

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: July 14, 2016

POLICE DEPARTMENT

Current	Request	Recommendation
New Position	Safety Coordinator PR to be Studied	MPD Safety Division Manager PR 1EX (\$58,462 - \$81,844)

*Original report sent to Fire and Police Commission meeting on June 16, 2016.

Action Required

In the Salary Ordinance, under Pay Range 1EX, add the title "MPD Safety Division Manager".

In the Positions Ordinance, under Police Department, Risk Management Bureau, Crossing Guard Division, delete one position of "Safety Coordinator" and add one position of "MPD Safety Division Manager".

Background

The Milwaukee Police Department (MPD) has requested a classification review of a new position created in the 2016 Budget. A previous report recommending the classification of Safety Coordinator in Pay Range 1CX (\$51,469 - \$72,063) was submitted and approved at the June 16, 2016 Fire and Police Commission meeting. Before the report was considered by the Finance and Personnel Committee, additional information was received regarding the scope of the position's responsibility. A review and analysis of this information prompted the Department of Employee Relations to re-examine the original recommended title and pay range. The revised duties, responsibilities, analysis and recommendation are presented below.

This position was added in the MPD 2016 budget to provide leadership and oversight to the Safety Division within the Police Departments' Risk Management Bureau. This includes responsibility for establishing standards and conducting studies to determine locations to place school crossing guards, reevaluating whether relocation or discontinuation of crossing guard service is warranted, preparing and making recommendations regarding the need for crossing guards based on the established standards, administering the school crossing guard program, furnishing children, industrial workers, and groups with educational materials such as publications, films, radio and television announcements, providing exhibits for the promotion of safety within the financial resources established by the Common Council.

While the position's key deliverables are generally reviewed and supervised by the Commander of the Police Training Academy within the Risk Management Bureau, the position is expected to exercise independent judgment and discretion in the following areas:

- Providing administrative oversight in the administration of the School Crossing Guard Protection Program and establishing and maintaining collaborative working relationships with school administrators to ensure that resources are balanced citywide to provide adequate crossing guard coverage;
- Managing and supervising all personnel and activities including recruitment, performance evaluations, coaching, and staff developmental training; ensuring adherence to Department regulations, procedures and personnel policies; and effectively handling the daily operations of the Safety Division;
- Preparing and monitoring the Safety Division budget, and coordinating and disseminating safety materials for City-wide Child Safety Programs, Adult Traffic Safety Programs; and scheduling, allocating resources, and providing educational services through public presentations and media promotions in collaboration with the MPD Office of Community Outreach and Education.

In addition this position will be responsible for working with the Department of Public Works and MPD's Traffic Enforcement Unit and Crash Reconstruction Unit to analyze yearly traffic crash statistics for reporting to the Common Council's Public Safety Committee; working with MPD in the submission and administration of grant applications related to the Safety Division's programs; attending meetings and conferences at the local and state levels to promote traffic highway safety; and serving as a MPD liaison and make recommendations regarding the placement of School Crossing Guards and traffic safety issues related to the Safety Division's programs.

According to the position's description, the minimum 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.

Analysis and Recommendation

This new position was created in the 2016 budget to provide additional management and leadership resources to the Safety Division. The position will report to the Police Captain who is the Director of the Police Academy in the Risk Management Bureau. It will be required to 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. The position will also indirectly supervise 208 positions of School Crossing Guard.

The position will be expected to effectively handle daily operations and to report to the Captain of Police all instances of employee misconduct, violations of Standard Operating Procedures (SOP), the need to fill vacant School Crossing Guard positions, significant incidents that occur in the office and in the field, contact with the media, and any other matters that the Captain must be cognizant of to ensure that the Division's operations are in accord with the mission and vision of the MPD.

Based on the additional information provided it was found that this position has a high level of independence and a strong emphasis on community outreach and working relationships with school administrators. Comparisons were made to several City positions including the following positions.

DPW Inventory and Procurement Manager – Public Works (PR 1EX \$58,462 - \$81,844)

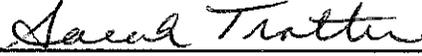
Oversees and monitors the Department of Public (DPW) inventory, inventory facilities, and all matters related to DPW's Inventory Control program. This includes reviewing transactions, purchase orders, and receipts; preparing inventory value and cycle count activity reports; reviewing paperwork for compliance with DPW's Inventory Control program; monitoring inventory facility access and security; maintaining system control records; and serving as a liaison to other City departments in all matters related to inventory and inventory purchasing. Requirements include a bachelor's degree in Business Administration or related field and five years of experience in inventory management. Equivalent combinations of education and experience may be considered.

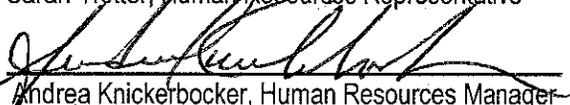
Fire Health and Safety Manager – Fire Department (PR 2IX \$58,462 - \$81,844)

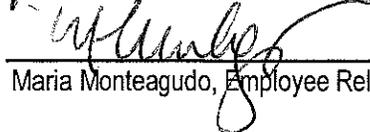
Designs, implements, and manages the Milwaukee Fire Department's (MFD) health, safety and wellness programs; conducts safety audits, injury investigations, reporting and analysis; ensures compliance with local and national regulations; provides safety report to the MFD and the City; manages the Wellness Fitness Initiative; supervises Peer Fitness Trainers and the Peer Support Team; acts as a liaison with the union, other City agencies, other local government organizations, fire departments, community agencies and contracted vendors; and manages the program budget to support equipment, service and operational needs. Requirements include a bachelor's degree in Health Administration, Public Health, Business Administration, Management or closely related field; and four years of experience in employee safety, accident prevention, health and wellness administration, and injury rehabilitation case management. Equivalent combinations of education and experience may be considered.

Although there is no close match to the position under study the two positions listed above are both responsible for a significant program or function within a large department that involves a high level of independence. They also require outreach and coordination within their departments and with contracted vendors to perform their work. The Fire Health and Safety Manager also works with community agencies, other local governments and fire departments.

Based on comparisons to these and other positions we recommend that this new position be placed in Pay Range 1EX (\$58,462 - \$81,844). We further recommend the title of MPD Safety Division Manager as positions at the level of Pay Range 1EX often include "Manager" in the title and it will reflect the broader responsibilities of this new position. Therefore, based on the above analysis we recommend this new position be classified as "MPD Safety Division Manager" in Pay Range 1EX.

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