



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

January 5, 2009

Fire and Police Commission  
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the classification of one position titled Police Finance and Planning Manager for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

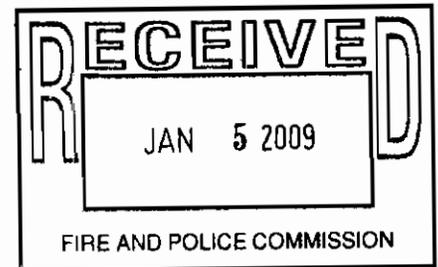
Sincerely,

Maria Monteagudo  
Director of Employee Relations

MM:fcw

Enclosures: Job Evaluation Report

c: Chief of Police Edward Flynn  
Assistant Chief of Police Monica Ray  
Valarie Williams



**JOB EVALUATION REPORT**

Fire & Police Commission Meeting: January 8, 2009

This report recommends the appropriate classification and compensation level for one position created with the implementation of the 2009 City of Milwaukee budget for the Milwaukee Police Department. In reviewing this position, staff analyzed a new job description and held discussions with management representatives from the Police Department.

**POLICE DEPARTMENT**

Current	Request	Recommendation
New Position	Finance and Planning Manager Salary Grade 11 \$69,090-\$96,722	Police Finance and Planning Manager Salary Grade 11 \$69,090-\$96,722

**Action Required**

Effective December 28, 2008, Pay Period 1, 2009

In the Salary Ordinance, under Salary Grade 11, add the title “Police Finance and Planning Manager”, add the footnote designation “2/” after the title Police Budget and Administration Manager and footnote 2/ to read as follows: “2/ Position to be studied when vacant.”

Effective December 28, 2008, Pay Period 1, 2009

In the Position Ordinance, under Police Department, Administration Services Decision Unit, Office of the Chief of Police, add one position of “Police Finance and Planning Manager.”

**Background**

The 2009 approved budget includes a new position in the Police Department of Finance and Planning Manager. The Milwaukee Police Department is the largest City department and is committed to accountable use of resources to meet the policing and safety goals of the City of Milwaukee community. Chief of Police Edward Flynn has therefore requested the classification of this new civilian position which will be assigned to the Office of the Chief.

Based upon the changes that will occur within the department’s budget and finance functions in 2009, the department has also requested that DER conduct a study of the organizational and classification structure of positions involved in these department functions. The results of that study will be communicated in a future report. In the interim, the department has requested that the position of Budget & Administration Manager—Milwaukee Police Department be footnoted to be studied when vacant.

**Duties, Responsibilities & Requirements**

This position is to be responsible for financial management and planning for the Police department at the policy development level. The position will have responsibility for capital and technical project management including policy level review and implementation, capital and grant budget preparation and monitoring, accounting activities and other financial duties. Duties, responsibilities, and requirements include the following:

- 25% Manage the implementation of the Milwaukee Police Department policies and projects through the development and oversight of operating, capital and special projects budgets. Provide technical assistance to the department's budget office staff and divisions in budget preparation. Provide regular reports to the Office of the Chief on the status of ongoing projects and the relationship to the department's operating budget. Assist in developing policy level recommendations to implement goals and objectives established by the Chief of Police.
- 25% Monitor department actions through ongoing financial analysis of the department's salary and capital budget accounts and grant project reporting and management. Provide guidance and training to the Command Staff related to monitoring budgets, grants, milestones, and other financial activities. Work with individual managers to address concerns.
- 20% Coordinate and prepare departmental responses to requests from other city or external agencies. Monitor relevant Common Council Committees and help to coordinate department responses. Work with the Common Council, Comptroller's Office and City of Milwaukee Budget Office on project management and other budgeting matters.
- 15% Monitor Department activities to ensure there are no adverse effects on departments' operating and/or capital budgets and that proper procedures are followed.
- 15% Provide assistance to the Chief of Police and the Chief's Commanders relating to management issues. Provide various reports as requested by department personnel, and other duties as assigned by the Chief of Police.

Requirements include a Bachelor's Degree in Public Administration, Business Administration or closely related field. A Master of Public Administration, Business Administration or related field is highly desirable. Other requirements include five years of progressively responsible experience in financial management, policy analysis and budget preparation. Prior supervisory experience is desirable.

### **Analysis and Recommendation**

This new position will have policy level financial oversight of the Police department's budgets and projects. In determining the appropriate level for the position, we considered other positions with high level financial planning responsibility including the Finance and Administration Manager in the Department of City Development, the Accounting Manager in the Comptroller's Office, the Finance & Planning Manager for the Department of Public Works-Administrative Services Division, as well as the Budget & Administration Manager for the Milwaukee Police Department.

#### Finance and Administration Manager—Department of City Development (SG12)

Responsible for the full range of budgeting, accounting, investments & banking, servicing of loans, and general and subsidiary ledger maintenance for the Department of City Development, Redevelopment Authority, Neighborhood Improvement Development Corporation and City of Milwaukee programs. This position directs the work of a Budget & Management Reporting Manager (Salary Grade 11), a Budget & Management Special Assistant (Salary Grade 08), and an Accounting Manager (Salary Grade 08).

#### Accounting Manager—Comptroller's Office (SG10)

Responsible for management of the uniform accounting system used to record and report all accounting transactions throughout the City of Milwaukee. Directs the general

accounting division staff in recording and reporting of city accounting transactions including accounts payable including an Accounting Manager in Salary Grade 08 and an Accounting Supervisor in Salary Grade 07.

Finance & Planning Manager—DPW-Administrative Services Division (SG11)

Responsible for all financial support functions within the Department of Public Works including operating, capital and special projects budget preparation and monitoring, accounting activities, inventory management and procurement administration. Directs the work of one DPW Inventory and Purchasing Manager in Salary Grade 08, two Business Operations Managers in Salary Grade 08, and one Public Works Accounting Manager in Salary Grade 08. Assist in policy recommendations within goals established by the Mayor. Monitor accounts payable, accounts receivable, inventory and purchasing activities. Monitor activities to ensure that there are no adverse effects on DPW operating and/or capital budgets and that proper procedures are followed. Work with each manager to address concerns.

Budget & Administration Manager—Milwaukee Police Department (SG11)

Responsible for budget preparation and administration, purchasing, and departmental accounting activities. Supervises the work of one Accountant III in Salary Grade 06.

The Police Department has requested this new position in Salary Grade 11 which will have key responsibility for financial analysis and reporting, capital and equipment project management and overtime control. This policy level position will work to ensure the responsible management of Police department resources.

In comparison to other positions in city government, the level of responsibility and nature of work are most similar to that of the Finance & Planning Manager (Salary Grade 11) in DPW which is responsible for financial support functions as well as implementation of policy level recommendations. Although there is a current position of Budget & Administration Manager (Salary Grade 11) in the Milwaukee Police Department, this current position will remain focused on the department's accounting activities, preparation of annual budget document preparation, and grant management. The Accounting Manager (Salary Grade 10) in the Comptrollers Office is not as comparable in that it has focus on city-wide accounting systems, while the Finance and Administration Manager (Salary Grade 12) in DCD has a higher-level and broader range of responsibility that encompasses investment banking and loans as well as general and subsidiary ledger maintenance for the DCD, RACM and NIDC. Based on the job description provided for this new position our analysis is that this new position is most comparable to the Finance & Planning Manager in the Department of Public Works.

We therefore recommend classifying this new position as Police Finance & Planning Manager in Salary Grade 11.

Prepared by: \_\_\_\_\_  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: \_\_\_\_\_  
Maria Monteagudo, Employee Relations Director