BE A FORCE

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
http://www.milwaukee.gov/police

Edward A. Flynn
Chief of Police

(414) 935-7200

September 23, 2013

RECEIVED
SEP 27 2013
FIRE AND POLICE COMMISSION

The Honorable
Fire and Police Commissioners
200 E. Wells Street, Room 706
Milwaukee, WI 53202

RE: RECLASSIFICATION REQUEST

Dear Commissioners:

I am requesting that a study be conducted to reclassify the Department's Office Assistant IV position (Pay Range 6HN) to Pay Range 5FN currently in the Technical Communications Division – NCIC Unit. This request is based on the duties and responsibilities of the current Office Assistant IV position's duties that have risen above the Office Assistant IV classification, which includes duties of reviewing for approval stolen vehicle validation and recovery reports, the review of the Telephone Reporting Unit (TRU) reports for the Supervisor's approval. The Office Assistant IV position provides training and is a Lead worker for personnel on all three shifts, this position supports the work of upper level managers and supervisors within a specific area of operation, and schedules daily duties to personnel members of the unit. These new duties are beyond the scope of duties and responsibilities of the current Office Assistant IV position.

The duties and responsibilities of this position have changed and are comparable to a Program Assistant II position. The duties of the Program Assistant classification are characterized as semi-professional. In this series, positions beginning at the "II" level require knowledge, skills, and abilities equivalent to that of a bachelor's degree.

In addition, I am submitting updated job descriptions and requesting that a study be conducted on the position of Office Assistant IV for proper salary classification. However, the Department is requesting that this position be reclassified to Pay Range 5FN, comparable to a Program Assistant II.

I therefore, request that the above requests be referred to the Department of Employee Relations (DER). Department representatives are prepared to assist DER staff with this reclassification process.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:kw
Attachments

cc: Assistant Chief Kurt R. Leibold
Captain Andra P. Williams

City of Milwaukee
CS-25, Rev. 1/07

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 02/28/2013	**2. Present Incumbent:** Carrie M. Wenner	**Is incumbent underfilling position?** YES ☐ NO ☒
3. Date Filled:	**4. Previous Incumbent:** New Unite Since 09-09-2010	If YES, indicate underfill title in box 10.
5. Department: Police Department	**Bureau:** Technical Communications Division (TCD) **Division:**	**Unit:** NCIC Unit **Section:**
6. Work Location: 040 Days 2333 N 49th Street	**Telephone:** (414) 935-1256 **Email:** Cwenne@Milwaukee.gov	**Work Schedule:** Hours: 6am – 2pm / Days: M-F
7. Represented by a Union? YES	**8. Bargaining Unit:** Local 218, Aleasp, Clerical Unit **If in District Council 48, chose a Local:**	**9. FLSA Status: NON-EXEMPT**

10.			Pay Range	Job Code	EEO Code
	Official Title: Office Assistant IV		6HN	480	603
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
	Recommended Title (DER Use Only):	Approved by: _____ Date:			

11. BASIC FUNCTION OF POSITION:

Responsible for all administrative duties and functions of the Technical Communications Division – NCIC unit.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☐ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
25%	• Responsible for the instructions, procedures and guidelines as established by the State of Wisconsin for the NCIC entries into the system. Review the certifications as mandated by the State of Wisconsin. Review and update the stolen vehicle validations reporting.
25%	• Responsible for the review of the accuracy of the audits with the State of Wisconsin and the FBI reporting for the bi-annual missing person reports. Review and approve daily reports for motor vehicle thefts, recoveries, and outside jurisdiction recoveries.
15%	• Prepare daily job assignments, schedule personnel off days, and vacations. Maintain coverage for all three shifts. Prepare daily payroll records. Prepare and review bi-annual driver's license checks for the NCIC unit. Provide training and maintain the recertification registration for staff.
15%	• Prepare and approve the TRU (Telephone Reporting Unit) daily reports. Perform data entry of the investigative alerts into the mint system for prior authority vehicles. Prepare validation of motor vehicle thefts for a five period monthly for the State of Wisconsin.
10%	• Assist and resolve the NCIC unit with daily questions and resolve issues with the various reports.
5%	• Prepare year-to-date statistical reports. Prepare and validate the monthly CIB (Crime Information Bureau) reports.
5%	• Provide training to new personnel including password set-up, including Portal training on the State system.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

SGT. Ivory Britton, Jr.

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Sgt. Britton provides the final approval of the reports produce from the NCIC unit.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 15.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
3	Office Assistant II	A,B,C,D,E
3	Police Aides	A,B,C,D,E

F. MINIMIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Four years of clerical experience with at least six months of experience at the Office Assistant II level or above. Job-related coursework may be substituted for up to six months of the experience requirement.

ii. Knowledge, Skills and Abilities:

Knowledge of NCIC/CIB guidelines that are mandated by the State of Wisconsin.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. **PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

☐	**Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using fees and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
☐	**Balancing:** Maintaining body equilibrium to prevent failing when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
X	**Stooping:** Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
X	**Kneeling:** Bending legs at knee to come to a rest on knee or knees.
X	**Crouching:** Bending the body downward and forward by bending leg and spine.
☐	**Crawling:** Moving about on hands and knees or hands and feet.
X	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☐	**Standing:** Particularly for sustained periods of time.
X	**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
☐	**Pushing:** Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
☐	**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	**Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
☐	**Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☐	**Grasping:** Applying pressure to an object with fingers and palm.
☐	**Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
X	**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
X	**Hearing:** Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
☐	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
X	**Driving:** Minimum standards required by State Law (including license).

H. **PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

CHECK ONE:

X	**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
☐	**Medium Work:** Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐	**Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	**Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. **VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

X	**Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:** This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection

	involving small parts, operation of machines, using measurement devises, assembly or fabrication of parts).
☐	**Machine Operators, Mechanics, Skilled Tradespeople:** This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
☐	**Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	**Other:** This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:
List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: _____%**

CHECK ALL THAT APPLY:

X	**None:** The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
☐	**The worker is subject to inside environmental conditions**: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
☐	**The worker is subject to outside environmental conditions:** No effective protection from weather.
☐	**The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour.
☐	**The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
☐	**The worker is subject to noise:** There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
☐	**The worker is subject to vibration**: Exposure to oscillating movements of the extremities or whole body.
☐	**The worker is subject to hazards**: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
☐	**The worker is subject to atmospheric conditions:** One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
☐	**The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids.
☐	**The worker is required to wear a respirator.**

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

☐ Camera and photographic equipment	X Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	X Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)
X Data processing equipment	X PC equipment (monitor, keyboard, printer, etc.)
☐ Handcart	X PC software
☐ Hand tools ***(please list):***	
X Office Machines ***(check all that apply):*** X Copier X Facsimile X Calculator X Cash register	
☐ Other ***(please list):***	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate: