

POLICE RISK MANAGER

Recruitment # ____ - ____ -001

List Type	ORIGINAL
Requesting Department	Milwaukee Police Department
Open Date	11/5/2021 08:00:00 AM
Filing Deadline	11/30/2021 11:59:00 PM
HR Analyst	Jeff Harvey

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.



The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

As a key liaison with key officials, the Police Risk Manager assists in coordinating the development and completion of compliance reports related to lawsuits and settlements and serves as the project manager for settlements.

ESSENTIAL FUNCTIONS

PROJECT MANAGEMENT

- Serve as project manager for high profile and complex settlement agreements.
- Assist in coordinating the development and completion of compliance reports.
- Serve as liaison with the Office of the City Attorney, the Milwaukee County District Attorney's Office, the U.S. Attorney's Office (USAO), and other legal entities.
- Serve as liaison with other City departments relative to settlement agreements.

TRAINING AND PUBLIC RELATIONS

- Develop and teach remedial training regarding lawsuit settlement agreements.
- Provide updates relative to legal issues, trends, and developments; assist the Chief of Staff with legal compliance issues.
- Assist the MPD Training Division with training relative to legal topics.
- Represent the MPD in lawsuit settlement agreement public appearances.

CHANGE MANAGEMENT

- Proactively identify and propose solutions for systemic issues identified through lawsuit settlement agreements.
- Support the MPD's change management efforts.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

- The Police Risk Manager must be willing and able to work beyond standard business hours to meet the needs of the MPD.

MINIMUM REQUIREMENTS

1. Bachelor's degree in criminal justice, public administration, public policy, or a closely related field from an accredited college or university.
2. Five years of experience performing duties related to the essential functions of this position, such as legal risk management, legal compliance, or law enforcement-related project management.
3. Valid Wisconsin driver's license and availability of a properly insured personal vehicle for use on the job at the time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application or sent via email to staffinginfo@milwaukee.gov. Applications without transcripts attached are considered incomplete and may be rejected. Unofficial copies are acceptable; however, your transcripts must be legible and include your name, the college name, the degree completed (if applicable), and the degree completion date.

DESIRABLE QUALIFICATIONS

- Juris Doctor (JD) or Master's Degree in a related field.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

TECHNICAL AND CRITICAL THINKING

- Knowledge of the structure and functions of municipal government to support the development and implementation of policies and procedures.
- Knowledge of the law and legal processes.
- Knowledge of law enforcement best practices.
- Ability to read, interpret, and apply legal codes, precedents, governmental regulations, executive orders, and agency rules.
- Analytical skills to be able to analyze and interpret data and recognize patterns and trends.
- Ability to learn and use various data analytics tools.
- Ability to track, analyze, interpret, and communicate data relevant to MPD operations.
- Ability to proactively develop and implement legal risk management practices.
- Ability to effectively and efficiently identify and communicate changes in legal issues related to policing.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

LEADERSHIP AND PROFESSIONALISM

- Organizational skills to be able to plan and accomplish work, manage multiple assignments, and meet deadlines in a quasi-military environment.
- Ability to manage sensitive topics within and outside the organization.
- Professionalism, initiative, honesty, integrity, and the ability to maintain confidentiality.

COMMUNICATION AND INTERPERSONAL

- Written communication skills to be able to craft clear and accurate compliance reports and correspondence.
- Verbal communication skills to be able to liaise effectively with various agencies.
- Presentation and training skills.

- Public relations and media relations skills to be able to produce press releases and official departmental correspondence as well as speak to the media confidently.
- Interpersonal skills, including the ability to build and maintain rapport with internal and external customers.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.

CURRENT SALARY

The current salary range (Pay Range 2QX) is \$97,420 - \$136,395 and the resident incentive salary range for City of Milwaukee residents is \$100,343 - \$140,487. 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 <http://city.milwaukee.gov/Benefits>.

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 Department of Neighborhood Services 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 the application deadline listed above. 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: The selected candidate must pass a Milwaukee Police Department background investigation before hire.

ADDITIONAL INFORMATION

- APPLICATIONS and further information can be accessed by visiting www.jobapscloud.com/MIL.
- 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 in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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