

POLICE PLANNING AND POLICY DIRECTOR

Recruitment #1610-5476-001

List Type Exempt

Requesting Department Milwaukee Police Department

Open Date 10/5/2016 12:00:00 PM

Filing Deadline 10/12/2016 11:59:00 PM

HR Analyst Kristin Urban

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INTRODUCTION

This position is appointed by the Chief of Police and is exempt from Civil Service.

PURPOSE

The Police Planning and Policy Director reports directly to the Chief of Police and is responsible for project management and supervision of the Office of Management Analysis and Planning (OMAP), including strategic and administrative crime analysis, policy and research, departmental performance management (COMSTAT), grant management, administrative and legislative review and special event coordination. The Police Planning and Policy Director directly supervises a staff of 12 sworn staff, six crime analysts, one crime and intelligence manager and an Office Assistant III.

ESSENTIAL FUNCTIONS

Strategic and Administrative Crime Analysis: Prepare data used to make recommendations for deployment and resource allocation; maintain statistical reports that detail the results of analysis, conclusions and recommendations; and prepare periodic statistical reports for executive and district command staff.

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 development of the MPD's administrative and operational performance measures to be presented at regular meetings of the command staff.

Policy Development: Facilitate the planning, coordination, preparation and publishing of the department's standard operating procedures, code of conduct, operating instructions, annual reports and other policy and procedural documents.

Grant Management and Administration: Oversee, facilitate and/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 and 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 departmental personnel and resources for daily and special events; serve as liaison with other work locations responsible for dignitary protection or Major Incident Response Team (MIRT) deployments; and oversee contracts, planning and scheduling for all extra duty assignment under the direction of the Chief of Police.

CONDITIONS OF EMPLOYMENT

The candidate selected for this position must pass a MPD background examination prior to appointment, must be qualified to receive TIME System/CJIS Security Access and may be asked to sign a confidentiality/non-disclosure agreement upon hire. The selected candidate must pass a pre-employment drug screen and physical examination.

MINIMUM REQUIREMENTS

1. Bachelor's Degree in Public Administration, Business Administration, Statistics, Sociology, Political Science or a related field.
2. Five (5) years of public policy and administrative experience, including statistical analysis, policy development, research and staff supervision.

Equivalent combinations of education and experience may be considered.

NOTE: Academic transcripts may be required of those candidates who are selected for final consideration.

DESIRABLE QUALIFICATIONS

1. Master's degree in Public Administration, Business Administration, Statistics, Sociology, Urban Studies or a related field.
2. Experience related to crime statistics, mapping and related policy development and deployment of resources.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the structures and functions of municipal government, including those within protective service organizations.
- Knowledge of statistical principals and the ability to apply those principals to the analysis of crime statistics and policy options.
- Ability to collect, analyze and interpret data and statistics using quantitative and qualitative methodology.
- Ability to prepare and present complex statistical reports.
- Skill in utilizing statistical computer programs, such as SPSS or SAS, computer databases, relational databases, spreadsheets and Microsoft Office.
- Ability to measure and forecast long-term public safety activity related to problem-solving, intervention and crime reduction efforts.

- Ability to analyze crime information, statistical data, reports and documents from federal, state and local law enforcement agencies.
- Ability to research, draft and implement policies and procedures.
- Knowledge of current legislative, political, and economic trends related to municipal government.
- Skill in managing public programs and operations.
- Skill in analyzing technical issues, evaluating alternatives and making recommendations based upon findings.
- Superior written communication skills, including skill in drafting language for dissemination to a wide and diverse audience.
- Strong oral communication skills in order to lead meetings and to present ideas and recommendations clearly and convincingly before groups large and small.
- Critical thinking skills: analytical, problem solving and decision making skills and sound judgment.
- Ability to manage staff, delegate tasks and authority, and evaluate performance.
- Ability to use initiative and independent judgment within established procedural guidelines.
- Skill in dealing tactfully and courteously with the public and other criminal justice agencies.
- Skill in establishing and maintaining cooperative working relationships with City employees, elected officials, and representatives from other regional agencies.
- Professionalism, initiative, honesty, integrity and the ability to maintain confidentiality.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CURRENT SALARY

The Current Salary Range (1JX) for City of Milwaukee residents is \$80,442 to \$112,627 and the salary range for non-residents is \$78,469 to \$109,864 annually. Appointment up to \$99,753 for residents or \$97,306 for non-residents is possible, based on qualifications and experience and subject to approval.

SELECTION PROCESS

The Selection Process will be job related and may consist of one or more of the following: an evaluation of related education, experience and accomplishments, interview or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to an interview. Information from the selection process will be used to make a hiring decision.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.