

Job Evaluation Report

City Service Commission Meeting: September 29, 2020

Fire and Police Commission

Current	Requested
Fire and Police Commission Risk Manager PR 2MX (\$75,478 - \$105,669) FN: Recruitment may be at any rate in the pay range with approval of DER and the Chair of the Committee on Finance and Personnel (One Position)	Fire and Police Commission Risk Monitor PR 2MX (\$75,478 - \$105,669) FN: Recruitment may be at any rate in the pay range with approval of DER and the Chair of the Committee on Finance and Personnel (One Position)

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

Background

The Department of Employee Relations (DER) has received a request from Griselda Aldrete, Fire and Police Commission Executive Director, to change the title for the position of Fire and Police Commission Risk Manager in Pay Range 2MX (\$75,478 - \$105,669) to better reflect its duties as part of a departmental restructure. A new job description was provided.

Earlier this year the Executive Director requested a reorganization of the Fire and Police Commission. That reorganization was proposed in response to the March 30th, 2020 six-month report from the Crime and Justice Institute under the settlement agreement as a result of the ACLU lawsuit Collins, et al. vs, City of Milwaukee, et al. This new job description and title change request is the final component of the Fire and Police Commission reorganization to further the FPC's ability to perform its statutory and oversight functions.

Duties and Responsibilities

Under the direction of the Executive Director, this position is responsible for the coordination of initiatives and compliance of both the Fire and Police Departments' risk management policies and procedures. This position may at times assist in research, analysis, community engagement tasks and auditing relevant data from the Fire or Police Departments. This position may also be assigned to support the Testing and Hiring section of the Fire and Police Commission. Duties and responsibilities include:

- 50% Coordinate and review risk management plans of the Fire and Police Departments; develop and implement systems to provide better reporting and management of information by both the Fire and Police Departments; conduct relevant research and analysis and prepare reports on topics relevant to the Fire and Police Departments; detect and analyze department operational activities and processes to identify unusual trends and risk indicators; make recommendations to deter risk and improve desired goals to both the Fire and Police; continuously research legal trends in Wisconsin and other states, and keep informed of other relevant trends that will allow for proactive rather than reactive response to safety risk; and maintain up-to-date job knowledge of applicable codes, laws, regulations, etc.
- 20% Analyze and report on statistical data queried from Fire and Police Department data storage mechanisms; conduct research and analysis on issues that affect lost prevention and avoidance, risk assessment, and how to minimize the department's handling of and susceptibility to risk; and work with the Fire and Police Departments to identify opportunities to share data, resources, or educational materials to address risk concerns.
- 10% Research comprehensive policies, procedures, and training programs to address departmental-specific operational risk concerns that would then be discussed with the Executive Director for implementation by both the Fire and Police Departments; work with the city-wide risk management program to develop a process for centralizing claims

against the Police and Fire Departments; work with the Auditing Managers and Auditors to monitor the Police Department Early Intervention Program and identify areas for improvement; and develop goals and strategies regarding safety risk and present to the Executive Director for review quarterly.

- 10% With the Executive Director and manager, continuously review and analyze the progress of long and short-term goals and strategies, policies and procedures on a quarterly basis; and review, identify and coordinate training interventions to ensure compliance with program regulations and to address and respond to concerns.
- 10% Assist the Audit Manager, Auditors, Investigators, and Compliance Auditor as requested and needed by the Executive Director and/or Chief of Staff; assist the Testing/Recruiting as requested and needed by the Executive Director and/or Chief of Staff; and performs other job-related duties as assigned.

Minimum requirements include a bachelor's degree from an accredited college or university in risk management, safety, business management, statistics, computer science, criminal justice, political science, sociology, research and/or other related fields. At least two years related experience is preferred, including experience in data research, collection and analysis. Equivalent combinations of education and experience may also be considered.

Analysis and Recommendation

The primary responsibilities of this position are to coordinate and review risk management plans of the Fire and Police Departments; develop and implement systems to provide better reporting and management of information; as well as perform research and analysis on issues that affect loss prevention and avoidance, conduct risk assessment, and propose methods on how to minimize the departments' handling of and susceptibility to risk. With this new job description, the position's responsibilities have shifted from developing risk management plans for the Police and Fire Departments to working collaboratively with the departments as well as proposing changes and improvements to these plans.

Based upon a review of the responsibilities of this new job description, a new title is recommended. This report therefore recommends retitling the position of Fire and Police Commission Risk Manager in Pay Range 2MX (\$75,478 - \$105,669) to Fire and Police Commission Risk Monitor in Pay Range 2MX (\$75,478 - \$105,669).

Action Required – Effective Pay Period 21 (October 4, 2020)

In the 2020 Salary Ordinance

Under Pay Range 2MX delete 'Fire and Police Commission Risk Manager (4) (10)' and add 'Fire and Police Commission Risk Monitor (4) (10)'

In the 2020 Positions Ordinance

Under the Fire and Police Commission, Risk Management:
Delete one position of 'Fire and Police Commission Risk Manager'
Add one position of 'Fire and Police Commission Risk Monitor'

In the 2021 Salary Ordinance

Under Pay Range 2MX delete 'Fire and Police Commission Risk Manager (4) (10)' and add 'Fire and Police Commission Risk Monitor (4) (10)'

In the 2021 Positions Ordinance

Under the Fire and Police Commission, Risk Management:
Delete one position of 'Fire and Police Commission Risk Manager'
Add one position of 'Fire and Police Commission Risk Monitor'

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