



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

November 13, 2015

Fire and Police Commission
City Hall, Room 706A

Attention: MaryNell Regan, Executive Director

Dear Commissioners:

Enclosed is a report concerning the reclassification of an Administrative Services Specialist in the Police Department for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

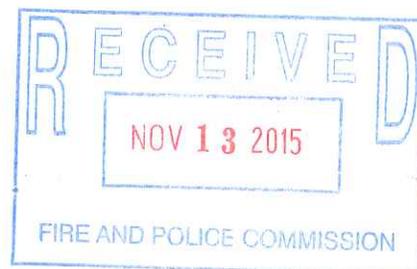
Sincerely,


Maria Monteagudo
Director of Employee Relations

MM:fcw

Enclosures: Job Evaluation Report

C: Chief of Police Edward Flynn
Chief of Staff Joel Plant
Inspector Mary Hoerig
Nicole Fleck
Pamela Roberts
Bryan Rynders



JOB EVALUATION REPORT

Fire and Police Commission Meeting: November 19, 2015

Police Department

Current	Request	Recommendation
Administrative Services Specialist PR 2BN(\$37,425 - \$52,391)	Domestic Violence Victim Liaison Pay Range to be Studied	Domestic Violence Victim Liaison PR 2DN (\$42,500 - \$59,498) Add FN to allow recruitment at any rate in the pay range subject to approval by DER and the Chair of the Committee on Finance and Personnel

Action Required

In the Salary Ordinance, under Pay Range 2BN, delete designation "1" from "Administrative Services Specialist" and footnote "1" in its entirety; under Pay Range 2DN, add the title "Domestic Violence Victim Liaison (29)" with the footnote to read as follows: "(29) Recruitment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel."

In the Positions Ordinance, under Police Department, Sensitive Crimes Division, delete one position of "Administrative Services Specialist" and add one position of "Domestic Violence Victim Liaison".

Background

The Fire and Police Commission forwarded a letter from the Milwaukee Police (MPD) regarding a request to study one vacant position of Administrative Services Specialist in the Sensitive Crimes Division. A new job description was provided and discussions were held with Nicole Fleck, Human Resources Administrator.

Duties and Responsibilities

The basic function of this position is to serve in a civilian capacity as a liaison for the MPD to facilitate immediate linkage and improve access to community resources for victims of intimate partner violence and sexual assaults; increase victim participation in the court system; assist in strengthening evidence-based prosecution; and improve victim access to the MPD victim services and the court system. Duties and responsibilities include the following:

- 15% Assess clients for emergency needs and refer them to the appropriate agencies; assist with identification of and access to appropriate community resources during the criminal investigation and prosecution; and provide ongoing services as needed.
- 15% Provide services by telephone and in person at victims' homes and at other community sites as required.
- 10% Work with the criminal justice system, other systems, and various community agencies to coordinate services for clients.
- 10% Develop personal safety plans with clients and provide transportation when appropriate.

- 10% Share information with the Milwaukee County District Attorney's Office and system partners; and maintain regular communications with community providers and agencies.
- 10% Document contacts and services provided, and keep accurate program records.
- 10% Attend program staff meetings and client update sessions.
- 10% Assist with developing protocol and procedures related to provision of assistance to victims of intimate partner violence.
- 10% Attend local community meetings and perform other duties as assigned.

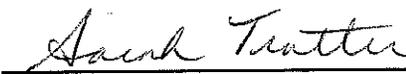
This position requires a Bachelor's Degree in Social Work, Criminal Justice, Psychology, or related field and two years of work experience in advocacy case management, social work or related field. Equivalent combinations of education and experience may be considered. Other requirements include an ability to effectively relate to victims or witnesses of crimes, exercise independent judgment, and act effectively in a crisis situation; and skill in documenting activities and maintaining accurate records. There requirements have not yet been assessed by the staffing division.

Analysis

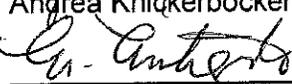
This position was originally created in 2003 as an Administrative Services Specialist based on an emphasis of the administrative and liaison duties and responsibilities. The focus has changed and the Department wishes to strengthen the requirements for the position. Previously, the requirements included two years of related experience and a bachelor's degree was desirable. Now, the Department is requesting a degree in Social Work, Criminal Justice, Psychology or related field plus the two years of experience in advocacy case management, social work or related field.

In reviewing the position comparisons were made to other City positions including Public Health Social Worker in Pay Range 2DN. Duties and responsibilities of these positions include counseling, consultation and referral services; conducting assessments, implementing or recommending intervention strategies, maintaining documentation, and monitoring follow-up and progress; and serving as a liaison with hospitals, government services and community agencies.

Based on these comparisons we recommend that this position be reclassified to Domestic Violence Victim Liaison in Pay Range 2DN. To assist the Department in recruitment for this position we recommend adding a footnote to allow recruitment at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director