



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

October 5, 2018

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

*Re: Common Council File Number 180647*

Dear Committee Members:

The following classifications and pay recommendations were submitted to the Fire & Police Commission meeting on September 20, 2018.

**Milwaukee Police Department**

Current	Recommendation
Five New Positions	Forensic Identification Processor PR 5DN (\$36,252 - \$42,916) FN to provide rates of (\$39,566 - \$44,546) Five Positions
One New Position	Forensic Processor Supervisor PR 1AX (\$48,670 - \$63,426) One Position

Sincerely,

Maria Monteagudo  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Note

C: Alfonso Morales, Steven Caballero, Shunta Boston-Smith, Arvis Williams, April Nwandu, Pamela Roberts, Dennis Yaccarino, Nicole Fleck, Bryan Rynders

**JOB EVALUATION REPORT**

Fire & Police Commission Meeting: September 20, 2018

**Police Department**

Current	Recommendation
Five New Positions	Forensic Identification Processor PR 5DN (\$36,252 - \$42,916) FN to provide rates of (\$39,566 - \$44,546) Five Positions
One New Position	Forensic Processor Supervisor PR 1AX (\$48,670 - \$63,426) One Position

The Milwaukee Police Department (MPD) has requested the study and classification of six new positions in the 2018 budget. These positions are part of the department's efforts to civilianize more administrative functions. Although sworn personnel will still be needed for Forensic Investigator positions, these new positions will be assigned administrative functions that can be done primarily at the Police Administration Building and will not require employees to be exposed to danger. One civilian position is requested to supervise these five positions. Job descriptions were provided and discussions were held with Assistant Chief Steven Caballero; Captain Shunta Boston-Smith; and Arvis Williams, Human Resources Administrator.

Current	New Positions		5 Positions
Recommended	Forensic Identification Processor	PR 5DN (\$36,252 - \$42,916) FN to provide rates of (\$39,566 - \$44,546)	5 Positions

These five positions will serve under the direction of the new Forensic Processor Supervisor assigned to the Forensics Section. These positions are responsible for data entry into the Tri-Tec Inform Jail software system; photography assignments in the Police Administration Building and public relations events within the City of Milwaukee; following chain of custody protocol related to counter cases; and processing fingerprint identification through various databases. Duties and responsibilities include the following:

- Identify fingerprints using state and local Automated Fingerprint Identification Systems (AFIS) databases.
- Identify prisoners and perform data entry using the Tri-Tec Inform Jail software system.
- Perform quality control of 10-print fingerprint cards in AFIS databases.
- Verify quality of prisoner mugshots in ImageWare Systems (IWS) database.
- Maintain and update prisoner processing worksheet using Excel software
- Assign case numbers for District Community Service Officers and Community Service Trainees.
- Take photographs of in-custody lineups, public relations events, and other related assignments.
- Assist MPD and others with fingerprints, unknown persons, and Medical Examiners (ME) assignments.
- Sign in Forensic Laboratory and Forensic Video Section counter cases and maintain chain of custody.

Minimum requirements include a related associate's degree or equivalent work experience and an ability to utilize computer databases and spreadsheets. Law enforcement-related experience is preferred. Equivalent combinations of educations and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

These new positions are somewhat of a hybrid as they require some technical knowledge to identify fingerprints using the AFIS databases and taking photographs of lineups and other assignments. Duties and responsibilities also include more administrative functions such as performing data entry, maintaining spreadsheets, and maintaining the

chain of custody for items brought in for the Forensic Laboratory and Video Section. To study these positions, we reviewed forensic positions using data from the Bureau of Labor Statistics and the Economic Research Institute (ERI) and compared them to other positions in the City including the following:

