



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

January 15, 2015

Fire and Police Commission
City Hall, Room 706A

Dear Commissioners:

Enclosed is a report concerning the reclassification of a Program Assistant II in the Police Department 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 Joel Plant
Captain James Shepard
Lieutenant Michele Graham
Valarie Williams
Pamela Roberts
Cynthia Ratliff
Bai Xiong
Bryan Rynders
John Whitman



JOB EVALUATION REPORT

Fire and Police Commission Meeting: January 22, 2015

Police Department

Current	Request	Recommendation
Program Assistant II PR 5FN (\$40,654 - \$46,023) Former ALEASP rates of pay	Study of Position	Sensitive Crimes Project Coordinator PR 2EX (\$45,306 - \$63,426)

Action Required

In the Salary Ordinance, under Pay Range 2EX, add the title "Sensitive Crimes Project Coordinator".

In the Positions Ordinance, under Police Department, Sensitive Crimes Division, delete one position of "Program Assistant II" and add one position of "Sensitive Crimes Project Coordinator".

Background

In May of 2014, the Chief Edward Flynn requested a classification review of administrative support positions within the Milwaukee Police Department. This report makes recommendations on the position of Program Assistant II the Sensitive Crimes Division assigned to the Sex Offender Program. For this position, the department has stated that the position's level of responsibility had expanded significantly during the recent past. In studying this position, detailed information provided by the Department was reviewed, including a completed job analysis questionnaire, revised job description, written information from the Department and written information from the employee performing the job. In addition, a meeting was held with Captain James Shepard, Lieutenant Michele Graham, and Ms. Bai Xiong, the employee currently performing the job.

The position was created in the Department's 2010 budget and classified at that time as a Program Assistant II. At that time it was intended that the position would function as a high-level administrative support position with responsibility for the sex offender registry. The primary function of the position was to manipulate large-volume databases containing information on sex offenders. Other duties were to prepare sex offender notification bulletins for neighborhood distribution; maintain databases related to sex offender registration and verification; and analyze data, especially geographical data related to the location of sex offenders.

The minimum requirements of the position, as stated on the position's job description, were four years of administrative and technical support experience. Required knowledge, skills, abilities, and competencies listed on the job description were:

- advanced knowledge of database applications
- ability to collect analyze, and interpret qualitative and quantitative data
- ability to prepare and present complex and detailed statistical reports
- ability to exercise judgment and discretion in completing assigned tasks

- ability to communicate orally and in writing to effectively prepare and present finding to command-level officers and other local state and federal law enforcement officials
- knowledge of and work experience with computer systems

Since the time this position this position was filled by the current incumbent of the job, the following responsibilities have been added:

- Coordinating and managing the Sex Offender Program for the Department
- Serving as a subject matter expert for the Department in matters regarding sex offenders
- Serving as a liaison to other jurisdictions in matters relating to sex offenders
- Administering SharePoint , an Intranet site for the Sensitive Crimes Division
- Coordinating two residence compliance operations and coordinating these operations with counterpart agencies—the Wisconsin Department of corrections Probation and Parole; the Wisconsin Sex Offender Registry, and the U.S. Marshall's Office.
- Monitoring a federal grant of \$400,000 for compliance and submitting reports to extend the program
- Training the Sensitive Crimes Division personnel regarding the sex offender legislation, classification, and registry
- Developing other databases and management systems including: a database for chronic high-risk domestic violence offenders; a database for prostitution activity; a case management follow-up system to track criminal cases; and a DNA case management tracking system
- Improving work processes including the system regarding referrals and photo processing

It should be noted that recent legislation passed by the Common Council regarding the placement and tracking of sex offenders in the City is expected to further change the duties and responsibilities of this position.

The revised job description created by the Department includes higher level requirements than stated in the 2010 job description. These requirements include:

- two to four years of higher education in criminal justice computer science or a related area
- knowledge of database applications
- knowledge of Microsoft Office Suites
- the ability to collect, analyze, and interpret data
- the ability to coordinate multiple projects and responsibilities

Although these requirements have not been validated for purposes of recruitment and hiring, they are consistent with the job analysis reflected in this report.

The addition of these duties and responsibilities has increased the level of responsibility associated with the job significantly and therefore warrants reclassification to a higher level. The job classifications most similar to the one under study are a number of positions in the Milwaukee Health Department responsible for coordinating a specific public health program. These include:

- Health Project Coordinator—Childhood Wellness
- Health Project Coordinator—Immunizations
- Health Project Coordinator—Milwaukee Comprehensive Home Visiting Program

- Health Project Coordinator—Violence Prevention

Each of these Health Project Coordinators is responsible for all aspects of a specific public health program, which can include the following:

- developing protocols, policies and procedures
- coordinating the work of others;
- representing the Milwaukee Health Department to community organizations , jurisdictions, and members of the public
- training community members and Health Department staff and publicizing the program; establishing metrics to evaluate the success of the program
- maintaining quantitative and qualitative data regarding the program's operations
- submitting reports to funding sources and other parties; and
- evaluating the program's effectiveness.

The minimum requirements for a Health Project Coordinator include a bachelor's degree in public health or related area, and successful work experience in the area of specialization. These Health Project Coordinators are assigned to Range 2EX (\$45,306-\$63,426).

In comparing the level of responsibility and degree of knowledge, skill, ability, and the competencies required of these public health positions to the position under study, it appears that the Program Assistant II in the Police Department is now equivalent to these positions in nature of work and level of responsibility. Like these Health Project Coordinators, the Program Assistant II is responsible for a particular program that requires specialized expertise in a defined area, serves as a liaison to other agencies, and is the subject matter expert for the department in a specific area.

For context other titles in this pay range include Administrative Specialist-Senior, Community Outreach Liaison, and Business Analyst-Senior.

Recommendation

This report therefore recommends that the position of Program Assistant II in the Sensitive Crimes Division of the Milwaukee Police Department be reclassified to Sensitive Crimes Project Coordinator in Pay Range 2EX.

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Maria Montegudo, Employee Relations Director