

## FPC RISK AUDITOR

Recruitment #1808-4041-001

|                              |                            |
|------------------------------|----------------------------|
| <b>List Type</b>             | Original                   |
| <b>Requesting Department</b> | FIRE AND POLICE COMMISSION |
| <b>Open Date</b>             | 9/12/2018 11:15:00 AM      |
| <b>Filing Deadline</b>       | 10/3/2018 11:59:00 PM      |
| <b>HR Analyst</b>            | Deidre Steward             |

[Go Back Apply](#)

### INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

### PURPOSE

Under the direction of the Fire Police Commission (FPC) Risk Manager, the FPC Risk Auditor assists in detecting, analyzing and deterring risk in the Milwaukee Police and Fire Departments.

### ESSENTIAL FUNCTIONS

#### Detect, Analyze, and Deter Risk

- Together with the City Attorney's Office, analyze and review claims and suits filed with the EEOC/ERD and state and federal courts against the Fire and Police Departments to evaluate legal issues and assess risk.
- Analyze disciplinary actions (both appealed and not appealed), citizen complaints, personnel investigations conducted by the Fire and Police Departments and claims filed with the City Attorney for trends.

- Compile, analyze, and report on statistical data queried from Fire and Police Department data storage mechanisms.
- Detect and analyze operational activities and processes to identify unusual trends and risk indicators. Make recommendations to the Risk Manager to deter risk and improve desired goals.
- Review Fire and Police Department rules and standard operating procedures, legal trends in Wisconsin and other states, and keep informed of other relevant trends that will allow for proactive rather than reactive responses to risk.
- Conduct research and analysis on issues that affect loss prevention and avoidance, risk assessment, and how to minimize the departments' handling of and susceptibility to risk.
- Alert the Risk Manager as to opportunities to share data, resources, or educational materials to address risk concerns.

#### Draft Policies, Procedures and Control Assessments

- Work with the Risk Manager and city-wide risk management program to develop a process for centralizing claims against the Police and Fire Departments.
- Audit and monitor/manage the Police Department Early Intervention Program to identify areas for improvement.
- Draft recommendations for department heads and other managers/directors.
- Prepare analyses, summaries, and reports on short notice in response to critical events and issues and provide information for periodic reports.

#### Evaluate the effectiveness of risk control measures

- Review and analyze the progress of long and short-term goals and strategies, policies, and procedures.
- Assist in maintaining and providing data for the FPC Commission website in coordination with the City webmaster.

#### Training

- Develop effective working relationships with departmental officials to ensure successful program outcomes.

- Serve as back-up contact with departments and council committees regarding data analysis and reporting.
- Provide guidance and direction to the FPC Executive Director and Risk Manager regarding areas of risk concern and recommend measures to reduce or eliminate risk.
- Review, identify and coordinate training interventions to ensure compliance with program regulations.
- Participate in public panel discussions, testify to the FPC Board and travel to conferences and events related to upholding the public's health, safety, welfare, and 21st Century policing.
- Provide guidance and direction to general City departments regarding areas of concern related to worker safety, accident prevention, and loss control; recommend measures to help protect workers *from potentially hazardous work methods, processes, and/or materials.*

*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.*

## MINIMUM REQUIREMENTS

1. Bachelor's degree in risk management, finance, economics, business management, statistics, computer science and/or a related field from an accredited college or university.
2. Two years of experience in data research, collection and analysis and/or functions related to the position.

*Equivalent combinations of education and experience may also be considered.*

**IMPORTANT NOTE:** College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

## DESIRABLE QUALIFICATIONS

- Knowledge of computer-based risk management information systems.
- Knowledge of insurance claims adjustment or related investigation.

## **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of risk management and assessment, internal controls, corporate compliance and governance, and information systems security.
- Knowledge of data research, collection and analysis techniques and the preparation of written and oral reports.
- Skill in analyzing and evaluating data and circumstances.
- Knowledge of effective training methods; ability to develop a training program to reflect departmental needs.
- Ability to conduct research and perform surveys effectively.
- Ability to conduct data research, collection and analysis, including the ability to apply statistical techniques to data.
- Ability to coordinate and initiate actions necessary to minimize or eliminate risk.
- Ability to present effective oral and written communications in a concise and clear manner while making skillful reference to data.
- Ability to lead and work cooperatively with team members, departments and City officials.
- Ability to initiate and complete projects in a timely manner with limited supervision.
- Ability to read and interpret a wide variety of materials, including legislation, policies, reports, and technical publications.
- Ability to proficiently use spreadsheet, database, word processing software and statistical programs.
- Ability to present information before various audiences.
- Interpersonal skills, including the ability establish working relationships with team members, departments and City Officials.
- Ability to perform under pressure, manage multiple priorities and to work within tight time constraints.
- Ability to plan, organize, and prioritize work to achieve objectives within deadlines.
- Ability to effectively resolve issues and problems.
- Ability to use sound judgment.
- Honesty, integrity, and the ability to maintain confidentiality.

## **CURRENT SALARY**

The current salary range (Pay Range 2FX) for City of Milwaukee resident is \$48,670-\$67,616 annually, and the non-resident salary range is \$47,476-\$65,957. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leave
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2018>

## 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 and the Fire and Police Commission reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **Wednesday, October 3, 2018**. 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.

## ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

## CONCLUSION

EEO 208

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.