



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

January 28, 2015

To the Honorable  
The Committee on Finance and Personnel  
Common Council  
City of Milwaukee

Dear Committee Members:

Re: Common Council File Number 141394

The following classification and pay levels were approved by the Board of Fire and Police Commissioners on **January 22, 2015**:

In the Police Department, one position of Program Assistant II, Pay Range 5FN was reclassified to Sensitive Crimes Project Coordinator, Pay Range 2EX.

The job evaluation report and letter covering the above position, including the necessary Salary and Positions Ordinance amendments, are attached.

Sincerely,

  
Maria Monteagudo  
Employee Relations Director

MM:fcw

Attachment: Job Evaluation Report  
Fiscal Note

C: Mark Nicolini, James Carroll, Bryan Rynders, John Ledvina, Deborah Ford, Nicole Fleck, Chief of Police Edward Flynn, Chief of Staff Joel Plant, Captain James Shepard, Lieutenant Michele Graham, Valarie Williams, Pamela Roberts, Cynthia Ratliff, Bai Xiong, and John Whitman



**JOB EVALUATION REPORT**

Fire and Police Commission Meeting: January 22, 2015

**Police Department**

Current	Request	Recommendation
Program Assistant II PR 5FN (\$40,654 - \$46,023) Former ALEASP rates of pay	Study of Position	Sensitive Crimes Project Coordinator PR 2EX (\$45,306 - \$63,426)

**Action Required**

In the Salary Ordinance, under Pay Range 2EX, add the title "Sensitive Crimes Project Coordinator".

In the Positions Ordinance, under Police Department, Sensitive Crimes Division, delete one position of "Program Assistant II" and add one position of "Sensitive Crimes Project Coordinator".

**Background**

In May of 2014, the Chief Edward Flynn requested a classification review of administrative support positions within the Milwaukee Police Department. This report makes recommendations on the position of Program Assistant II the Sensitive Crimes Division assigned to the Sex Offender Program. For this position, the department has stated that the position's level of responsibility had expanded significantly during the recent past. In studying this position, detailed information provided by the Department was reviewed, including a completed job analysis questionnaire, revised job description, written information from the Department and written information from the employee performing the job. In addition, a meeting was held with Captain James Shepard, Lieutenant Michele Graham, and Ms. Bai Xiong, the employee currently performing the job.

The position was created in the Department's 2010 budget and classified at that time as a Program Assistant II. At that time it was intended that the position would function as a high-level administrative support position with responsibility for the sex offender registry. The primary function of the position was to manipulate large-volume databases containing information on sex offenders. Other duties were to prepare sex offender notification bulletins for neighborhood distribution; maintain databases related to sex offender registration and verification; and analyze data, especially geographical data related to the location of sex offenders.

The minimum requirements of the position, as stated on the position's job description, were four years of administrative and technical support experience. Required knowledge, skills, abilities, and competencies listed on the job description were:

- advanced knowledge of database applications
- ability to collect analyze, and interpret qualitative and quantitative data
- ability to prepare and present complex and detailed statistical reports
- ability to exercise judgment and discretion in completing assigned tasks

- ability to communicate orally and in writing to effectively prepare and present findings to command-level officers and other local state and federal law enforcement officials
- knowledge of and work experience with computer systems

Since the time this position this position was filled by the current incumbent of the job, the following responsibilities have been added:

- Coordinating and managing the Sex Offender Program for the Department
- Serving as a subject matter expert for the Department in matters regarding sex offenders
- Serving as a liaison to other jurisdictions in matters relating to sex offenders
- Administering SharePoint , an Intranet site for the Sensitive Crimes Division
- Coordinating two residence compliance operations and coordinating these operations with counterpart agencies—the Wisconsin Department of corrections Probation and Parole; the Wisconsin Sex Offender Registry, and the U.S. Marshall's Office.
- Monitoring a federal grant of \$400,000 for compliance and submitting reports to extend the program
- Training the Sensitive Crimes Division personnel regarding the sex offender legislation, classification, and registry
- Developing other databases and management systems including: a database for chronic high-risk domestic violence offenders; a database for prostitution activity; a case management follow-up system to track criminal cases; and a DNA case management tracking system
- Improving work processes including the system regarding referrals and photo processing

It should be noted that recent legislation passed by the Common Council regarding the placement and tracking of sex offenders in the City is expected to further change the duties and responsibilities of this position.

