City of Milwaukee

Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

June 10, 2016

Fire and Police Commission
City Hall, Room 706A

Attention: MaryNell Regan, Executive Director

Dear Commissioners:

Enclosed is a report concerning the classification of a new position of Safety Coordinator in the Police Department for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Maria Monteagudo

Maria Monteagudo
Director of Employee Relations

MM:fcw

Enclosure: Job Evaluation Report

C: Chief of Police Edward Flynn, Assistant Chief William Jessup, Assistant Chief Carianne Yerkes, Inspector of Police Terrence Gordon, Captain Nicole Davila, Pamela Roberts, Bryan Rynders, and Dan Rotar

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: June 16, 2016

POLICE DEPARTMENT

Current	Request	Recommendation
New Position	Safety Coordinator PR to be Studied	Safety Coordinator PR 1CX ($51,469 - $72,063)

The Milwaukee Police Department (MPD) has requested a classification study of a new position in the 2016 Budget. A new job description was provided and discussions were held with Pamela Roberts, Human Resources Specialist.

The basic function of this position is to be responsible for providing leadership and oversight for the Safety Unit/Crossing Guard Division in the Risk Management Bureau; administer City-wide traffic safety educational programs regarding School Crossing Guards, Safe Routes to School, Safety Cadet Patrols, and pedestrian, water, bicycle, child safety seats, fireworks, and school bus safety; supervise the Safety Unit's staff; manage traffic safety grants as it relates to safety programs; and administer the Safety Unit's budget. Duties and responsibilities include the following:

20% Administrative Oversight – administer the School Crossing Guard Protection program.

20% Staff Management and Leadership – provide program leadership and supervision of the MPD-Safety Unit's staff including recruitment, performance evaluations, coaching, staff developmental training, and ensuring adherence to Department regulations, procedures and personnel policies.

20% Program Management – coordinate and disseminate safety materials for City-wide Child Safety Programs, Adult Traffic Safety Programs, and public presentations and media promotions with the MPD Public Information Office.

20% Crash Statistics Administration – in cooperation with the Department of Public Works and MPD's Traffic Enforcement Unit and Crash Reconstruction Unit analyze yearly traffic crash statistics for reporting to the Common Council's Public Safety Committee; work with MPD in the submission and administration of grant applications related to the Safety Unit's programs; attend meetings and conferences at the local and state levels to promote traffic highway safety; and serve as a MPD liaison and make recommendations to the Milwaukee Safety Commission and other official agencies on the placement of School Crossing Guards and traffic safety issues related to the Safety Unit's programs.

10% Reports – maintain traffic data, prepare reports on traffic safety, and work with the Milwaukee Safety Commission as directed by the Department.

10% Community Leadership – attend community health/safety fairs, organizational meetings, Department of Transportation grant meetings, and City official meetings to speak on City-wide traffic safety issues.

Requirements include a bachelor's degree in Safety, Community Education, Public Administration or related field and five years of progressively responsible experience in program management, administration, and/or supervision. Oversight of a similar safety program within a governmental agency is desirable. Equivalent combinations may be considered. These requirements have not yet been assessed by the Staffing Division.

This new position was created in the 2016 budget to provide additional resources for traffic safety. This position will analyze and develop traffic safety programs, attend community meetings and speak on traffic safety issues, prepare reports, work on grant applications, and provide supervision and oversight to the Safety Unit. The position will report to the Police Captain who is the Director of the Police Academy in the Risk Management Bureau, and directly

supervise two positions of Safety Specialist, Senior, two positions of School Crossing Guard Dispatcher, three positions of School Crossing Guard Operator and one position of Office Assistant III.

Comparisons were made to several other City positions. There are a number of supervisory positions in Pay Range 1CX that work with safety, security and/or enforcement and have similar levels of duties and responsibilities including the following:

Safety Supervisor in the Department of Public Works – responsible for evaluating work sites and safety procedures; planning, organizing, and conducting safety training sessions; coordinating the return to work of injured employees; and preparing safety reports. This position supervises three positions of Safety Specialist, Senior and coordinates department safety compliance. Requirements include a bachelor's degree in Industrial Safety, Communications, Business Administration, or related field and two years of experience in employee safety and accident prevention programs. Equivalent combinations of education and experience may be considered.

Security Manager in the Library – responsible for the physical, personal and materials security throughout the Milwaukee Public Library System; developing and administering comprehensive policies and programs; and supervising staff and operations to ensure the safety and security of library staff, the public, and library facilities and assets. This position directly supervises one position of Library Security Investigator and one position of Communications Assistant I and oversees guard services, video surveillance and theft prevention systems, workplace safety, emergency management, and various aspects of risk management and threat assessment. Requirements include a bachelor's degree in Security, Criminal Justice or related field and two years of professional security management experience. Equivalent combinations of education and experience may be considered.

Parking Enforcement Assistant Manager in the Department of Public Works – under the direction of the Parking Enforcement Manager, provides management oversight and leadership for parking enforcement activities including developing policies and procedures, handling parking inquiries and complaints from citizens and elected officials, processing night parking permission, and managing vehicle towing dispatch operations. This position also coordinates the Parking Information Desk with Parking Enforcement and Tow Lot operations and assists in the supervision of parking enforcement personnel including Parking Enforcement Supervisors, Lead Parking Checkers, Parking Checkers, and Communication Assistants. Requirements include a bachelor's degree in Business Administration, Public Administration or related field and three years of experience in managing municipal public works field operations. Equivalent combinations of education and experience may be considered.

Other supervisory positions in this pay range include Police Payroll Supervisor, Public Relations Supervisor and Telecommunications Supervisor. The requested title of Safety Coordinator is appropriate and is consistent with other titles in Pay Range 1CX that use the word "Coordinator" and have supervisory responsibilities such as BOZA Administrative Coordinator and License Coordinator. It also distinguishes this new position from the Safety Supervisor in the Department of Public Works that focuses more on industrial safety and returning injured employees back to work.

Based on the above analysis we recommend this new position be classified as "Safety Coordinator" in Pay Range 1CX.

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: M. Monteagudo
Maria Monteagudo, Employee Relations Director