



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

January 28, 2021

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

Jeffrey B. Norman
Acting Chief of Police

(414) 933-4444

RE: REQUEST TO RE-EXEMPT STAFF ASSISTANT SENIOR POSITION

Dear Commissioners:

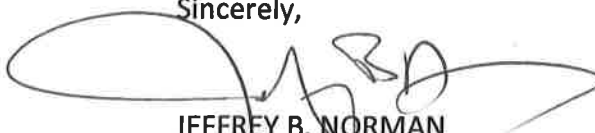
The Department is anticipating the approval to fill the position of Staff Assistant-Senior in the Office of the Chief, which is scheduled to be heard at the February 3, 2021, Finance and Personnel Committee meeting. Pursuant to Rule XI, Section 12 of the Fire and Police Commission Rules, I am requesting re-exemption of the Staff Assistant-Senior position in the Office of the Chief.

The Staff Assistant-Senior is assigned to the Office of the Chief, and provides staff assistance and consultation to the Chief of Police. The incumbent in this position will perform confidential and complex high-level administrative duties for me and the Executive Command Staff of the Department. Their duties involve a high degree of independent judgement, confidentiality, and the ability to analyze situations and take appropriate action.

This position is currently filled by an approved temporary appointment and has been recommend for regular promotion under a separate cover. The Department is requesting to re-exempt the Staff Assistant-Senior position to maintain 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 and governmental bodies.

Attached is a current job description for reference. Having the right candidate is both critical and essential to the department, and the candidate to be successful in the Staff Assistant-Senior position. If you have any questions regarding this matter, please contact Human Resources Analyst Sr. Cathy Walker-Harris at 935-7683.

Sincerely,



JEFFREY B. NORMAN
ACTING CHIEF OF POLICE

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service _____

Commission: _____

Fire & Police _____

Commission: _____

Finance _____

Committee: _____

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 / 9-2020		2. Present Incumbent: Susan Wroblewski		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled: May 17, 2020		4. Previous Incumbent: James Cooney			
5. Department: POLICE DEPARTMENT		Bureau: Division: Administration		Unit: Office of the Chief Section:	
6. Work Location: 749 W. State St. Milwaukee, WI 53233		Telephone: 414-935-7316 Email:		Work Schedule: Full-time Hours: 8am-4pm Days: M-F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Bargaining Unit: Management, General City If in District Council 48, which local?		8. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Staff Assistant – Senior		Pay Range 2IX		Job Code 4944	EEO Code
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):		Approved by: _____ Date: _____			

11. BASIC FUNCTION OF POSITION:

To provide staff assistance and consultation to the Chief of Police. To perform administrative tasks as directed. Distinguishing Characteristics: The Staff Assistant Senior performs confidential and complex high-level administrative duties for individuals serving at the Executive Command Staff level of the Milwaukee Police Department. Work involves a high degree of independent judgment, confidentiality, ability to analyze a situation and take appropriate action, tact and discretion requiring a thorough knowledge of Department procedures and policies.

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%	<ul style="list-style-type: none"> Regular and consistent attendance. Provides a high level of administrative support to the Office of the Chief and Executive Command Staff. Manage the workflow within the Office of the Chief and the Executive Command Staff. Maintain scheduling to ensure adequate coverage. Work closely with COS, OMAP and PIO for continuity purposes.
	<ul style="list-style-type: none"> Review all incoming correspondence and law enforcement related documents. Prioritize, and after evaluating the need for response, delegate tasks and responsibilities. Review daily Field Deputy activity reports and advise the Chief of Police regarding confidential matters such as internal investigations, use of force, suspensions, good work performed, etc. Monitors items for appropriate follow-up.
	<ul style="list-style-type: none"> Supervise, evaluate, and train subordinate clerical personnel assigned to the Office of the Chief. Authorize bi-weekly timecards and approve overtime for assigned personnel. Monitor and control overtime for Office of the Chief and Public Information Office. Formulate performance evaluations and arrange random drug testing as required by standard operating procedures.
	<ul style="list-style-type: none"> Compose correspondence and written reports. Prepare correspondence on behalf of the Chief of Police and Executive Command Staff. Gather, organize, review, analyze, compile and prepare information for reports requested by the Chief of Police or Executive Command Staff. Monitor Common Council proceedings and assign Department representatives to appear when necessary. Apprise Chief of Police regarding same. Conduct research and gather data for special projects assigned by the Chief of Police – i.e. meetings, conferences, investigations, etc. Monitor and Track MOU's, collaborative agreements and partnerships with outside entities including local, state, and federal law enforcement, community organizations, and other city agencies. Coordinate information presented at daily Executive Crime