Title	Location	PR	Rates
Forensic Science Technician	Bureau of Labor Statistics (Wisconsin)*		\$41,640 - \$65,270
Forensic Science Technician-3 Years of Exp.	ERI – 30 Mile Radius from Milwaukee**		\$53,051 - \$64,070
Forensic Science Technician-1 Year of Exp.	ERI – 30 Mile Radius from Milwaukee**		\$49,619 - \$59,854
Police Records Specialist III	City of Milwaukee-Police Department	5EN	\$42,539 - \$47,850
Community Service Officer	City of Milwaukee-Police Department	5EN	\$39,518 - \$46,439
Police Records Specialist II	City of Milwaukee-Police Department	5DN	\$39,566 - \$44,546
Police Records Specialist I	City of Milwaukee-Police Department	6FN	\$34,717 - \$41,936

\*Rates based on 25<sup>th</sup> and 75<sup>th</sup> percentile from Bureau of Labor Statistics – Milwaukee-Waukesha-West Allis, WI.

\*\*Rates based on the 25<sup>th</sup> and 75<sup>th</sup> percentile from ERI (Economic Research Institute).

In reviewing these positions, we found the Forensic Science Technician positions to be at a higher level as they had more extensive technical and professional responsibilities including collecting and analyzing physical evidence, performing a variety of analytical examinations utilizing chemistry, physics, mechanics and other sciences and preparing reports and presentations of findings. In reviewing other City positions, we found the Police Records Specialist positions to be the most comparable. The Police Records Specialist classification has a career ladder that includes an entry level – Police Records Specialist I; an intermediate level – Police Records Specialist II; and a lead level – Police Records Specialist III. These positions classify and code crime reports processed by MPD and provide quality assurance by doing a final review of complex crime reports entered into the Tiburon Automated Reporting System prior to submission to the State of Wisconsin and the Federal Bureau of Investigation (FBI).

Like the positions under study, employees in the Police Record Specialist positions must be trained on a complex software system and be able to process police-related reports and information. As the positions under study do not function as leadworkers or trainers, we recommend the same pay level as the intermediate journey level of Police Records Specialist II in Pay Range 5DN with a footnote to provide the same minimum and maximum rates of pay (\$39,566 - \$44,546). We agree with the requested title of Forensic Identification Processor as it is descriptive of the work being done and distinguishes the position from other administrative and technical positions in the Forensics Division.

We therefore recommend these five positions be classified as Forensic Identification Processor in Pay Range 5DN with a footnote to provide the following rates of pay (\$39,566 - \$44,546).

Current	New Position		1 Position
Recommended	Forensic Processor Supervisor	PR 1AX (\$48,670 - \$63,426)	1 Position

This position will serve under the direction of the Police Identification Supervisor assigned to the Forensics Division and will supervise, guide, and instruct the Forensic Identification Processors; and work in conjunction with the Identification Systems Specialist to ensure the efficient operation and training in the various identification systems utilized by the department. Duties and responsibilities include the following:

- Perform administrative and supervisory functions including monitoring the duties of the Forensic Processors; facilitating and disseminating information between the division, the Captain of Police, supervisors, staff and other department members while maintaining the confidentiality of sensitive information; compose reports, spreadsheets, and Standard Operating Instructions.
- Supervise staff to ensure appropriate levels of service and resources; maintain staff schedules; monitor work, evaluate performance, train, counsel, recommend hiring decisions and disciplinary actions, work with staff on

professional development and provide instruction to employees in order to meet goals and objectives; and ensure staff adheres to policies and procedures.

- Maintain the integrity and accuracy of all data entry in the Tri-Tec Inform Jail system; audit MPD bookings; and ensure records are retained, stored and/or destroyed in accordance with policies.
- Assist the Identification Systems Specialist with the duties and functions of Criminal Records to include the efficient operation of the Forensic Section identification systems, Morpho (AFIS) and ImageWare Systems (IWS); and with the training of department members in the various identification systems.

