City of Milwaukee

Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

November 13, 2008

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Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the reclassification of one position titled Chief Document Examiner for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Maria Monteagudo
Director of Employee Relations

MM:fcw

Enclosures: Job Evaluation Report

c: Chief of Police Edward Flynn
Assistant Chief of Police Monica Ray
Captain of Police Diana Rowe
Valarie Williams
Douglas Knueppel
John Balcerzak, MPA Local #21

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JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: November 20, 2008
Department: Police Department

Current	Request	Recommendation
Chief Document Examiner Pay Range 812 ($68,141 - $72,712) Douglas Knueppel	Chief Latent Print Examiner Pay Range 812 ($68,141 - $72,712)	Chief Latent Print Examiner Pay Range 812 ($68,141 - $72,712)

Action Required

In the Salary Ordinance, under Pay Range 812, delete the title "Chief Document Examiner" and add the title "Chief Latent Print Examiner."

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Identification Division, delete one position of "Chief Document Examiner" and add one position of "Chief Latent Print Examiner."

Background

In a letter dated November 8, 2007, Nannette Hegerty, former Chief of Police, requested the vacant position of Chief Document Examiner in Pay Range 812 be studied for reclassification to Chief Latent Print Examiner as a result of changes in the duties and responsibilities. The position was recently filled and the incumbent is performing the duties listed below. Job Descriptions were reviewed and discussions were held with Diana Rowe, Captain of Police; and Valarie Williams, Police Personnel Administrator.

Duties and Responsibilities

The basic function of this position is the examination and comparison of latent fingerprints recovered from crime scenes and evidence in an effort to identify them, the filing of reports of those findings, and expert witness testimony as needed; overseeing the Latent Print Section and managing the latent cases in an attempt to increase efficiency and productivity of casework and personnel; gathering and reporting statistical data of daily, weekly, monthly, and yearly case figures; and performing routine audits of case files, record retention, and hands on training of newly appointed Latent Print Examiners. Specific duties, responsibilities and requirements include the following:

45% Oversee Latent Print Examiners; manage latent print case load; report on statistical data including identifications, AFIS entries, cases worked, and current number of pending cases; perform audits of the latent print case files; organize and maintain latent print case filing cabinets and log book; and review and update Identification Log sheets and database.

35% Examination of latent print cases; comparison of finger and palm prints; searching of finger and palm prints through various AFIS systems; filing of reports and documentation of results; verification of other examiners' identifications; and preparation of charted enlargements for court utilized during testimony.

20% Training; demonstrate uses of AFIS systems; review reports submitted by examiners; monitor progress of newly appointed examiners; review case work and productivity of examiners; inform examiners of new developments or articles of interest relative to fingerprint examinations.

Requirements for the position includes three years of experience as an Identification Technician including field work and ten print processing; three years of experience as a Latent Print Examiner, which requires the completion of a 500 hour training program and certification as a Latent Print Examiner.

Analysis

The work in the Identification Division has changed over the past several years. With changes in technology and an increase in electronic signatures and transactions there is less demand for document services and handwriting analysis. There is, however, an extremely high workload for the Latent Print Examiners. With more places of business using video recording devices and closed circuit televisions there is also a need for Forensic Video Examiners As a result the Department has reorganized and shifted the work. The number of Document Examiners has decreased from three positions to one position, two Document Examiner positions were reclassified to Forensic Video Examiner and the number of Latent Print Examiners has increased from one to four positions.

There no longer is a need for a Chief Document Examiner when there is only one position of Document Examiner. There is a need, however, for oversight of the large caseloads of the four Latent Print Examiners. The Department is therefore requesting a change in title for one position of Chief Document Examiner in Pay Range 812 to Chief Latent Print Examiner in the same pay range. The department has recently filled the position and the incumbent, Mr. Douglas Knueppel is performing the duties related to Latent Print Examination as listed above.

The department's requested title of Chief Latent Print Examiner is appropriate as it more accurately describes the work that is being performed. This includes managing the high caseload, performing routine audits of the latent print case files, gathering and reporting statistical data, training the Latent Print Examiners and working with them to obtain the Latent Print Examiner Certification by administering training and evaluating their work.

Recommendation

Based on the above analysis we recommend the title of Chief Document Examiner in Pay Range 812 be changed to Chief Latent Print Examiner in Pay Range 812.

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteagudo
Maria Monteagudo, Employee Relations Director