



Department of Employee Relations

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Mayor

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Job Evaluation Report

Fire and Police Commission Meeting: May 16, 2024

Police Department

Current	Recommended
Crime Analyst III PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$69,462 (One vacant Position)	Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) (One vacant Position)

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

Fire Department

Current	Recommended
New Position	Human Resources Analyst - Senior PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)
New Position	Accounting Specialist PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)

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

Positions evaluated in this report are vacant and either have been repurposed to perform new functions to meet the programmatic needs of the department or are newly budgeted positions. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and human resources personnel.

Police Department

Current	Recommended
Crime Analyst III PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$69,462 (One Position)	Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) (One Position)

Background

The Police Department has requested to repurpose one vacant position of Crime Analyst III to Crime and Intelligence Manager. The Department indicated that the additional manager position is needed to assist with the expansion of the Office of Management, Analysis and Planning (OMAP). Since September of 2023, OMAP has taken over the district analyst program, which resulted in a significant increase in the daily work load. The Crime and Intelligence Manager position will assist in overseeing the increased workload and supervising the thirteen (13) crime analysts assigned to

OMAP, including reviewing their documents for accuracy. The Crime and Intelligence Manager will also assist with providing documents related to the Public Safety Review, monthly Crime and Safety meetings, and any other data requests from the district Captains.

Responsibilities and Minimum Requirements

Under the direction of the Office of Management, Analysis and Planning Captain, this position is responsible for the supervision of a staff of strategic and tactical analysts who perform short and long-term analysis of crimes trends, patterns and series as well as the collection and interpretation of data and statistics using quantitative and qualitative methods.

Essential Functions:

Application of Analytical Methods and Techniques

- Applies appropriate analytical methods and techniques to identify and analyze raw information for the purpose of substantiating criminal patterns and/or trends and predictive analysis.
- Uses computerized analytic tools to create charts, maps, timelines, and link diagrams for the purpose of demonstrating analytical findings, including target relationships, time sequence of events, and criminal hierarchies.
- Conducts tactical, strategic and intelligence lead policing assessments of major crime.

Criminal Patterns and Trends

- Correlates, integrates, and evaluates varying types of information from investigative activities for the purpose of generating investigative leads, and prepares reports to document investigative activities and summarize findings.
- Leads and/or assists with special projects and investigative efforts of the Milwaukee Police Department.

Crime Assessment

- Prepares reports, presentations and/or maps, that assist with the efficient deployment of resources to prevent or control crime.
- Reviews existing reports and data, analyzes statistics to identify patterns and trends and to prepare useful products (i.e. reports or maps) in a timely manner so that criminal activity can be predicted, monitored or suppressed.

Minimum qualifications include a bachelor’s degree in criminal justice, information management systems, computer science, or a closely related field from an accredited college or university; and four years of experience performing strategic and criminal intelligence analysis, including three years of experience with relational database development, management, and data mining.

Analysis and Recommendation

Based upon comparisons to other positions with the same classification, the recommendation is to repurpose this vacant position of Crime Analyst III to Crime and Intelligence Manager in Pay Range 1HX (\$75,162 - \$105,223).

Fire Department

Current	Recommended
New Position	Human Resources Analyst - Senior PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)

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

Background

The Fire Department has requested a new position be classified as Human Resources Analyst – Senior. Due to an increase in staffing challenges, including numerous civilian and sworn resignations and an increase in staffing due to an estimated two recruit classes per year of 50 new or promoted employees. The department indicated that significant bottlenecks occur when Human Resources positions are vacated or unplanned absences occur, contributing to employee burnout. A lack of sufficient advancement opportunities has resulted in talented employees leaving for opportunities outside of the city. This position will help create a career path to the Fire Human Resources Administrator (FHRA) position and hopefully encourage para-professional and office support employees to enhance their skills and attain education, in order to apply.

Responsibilities and Minimum Requirements

This position will assist the FHRA in providing a full range of professional human resources services, such as staffing, promotions, and benefits administration, to both internal and external stakeholders. This position also assumes the duties and responsibilities of the FHRA in the absence of the incumbent.

