



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

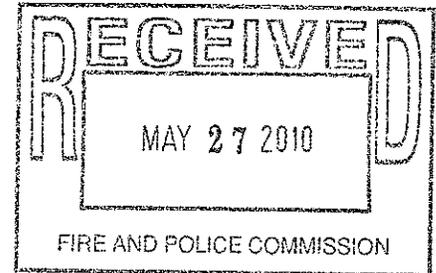
Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

May 27, 2010

Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director



Dear Commissioners:

Enclosed is a report concerning the classification of a new position titled Program Assistant II 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
Chief of Staff Judy Pal
Captain James Shepard
Valarie Williams
Pamela Roberts
John Ledvina
Kim Young
John Whitman (ALEASP)

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: June 3, 2010

Department: Milwaukee Police Department

Present	Request	Recommendation
New Position	Database Specialist/Analyst PR 534 (\$38,769 – \$45,695)	Program Assistant II PR 530 (\$39,094 – \$44,257)
<p>Rationale: The nature of work performed by this position is that of a specialized program assistant for the "sexual offender tracking program." The employee filling the job will be required to maintain and manipulate a database of 6,000 to 8,500 records. Due to the fact that the duties and responsibilities of this position will be expected to change somewhat over time, and to provide the Police Department with greater flexibility in hiring, we recommend that this position be classified as a Program Assistant II, requiring specialized knowledge and skill in database maintenance and use.</p>		

Action Required

In the Positions Ordinance, under Police Department, Operations Decision Unit, Criminal Investigation Bureau, Sensitive Crimes Division, add one position of "Program Assistant II."

Background

On January 15, 2010, the Milwaukee Police Department requested that a new position of "Database Specialist/Analyst be studied for appropriate job classification and pay level. In studying this request, the job description created by the Police Department was reviewed in addition to the *Project Narrative* for the grant that established the Milwaukee Area Child Sexual Predator Task Force and the position that is the subject of this report. Discussions were also held with Sergeant Lisa Ordonez in the Sensitive Crimes Division regarding the position's duties and responsibilities.

The aforementioned Task Force is a cooperative effort between the Milwaukee Police Department and the following agencies: the United States Attorney's Office; the United States Marshall Service; the Wisconsin Division of Criminal Investigation, and the Wisconsin Department of Corrections. The goals of the Task Force are to establish and maintain strategies to monitor sex offenders, locate registered sex offenders, and arrest sex offenders who are non-compliant.

Duties and Responsibilities

This grant-funded civilian position will work in the Sensitive Crimes Division under the direction of a Police supervisor who will be assigned to the Milwaukee Area Child Sexual Predator Task force. The purpose of the "database/analyst" job will be to collect, verify, maintain, and analyze information related to sex offenders and disseminate this information throughout the Police Department and to neighborhood organizations such as day care centers and schools within a two-block radius of an offender's home address. Due to the fact that the majority of offenders in Wisconsin who are noncompliant reside in Milwaukee County, as stated on page 7 of the *Project Narrative*, one focus of this position will be to track offenders who have absconded, failed to register, or are otherwise noncompliant.

Although the duties and responsibilities of this position will be expected to change somewhat during the course of the grant, core duties and responsibilities, as reflected in the description for the position and *Project Narrative* will be as follows:

- Verification of sex offender registration from state agencies, including the Department of Corrections, Department of Transportation, and Department of Natural Resources; private credit bureaus; United States Post Office; Social Security system; and records of colleges, universities, and private training institutions.
- Identification of sex offenders who are noncompliant
- Liaison with other law enforcement agencies. Coordination of information among local, state, and federal agencies having responsibility for registration monitoring of sex offenders
- Preparation and distribution of sex offender notifications throughout the Police Department, particularly to Police Districts, day care centers, organizations serving children and youth, and schools within a two-block radius of the offender's home address.
- Analysis and mapping of registered sex offenders as provided by the Wisconsin Department of Corrections
- Attendance at monthly meetings with the Department of Corrections regarding issues concerning sex offenders on probation or parole.

