and personnel to ensure effectiveness and efficiency.</li> </ul>
	<ul style="list-style-type: none"> <li>Determines goals, objectives, and resource requirements for activities within the Division.</li> </ul>
	<ul style="list-style-type: none"> <li>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.).</li> </ul>
	<ul style="list-style-type: none"> <li>Prepares, presents, and monitors budget; and ensures division operates within appropriated operational and overtime budgets.</li> </ul>
	<ul style="list-style-type: none"> <li>Oversees proficiency, training and testing programs.</li> </ul>
	<ul style="list-style-type: none"> <li>Develops and implements management techniques, and maintains a quality control program to ensure compliance with best practices, accreditation, licensing, and legal requirements.</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•
	•
	•
	•
	•
	•
	•

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

Inspector of Police, Criminal Investigation Bureau

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

Performs duties under the general supervision of the Inspector and Assistant Chief of the Criminal Investigation Bureau.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 50.

**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:

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

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Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
3	Forensic Section Supervisor	a-h
1	Police Identification Administrator	a-h

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

i. Education and Experience:

Bachelor's Degree in Forensic Science or closely related field.  
Master's Degree in Forensic Science or closely related field (preferred).  
Minimum of five (5) years of experience working for Federal, State or Local Government law enforcement agency in the field of forensics and/or process/project management;  
Minimum of three (3) years of service as a member of a senior leadership team for a large government agency.  
Equivalent combinations of education and experience may be considered.

ii. Knowledge, Skills and Abilities:

Demonstrated excellence as a leader and manager.  
Superior oral and written communication skills.  
Formal training and obtained certifications, or experience in crime scene management, latent print identification and laboratory functions.  
Knowledge of accreditation process and quality management.  
General knowledge of analytical techniques used in scientific analysis.  
Knowledge of evaluation and implementation of organizational and project management.  
Knowledge of law enforcement principles.  
Ability to prepare and monitor the Division budget.

iii. Certifications, Licenses, Registrations:

International Association for Identification (IAI) or other nationally recognized accrediting body certifications.

iv. Other Requirements:

Valid State of Wisconsin Driver's License.

**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.

**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 checked="" 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 checked="" 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 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.

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<input checked="" type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input 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 type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> 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"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input 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 checked="" 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 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 checked="" 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 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

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shift, etc. **Approximate Percentage of time performing field work: 5%**

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions ( <i>such as typical office or administrative work</i> ).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes ( <i>i.e. warehouses, covered loading docks, garages, etc.</i> )
<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 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 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 checked="" 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 checked="" 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> ):	

**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.)

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

\_\_\_\_\_  
*Signature of Department Head or Designated Representative*

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**City of Milwaukee – Department of Employee Relations  
JOB CLASSIFICATION REQUEST FORM**

Please fill out all form fields when applicable with a completed job description that is signed and dated (include a job analysis questionnaire, if applicable) and email to [sasinsk@milwaukee.gov](mailto:sasinsk@milwaukee.gov).

Department	Police
Department Head	Chief of Police Jeffrey B. Norman

**Job Study Contact Information:**

HR Contact	Pamela K. Roberts
Phone Number	414-935-7191
Email Address	<a href="mailto:prober@milwaukee.gov">prober@milwaukee.gov</a>
Supv/Mgr of Incumbent	Craig D. Sarnow
Phone Number	414-935-7802
Email Address	<a href="mailto:csarno@milwaukee.gov">csarno@milwaukee.gov</a>

**Request Type (Check All That Apply):**

<input type="checkbox"/>	Classification	To classify a new position authority as a result of the budget or grant funding
<input type="checkbox"/>	Reclassification	To modify a current position's title and pay
<input type="checkbox"/>	Repurpose	To use a vacant position's funding to a create a new position
<input type="checkbox"/>	Title Change	To modify a position's title only
<input checked="" type="checkbox"/>	Reallocation	To modify a position's pay range only
<input type="checkbox"/>	Market Study	To study the market rate of pay of a position
<input type="checkbox"/>	Designation	For example – bilingual, recruitment flexibility, task rate

**Title/Position Information As It Is Listed In the Salary/Positions Ordinance:**

Current Title	Police Forensic Services Director
Current Pay Range	1IX (\$80,092.20 – \$112,136.96); Recruitment at \$89,488.62
Proposed Title	N/A
Proposed Pay Range	1PX (\$125,200.92 - \$175,274.84)
Division	Forensics Division
Section	-
Number of Positions	1
Incumbent(s)	1

**Changes to duties and responsibilities:**

No change in duties and responsibilities. However, this request is a result of subsequent city-wide market studies changing several positions' classifications that led to traditional lower level positions being equal or above this civilian leadership position.

Changes in the level of work as defined by knowledge, skill, mental or physical effort requirements, responsibility level, or working conditions:

None; however, it should be noted that the uniqueness and complexities of the Milwaukee Police Department coupled with the quasi-military structure of the organization, chain of command; specialized units/divisions with the organization and the number of employees both sworn and civilian requires a specific set of skills, fortitude, and tenacity along with subject matter experience to be successful within the organization. This position should be compensated appropriately based on the level of responsibility and organizational structure.

Program, policy, or organizational changes that have impacted the position and its responsibility level:

Subsequent city-wide market studies have changed several positions' classifications that has affected the Milwaukee Police Department. As a result, traditional lower level positions within the department are now equal or above this civilian leadership position.

Documented recruitment or retention difficulties:

Position is currently filled. No recruitment or retention difficulties.

Titles of other positions within the city that may be comparable to the position(s) to be studied:

Administrative Services Director, Chief Assessor, Chief Court Administrator, Deputy City Treasurer, Deputy Commissioner of Clinical Services, Deputy Commissioner of Community Health, Deputy Commissioner of Environmental Health, Deputy Commissioner of Policy, Innovation and Equity, Deputy Comptroller, Emergency Communications Deputy Director, Employee Benefits Director, ERS Applications Development Manager, Executive Director – Deferred Compensation Board, ITMD Policy and Administration Manager, Labor Negotiator, Police Information Systems Director, Police Records Director

The impact of this change on other positions in the department:

Approval of this reclassification request will help alleviate pay compression and equity issues related to this position.



Any other relevant information:

None

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_