



BE A FORCE

July 20, 2016

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

Edward A. Flynn
Chief of Police

(414) 933-4444

The Board of the
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: REQUEST FOR MPD SAFETY DIVISION MANAGER EXAMINATION/ELIGIBILITY LIST

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of MPD Safety Division Manager as soon as administratively possible. The MPD Safety Division Manager is a civilian position assigned to the Safety Division of the Police Academy. This position is responsible for providing leadership and oversight for the Safety Division, to include administering city-wide safety programs, and establishing and maintaining collaborative working relationships with school administrators to ensure the city-wide resources are adequately balanced. Also, this position will be responsible for supervising the staff of the Safety Unit, managing traffic safety grants, and preparing and administering the Safety Division's budget.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Analyst – Senior Vanessa Armstrong at (414) 935-7542.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:VA
Attachment

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission: Fire & Police Commission:	Finance Committee: Common Council:
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Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 7/18/2016		2. Present Incumbent: New Position		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Police Department			Bureau: Risk Management Division: Police Academy - Safety		Unit: Section:
6. Work Location: Safety Division			Telephone: 414-935-7990 Email:		Work Schedule: Hours: 8 / Days: 5
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, General City If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: MPD Safety Division Manager				Pay Range 1EX
	Underfill Title (if applicable):				Job Code
	Requested Title (if applicable):				EEO Code 102
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Under the direction of the Director of the Police Academy in the Risk Management Bureau, the MPD Safety Division Manager is responsible for providing leadership and oversight for the Safety Division. Duties include administering city-wide safety programs in the areas of School Crossing Guards, Safe Routes to School, pedestrian, water, bicycle, Safety Cadet Patrol, Child Safety Seats, fireworks, school bus and other traffic safety educational programs; supervision of the Safety Division's staff; managing traffic safety grants as it relates to safety programs, and administering of the Safety Division's budget.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
20%	<ul style="list-style-type: none"> Administrative Oversight: Administer the School Crossing Guard Protection program and establish and maintain collaborative working relationships with school administrators to ensure that resources are balanced city-wide to provide adequate crossing guard coverage.
20%	<ul style="list-style-type: none"> Staff Management and Leadership: Provide program leadership, and supervision for the MPD-Safety Division's staff. Including recruitment, performance evaluations, coaching, staff development training and adhering to Department's regulations and procedures including personnel policies. Effectively handle the daily operations of the Safety Division.
20%	<ul style="list-style-type: none"> Prepare and monitor the Safety Division budget, and coordinate, and disseminate safety materials for City-wide Child Safety Programs, and Adult traffic safety programs; schedule, allocate resources, and provide educational services through public presentations and media promotions in collaboration with the MPD Office of Community Outreach and Education.
20%	<ul style="list-style-type: none"> Crash Statistics Administration: In cooperation with the Department's Traffic Enforcement Unit, Crash Reconstruction Unit, and DPW, analyze yearly traffic crash statistics for reporting to the Common Council Public Safety Committee. Grant Management: Work with the Department in submission and administration of grant applications, related to the MPD-Safety Division's programs. Attend meetings and conferences at local, and state levels to promote traffic highway safety. Serve as a MPD Liaison to 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

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	Division's programs.
10%	<ul style="list-style-type: none"> Maintain traffic data and prepare reports of traffic safety, and work with the Milwaukee Safety Commission as deemed appropriate by the Department.
10%	<ul style="list-style-type: none"> 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.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> Other program tasks as assigned.
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Nicole Davila, Captain of Police

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Key work deliverables are reviewed and supervised by the Commander of the Police Training Academy, Risk Management Bureau.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **218**.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
190	School Crossing Guard	A, b, e, f, h
20	Substitute School Crossing Guard	A, b, e, f, h
2	School Crossing Guard Dispatcher	A, b, c, d, e, f, g, h,
3	School Crossing Guard Operator	A, b, c, d, e, f, g, h,
1	Office Assistant III	A, b, c, d, e, f, g, h,
2	Safety Specialist, Sr.	A, b, c, d, e, f, g, h,

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

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- i. Education and Experience:
Bachelor's Degree in Safety, Community Education, Public Administration or related field from an accredited college or university. Five years of progressive responsibility in program management, administration and/or supervisory experience. Overseeing similar safety programs within a governmental agency is desirable.
- ii. Knowledge, Skills and Abilities:
Proven experience in program development, reports, and the coordination and delivery of safety programs; knowledgeable of traffic safety laws and statutes; ability to research, analyze, interpret and provide reports of traffic safety statistics. Proficiency using the Internet for research and word processing, spreadsheet, database, presentation, and email applications. NOTE: Equivalent combination of education and experience may be considered.
- iii. Certifications, Licenses, Registrations:
- iv. Other Requirements:
Exceptional communication skills. Demonstrated ability and willingness to work with diverse populations on a professional basis. Valid Wisconsin Driver's License.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.

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<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** _____%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Must be able to communicate effectively both verbally and in writing to the public, city officials, staff and Commanders of the Milwaukee Police Department. Good judgment and decision-making skills, ability to supervise staff, and aptitude to provide in-services, instructional, and safety trainings.

M. I believe that the statements made above in describing this job are complete and accurate.

Signature of Department Head or Designated Representative

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