

SENSITIVE CRIMES PROJECT COORDINATOR

Recruitment #1902-4367-001

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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

The Sensitive Crimes Project Coordinator is a civilian position assigned to the Sensitive Crimes Division of the Milwaukee Police Department (MPD).

PURPOSE

Under the supervision of a Police Lieutenant, the Sensitive Crimes Project Coordinator (SCPC) manages the Sex Offender Registration Program of over 2,000 sexual offenders residing in the City of Milwaukee by using sophisticated data analysis and compilation techniques and coordinating with various governmental agencies.

ESSENTIAL FUNCTIONS

- Manage the Sex Offender Registration Program by interviewing sex offenders; collecting photos and fingerprints; and monitoring, tracking, and verifying sex offender registrations, addresses, employment, vehicles, and schools to ensure compliance with Sex Offender Registration laws.
- Enforce the Sex Offender Residency Restriction Ordinance, identify non-compliant offenders, and coordinate residence verification compliance checks.
- Collect, analyze, and evaluate sex offender information using geographic information systems (GIS) and other analytical and mapping software, and disseminate information to the public.
- Coordinate meetings with the Department of Corrections (DOC), and hold community meetings regarding the release of high-risk sexual offenders.
- Serve as an internal subject matter expert for the Sensitive Crimes Division, and train law enforcement personnel and communities on sex offender laws.
- Testify before legislative committees on the Sex Offender Program and its services.
- Liaise with other agencies to increase interagency coordination related to sex offender issues.

- Manage, administer, troubleshoot, and provide quality assurance for the Division's SharePoint intranet site as well as various database applications, including installing and upgrading software.
- Track investigations and DNA evidence from the Crime Lab using a case management system.
- Perform crime analysis to assist in the investigative process on sexual assault, human trafficking, domestic violence, and missing persons investigations.
- Collect, analyze, and interpret crime information, statistical data, and reports from various sources.
- Write queries and perform data mining using Structured Query Language (SQL) programming.
- Analyze datasets to identify crime patterns, crime trends, and correlation of offenders' locations.
- Produce and disseminate crime analysis charts, bulletins, and mapping of registered sexual offenders.
- Prepare statistical reports that analyze demographics and trends related to sexual offenders who reside in the City of Milwaukee.
- Analyze research and evidence-based programs to improve crime analysis techniques.
- Manage projects and monitor program outcomes for command staff; recommend improvements and develop and implement new programs to improve divisional efficiency and cost effectiveness.
- Research sex offender laws, and provide guidance to City officials on reform laws and programs.

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.

CONDITIONS OF EMPLOYMENT

- Must be able to work beyond standard business hours occasionally to meet departmental needs.

MINIMUM REQUIREMENTS

1. Bachelor's degree in computer science, information technology, public administration, criminal justice, operations research, project management, or a related field from an accredited college or university.
2. Two years of experience working with relational databases and coordinating projects.
Equivalent combinations of education and experience may also be considered.
3. Valid driver's license at time of appointment and throughout employment.

4. **Disqualifier:** Candidates must not have been convicted of a felony and must pass an MPD background investigation before hire.

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.*

DESIRABLE QUALIFICATIONS

- Experience with technical writing and research methodology.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to read and interpret administrative policies and procedures, ordinances, and laws, such as Wisconsin State Statutes related to Chapter 948 Crimes Against Children, Chapter 980 Sexually Violent Person Commitments, and state and federal Sex Offender Registration laws.
- Knowledge of the Microsoft Office Suite, including Publisher and SharePoint.
- Knowledge of relational databases, imaging software, file transfer programs, and database design, structure, and security; skill in maintaining, managing, and troubleshooting large-volume databases.
- Knowledge of GIS and other mapping applications and the ability to learn and use law enforcement computer systems such as Records Management System (RMS) and Computer Aided Dispatch (CAD).
- Knowledge of project management concepts.
- Analytical and problem-solving skills to be able to recognize and resolve sex offender program issues.
- Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methods.
- Ability to query information and create reports from databases, spreadsheets, and various law enforcement systems.
- Oral communication and presentation skills to be able to present findings in a clear, concise, and well-organized manner to internal and external audiences.
- Written communication skills to be able to write correspondence, reports, and procedures.
- Interpersonal skills to be able to establish effective working relationships with all levels of staff in a quasi-military environment as well as with partner agencies and community groups.
- Ability to work cooperatively with people whose backgrounds may differ from one's own.

- Ability to effectively manage priorities and exercise independent judgment in completing assigned tasks.
- Ability to remain calm in stressful situations.
- Honesty, integrity, and the ability to maintain the strictest confidentiality due to the sensitive nature of work involving sex offenders.

CURRENT SALARY

THE CURRENT SALARY RANGE (PAY RANGE 2EX) for City of Milwaukee residents is \$48,670-\$63,426 annually, and the non-resident salary range is \$47,476-\$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#.XBrIQE2ot6A>.

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.

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.