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

June 10, 2026

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

RE: Request for Human Resources Supervisor Recruitment and Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and develop an eligibility list for the position of Human Resources Supervisor as soon as administratively possible. Under the general supervision of the Department's Police Human Resources Administrator, this position is responsible for the efficiency of the Human Resources Division and serves as the supervisor for background investigations. In addition, the Human Resources Supervisor independently develops and manages HR related functions, with particular emphasis of those functions governed by law and regulations, Standard Operating Procedures, and contracts. This position also manages the functions of the Department's Applicant Review Committee.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Police Human Resources Administrator April Nwandu at (414) 935-7191.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

Steven Johnson

STEVEN JOHNSON
ASSISTANT CHIEF OF POLICE

JBN:SJ:an
Attachment

City of Milwaukee
CS-25, Rev. *12/09*

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 6/9/2017 / 10/31/2023, 6/5/2026	**2. Present Incumbent:** Vacant	**Is incumbent underfilling position?** YES ☐ NO ☒ *If YES, indicate Underfill Title in box 10.*
3. Date Filled:	**4. Previous Incumbent:** April Nwandu	
5. Department: POLICE DEPARTMENT	**Bureau:** Administration **Division:** Human Resources	**Unit:** **Section:**
6. Work Location: 749 W. State St., Milwaukee, WI 53233, Room 384	**Telephone:** **Email:**	**Work Schedule: Full-time** Hours: 8am-4pm Days: M-F
7. Represented by a Union? ☐ *Yes* ☒ *No*	**Bargaining Unit:** Management, General City **If in District Council 48, which local?**	**8. FLSA Status** *(check one)*: ☒ Exempt ☐ Non-Exempt

10.		**Pay Range**	**Job Code**	**EEO Code**
Official Title: Human Resources Supervisor		1HX	4680	
Underfill Title *(if applicable)*:				
Requested Title *(if applicable)*:				
Recommended Title (DER Use Only):	Approved by: _____ Date:			

11. BASIC FUNCTION OF POSITION:

The Human Resources Supervisor is responsible for the efficiency of the Human Resources Division. Serves as the supervisor for background investigations. Independently develops and manages HR related functions, with particular emphasis of those functions governed by law (e.g., equal employment opportunity, ADA, discrimination/harassment etc.). Manages the functions of the Applicant Review Committee.

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%	Human Resources Administration • Regular and consistent attendance. • Analyze, provide recommendations and prepare reports pertaining to various HR issues in the Department. • Advise and assist Department members and others with interpretation of employment laws, rules, policies and procedures and render sound advice regarding a broad range of human resource issues involving City government, including the Fire and Police Commission. • Manage the Department's Transfer Orders. Converse with Command Staff to make appropriate personnel work-location transfers. • Manage staffing functions covering civilian management/non-management positions. • Oversee Human Resources Analyst-Seniors' staffing responsibilities and work assignments. • Respond to unemployment compensation requests on current and former Department members. • Represent Department at unemployment compensation hearings. Correspond with Assistant City Attorney to seek advice and coordinate witnesses for various hearings. • Prepare the EEO Plan submitted to the U.S. Department of Justice.
	Manage Applicant Review Committee • Provide training to calibrate new applicant review members. • Ensure each committee is ethnically and gender balanced. • Ensure committees assess applicants within the approved and established guidelines. • Review results with Chief of Police in the absence of the Human Resources Administrator.
	• Labor Relations (Assists HR Administrator when needed).

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
	• Advise Department managers, including upper level management on labor relation issues. • Participate in grievance hearings as a Department representative and prepares a portion of the responses and settlements at procedure steps within the Department.
	• Attend various meetings in the absence of the Human Resources Administrator, for example, Fire and Police Commission.
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	•
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	• Perform and develop HR training for Department members. • Manage Department quarterly reports.
	• In the absence of the Human Resources Administrator, serve as the supervisor for Medical and Payroll Sections.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Human Resources Administrator April Nwandu

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

General supervision is received from Police Department Human Resources Administrator. The Human Resources Specialist is expected to exercise, considerable independent judgment in developing the methods and processes by which the work assignment is performed. Individual initiative is expected.

