

SENSITIVE CRIMES PROJECT COORDINATOR

Recruitment #1505-4367-001

List Type Original

Requesting Department Milwaukee Police Department

Open Date 7/18/2015

Filing Deadline 8/7/2015 11:59:00 PM

HR Analyst Jeff Harvey

PURPOSE

The Sensitive Crimes Project Coordinator is assigned to the Sensitive Crimes Division of the Milwaukee Police Department. Under the direction of a Police Lieutenant, this position is responsible for managing the Sex Offender Registration Program by monitoring, tracking, and verifying sex offender registrations, addresses, employment, vehicle and school of over 2,000 sexual offenders residing in the City of Milwaukee.

ESSENTIAL FUNCTIONS

- Manage the Sex Offender Registration Program by interviewing sex offenders, collecting offender demographic profile data, photos, and fingerprints and verifying offender registrations through various databases to ensure compliance with the Sex Offender Registration laws.
- Enforce the City of Milwaukee Sex Offender Residency Restriction Ordinance and identify non-compliant sexual offenders in violation of the ordinance.
- Collect, analyze, evaluate, and disseminate sex offender information to the public by utilizing mapping and other analytical/publishing software.
- Serve as a program liaison to other multi-jurisdictional agencies.
- Act as a subject matter expert for the department in regard to the management of sex offenders.
- Coordinate and attend monthly meetings with the Department of Corrections and provide community meetings regarding the releases of high-risk sexual offenders.
- Provide training to Sensitive Crimes Division management and staff on new programs, procedures, database applications, and program initiatives.
- Testify to legislative committees on the Sex Offender Program and its services.
- Manage and administer the Sensitive Crimes Division SharePoint intranet site.
- Troubleshoot database applications to ensure quality and operating performance.
- Provide quality assurance of data accuracy within division databases.
- Provide crime analysis functions to assist in the investigative process on sexual assault, human trafficking, domestic violence and missing persons' investigations.
- Collect, analyze, interpret and present crime information, statistical data and reports received from various database platforms, departments, and law enforcement agencies.
- Query writing and data mining to extract datasets from various database systems using Structured Query Language (SQL) programming.
- Provide project management to command staff and monitor program project and outcomes to evaluate program success and redesign systems for improvements in meeting specific goals and objectives.
- Research State and Federal sex offender laws, provide research analysis conducted on statewide sex offender issues, provide guidance and update city officials and other legislative staff on sex offender reform laws and programs.

Sensitive Crimes Project Coordinator (MPD)

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.

Conditions of Employment

- Position requires a flexible schedule and may be asked to work non-traditional hours to meet the needs of the department.

MINIMUM REQUIREMENTS

1. Bachelor's degree in Computer Science, Information Technology, Public Administration, Criminal Justice, Operations Research, Project Management or related fields of study from an accredited college or university.
 - *IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*
2. Two years of experience managing relational databases and coordinating/managing projects.
 - *Note: Equivalent combinations of education and experience may also be considered.*
3. Valid Driver's License at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Experience in technical writing, research methodology, and database creation, management and troubleshooting.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of relational database design, structure, management, troubleshooting, and security.
- Knowledge of Geographic Information Systems (GIS) and other mapping software.
- Knowledge of law enforcement computer systems (i.e. RMS, CAD).
- Knowledge of project management and coordination concepts and best practices.
- Knowledge of Microsoft office suite programs including: Access, Excel, PowerPoint, Publisher, SharePoint, and Word.
- Skill in identifying problems and deficiencies in computer programs.
- Skill in analyzing and troubleshooting database applications.
- Ability to maintain the highest, strictest confidentiality due to the sensitive nature of the work involving sex offenders.
- Ability to read and interpret legislative laws, city ordinances, and administrative policies and procedures.
- Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methodology.

Sensitive Crimes Project Coordinator (MPD)

- Ability to query information from computer systems and navigate various screens and programs.
- Ability to write and create reports from databases, spreadsheets, and other applications.
- Ability to effectively present complex and detailed statistical reports.
- Ability to establish and maintain effective working relationships with other partnered agencies and staff.
- Ability to manage multiple priorities and exercise independent judgment and discretion in completing assigned work.
- Ability to work with a multi-cultural, socio-economic, and diverse population of individuals including: co-workers, management, police command staff, elected officials and their representatives, other agency and their staff, the general public, and offenders.

CURRENT SALARY

SALARY (PR2EX) The current starting salary is \$45,306 annually for City of Milwaukee residents. The non-resident starting salary is \$44,195. Appointment above the minimum is possible.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Candidates must undergo and pass a background investigation prior to appointment.

INITIAL FILING DATE – The examination will be held as soon as practical after **August 7, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.