



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

February 28, 2014

The Board of the
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

Re: System Analyst Senior



Dear Commissioners:

I request that the position of System Analyst Senior be classified as an exempt position under Commission Rule V, Section 4. This is a civilian position assigned to Strategic Management - Technology.

This position researches, defines, designs, troubleshoots, monitors and maintains computer systems and software applications throughout the production life cycle. The position also analyzes and amends software errors and oversees system startups providing status reports. Because of the importance of this position and the need to fill it as soon as practical, the Department respectfully requests the position be exempt from the competitive examination process.

Enclosed is a job description for this position.

If you have any questions regarding this matter, please contact Human Resources Administrator Valarie Williams at 935-7110.

Sincerely,


EDWARD A. FLYNN
CHIEF OF POLICE

Enclosure
EAF:vw

JOB DESCRIPTION

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

Instructions: Complete all sections except No. 10. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 02/25/2014		2. Present Incumbent: Vacant as of 8/19/2013		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled:		4. Previous Incumbent: Erik Rasmussen		If YES, indicate underfill title in box 10.		
5. Department: Milwaukee Police Department		Bureau Division: Strategic Management		Unit: Section: Technology		
6. Work Location: 2333 N. 49 th Street, 2 nd Fl.		Telephone: 414-935-7205		Work Schedule: Hours: 8 AM – 4 PM, Monday through Friday		
7. Represented by a Union? No		8. Bargaining If in District Council 48, chose a Local:			9. FLSA Status:	
10.	Official Title: Systems Analyst Senior			Pay Range	Job Code	EEO Code
				2IX	4946	
	Underfill Title (if applicable):					
	Requested Title (if applicable):					
Recommended Title (DER Use Only):			Approved by: _____			
			Date: _____			

11. BASIC FUNCTION OF POSITION: The objective for this position is to research, define, design, develop, document, test, implement, analyze, troubleshoot, configure, monitor and maintain computer systems and software applications throughout the production life cycle in support of the achievement of the business requirements of the Department. This individual will also analyze and amend software errors and oversee system startups in a timely and accurate fashion, providing status reports where required and support to various work areas as assigned.

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
20	Monitor and maintain data integrity in various database applications including Oracle and SQL. Analyze, design, program and maintain information systems and peripherals. Perform and implement systems maintenance, making program modifications as necessary to meet user requirements; review and modify programs to correct errors and improve efficiency and cost effectiveness.
30	<ul style="list-style-type: none"> Assist with application systems upgrades including planning, testing and implementing vendor and Departmental changes. Develop and maintain effective communication within a team environment on related projects and activities. Work with IT Division personnel to plan and install software upgrades and move databases to the version that is the Department standard based on availability of software upgrade and compatibility with vendor purchased application systems. In collaboration with internal users and Divisions, assist in the definition, development and documentation of software's business requirements, objectives, deliverables and specifications on a project-by-project basis. Assist in defining software development project plans, including scoping, scheduling and implementation. Plan phases of the software development life cycle (SDLC) for assigned projects. Where assigned, research, identify, analyze and fulfill application requirements of internal and external program users.
20	<ul style="list-style-type: none"> Member of team involved in the quality assurance of program logic, data processing and error resolution. When assigned: take an active role in cross-departmental projects, liaise with vendors for efficient implementation of new software products or systems and for resolution of any adaptation issues. Liaise with network administrators, systems analysts, and software engineers to assist in resolving problems with software products or department software systems.
30	<ul style="list-style-type: none"> Write programming scripts to enhance functionality and/or performance of Department applications as necessary. Design, run and monitor software performance tests on new and existing programs for the

% of Time	ESSENTIAL FUNCTION
	purposes of correcting errors, isolating areas for improvement and general debugging. Administer and report to team member's critical analysis of test results and, where assigned, deliver solutions to problem areas. Generate statistics and write reports for management and/or team members. Cultivate and disseminate knowledge of application development best practices.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY

A. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Charles P. Burki, Information Systems Director

B. SUPERVISION RECEIVED: *(Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)* **General Supervision:** The supervisor provides continuing or individual assignments by indicating generally, what is to be completed, limitations, quality and quantity expected, deadlines and priorities. The employee uses initiative in carrying out recurring assignments. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.

C. SUPERVISION EXERCISED:

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

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 b. Outline methods c. Direct work in progress d. Check or inspect completed work		e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals 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)

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

- i. Education and Experience:
 1. Bachelor's Degree in Information Management, Computer Science, Mathematics, Business Administration, or other closely related field from an accredited college or university.
 2. Minimum of two years of professional systems analysis experience preferably involving Oracle database administration and experience with XML and UNIX.

Note: Equivalent combinations of training and experience may also be considered.

ii. Knowledge, Skills and Abilities:

- Experience in Oracle, SQL.
- Proficient/technically-fluent in a variety of programming languages including C, C++, Java, .NET, Visual Basic, .NET, C Sharp, XML.
- Solid working knowledge of current Internet technologies, including TCP/IP, HTP and SNMP.
- Excellent understanding of coding methods and best practices.
- Extensive relational database and operating systems experience with Linux and Microsoft Server 2000 and above.
- Experience in Crystal Reports, SSRS.
- Experience in database development, maintenance, recovery and restoration.
- Experience in technologies directly related to database security.
- Thorough understanding of platforms such as Records Management Systems and Computer-Aided Dispatch is desired.
- Experience working with enterprise applications, including Microsoft Office, Microsoft Access, and Microsoft Project.
- Experienced in identifying, troubleshooting and resolving hardware/software problems. Adept at conducting research into software-related issues and products.
- Experience in interviewing end-users for insight on functionality, interface, problems and/or usability issues.
- Experience in developing test cases and test plans.
- Knowledge of, and work experience with, applicable data privacy practices and laws.
- Experience in providing end-user support.
- Proven ability in remaining current with the latest developments in technology.
- Experience in recommending technical changes to Department infrastructure.
- Systems analysis skills and experience.
- Project management skills and experience.
- Experience working both independently and in a team-oriented, collaborative environment is essential.
- Supervisory and interpersonal skills and experience.
- Analytical skills and experience. Highly logical.
- Strong written, oral and inter-personal communication skills. Ability to communicate effectively with technical and non-technical staff and with members of inter-disciplinary teams.
- Training skills and experience.
- Flexible and adaptable in regards to learning and understanding new technologies.
- Highly self-motivated and directed.
- Keen attention to detail.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Skilled in working both independently and in a team-oriented, collaborative environment.
- Strong customer service skills.
- Knowledge of applicable data privacy practices and laws.

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:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet 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.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling 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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	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:

<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:

<input checked="" type="checkbox"/>	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 devices, assembly or fabrication of parts).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	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: 100%**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	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:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

- 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.)

Ability to maintain confidentiality. Ability to meet frequent deadlines and the challenges of supervising staff and resources demands. Ability to work under pressure and cope with deadlines. Must have the ability to coordinate several activities at once and quickly analyze and resolve specific problems. Must be familiar with office procedures and equipment.

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

Signature of Department Head or Designated Representative