



January 11, 2023

**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

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

RE: Reclassification Request – (Police Office Supervisor to Accounting and Grant Specialist)

Dear Commissioners:

The department is requesting that the position of Police Office Supervisor (Pay Range 1AX), assigned to the Information Technology Division, be reclassified to the Accounting and Grant Specialist position and be assigned to the Budget and Finance Division. The duties of Police Office Supervisor position have changed over time and best meets the fiscal processes of the Budget and Finance Division. The duties of the Police Office Supervisor position have evolved to a higher level of accountability, skills, duties, and responsibilities; which includes, but are not limited to preparing and implementing budget, accounting, and financial audit functions to ensure adequate controls and systems are in place to support the Department's Grants/Agreement programs. This position also assists the Budget and Administration Manager in compiling data related to budget development and tracking within the Department.

The Accounting and Grant Specialist, assigned to the Budget and Finance Division, will be responsible for various functions at a professional level relative to grant reimbursements, resolution reports for Special Purpose Accounts, and review and approval of all financial expenditure reports for Federal, State, and Local grants. This position will additionally administer other special accounts, such as Harbor Patrol and Special Evidence Fund to track budget performance and compliance with City, State, and Federal regulations. The Accounting and Grant Specialist will also oversee maintenance of the grant inventory database and monitor the performance of physical inventories as required by City, State, and Federal guidelines. An updated job description is attached.

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,

A handwritten signature in black ink, appearing to read 'J B Norman', is written over a horizontal line.

JEFFREY B. NORMAN  
CHIEF OF POLICE

# 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.

<b>1. Date Prepared/ Revised:</b> 9/27/17 / 12/6/22		<b>2. Present Incumbent:</b> Minerva Espinoza		<b>Is incumbent underfilling position?</b> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
<b>3. Date Filled:</b> 8/22/2020		<b>4. Previous Incumbent:</b> Vicki Johnson			
<b>5. Department:</b> Police Department		<b>Bureau:</b> Office of the Chief <b>Division:</b> Budget & Finance		<b>Unit: Section:</b>	
<b>6. Work Location:</b> 749 W. State St., 3 <sup>rd</sup> floor		<b>Telephone:</b> 935-7125 <b>Email:</b>		<b>Work Schedule:</b> Hours: 8am-4pm / Days: M-F	
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Management, General City 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> Accounting and Grant Specialist				<b>Pay Range</b> 2KX	<b>Job Code</b> 4020
<b>Underfill Title (if applicable):</b>					
<b>Requested Title (if applicable):</b>					
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>  <b>Date:</b>	

## 11. BASIC FUNCTION OF POSITION:

This position provides professional accounting, internal control oversight, and related financial management services for the department's grants and Special Assignment Reimbursement Agreements, Harbor Patrol Reimbursements, Special Purpose Accounts, and Special Evidence Funds accounts.