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
	Briefings, meetings, and weekly Staff Meetings. Perform follow-up when necessary.
	<ul style="list-style-type: none"> Serve as liaison to coordinate the timely and accurate flow of information to and from the Chief of Police interacting with superiors, subordinates, and peers.
	<ul style="list-style-type: none"> Respond to inquiries, complaints and service requests from citizens, City department heads, Common Council members, Mayoral staff, and local, state, and federal law enforcement executives. Evaluate, advise, or assign investigations as needed, filing appropriate reports or drafting written correspondence when necessary.
	<ul style="list-style-type: none"> Prepare summaries for the Fire and Police Commission regarding officer involved shootings and critical incidents. Ensure members involved in these situations adhere to the established criteria regarding administrative leave. Make appropriate notifications to executive level command officers.
	<ul style="list-style-type: none"> Coordinate the response of the Chief's staff during activation of the Department's Emergency Operations Center (EOC). Serve as a member of the Emergency Operations Center staff, maintaining liaison between the EOC commander and the Chief of Police. Also responsible for maintaining the EOC facilities and scheduling training and test mobilizations.
	<ul style="list-style-type: none"> Attend various civic functions, internal and external meetings, or serve on committees or task forces. Perform other administrative duties or special projects as assigned by the Chief of Police or Assistant Chiefs of Police.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Chief of Police Alfonso Morales.

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

The incumbent is expected to work with considerable independence and accuracy in performing duties and responsibilities for the Chief of Police. The individual must possess good decision making and problem solving skills to address critical issues and meet multiple demands for time and resources.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 2.

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:

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	Administrative Assistant IV	a-h
1	Administrative Assistant II	a-h

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

i. Education and Experience:

- Bachelor's degree in Business Administration, Public Administration, English Composition, Communication or related area. Any combination of course work that would provide an opportunity to acquire the knowledge and abilities listed.
- Minimum of five (5) years' experience in a high-level administrative role, ability to interpret and apply administrative and department policies, rules and regulations. Understanding of a para-military style organizational structure involving rank and command. Familiarity with the structure,

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policies, and procedures of government. Proficient in Microsoft Word, Excel, PowerPoint and Outlook required.

ii. Knowledge, Skills and Abilities:

- High degree of administrative ability and confidentiality; which includes five (5) or more years of functioning at an executive administrative level.
- Excellent organizational, time management and prioritization skills.
- Demonstrate initiative in anticipating needs.
- Outstanding oral and written communication skills.
- Exhibit flexibility, diplomacy and courtesy while interacting with a diverse community.
- Knowledge of the Milwaukee Police Department's Rules and Procedures and Standard Operating Procedures, as well as City Ordinances and State Laws.
- Familiarity with emergency response procedures and the Incident Command System.

iii. Certifications, Licenses, Registrations:

Possession of Driver's License at time of appointment.

iv. Other Requirements:

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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:

<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling 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.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.

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<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	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:

<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:

<input checked="" type="checkbox"/>	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 devices, assembly or fabrication of parts).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	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:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.

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<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	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:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools <i>(please list)</i> :	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply)</i> : <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other <i>(please list)</i> :	

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.)

1. Must be willing to work irregular hours including some evenings and weekends.
2. Subject to call by the Chief of Police.

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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