Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
http://www.milwaukee.gov/police

Alfonso Morales
Chief of Police

(414) 933-4444

May 24, 2019

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

RE: REQUEST TO RE-EXEMPT POLICE INFORMATION SYSTEMS DIRECTOR POSITION

Dear Commissioners:

The Department received the Finance and Personnel Committee's approval to fill the Police Information Systems Director position at its meeting of May 1, 2019. Pursuant to Fire and Police Commission Rule XI, Section 12, I am requesting that the Board re-exempt this position.

The Police Information Systems Director is responsible for developing and implementing the strategic direction, standards, policies and guidelines, and providing oversight for all aspects of information technology for the Milwaukee Police Department. The incumbent serves as lead advisor to the Chief of Police ensuring that the operational and business needs of the Department are met through the efficient, effective development and deployment of information technologies resources. The Information Systems Director has responsibility for mission and life-critical systems required to support the work of the Police Department in protecting lives and property in the diverse and rapidly changing urban environment of the City of Milwaukee.

In addition to the above, the Department is requesting to re-exempt the Police Information Systems Director position to create greater flexibility in selecting the best qualified candidate, as well as the candidate that fits best with cultural, demands, challenges, and structure of the Police Department. This position requires confidentiality, sensitivity and commitment to working cooperatively with other departments, government officials, and members of the community.

The Department will utilize the services on the Department of Employee Relations (DER) for recruitment purposes as well as referrals.
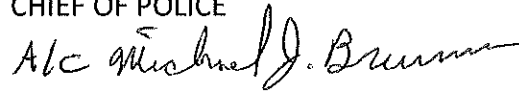- DER will post and recruit for the position through their website and others.
- The position will be advertised with other law enforcement agencies, businesses, TV Stations where there is a higher probability of attracting qualified candidates.

- Interested candidates will be required to submit a resume, cover-letter and three (3) professional references.
- All candidates who meet the minimum qualifications for the position will be invited for an interview.
- A structured oral interview process with a scoring matrix will be conducted and facilitated by MPD Human Resources staff.

Attached is a current job description for reference, a list which identifies the other exempt positions and the corresponding pay ranges within the department. Having the right candidate is both critical and essential to the department, and the candidate to be successful in the Police Information Systems Director position.

Sincerely,

ALFONSO MORALES
CHIEF OF POLICE

A/c Michael J. Brunson

MICHAEL J. BRUNSON
ASSISTANT CHIEF OF POLICE

AM:MJB:pkr

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: 6/16/08 / 5/20/19	**2. Present Incumbent:** Debbie Wilichowski	**Is incumbent underfilling position?**	
3. Date Filled:	**4. Previous Incumbent:** Charles Burki	**YES ☐ NO ☒** *If YES, indicate Underfill Title in box 10.*	

5. Department: POLICE DEPARTMENT	**Bureau:** ADMINISTRATION **Division:** Office of Police Information Systems	**Unit:** **Section:**	
6. Work Location: Data Communications Center – 2333 North 49th Street	**Telephone:** 414-935-7205 **Email:**	**Work Schedule: Full-time** Hours: Days: Flexible 40+ hr/week	
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.	**Official Title:** Police Information Systems Director	Pay Range 1MX	Job Code 5475	EEO Code
	Underfill Title *(if applicable)*:			
	Requested Title *(if applicable)*:			
	Recommended Title (DER Use Only):	Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

This position is responsible for developing and implementing the strategic direction, standards, policies and guidelines, and providing oversight for all aspects of information technology for the Milwaukee Police Department. The incumbent serves as lead advisor to the Chief of Police ensuring that the operational and business needs of the Department are met through the efficient, effective development and deployment of information technologies resources.

The Information Systems Director has responsibility for mission and life-critical systems required to support the work of the Police Department in protecting lives and property in the diverse and rapidly changing urban environment of the City of Milwaukee.

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%	• Regular and consistent attendance. • Responsible for the effective and efficient operation and management of the Data Communications Center. • Manages technology initiatives in the Police Department, setting implementation priorities, and creating a technology roadmap, ensuring that present and future technology meets operational needs. • Reviews and evaluates organizational effectiveness, goals, and strategic planning relative to current technology and systems. • Stays abreast of new / emerging technologies and the impact on current systems and operational imperatives. • Chairs the MPD Technology Policy Board coordinating between bureau and division heads regarding information technology systems' functionality, communications, and research and development as they pertain to each respective area.
	• Coordinates technology resources with the City's Information Technology Management Division to help improve efficient delivery of IT services between city agencies. Recommends, advocates and/or implements new and/or changes to existing systems. • Serves on various boards, councils, committees, or task forces to coordinate department activities and

