Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

Department of Employee Relations

Job Evaluation Report

Fire and Police Commission Meeting: <u>March 16, 2023</u>

Police Department

Current	Recommended
Two New Positions	Public Safety Systems Administrator PR 2LX ($73,688 - $103,160) FN: Appointment at any rate in the pay range with the approval of DER and the Chair of Finance and Personnel FN: Recruitment rate of $81,056 (Two Positions)
New Position	Public Health and Cyber Security Analyst PR 2IN ($60,824 - $85,151) FN: Recruitment rate of $63,865 (One Position)
New Position	Carpenter PR 7KN ($60,525 - $61,789) FN: Additional $.35/hour for lead abatement duties FN: Recruitment rate of $61,789 (One Position)

 Note: Residents receive a rate that is 3% higher.

The Milwaukee Police Department (MPD) requested classification of four new civilian positions in the 2023 Budget. Job descriptions were provided; and discussions were held with Pamela Roberts, Police Human Resources Administrator and April Nwandu, Human Resources Supervisor.

Position Descriptions and Recommendations

Current	New Positions		Two Positions
Recommended	Public Safety Systems Administrator	PR 2LX ($73,688 - $103,160) FN: Appointment at any rate with approval of DER and Chair of Finance and Personnel FN: Recruitment rate of $81,056	Two Positions

These two positions are responsible for maintaining mission-critical systems that ensure City departments respond promptly to emergency incidents; overseeing daily operations; and be responsible for configuring the systems' optimal performance, records, and data integrity. Duties and responsibilities include the following.

- Provide technical oversight for daily operations of various public safety information systems; and work closely with department staff to ascertain system needs and provide user assistance.

- Serve as part of the central resource for reviewing and analyzing problem reports from users and providing subsequent contact with vendor support personnel.
- Work with public safety on quality control, workflow operations, and system configurations.
- Configure, monitor, and maintain access security for the system.
- Implement and maintain network and database components, including diagnostics.
- Monitor and analyze system performance, application, and error logs, and tune system and databases for optimal performance.
- Plan and implement the hardware, operating system, and application installations and upgrades.
- Research, evaluate and test proposed upgrades and service patches prior to implementation to ensure compatibility and continuity of operations.
- Maintain physical and technical infrastructure, directories, and system documentation; and maintain and document interfaces between public safety systems.
- Conduct analyses of Public Safety systems and network management, capacity planning, fault tolerance, and disaster recovery.
- Plan and implement system backups and coordinate recoveries, including offsite disaster recovery.
- Collaborate and communicate with IT support staff from other departments on all system changes, direction, planned upgrades, and other matters pertaining to the application.
- Remain apprised of new developments regarding public safety systems and related technologies and make recommendations regarding such developments.
- Implement policies, procedures, and standards to ensure conformance with public safety standards and objectives.
- Manage, maintain, and troubleshoot servers, desktops, and mobile computers.
- Participate in Public Safety Technology Standards committees and user groups.

Minimum requirements include a bachelor's degree in information technology, computer science, computer engineering, management information systems, or related field; and five years of progressively responsible systems administration experience in a large-scale information technology environment. Equivalent combinations of education and experience may be considered.

These two positions will be performing the same work as two positions of Public Safety Systems Administrator located in the Information Technology Management Division of the Department of Administration (DOA-ITMD). The level of work is also comparable to the work of two positions of Emergency Communications Systems Administrator located in the Department of Emergency Communications.

These classifications are all located in Pay Range 2LX ($73,688 - $103,160) however the Emergency Communications Systems Administrator positions have a footnote that provides a recruitment rate of $81,056. We recommend this same footnote be added to the classification of Public Safety Systems Administrator for consistency and to assist with recruitment and retention.

We therefore recommend that these two new positions be classified as Public Safety Systems Administrator in Pay Range 2LX ($73,688 - $103,160) with a recruitment rate of $81,056.

