

POLICE RECORDS SUPERVISOR

Recruitment #1901-2347PD-001

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| List Type | Original |
| Requesting Department | Milwaukee Police Department |
| Open Date | 4/5/2019 08:00:00 AM |
| Filing Deadline | 4/26/2019 11:59:00 PM |
| HR Analyst | Marti Cargile |

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

Under the direction of Police Records Manager, the Police Records Supervisor supervises the daily operations of the Records Management Division of the Milwaukee Police Department (MPD).

ESSENTIAL FUNCTIONS

- Plan, prioritize, assign, supervise, and review the work of MPD Records Management Division staff, including records specialists and sworn officers, to ensure they satisfactorily perform their job duties.
- Review reports for accuracy and timely processing; provide expertise about records management systems, and field questions from MPD work locations regarding report documenting requirements.
- Review required documentation to ensure accuracy and timely completion; correct or instruct members to make necessary corrections.
- Prepare, distribute, and maintain a variety of periodic written reports and records. Review vehicle/equipment log sheet for compliance. Conduct personnel, equipment, building, and work location inspections.
- Prepare and maintain work schedules for staff; receive sick calls and monitor sick time usage, and schedule overtime as needed. Maintain personnel files. Record daily payroll entries, and complete biweekly payroll.
- Assist with new employee training and orientation. Provide training, guidance, and counseling to assigned staff; complete employee performance evaluations and reviews.
- Maintain adherence to departmental rules, Standard Operating Procedures (SOPs), and instructions. Recommend and administer corrective actions.
- Carry out special projects as assigned by the Police Records Manager.
- Participate in ongoing training to stay apprised of standards and innovations in records management.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in business administration, information management, or a related field from an accredited college or university.
2. One year of records management experience in a public sector, law enforcement, or comparable agency, at least six months of which must have been in a supervisory or lead worker role.
3. Valid driver's license at the time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered; however, there is no substitute for the six months of supervisory or lead worker responsibility.

IMPORTANT NOTE: *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed, and the degree completion date.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the principles and best practices of records management, particularly law enforcement.
- Knowledge of and ability to effectively use the current departmental records management system for data storage, retrieval, processing, retention, and disposition.
- Knowledge of and ability to apply municipal ordinances, Wisconsin State Statutes, and federal laws related to police records management.
- Ability to obtain advanced certification to use the Wisconsin Department of Justice, Training and Standards Bureau's Transaction Information for Management Enforcement (TIME) System.
- Ability to obtain certification on the Uniform Crime Reporting (UCR) Program and the National Incident Based Reporting System (NIBRS).
- Ability to learn data collection procedures and become certified in law enforcement records management through training offered by the FBI and the Wisconsin Department of Justice.
- Knowledge of principles of supervision, training, and performance evaluation.
- Ability to supervise and coordinate the activities of staff as well as train and develop employees.
- Ability to work closely with the Police Records Manager to ensure cohesive management.
- Ability to read and interpret job-related documents.
- Knowledge of mathematics and the ability to learn payroll functions.
- Written communication skills, including the ability to produce clear and concise memos and reports.
- Oral communication skills to be able to convey information clearly to staff and customers.
- Interpersonal skills to be able to work effectively and cooperatively across functional levels in a quasi-military organization with people whose backgrounds may differ from one's own.
- Customer service skills to be able to professionally assist internal and external customers.
- Analytical, problem-solving, and decision-making skills to continually find ways to streamline processes.

- Organizational and time management skills as well as attention to detail.
- Ability to work in a fast-paced work environment and adapt to changing protocols and shifting priorities.
- Proficiency using the Microsoft Office Suite, including the ability to learn and use SharePoint.
- Ability to exercise professionalism regarding highly sensitive information.
- Honesty, integrity, and the ability to maintain utmost confidentiality regarding privileged information.

CURRENT SALARY

The current salary range (Pay Range 1AX) for City of Milwaukee residents is \$49,286-\$63,426 annually, and the non-resident salary range is \$48,077-\$61,870. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/Benefits2019#.XBrlQE2ot6A>.

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 Department of Employee Relations and the Milwaukee Police Department reserve 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 examination will be held as soon as practical after **Friday, April 26, 2019**. 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. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. 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: Candidates must pass a Milwaukee Police Department background investigation before hire. ***

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

CONCLUSION

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