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Department of Employee Relations

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: April 4, 2013

POLICE DEPARTMENT

Current	Request	Recommendation
Police Identification Supervisor PR 4I - PR 835 ($69,050-$83,488) Vacant	Police Records Manager PR TBD	Police Records Manager PR 1DX ($53,519 - $74,922)

Action Required

In the Salary Ordinance, under Pay Range 1DX, add the title "Police Records Manager".

In the Positions Ordinance, under Police Department, Specialized Investigations, Investigative Management Division, delete one position of "Police Identification Supervisor" and under Strategic Management, Records Management, add one position of "Police Records Manager".

Background

The Milwaukee Police Department has requested the reclassification of a vacant Police Identification Supervisor to a civilian classification of Police Records Manager. The department provided a new job description for this position and DER staff met with Inspector Mary Hoerig, Human Resources Administrator Valarie Williams and Police Information Systems Director Charles Burki.

This new Police Records Manager will report to the Information Systems Director (PR 1MX $95,030-$133,049) in the Strategic Management Division. The Police Records Manager is responsible for managing the day-to-day activities of the Records Management Section and is directly or indirectly responsible for the work of 25 staff in the work section. Duties, responsibilities and requirements include:

40% Participate in the development of policies, processes, procedures and systems; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures. Recommend and assist in the implementation of goals and objectives; implement approved policies, procedures and systems. Establish schedules and methods for providing records management services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

15% Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for the daily operations and activities of law enforcement records management. Participate in the selection of records staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

10% Participate in the preparation and administration of the records management program budget; submit budget recommendations; monitor expenditures

10% Provide and ensure proper training of department members regarding the use of the Records Management System and National Incident Based Reporting.

10% Oversee the preparation of analytical and statistical reports on operations and activities.

10% Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management. Monitor legal and procedural developments related to law enforcement records.

5% Perform the more technical and complex tasks of the work unit including ensuring compliance with applicable rules and regulations related to law enforcement records management

Knowledge, Skills, Abilities and Personal Qualifications include:

Knowledge of:
- Operations, services and activities of law enforcement records management
- Keen understanding of records management systems, Uniform Crime Statistics and National Incident Based Reporting (NIBRS)
- Principles and practices of data storage, retrieval and processing
- Principles of supervision, training and performance evaluation
- Modern and complex principles and practices of the criminal justice system
- Court procedures/requirements concerning criminal case filings
- Pertinent federal, state and local laws, codes and regulations

Ability and Skills:
- Supervise, organize and review the work of lower level staff
- Select, supervise, train and evaluate staff
- Organize and navigate a law enforcement records management system
- Apply applicable codes and regulations to records management
- Accurately utilize and operate assigned law enforcement software applications
- Interpret and explain City policies and procedures
- Interpret and apply current legislation to law enforcement records management
- Prepare clear and concise reports
- Problem solving and analytical skills
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Manage projects
- Ability to work productively under pressure

Requirements provided by the department include and Associate Degree in business or public administration or related field (Bachelor's degree preferred) with at least four years of responsible police records management experience, including one year of lead supervisory responsibility. Equivalent combinations of education and experience may also be considered.

Analysis

The Milwaukee Police Department has requested that a new civilian position be created to manage the work of this unit. Historically, the position had been headed by a Captain of Police (4N - Pay Range 839 $80,373 - $97,262).

This position will directly or indirectly lead a staff of 25 civilian employees. The work of the section involves coding and entering criminal information and citation information into the Police department's record management system. The Records Manager is responsible for ensuring the quality of work of the section, creating and improving work procedures and policies, as well

as for training the members of the Police department in the use of the Record Management and National Incident Based Reporting systems.

Within the City this position compares in nature and level of work to the Document Services Manager in the Department of Administration-Business Operations Division (PR 1DX $53,519 - $74,922). The Document Services Manager manages the Document Services Section and assists in the monitoring and compliance of city-wide standards for records management. The position manages the work group; establishes standards and guidelines and maintains the city records program; consults with city departments on records management and related information system issues; monitors department compliance with records laws; and functions as the technology administrator for the records management system. The position requires a related Bachelor's degree and three years progressively responsible related experience.

Other titles with similar level of responsibility in Pay Range 1DX include Customer Services Manager in Treasurer's Office and Building Codes Enforcement Supervisor in Neighborhood Services.

Recommendation

We therefore recommend this new civilian position in the Police Department be classified as Police Records Manager and compensated in Pay Range 1DX $53,519 - $74,922.

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

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