

# FIRE COMPLIANCE OFFICER

## Recruitment #2208-5188-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	MILWAUKEE FIRE DEPARTMENT
<b>Open Date</b>	09/02/2022 x:xx:00 PM
<b>Filing Deadline</b>	09/16/2022 11:59:00 PM
<b>HR Analyst</b>	Aisha Hendree

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## INTRODUCTION

**\*\*\* This position is open to current City of Milwaukee Employees only \*\*\***

## PURPOSE

The Fire Compliance Officer assesses, analyzes, and investigates internal and external complaints involving employees of the Milwaukee Fire Department (MFD), such as alleged misconduct and/or violations of departmental rules, code of conduct, policies and procedures.

## ESSENTIAL FUNCTIONS

### Technical and Analytical

- Receive complaints and investigate through interviews, analyzing documents, and reviewing rules, policies, and procedures.
- Maintain all records of investigations, including written and oral communications.
- Create internal investigative procedures consistent with laws, Fire and Police Commission rules, and MFD policies.
- Upon completion of investigation, make policy, procedure, disciplinary, and risk management recommendations to the Assistant Chief, Support Bureau, and the Fire Chief.
- Prepare analyses, summaries, and reports in response to investigative findings.
- Prepare reports for the Fire Chief responsive to requests of the Fire and Police Commission.

### Administrative

- Communicate with the public regarding investigative findings.
- Update internal policies consistent with the current Milwaukee Professional Fire Fighters (local 215) contract.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

## CONDITIONS OF EMPLOYMENT

- Must be willing to work occasional evenings and weekends to meet departmental needs.
- This incumbent's primary workplace will be at an MFD work location, determined based upon the needs of the department.

## MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position, or status as a City of Milwaukee employee in a fixed term position.
2. Bachelor's degree in statistics, criminal justice, sociology or a related field from an accredited college or university.
3. Three years of related experience investigating local, state, or federal offenses concerning administrative rule violations, matters of employment and/or labor laws, misconduct and/or other related complex civil or criminal violations.
4. Must be able to pass a criminal justice information service (FBI) background investigation and clearance check.
5. Valid driver's license at time of application and throughout employment.

*Equivalent combinations of education and professional experience will be considered.*

*NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.*

## **KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

### **Technical and Critical Thinking**

- Ability to concisely comprehend complex rules, procedures, and contracts, and interpret them according to their intent.
- Ability to conduct impartial and unbiased investigations and make fact based decisions.
- Ability to use Microsoft Office Suite and various job-related software programs.
- Ability to read and interpret a wide variety of materials, including legislation, settlement agreements, procedures, policies, reports, and technical publications.
- Ability to apply basic statistical analysis skills using computer technology and software.
- Knowledge of data research, collection, and analysis techniques.
- Skill in problem solving, decision making and execution, and in exercising good judgement.
- Ability to gather evidence from a variety of sources, organize and analyze the evidence, and draw logical conclusions.
- Ability to learn and apply law enforcement methods, procedures, and policies.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Organization skills to plan and accomplish work, manage multiple assignments, and meet deadlines.
- Honesty, integrity, and the ability to meet and maintain professional standards for handling confidential information, records and files.
- Knowledge of auditing principals, procedures, standards and best practices.
- Ability to evaluate risk and develop audit findings and recommendations for improvement.

### **Communications and Interpersonal Skills**

- Excellent written communication skills to be able to craft clear and accurate reports and correspondences.
- Ability to analyze, assess, organize, and present facts and data through effective written and oral communications.
- Ability to work cooperatively and effectively with members of the public, City departments, and City officials.
- Awareness of the cultural diversity of the public safety departments and the community.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- Public speaking and presentation skills to present information as a representative of the department.
- Ability to maintain composure during stressful situations.

- Ability to communicate effectively orally to present findings publicly, informally and formally including to the FPC Board of Commissioners.
- Ability to interact and communicate effectively.
- Verbal communication skills to effectively communicate to a wide variety of audiences.

## CURRENT SALARY

The current salary range (2HX) is **\$55,962-\$78,342**, and the resident incentive salary range for City of Milwaukee residents is **\$57,641-\$80,692**. *Appointment will be made in accordance with the provisions of the salary ordinance.*

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Milwaukee Fire Department reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The selection process will be held as soon as practical after the application deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**NOTE:** Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position or who have status as a City of Milwaukee employee in a fixed term position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.

## ADDITIONAL INFORMATION

- APPLICATIONS and further information can be accessed by visiting [www.jobapscloud.com/MIL](http://www.jobapscloud.com/MIL).
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO=204*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*