

MPD – STRATEGIC MANAGEMENT BUREAU – RECORDS MANAGEMENT SECTION  
Recruitment #1505-2331PD-001

**List Type** Original

**Requesting Department** MILWAUKEE POLICE DEPARTMENT

**Open Date** Friday, June 5, 2015

**Filing Deadline** Friday, June 26, 2015

**HR Analyst** Marti Cargile

#### PURPOSE

Under the direction of the Police Records Manager, the Police Records Assistant Manager is responsible for the efficiency of the Records Management Section. The person in this position is responsible for managing quality assurance with classifying and coding crime reports both in Records Management and throughout the Milwaukee Police Department. As well, the Police Records Assistant Manager manages work processes and supervises the Records Management staff members.

#### ESSENTIAL FUNCTIONS

##### Records Management:

- Serves as a subject matter expert regarding the Automated Reporting System (ARS) and the Records Management System (RMS).
- Responds to questions from police districts or bureaus regarding ARS police incident reports.
- Resolves disputes regarding ARS reports on crime coding or state statutes.
- Liaises between the Police Department and the FBI regarding ARS coding issues.
- Ensures that policies and procedures related to record processes are adhered to.
- Responsible for random auditing of reports for correct crime coding.
- Responsible for ARS backlog to promote timely processing.
- Critically examines each area of the report review process to eliminate deficiencies.
- Anticipates the needs of executive command staff to ensure accurate reporting of crime statistics.
- Oversees the record retention program.
- Manages the Records Management Division SharePoint site.

##### Supervision:

- Provides supervision of the Police Records Supervisor and a team of Police Records Specialists.
- Maintains discipline and recommends and administers corrective action.
- Establishes minimum staffing levels.
- Reviews and monitors sick time usage.
- Enforces overtime control and budget management.
- Evaluates the overall performance of subordinates.
- Establishes and maintains specific work goals and objectives.
- Establishes quantitative and qualitative work standards to be achieved by subordinates.
- Plans, delegates, communicates, and controls work assignments to subordinates.
- Advises supervisors and subordinates of developments that impact job duties and ensures proper communication.
- Responsible for the reliability and maintenance of the processes.

- Provides leadership/mentoring to the Police Records Supervisor.
- Writes and creates training curriculum for Recruit, Police Aide, Supervisor, and Police Records Specialist positions with emphasis on building on the learning process.
- Holds frequent team meetings to share new information and promote team spirit.
- In the absence of the Police Records Manager, assumes responsibility of the Records Management Division.
- Assigns and monitors special projects to subordinates.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## MINIMUM REQUIREMENTS

1. Bachelor's degree in management, public administration, information technology, or a closely related field from an accredited college or university, AND
2. Two years of records management experience, at least one year of which must have been at the supervisory level.
3. Valid driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may be considered.*

**IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of principles of supervision, training, and performance evaluation.
- Ability to supervise and coordinate the activities of staff as well as hire, train, and develop employees.
- Ability to work closely with the Police Records Manager to ensure cohesive management.
- Ability to read and interpret job-related documents.
- Written communication skills, including the ability to produce clear and concise memos and reports.
- Oral communication skills.
- Interpersonal skills: ability to work effectively in a paramilitary organization across all levels of staff, including subordinates and coworkers, sworn personnel, City managers, elected officials, representatives of other agencies, and the public, and the ability to perceive and understand others, their moods, desires, and motivations.
- Customer service skills.
- Analytical, problem-solving skills, and decision-making skills as well as sound judgment.
- Planning, organizational, time management, and project management skills.
- Ability to work well under pressure and adjust to changing circumstances.
- Ability to critically analyze current procedures and make adjustments when necessary.
- Ability to serve the public by being a proper steward for City resources.
- Honesty and integrity and the ability to maintain confidentiality.
- Knowledge of mathematics and the ability to make accurate calculations.
- Proficiency using spreadsheet, word processing, database, and presentation software.
- Proficiency using SharePoint.
- Knowledge of the principles and best practices of records management, particularly law enforcement.
- Knowledge of and ability to effectively use the current departmental records management system for data storage, retrieval, processing, retention, and disposition.

- Knowledge of and ability to apply laws, codes, and regulations related to police records management.
- Knowledge of the Uniform Crime Reporting (UCR) Program and the National Incident Based Reporting System (NIBRS).
- Commitment to keeping current with developments in document management technologies and techniques.

## CURRENT SALARY

**THE CURRENT STARTING SALARY (1CX)** for City of Milwaukee residents is **\$51,469** annually, and the non-resident starting salary is **\$50,206**. Appointment above the minimum is possible.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE:** The examination will be held as soon as practical after **June 26, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## ADDITIONAL INFORMATION

### APPLICATION INSTRUCTIONS:

- **APPLICATIONS** and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

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