Knowledge, Skills, Abilities, and Attributes (KSAs)

Notable knowledge, skills, abilities, and attributes of the individual who will be selected to fill this position include the following:

- A high level of attention to detail
- Ability to maintain and manipulate database in MS Access or other platform
- Knowledge of standard use of spreadsheet, database, and word processing software
- Ability to use standard office software and hardware
- Ability to create reports from databases, spreadsheets, and other sources
- Ability to set work priorities and meet deadlines
- Familiarity with the principles of geographical information systems
- Ability to follow instructions
- Ability to query information from law enforcement computer systems and navigate various screens and programs
- Ability to create and maintain effective working relationships with coworkers, supervisors, and representatives of other agencies
- Basic knowledge of law enforcement terminology, acronyms, abbreviations, forms, and documents
- Knowledge of state, and local laws, codes, and regulations pertinent to sexual offenders.
- Ability to create and maintain physical files
- Ability to exercise judgment and discretion in completing assigned duties.

- Ability to present information effectively, orally and in writing, to Command level officers and other local, state, and federal law enforcement officials

Well qualified applicants for this position would be expected to possess four years of work experience collecting, maintaining, and analyzing data and producing reports from databases, spreadsheets, and other sources. It should be noted that neither the KSAA's listed above nor the minimum qualifications have been established for this job for purposes of staffing.

Analysis

In determining an appropriate job classification for this position, both the nature of work performed as well as the level of work performed must be taken into consideration. Broadly speaking, the nature of work refers to the type of work performed. In most cases, this may be equated with an occupational area or specialty within an occupational group. The level of work performed, which is by far the most important consideration in job evaluation, refers to degree of responsibility exercised, level of knowledge and skill required to perform the work, degree of physical or mental effort required to perform the work, and conditions under which the work is performed.

For managerial and supervisory positions, meaning those having responsibility for the supervision of others, the most important consideration is the job's level of responsibility exercised, followed by the degree of knowledge and skill required. The degree of effort required and working conditions are considered only to a minimal extent for these types of jobs. For all nonmanagerial and nonsupervisory positions, the factor of knowledge and skill is given the most consideration, with the level of responsibility ranked second. The degree of effort required and conditions under which the work is performed are considered somewhat. The job evaluation system used in City government groups jobs according to classifications, which designates the nature of work, and levels within classifications, which indicate higher levels of responsibility and knowledge and skill required.

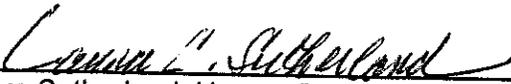
Although the nature of work performed by this position could be thought of as an "information technology" job, it could also be conceptualized as a specialized "program assistant" having responsibility for the database portion of the Milwaukee Area Child Sexual Predator Task Force "program." Although it would not be incorrect to apply the title of "database specialist" to this position, it may be more useful for the Police Department to employ a more general title of the type that would allow for some change in duties and also allow a greater degree of flexibility in hiring. We therefore recommend that this position be classified as a Program Assistant II, as opposed to a specialized "database specialist" indicative of an information technology job.

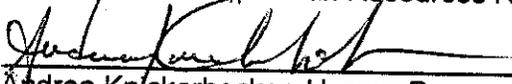
Program Assistants in City government perform a wide variety of administrative work in support of a program or distinct area of operations within a City department. There are three levels in this series. The "I" level requires four years of office support experience performing duties related to the occupational area in which the position is assigned, with at least one year of experience at the level of Office Assistant III or above. The "II" level requires the level of knowledge and skill normally obtained with a bachelor's degree in an appropriate area. The "III" level is intended for positions that perform a variety of duties and responsibilities to support a significantly complex program or area of operations within a City Department. In addition to requiring the equivalent knowledge and skill obtained with a bachelor's degree, these positions require in-depth knowledge of technical and/or administrative processes.

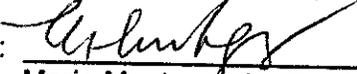
A Program Assistant at the "II" level appears to meet the needs of the Police Department definition for this new position. It should be noted that the minimum qualifications for the job should include the requisite knowledge and skills for one of the most essential functions of the job, that of maintaining and manipulating a database.

Recommendation

We recommend that this new grant-funded position be classified as a Program Assistant II, Pay Range 530.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Montenegro, Employee Relations Director