City of Milwaukee

Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

January 14, 2011

Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the classification of two new positions titled Police Services Specialist-Investigator 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
Chief of Staff Joel Plant
Valarie Williams
Pamela Roberts
John Whitman (ALEASP)

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Department of Employee Relations

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: January 20, 2011

POLICE DEPARTMENT

Current	Request	Recommendation
Two New Positions	Police Services Specialist-Investigator PR 465 ($38,002 - $44,658)*	Police Services Specialist-Investigator PR 465 ($38,002 - $44,658)*

*2006 Rates

The basic function of these two new grant funded positions is to create a safer, more secure and resilient community by preventing, deterring, neutralizing, or mitigating the effects of deliberate efforts by terrorists to destroy, incapacitate, or exploit elements of our nation's Critical Infrastructure and Key Resources (CIKR) and to strengthen national preparedness, timely response, and rapid recovery of CIKR in the event of an attack, natural disaster, or other emergency. The duties and responsibilities include the following:

100% Conduct CIKR site assessments; catalog CIKR asset information using recognized naming and cataloging conventions into approved databases; define, identify, and catalog CIKR sites and systems; conduct pre-incident security enhancement planning; conduct site assessment out-briefs by understanding, implementing, and using Protected Critical Infrastructure Information (PCII) protection measures; conduct threat and vulnerability assessments; engage in and foster public/private partnerships; access current and historical law enforcement and counter-terrorism news feeds and updates; and perform various other duties of an emergency and nonemergency nature as designated by a supervisor.

Requirements include being a former law enforcement officer who resigned or retired in good standing; experience in specialized investigations or in a supervisory position; an ability to conduct comprehensive confidential investigations, prepare accurate, objective, concise, and complete reports, enter and retrieve data from a personal computer, communicate effectively with a variety of persons, and use asset inventory, inventory management, and assessment tools; completion of a 36 hour CIKR Asset Protection Technical Assistance Program (CAPTAP); and the Department of Homeland Security Certification in Protected Critical Infrastructure Information (PCII). Other requirements include becoming Transaction Information for Management of Enforcement (TIME) certified; and having a Federal Department of Homeland Security or Department of Justice Secret Level security clearance.

These two full time grant funded positions will be located in the Intelligence Fusion Center of the Criminal Investigation Bureau and will report to the Intelligence Fusion Center/Southeast Wisconsin Threat Analysis Center Supervisor (Police Lieutenant). The requested classification of Police Services Specialist – Investigator has the basic function of relieving full-duty law enforcement officers engaged in indirect law enforcement activities by performing and assisting with various investigations requiring specific knowledge of police policies, procedures, methods and law enforcement techniques. Examples include background investigations for sworn and civilian employees in the Police and Fire Departments; assisting the Community Liaison Officer

in gathering data and analyzing crime trends, distributing crime prevention materials, and coordinating block watches, community meetings, etc.; assisting with residency investigations, civil litigation investigations, and rule violations regarding attendance; follow-up investigations relating to forgery/white collar crime, license investigation unit, "cold" criminal cases, and gold and silver (pawn shops); and assist the City Attorney with record requests and litigations which includes research, compilation, and dissemination of Department records.

These two new positions will conduct CIKR site assessments, catalog asset information, conduct pre-incident security enhancement planning, and conduct threat and vulnerability assessments. Similar to other positions in the requested classification these positions will be conducting investigations/assessments and preparing reports regarding their findings. We therefore recommend that these two new positions be classified as Police Services Specialist – Investigator in Pay Range 465.

Prepared By: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed By: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed By: M. Monteagudo
Maria Monteagudo, Employee Relations Director