E. SUPERVISION EXERCISED:
Total number of employees for whom responsible, either directly or indirectly = **6.**

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

Number Supervised	Job Title	Extent of Supervision Exercised *(Select those that apply from list above, a - h)*
3	Human Resources Representative	a-f, h
1	Human Resources Assistant	a-f, h
2	Office Assistant III	a-f, h
2	Office Assistant II	a-f, h
1	Payroll Supervisor	In the absence of the HR Administrator a, c, e, f & h
1	Health & Safety Officer	In the absence of the HR Administrator a, c, e, h

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

i. Education and Experience:
- Bachelor's Degree in Human Resource or related field (Master Degree, e.g. MBA is highly desirable).
- 4 years of professional experience in a HR related field.
- Ability to shrewdly and forcefully represent Department's position in a variety of settings.
- Familiarity with computer applications related to HR functions is highly desirable (e.g. Microsoft Word, Access, Excel, and Peoplesoft).

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Equivalent combinations of education and experience that provide the candidate with the knowledge, skills, and abilities required to perform the job will also be considered.

ii. Knowledge, Skills and Abilities:
- Excellent oral and written communication skills.
- Thorough knowledge of laws and regulations pertaining to HR related requirements governing Department members (e.g. ADA, Civil Rights Act, FMLA, Open Records, etc.).
- The ability to interpret contracts and communicate them to diverse levels of staff.
- The ability to research data, analyze data and make recommendations on HR related information and issues.

iii. Certifications, Licenses, Registrations:

PHR or SPHR is desired.

iv. Other Requirements:
- This position requires that the incumbent be secure with confidential and sensitive matters.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 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:

☐	**Climbing:** 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.
☐	**Balancing:** Maintaining body equilibrium to prevent failing 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.
☐	**Stooping:** 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.
☐	**Kneeling:** Bending legs at knee to come to a rest on knee or knees.
☐	**Crouching:** Bending the body downward and forward by bending leg and spine.
☐	**Crawling:** Moving about on hands and knees or hands and feet.
☐	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☒	**Standing:** Particularly for sustained periods of time.
☒	**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
☐	**Pushing:** Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
☐	**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	**Lifting:** 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.
☐	**Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☐	**Grasping:** Applying pressure to an object with fingers and palm.
☐	**Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	**Talking:** 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.
☒	**Hearing:** Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.

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☒	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	**Driving:** 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:

☒	**Sedentary Work:** 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.
☐	**Light Work:** 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.
☐	**Medium Work:** 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.
☐	**Heavy Work:** 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.
☐	**Very Heavy Work:** 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:

☒	**Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:** 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 devises, assembly or fabrication of parts).
☐	**Machine Operators, Mechanics, Skilled Tradespeople:** 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.)
☐	**Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	**Other:** 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:

☒	**None:** The worker is not substantially exposed to adverse environmental conditions *(such as typical office or administrative work).*
☐	**The worker is subject to inside environmental conditions**: Protection from weather conditions but not necessarily from temperature changes *(i.e. warehouses, covered loading docks, garages, etc.)*
☐	**The worker is subject to outside environmental conditions:** No effective protection from weather.
☐	**The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour.
☐	**The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
☐	**The worker is subject to noise:** There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
☐	**The worker is subject to vibration**: Exposure to oscillating movements of the extremities or whole body.
☐	**The worker is subject to hazards**: 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.
☐	**The worker is subject to atmospheric conditions:** One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
☐	**The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids.
☐	**The worker is required to wear a respirator.**

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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:

☐ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)
☐ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☐ Handcart	☒ PC software
☐ Hand tools ***(please list):***	
☒ Office Machines ***(check all that apply):*** ☒ Copier ☒ Facsimile ☒ Calculator ☐ Cash register	
☐ Other ***(please list):***	

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.

_____

Signature of Department Head or Designated Representative

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