

JOB EVALUATION REPORT

Fire and Police Commission Meeting: November 5, 2015

POLICE DEPARTMENT

Current	Request	Recommendation
2 New Positions	"Application Support Analyst" 2 Positions Study of Positions	IT Support Specialist - Senior 2 positions PR 2GN (\$56,767 - \$72,063) <i>FN: Recruitment at any rate in the pay range with the approval of the DER Director and the Chair of the Committee on Finance and Personnel.</i>
New position	"Database Administrator" Study of Position	Database Analyst PR 2JX (\$62,338 – \$87,270) <i>FN: Recruitment at any rate in the pay range with the approval of the DER Director and the Chair of the Committee on Finance and Personnel.</i>

Action Required

In the Salary Ordinance, under Pay Range 2GN, add footnote designation "3" to the title "IT Support Specialist – Senior" and under Pay Range 2JX, add footnote designation "2" to the title "Database Analyst" with footnote "2" to read: "(2) Recruitment at any rate in the pay range with the approval of the DER Director and the Chair of the Committee on Finance and Personnel."

Background

On October 19, 2015 we received a request from the Chief of Police, Edward A. Flynn, to recommend the classification and pay level of three information technology jobs that will be assigned to a new Records Management System (RMS) project. The purpose of the new RMS System is to implement a state-of-the-art system that will allow the Milwaukee Police Department to better meet its needs as a data-driven policing organization.

The Police Department's goal is to hire new employees for these positions as quickly as possible within 2016. It is anticipated that the records management project will be approved in the 2016 capital improvement budget and that these new positions will be added to the Department's budget.

The Department provided the following capsule descriptions of these jobs in its October 19, 2015 correspondence to Employee Relations.

- The "Application Support Analyst" is responsible for troubleshooting applications and software for the Department. This position also reviews, analyzes and modifies programming systems including encoding, testing, and debugging to support the organization's applications systems. The minimum requirements as presented by the department include a college degree in information technology and three years of professional systems analysis experience.

- The "Database Administrator" is responsible for designing, installing, monitoring, maintaining and performance tuning production databases, backup and training while ensuring high levels of data availability. The minimum requirements as presented by the department are a college degree in information technology or five years of relevant work experience with certifications in database administration for SQL servers and Oracle desirable.

Minimum requirements for both positions will be established by through a job analysis process by the staff of the Department of Employee Relations.

Request: "Application Support Analyst"
2 positions
Recommendation: IT Support Specialist-Senior PR 2GN
2 positions

The nature of work performed by the job of "Application Support Analyst" (consisting of two positions) is consistent with the duties and responsibilities of positions assigned to the current IT Support Specialist series. These positions assist in the maintenance of local area networks, office automation, and server-based applications and related equipment. The positions under consideration will specialize in the software associated with the records maintenance project.

This series was established by the City Service Commission in May of 2013. Positions in this series are considered information technology professionals, or, in lower level positions, high-level technicians. Employees in this series perform increasingly complex work requiring higher levels of knowledge, skill, ability, and competency. The Lead level is reserved for positions that require serving as a lead worker for other employees.

Job Classification	Pay Range	Minimum	Maximum
IT Support Specialist-Lead	2HN	\$63,569	\$76,806
IT Support Specialist-Senior	2GN	\$56,767	\$72,063
IT Support Specialist	2EN	\$50,716	\$63,426
IT Support Associate	5GN	\$42,185	\$49,946

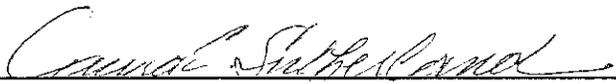
Based upon the duties and responsibilities proposed by the Police Department for this position, we recommend the classification of IT Support Specialist-Senior, Pay Range 2GN. To assist the department in recruiting we also recommend the inclusion of a footnote that allows recruitment at any rate in the Pay Range with the approval of the DER Director and the Chair of the Committee on Finance and Personnel.

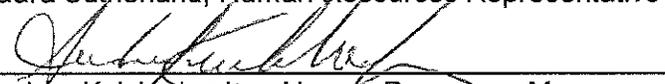
Request: "Database Administrator"
Recommendation: Database Analyst PR 2JX

The nature of work performed by the requested "Database Administrator" is consistent with information technology positions that develop and design of database strategies, monitor database systems, improve the performance and capacity of databases, plan for future expansion, and sometimes coordinate and implement security measures. A job classification series currently exists for information technology positions specializing in the creation and maintenance of databases.

The Department has requested that this position be classified as a "Database Administrator". In the City's job classification system, the single position of Database Administrator is allocated to Pay Range 1HX (\$70,827 - \$99,154). The job requires a bachelor's degree in information technology, and four years of systems analysis/project development experience that includes at least one year of experience in database design and two years of supervisory experience. In contrast, the minimum requirements for the Police Department's position, as stated on the job description prepared by the Department, are a "bachelor's degree in computer science and/or 5 years equivalent work experience" and "certifications in Database Administration for SQL Server and Oracle." These requirements indicate that the position under consideration requires somewhat less education and experience than the Database Administrator and should therefore be assigned to a slightly lower classification level and associated pay level.

For that reason, we recommend that this position be classified as a Database Analyst in Pay Range 2JX (\$62,338 - \$87,270). To assist the department in recruiting we also recommend the inclusion of a footnote that allows recruitment at any rate in the Pay Range with the approval of the DER Director and the Chair of the Committee on Finance and Personnel.

Prepared by: 
Laura Sutherland, Human Resources Representative

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Montegudo, Employee Relations Director