Minimum requirements include a bachelor’s degree in a related field or equivalent work experience in law enforcement. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

The duties of this position will be comparable to other civilian supervisors within the Police Department including the following:

Title	PR	Rates
Police Fleet Supervisor	1BX	\$48,670 - \$67,616
Printing, Stores, and Building Services Supervisor	1BX	\$48,670 - \$67,616
Police Records Supervisor	1AX	\$49,286 - \$63,426
Police Office Supervisor	1AX	\$48,670 - \$63,426

The most comparable position is the Police Records Supervisor in Pay Range 1AX (\$49,286 - \$63,426) which supervises the Police Record Specialist positions. This position supervises the daily operations of the Records Management Section, reviews reports for accuracy and timely processing, coaches and trains staff, establishes and maintains schedules, and monitors work in progress. This position also must have a detailed knowledge of a complex software program and works with police-related reports and information.

A higher recruitment rate of \$49,286 was created for the Police Records Supervisor position to provide more of a differential between this position and the lead position of Police Records Specialist III. As the position under study will not be supervising a higher lead position, we do not recommend the higher recruitment rate. We agree with the requested title of Forensic Processor Supervisor as it accurately describes the work it will be performing and links it to the positions that it will be supervising.

We therefore recommend this new position be classified as Forensic Processor Supervisor in Pay Range 1AX (\$48,670 - \$63,426).

**Action Required – Effective Pay Period 1, 2018 (December 31, 2017)**

In the Salary Ordinance

Under Pay Range 1AX:

Add the title of “Forensics Processor Supervisor”.

Under Pay Range 5DN:

Add the title of “Forensic Identification Processor (6)” and footnote (6) to read as follows.

“(6) To be paid the following rates \$1,521.77 - \$1,713.29 (\$39,566.02 - \$44,545.54).

In the Positions Ordinance

Under Police Department, Forensics:

Delete five positions of "Prisoner Processors" and one position of "Civil an Forensics Supervisor"; and add five positions of "Forensic Identification Processor" and one position of Forensic Processor Supervisor".

Prepared by: *Sarah Trotter*  
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Montegudo*  
Maria Montegudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

## A

**Date** 10/5/18 **File Number** 180647  
**Subject** Classification and pay recommendations submitted to the Fire & Police Commission for September 20, 2018 meeting.

## B

**Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter, Human Resources Representative  
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**
- |  |   |
|--|---|
| <input type="checkbox"/> Department Account    | <input type="checkbox"/> Contingent Fund          |
| <input type="checkbox"/> Capital Projects Fund | <input type="checkbox"/> Special Purpose Accounts |
| <input type="checkbox"/> Debt Service          | <input type="checkbox"/> Grant & Aid Accounts     |
| <input type="checkbox"/> Other (Specify) _____ |   |

**F**

Assumptions used in arriving at fiscal estimate.

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**G**

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
<b>TOTALS</b>			

**H**

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.

1-3 Years     3-5 Years

1-3 Years     3-5 Years

1-3 Years     3-5 Years

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**I**

List any costs not included in Sections E and F above.

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**J**

Additional information.

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**Department of Employee Relations  
Fiscal Note Spreadsheet**

Finance and Personnel Committee Meeting of October 10, 2018  
Fire and Police Commission Meeting of September 20, 2017

**NEW COSTS FOR 2018**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
5	Police	New Positions	N/A	Forensic Identification Processor	5DN	N/A	N/A	N/A	Included in 2018 Budget	
1	Police	New Position	N/A	Forensic Processor Supervisor	1AX	N/A	N/A	N/A	Included in 2018 Budget	
6								\$0	\$0	\$0

Assume effective date is Pay Period 1, 2018 (December 31, 2017).

**NEW COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
5	Police	New Positions	N/A	Forensic Identification Processor	5DN	N/A	N/A	N/A	Included in 2018 Budget	
1	Police	New Position	N/A	Forensic Processor Supervisor	1AX	N/A	N/A	N/A	Included in 2018 Budget	
6								\$0	\$0	\$0