## 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%	Regular and consistent attendance.
	<b>FINANCIAL ADMINISTRATION OF GRANTS AND REIMBURSEMENT AGREEMENTS:</b>
	<ul style="list-style-type: none"> <li>Development, design and implementation of procedures to monitor financial grant activity for the Department to insure compliance with any city, state, and federal regulations.</li> <li>Utilize the Department's Amplifund Grant Management System for the overall administration of Department Grants and Special Assignment Reimbursement Agreements. Also create and maintain any additional spreadsheets for analysis and forecasting purposes.</li> <li>Utilize the JustGrants system to file proper quarterly Financial Reports necessary for grant compliance.</li> <li>Prepare and implement proper budget, accounting and audit functions to ensure financial controls and systems are in place to support the Department's Grant/Agreement Program. This includes ensuring that the proper spending authority exists and the proper accounting controls and coding are created and that proper implementation controls are in place to ensure compliance.</li> <li>Prepare grant/agreement budget revisions and/or amendments as needed.</li> <li>Answer questions from other divisions, grantors and auditors.</li> <li>Maintain up-to-date knowledge with all city, state and federal procedures and regulations concerning grant awards.</li> <li>Review and oversight of all grant/agreements reimbursement requests.</li> <li>Prepare Common Council resolutions for grants, agreements, and Special Purpose Accounts as necessary.</li> <li>Provide accounting, review and approve financial and expenditure reports for Federal, State, and Local grants, including any required match funds for reimbursement requests.</li> <li>Monitor grants/agreements, resolve accounting and reporting issues as necessary, prepare status reports</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
	as requested, identify issues, concerns and problems, communicate with grant/agreement project managers, grantors, and auditors.
	<ul style="list-style-type: none"> <li>Oversee maintenance of the grant inventory database and monitor the performance of physical inventories taken on grant related equipment as required per City, State, and Federal guidelines.</li> </ul>
	<ul style="list-style-type: none"> <li>Assist the Grant Compliance Manager in monitoring of grants and provide updates on expenditures as needed.</li> </ul>
	<b>MONITORING OF SPECIAL ACCOUNTS AND OTHER GENERAL ACCOUNTING:</b>
	<ul style="list-style-type: none"> <li>Assist in support to the City's Comptroller's Office for the City's annual single audit engagement as it relates to departmental grants.</li> </ul>
	<ul style="list-style-type: none"> <li>Monitor and reconcile for proper allocation of all revenue received by the department.</li> </ul>
	<ul style="list-style-type: none"> <li>Provide guidance and assistance in the resolution of accounting problems identified by budget staff or other departmental employees.</li> </ul>
	<ul style="list-style-type: none"> <li>Oversight and review of the department's Procard purchases for compliancy to the city's Procard purchasing guidelines.</li> </ul>
	<ul style="list-style-type: none"> <li>Assist Budget &amp; Administration Manager in compiling data related to budget development and tracking.</li> </ul>
	<ul style="list-style-type: none"> <li>Administer several Special Accounts such as Harbor Patrol, and Special Evidence Fund to track budget performance and compliance with any city, state, and federal regulations.</li> </ul>
	<ul style="list-style-type: none"> <li>Assists in compiling all necessary paperwork for the City Procurement process including RFP and Bid documents.</li> </ul>
	<ul style="list-style-type: none"> <li>Inputs purchasing requisitions into the City's automated purchasing system.</li> </ul>
	<ul style="list-style-type: none"> <li>Works with other MPD Divisions to ensure contract compliance, availability of contract funds, and expenditure periods of contracts are current.</li> </ul>
	<b>SUPERVISION:</b>
	<ul style="list-style-type: none"> <li>Provide specific work direction, process methods, review and sign off for grant required reporting and accounting to one Accountant I.</li> </ul>
	<ul style="list-style-type: none"> <li>Provide general oversight and guidance to Accounting Coordinator I</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
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**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Budget and Administration Manager.

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

General supervision and direction from Budget and Administration Manager. Special assignments from Grant Compliance Manager as needed.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 2.

**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

*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.*

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
2	Accounting Coordinator I	a,b,c,d,e

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

i. Education and Experience:

Bachelor's Degree in Accounting, Business Administration or related field or equivalent plus government accounting or financial experience.

ii. Knowledge, Skills and Abilities:

Considerable amount of accounting skills and knowledge of accounting procedures with the ability to independently identify potential areas for financial analysis and improvement. Ability to relate to all levels of management. Above average written and oral communication skills are highly desirable. In addition, knowledge of State and Federally assisted program requirements is highly desirable.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

**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 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 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.
<input 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 type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" 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 checked="" 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.

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<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 type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input 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 checked="" type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input 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 shift, etc. **Approximate Percentage of time performing field work: 0%**

**CHECK ALL THAT APPLY:**

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

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<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 type="checkbox"/> Camera and photographic equipment	X Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	X 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	X 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> X Copier X Facsimile X 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.**

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*Signature of Department Head or Designated Representative*

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