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
	facilitate department goals and initiatives. • Establishes and maintains collaborative relationships with members of City Administration & Council in promoting and obtaining support for Police technology initiatives.
	• Manages subordinate personnel, ensuring that they are adequately trained and that certifications are maintained. Schedules regular staff meetings. • Assists in the development of training programs for staff and field personnel to maximize the use of current technology and improve systems skills. • Responsible for performance management, working to improve and maintain high morale, and foster teambuilding. Coaches and mentors when appropriate, initiates corrective and/or disciplinary action when needed. • Works to maintain staffing at appropriate levels; evaluates workloads and resources, setting priorities according to business and operational needs of the Department.
	• Assumes responsibility for planning, monitoring, and approving expenditures for the Technology budget. • Establishes equipment and system life-cycle replacement costs as well as evaluates and recommends new technology based on the operational needs of the Department. • Monitors contract performance of vendors providing technology products and services, ensuring that contract requirements are met. • Assists with the development of technology service contracts with the City Purchasing Division.
	• Assumes responsibility for ensuring that all technology systems and data are configured and maintained in compliance with CJIS standards; responding to biannual compliance audits. • Oversees the development of technology related Security policies and procedures. Ensures that all policies are accurate, thoroughly documented, and consistently applied. • Oversees, implements, and maintains physical and remote access to all Police systems and facilities.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	• Perform other duties and tasks as assigned by the Assistant Chief of Administration Bureau or the Chief of Police.
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Assistant Chief of Police – Administration Bureau

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

This position will receive general supervision from Assistant Chief of Administration Bureau.

E. SUPERVISION EXERCISED:
Total number of employees for whom responsible, either directly or indirectly = **All members assigned to the Office of Police Information Systems.**

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)
1	Information Services Manager	a-h
1	Network Manager	a-h
1	Data Manager	a-h
1	Systems Security Administrator	a-h
1	Radio Communications Manager	a-h
1	Police Officer Supervisor	a-h

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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)
2	Police Sergeant	a-h

F. **MINIMIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to <u>enter</u> the job.)

- Education and Experience:
    - Baccalaureate Degree in Management Information Systems, Computer Science, Business, Accounting or closely related field from an accredited college or university.
    - At least five years of senior management experience planning and managing large scale information technology projects and budgets, including managing a staff of professionals in a project oriented team environment.
    - Government experience, including the development and operation of mission critical systems is desirable, but not required.

- Knowledge, Skills and Abilities:
    - Must possess the ability to identify, implement, and evaluate policies and procedures in compliance with the strategic planning and technology needs of the department.
    - Must possess excellent planning, organizational and time-management skills with the added ability to work under pressure, changing priorities as necessary.
    - Must have a thorough knowledge of the principals, theories, and practices of budget writing, management, and planning.
    - Must possess knowledge of various information technology platforms and operating systems.
    - Must be experienced with overseeing, implementing, and supporting software applications for large, complex computer systems.
    - Requires knowledge of computer hardware equipment, network functionality, and software as they apply to an enterprise environment.
    - Must have experience investigating, recommending, designing, installing, configuring, maintaining, monitoring, and upgrading enterprise software and hardware.
    - Must have an understanding of Criminal Justice Information Services Division (CJIS) security standards as they apply to data and system security.
    - Must have knowledge of City ordinances, labor contracts, state statutes, Wisconsin Industrial Commission orders, and department rules and regulations as they relate to the sphere of authority and responsibility of this position.
    - Must have a basic understanding of grants, including application, administration, and continued compliance to grant terms.
    - Must have experience in analyzing and troubleshooting complex problems.
    - Must be able to establish objectives and specify the strategies and actions to achieve these objectives.
    - Must possess leadership skills, including supervising, mentoring, coaching, and motivating employees.
    - Must possess good interpersonal skills, including the ability to establish and maintain effective working relationships with management, direct reports, support personnel, as well as fostering good public relations with consultants, vendors, and other agencies.
    - Excellent oral communication skills are a must, including the ability to explain technical concepts to non-technical audiences (singular or groups).
    - Must be able to provide consultation and/or expert advice.
    - Must be able to read, interpret and apply laws, rules, regulations, policies and/or procedures
    - Must be able to document effectively and write clearly in reports and correspondence.
    - Must be able to read and understand written information, as well as understand ideas and information presented verbally.
    - Must exhibit at all times, the leadership qualities of honesty, integrity, accountability, commitment, and initiative.

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- Requires the ability to work effectively in a quasi-military organization.

- <u>Certifications, Licenses, Registrations:</u>

- <u>Other Requirements:</u>
  - Must have a valid drivers license.

13. <u>PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED</u>

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 <u>must</u> 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.
☐	**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

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	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.**

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.)

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☐ 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.)

The ability to work in a quasi-military environment is essential to the successful performance in this position.

M.   I believe that the statements made above in describing this job are complete and accurate.

_____
Signature of Department Head or Designated Representative

MILWAUKEE POLICE DEPARTMENT
MEMORANDUM

DATE: May 2019

TO: The Board of Fire and Police Commissioners

FR: Arvis R. Williams, HR Administrator

RE: Current EXEMPT Civilian Positions

Chief of Staff –Pay Range 1JX $80,441.92 - $112,626.80

Communications Systems Manager – 1FX $62.338.38 - $87,270.30

Community Service Officer – 5EN $40,500.72 - $46,723.56

Crime Analyst – 2GN - $54, 251.08 (recruitment rate) - $72,062.90

Data Communications Specialist – 2HX $54,864.68 - $76,806.08

Database Analyst – 2JX - $62,338.38 - $87,270.30

Emergency Communications Manager -
1IX - $83,481.06 (recruitment rate - $105,669.20

IT Support Specialist Senior –
2GN – $56,766.84 (recruitment rate) -$72,062.90

Police Budget and Administration Manager –
1HX - $70,827.12 - $99,154.38

Police Information Systems Director –
1MX - $97,420.44 - $136,395.22

Police Planning and Policy Director –
1JX - $80,441.92 - $ 112,626.80

Police Services Specialist Investigators (Background)
5EN - $40,500.72 - $46,723.56