

Job Evaluation Report

Fire and Police Commission Meeting: July 14, 2016

Police Department

Current	Request	Recommendation
New Position	Director of Planning (OMAP) PR 1JX (\$80,441 - \$112,627)	Police Planning and Policy Director PR 1JX (\$80,441 - \$112,627)

Actions Required – Effective Pay Period 17 (July 31, 2016)

In the Salary Ordinance, under Pay Range 1JX, add the title “Police Planning and Policy Director”.

In the Positions Ordinance, under Police Department, Office of Management & Planning, add one position of “Police Planning and Policy Director”.

Background

In June of this year the Chief of Police, Edward Flynn, requested support from the Budget and Management Office Division and the Common Council for the creation of position authority for a new civilian position of Director of Planning in Pay Range 1JX to oversee all activities and functions of the Office of Management Analysis and Planning (OMAP).

The MPD has requested a classification review of the position in anticipation of Common Council action. If position authority is granted by the Council, this report recommends the creation of a new classification of Police Planning and Policy Director in Pay Range 1JX. The creation of a civilian position to oversee OMAP personnel and activities continues the trend of assigning sworn personnel and expertise to law enforcement and public safety functions and activities and relying on civilian personnel for critical administrative, research, and policy issues in the Police Department.

According to the job description submitted by MPD, this position will oversee all activities and functions of OMAP including but not limited to strategic and administrative crime analysis, special event coordination, departmental performance management (COMPSTAT), policy and research, grant management and administration, legislative review, and special and regular project management. This position will directly supervise a total of eight Crime Analysts and one Crime and Intelligence Specialist responsible for reviewing, analyzing data, and producing information related to crime trends and patters for use by the department’s operational and administrative personnel in preventing and suppressing criminal activity, aiding the investigative process, and increasing apprehension of offenders and clearing cases. Information and reports produced by the OMAP staff are also critical in making recommendations on staffing levels, deployment and resource allocation decisions. A summary of the duties and responsibilities of this position is presented below.

- Strategic and Administrative Crime Analysis – prepare data used to make recommendations for deployment ad resource allocation; maintain statistical reports that detail the results of analysis, conclusions, and recommendations; and prepare periodic statistical reports for executive and district commanders.
- Policy and Research Analysis – conduct research and surveys with a variety of datasets; correspond with peer cities and other agencies and organizations; conduct legislative review and analysis; and present reports outlining findings.
- Performance Management (COMPSTAT) – oversee the function of developing the Department’s administrative and operational performance measures to be presented at regular meetings of the command

staff. COMPSTAT (Comparative Statistics) are used to help with the performance reporting and management.

- Policy Development – facilitate the planning, coordination, preparation, and publishing of the Department’s standard operating procedures, code of conduct, operating instructions, annual reports, policies, guidelines, forms and other information intended for Department-wide dissemination; and conduct feasibility studies and coordinate with vendors regarding initiatives, uniforms, equipment and software.
- Grant Management and Administration – oversee, facilitate, or perform grant research and application activities; ensure compliance with grantee obligations and outcomes; and create collaborative partnerships with community organizations and other governmental agencies to engage in the proactive and systematic examination of problems to develop and evaluate effective responses.
- Licensing and Legislative Review – oversee the investigation and processing of City license applications, requests and renewals; serve as the central repository for records and reports pertaining to license investigations; and appear as the Police Chief’s representative before the Common Council’s Licensing Committee.
- Special Events – oversee and facilitate the scheduling, planning, and coordination of department personnel and resources for daily and special events such as concerts, sporting events, festivals, parades, large-scale charity events, conventions, and any other events as determined by the Chief; serve as a liaison with other work locations responsible for dignitary protection or Major Incident Response Team (MIRT) deployments to ensure the appropriate dedication of Department personnel and resources; and oversee contracts, planning and scheduling for all extra duty assignments under the direction of the Police Chief.

The minimum requirements for this position include a Bachelor’s Degree in Public Administration, Management, Law, Political Science, or related field; and five years of municipal government and policy planning experience including budgetary functions.

Analysis and Recommendation

This new position will oversee the operations of the Office of Management Analysis and Planning (OMAP) and report directly to the Chief of Police. This includes overseeing strategic and administrative crime analysis; policy and research analysis; performance management; policy development; grant management and administration; City license application reviews; scheduling, planning and coordinating department personnel and resources for daily and special events; and planning and coordinating regular and special projects. The Department indicated that some of the projects this position will be involved with include the Collaborative Reform Initiative, Violence Reduction Network, and Project Safe Neighborhoods.

This position will have supervisory responsibility for a total of 21 positions as listed below:

Number of Positions	Title	Pay Range	Maximum Rate with a Master’s Degree
8	Police Officer*	\$59,431 - \$79,233	\$80,572
6	Crime Analyst	\$51,468 - \$72,063	
1	Crime and Intelligence Manager	\$62,338 - \$87,270	
3	Police Sergeant*	\$84,173 - \$90,687	\$92,040
2	Police Lieutenant*	\$94,609 - \$102,095	\$103,426

*Rates effective November 20, 2016.

OMAP has historically been the responsibility of a Police Captain reporting to an Assistant Chief. In order to determine the appropriate compensation level for this position, DER considered the current pay range for the sworn rank of Captain based on the most recent collective bargaining agreement as well as the level of other executive level civilian personnel within the Police Department. The table below summarizes that comparison.

Title	PR	Minimum	Maximum
Police Information Systems Director	1MX	\$97,420	\$136,395
Captain of Police*	4N- PR 839	\$94,609	\$114,490
Chief of Staff-Police	1JX	\$80,442	\$112,627
Police Planning and Policy Director	1JX	\$80,442	\$112,627
Emergency Communications Manager	1IX	\$75,478	\$105,669
Information Services Manager-Milwaukee Police	1IX	\$75,478	\$105,669
Police Budget and Administration Manager	1HX	\$70,827	\$99,154
Human Resources Administrator	1HX	\$70,827	\$99,154
Police Facilities Manager	1GX	\$66,435	\$93,010
Communications Systems Manager	1FX	\$62,338	\$87,270
Crime and Intelligence Supervisor	1FX	\$62,338	\$87,270
Police Records Manager	1DX	\$54,865	\$76,806

*Rates effective November 20, 2016. Maximum rate with a Master's Degree is \$115,820.

Given the position's level of responsibility, impact, and consequence of error; and to provide an appropriate differential above the level of positions supervised and consistent with other executive level civilian positions within MPD, we recommend Pay Range 1JX (\$80,441- \$112,627). This level also acknowledges the direct reporting relationship to the Police Chief and places the position in a comparable level to the sworn rank of Captain.

This recommendation will allow the MPD to recruit a highly qualified civilian with the formal education, training, and experience necessary to manage the administrative, policy, research and operational responsibilities of this Division. Based upon this analysis we therefore recommend that if this proposed new position is created, that it be classified as "Police Planning and Policy Director" in Pay Range 1JX.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Montegudo*
Maria Montegudo, Employee Relations Director