Essential Functions:

Human Resources Administration and Staffing

- Creates requisitions for vacant positions using JobAps.
- Initiates communication (email, postal mail, phone) to invite candidates to assessment processes to fill civilian vacancies in the Support Bureau, including the Administration, Technical Services, and Construction and Maintenance Divisions, as well as the Budget and Finance Section. Proctors practical tests for clerical positions. Maintains referrals via Job Aps.
- Conducts onboarding and department orientation.
- Coordinates staff and supports onboarding for 100-150 employees annually in firefighter or cadet classes including the creation and communication of employment offers. Prepares first day agendas and reviews handouts.
- Attends first day of classes to assist with orientation, including paperwork handouts and collection, and audits documents for accuracy in compliance with current National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), Fire and Police Commission, and department requirements.
- Performs I-9 processing.
- Performs many regular functions of the FHRA in the absence of the incumbent. Functions as the primary back-up for family and medical leave (FMLA), and secondary back-up for emergent injury leave, sick leave, and return to work review and processing in the extended absence of incumbent(s), ensuring fidelity and necessary redundancy.

Payroll and Benefit Administration

- Approves CityTime via Exception Pay Worksheets and Time and Allowed (TOA) adjustments. Calculates, inputs, and administers benefit adjustments (vacation, sick leave, and holiday) for sworn personnel changing between 40-hour work weeks and greater than 40-hour work weeks, in compliance with collective bargaining agreements, as necessary.
- Calculates vacation adjustments, creating Transitional Vacation Accounts (TVAs) for Local 215 bargaining unit personnel promoting to the Chief Officers' Association.
- Compiles and executes promotional documents, performs vetting of those being promoted, and facilitates equipment exchange at time of promotion.
- Maintains familiarity with benefits specified in the Local 215 Collective Bargaining Agreement and City Ordinances, to ensure correct administration of various leaves and benefits.
- Reviews and approves Tuition Reimbursement online applications.
- Runs the Holiday Report from HRMS, auditing for balance abnormalities.
- Reviews and approves military leave, performing non-vet-status member adjustments.

Administrative Support

- Correlates, creates and processes Fire and Police Commission customary correspondence, including resignations, rescinded appointments, contingent appointments, and commencing or returning from leaves.
- Creates a printed file in preparation of separations from service, including printing data screens, drafting and distributing memos, and maintaining the vacancy table.
- Processes death notifications of ex-members to applicable internal and external stakeholders.

Minimum qualifications include a bachelor’s degree in human resources management, industrial relations, psychology, business administration, public administration, or a related field from an accredited college or university and two years of progressively responsible human resources experience, as described above.

Analysis and Recommendation

Based upon comparisons to other positions within the City in the same classification, we recommend classifying this new position a Human Resources Analyst – Senior in Pay Range 2JX (\$66,154 - \$92,612) with recruitment at \$72,768.

Current	Recommended
New Position	Accounting Specialist PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)

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

Background

The Fire Department has requested a new position be classified as an Accounting Specialist to assist with the department's enhanced pursuit and reliance on alternative funding sources (grants, settlement funds, etc.) for city-supported initiatives such as opioid remediation, specialized regional supported equipment purchases, and major projects such as litigation, grant research and contract negotiations. The department indicated that the increased responsibility placed on the Business Finance Manager to oversee budget and finance activities for a department of 862 current employees, with no dedicated position to assist, has created bottlenecks in the past.

Responsibilities and Minimum Requirements

This new position will assist the Business Finance Manager in budget preparation and procurement, auditing, grant activities, and performing as the lead for special finance projects, as well as assisting with oversight of accounts payable, accounts receivable, and departmental payroll processing.

Essential Functions:

- Leads special finance projects involving complex payroll implementations, collaborations with other City departments, litigation, research, and reimbursement and revenue opportunities.
- Assists the Business Finance Manager with coordination of grant activities, assisting in grant application and the implementation and administration of grants. Prepares modification requests, monitors and analyzes expenditures, and prepares and reviews reporting.
- Maintains expenditure tracking and projections, and monitors departmental salaries, operating expenditures, equipment budget, special funds, and capital expenditures in coordination with the Business Finance Manager.
- Reviews and audits work produced by the Budget and Finance Section staff for accuracy and completeness. Approves payroll adjustment entries and procurement requisitions.
- Audits various tracking and projection worksheets to ensure they reconcile with the financials system.
- Prepares council files and responds to requests from the Legislative Reference Bureau (LRB).

Minimum qualifications include a bachelor’s degree with a major in accounting, business administration, finance, or a closely-related field from an accredited college or university and two years of progressively responsible professional accounting experience.

Analysis and Recommendation

Based upon comparisons to other positions within the City in the same classification, we recommend classifying this new position as an Accounting Specialist in Pay Range 2JX (\$66,154 - \$92,612) with recruitment at \$72,768.

Action Required – Effective Pay Period 12, 2024 (May 26, 2024)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

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