Current	New Position		One Position
Recommended	Public Health and Cyber Security Analyst	PR 2IN ($60,824 – $85,151) FN: Recruitment rate of $63,865	One Position

This position is responsible for working with members in the medical field to gather, receive, analyze, and disseminate threat information and intelligence to public and private sector partners for the eight counties of southeastern Wisconsin; works on cyber threats; and is responsible for detecting and preventing cybersecurity risks where possible through information sharing. Duties and responsibilities include the following.

- Gather, receive, analyze, and disseminate threat information and intelligence to public and private sector partners for the eight counties of southeastern Wisconsin.
- Provide outreach and education to public and private sector partners.
- Participate in weekly intelligence/threat briefings.

Minimum requirements include a bachelor's degree in criminal justice, crime analysis, public health, or related field; and two years of experience in medical and/or cyber security. Equivalent combinations of education and experience may be considered.

To study this position, comparisons were made to other City positions including Intelligence Analyst, Emergency Communications Business Intelligence Analyst and Crime Analyst III plus the underfill classifications of Crime Analyst I and II. The most comparable classification was Crime Analyst II in Pay Range 2IN ($60,824 - $85,151) with a recruitment rate of $63,865.

The Crime Analyst II position is considered the journey level of the Crime Analyst job series. Crime Analysts are responsible for collecting, collating, analyzing, disseminating, and evaluating crime data to discover developing trends, patterns, and changes in criminal activity, using mapping and other analytical tools. At the II level, these positions may perform several other functions including long term forecasting, training department members on crime analysis techniques, and establishing and maintaining working relationships with other law enforcement agencies and crime analysts to share information.

We agree with the requested title as it reflects the focus of the position on public health and cyber security. We therefore recommend this new position be classified as Public Health and Cyber Security Analyst in Pay Range 2IN ($60,824 - $85,151) with a recruitment rate of $63,865.

Current	New Position		One Position
Recommended	Carpenter	PR 7KN ($60,525 - $61,789) FN: Additional $.35/hour for lead abatement duties FN: Recruitment rate of $61,789	One Position

This position is responsible for building, installing, maintaining, and repairing building components related to the carpentry trade including exterior and interior components, cabinetry, finish work, furniture, flooring, walls, and prefabricated interior systems. Duties and responsibilities include the following.

- Perform related finish work for laminate surfaces, millwork, and cabinetry.
- Build, install, maintain, and/or repair doors, windows, frames and related trim, casework, and hardware, floors, and ceilings.
- Work with all types of exterior facades including siding, trim, and sheet metal.
- Build, install, maintain, and/or repair structure framing, and non-load bearing partitions.
- Patch, repair, and refinish walls including light painting.
- Periodically inspect Police facilities and recommend repairs.

Minimum requirements include one year of professional carpentry experience related to the duties listed above; completion of an OSHA (Occupational Safety and Health Administration) compliant asbestos awareness training course within six months of appointment; and completion of confined space training within six months of appointment.
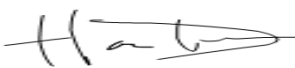
This new position will be performing the same or similar work as the Carpenter positions located in other City Departments. We therefore recommend the same classification of Carpenter in Pay Range 7KN ($60,525 - $61,789) with a recruitment rate of $61,789.

Action Required – Effective Pay Period 1, 2023 (December 25, 2022)

Please see submitted addendum to CCFN: 221710 for Salary and Position Ordnance changes.

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

Reviewed by: _____
                    Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____
                    Harper Donahue, IV, Employee Relations Director

200 East Wells Street, Room 706, Milwaukee, WI 53202 ▪ Phone (414) 286-3751, TDD 286-2960, Fax 286-0800
Employee Benefits, Room 701 ▪ Medical Benefits Phone (414) 286-3184 ▪ Worker's Compensation Phone (414) 286-2020, Fax 286-2106
Labor Relations, Room 701 ▪ Phone (414) 286-3398, Fax 286-0900
www.milwaukee.gov/der

4