The revised job description created by the Department includes higher level requirements than stated in the 2010 job description. These requirements include:

- two to four years of higher education in criminal justice computer science or a related area
- knowledge of database applications
- knowledge of Microsoft Office Suites
- the ability to collect, analyze, and interpret data
- the ability to coordinate multiple projects and responsibilities

Although these requirements have not been validated for purposes of recruitment and hiring, they are consistent with the job analysis reflected in this report.

The addition of these duties and responsibilities has increased the level of responsibility associated with the job significantly and therefore warrants reclassification to a higher level. The job classifications most similar to the one under study are a number of positions in the Milwaukee Health Department responsible for coordinating a specific public health program. These include:

- Health Project Coordinator—Childhood Wellness
- Health Project Coordinator—Immunizations
- Health Project Coordinator—Milwaukee Comprehensive Home Visiting Program

- Health Project Coordinator—Violence Prevention

Each of these Health Project Coordinators is responsible for all aspects of a specific public health program, which can include the following:

- developing protocols, policies and procedures
- coordinating the work of others;
- representing the Milwaukee Health Department to community organizations , jurisdictions, and members of the public
- training community members and Health Department staff and publicizing the program; establishing metrics to evaluate the success of the program
- maintaining quantitative and qualitative data regarding the program's operations
- submitting reports to funding sources and other parties; and
- evaluating the program's effectiveness.

The minimum requirements for a Health Project Coordinator include a bachelor's degree in public health or related area, and successful work experience in the area of specialization. These Health Project Coordinators are assigned to Range 2EX (\$45,306-\$63,426).

In comparing the level of responsibility and degree of knowledge, skill, ability, and the competencies required of these public health positions to the position under study, it appears that the Program Assistant II in the Police Department is now equivalent to these positions in nature of work and level of responsibility. Like these Health Project Coordinators, the Program Assistant II is responsible for a particular program that requires specialized expertise in a defined area, serves as a liaison to other agencies, and is the subject matter expert for the department in a specific area.

For context other titles in this pay range include Administrative Specialist-Senior, Community Outreach Liaison, and Business Analyst-Senior.

### Recommendation

This report therefore recommends that the position of Program Assistant II in the Sensitive Crimes Division of the Milwaukee Police Department be reclassified to Sensitive Crimes Project Coordinator in Pay Range 2EX.

Prepared by: *Laura Sutherland* <sup>LSU</sup>  
Laura Sutherland, Human Resources Representative

Reviewed by: *Andrea Knickerbocker* <sup>AKU</sup>  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Montegudo* <sup>MMU</sup>  
Maria Montegudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

## A

**Date** 1/29/15 **File Number** 141394

**Subject** Classification and pay recommendations approved by the Fire and Police Commission on January 22, 2015.

## B

**Submitted By** Sarah Trotter, Human Resources Representative  
(Name/Title/Dept./Ext.) Dept. of Employee Relations/X2398.

## 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

**This Note**  Was requested by committee chair.

## E

**Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) \_\_\_\_\_
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

## F

Assumptions used in arriving at fiscal estimate.

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<b>G</b>			
<b>Purpose</b>	<b>Specify Type/Use</b>	<b>Expenditure</b>	<b>Revenue</b>
<b>Salaries/Wages</b>	Classification and Pay recommendations.	See the attached spreadsheet.	
<b>Supplies/Materials</b>			
<b>Equipment</b>			
<b>Services</b>			
<b>Other</b>			
<b>TOTALS</b>			

<b>H</b>	
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.	
<input type="checkbox"/> 1-3 Years <input type="checkbox"/> 3-5 Years	_____
<input type="checkbox"/> 1-3 Years <input type="checkbox"/> 3-5 Years	_____
<input type="checkbox"/> 1-3 Years <input type="checkbox"/> 3-5 Years	_____

<b>I</b>
List any costs not included in Sections E and F above.
_____

<b>J</b>
Additional information.
_____

Department of Employee Relations  
Fiscal Note Spreadsheet

Finance and Personnel Committee Meeting of February 4, 2015  
Fire and Police Commission Meeting of January 22, 2015

NEW COSTS FOR 2015											
No.	Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1		Police Department	Program Assistant II	5FN	Sensitive Crimes Project Coordinator	2EX	\$40,654	\$45,306	\$3,757	\$639	\$4,396
1									\$3,757	\$639	\$4,396

Assume effective date is Pay Period 6, 2015 (March 1, 2015)

NEW COSTS FOR FULL YEAR											
No.	Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1		Police Department	Program Assistant II	5FN	Sensitive Crimes Project Coordinator	2EX	\$40,654	\$45,306	\$4,652	\$791	\$5,443
1									\$4,652	\$791	\$5,443

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