

# FPC Auditor

Recruitment #2101-4062-001

<b>List Type</b>	Original
<b>Requesting Department</b>	FIRE AND POLICE COMMISSION
<b>Open Date</b>	1/28/2021 11:20:00 AM
<b>Filing Deadline</b>	2/18/2021 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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## INTRODUCTION

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.



*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

*Take your career in auditing to the next level in this challenging and rewarding position by serving on an investigative/auditing team charged with auditing all external and internal complaint investigations relative to conduct by members of the police and fire departments.*

Under the direction of the Fire and Police Commission (FPC) Audit Manager, the FPC Auditor ensures that high-risk areas of the Milwaukee Fire Department (MFD) and the Milwaukee Police Department (MPD) are audited consistently and professionally, in order to mitigate the risk and improve the operations of these City departments. The audits are performed in support of the Collins Settlement Agreement.

## ESSENTIAL FUNCTIONS

- Audit all complaint investigations conducted by the MFD and the MPD.
- Audit video sources, including body and dashboard cameras, to validate traffic stops, field interviews, no-action encounters, frisks, and searches, as part of the Collins et. al Settlement Agreement.
- Identify officers who need additional training on traffic stop, field interview, no-action encounter, frisk, and search policies; refer conduct of unreasonable, unreported, or insufficiently documented encounters to the Command staff for consideration of disciplinary action.
- Analyze the audits to identify problematic officer behavior.
- Ensure thorough, fair, timely, and credible results. Ensure that data and findings from FPC audits are incorporated into MPD's Administrative Investigations Management (AIM) System, which is a database software program used to identify MPD member performance for the purpose of evaluation.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

- Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently, continuously. Night and/or weekends may be assigned depending on the workload and data collection.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in accounting, finance, economics, business management, public administration, statistics, computer science or a related field from an accredited college or university.

2. Two years of progressively responsible professional experience as an internal or external auditor, paralegal, claims adjuster and/or in a field closely related to the essential functions of the position.
3. Must be able to pass a criminal justice information service (FBI) background investigation and clearance check.
4. Applicants with law enforcement experience must be separated from sworn duty for five or more years.
5. Valid driver's license at time of appointment and throughout employment.

*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**

- Previous experience as a local, state, or federal law enforcement officer; must be separated from sworn duty for more than five years.
- Operational auditing experience.

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

##### Technical Knowledge

- Ability to learn and apply to auditing law enforcement methods, procedures and policies.
- Ability to learn and apply the laws governing and prescribing the powers and authority of a law enforcement officer.
- Ability to conduct data research, collection and analysis, including the ability to apply statistical techniques to data and surveys.
- Ability to understand a business operation, follow the established procedures and review for deficiencies through audit.
- Ability to read and interpret a wide variety of materials, including legislation, settlement agreements, procedures, policies, reports, and technical publications.

- Ability to proficiently use spreadsheets, databases, word processing software and statistical programs.

### Communication and Interpersonal Skills

- Effective oral communications skills, including the ability to present data and findings in a concise and clear manner before various audiences.
- Effective written communication skills, including the ability to credibly write complex reports for varied audiences.
- Ability to lead and work cooperatively with team members, MPD and MFD members and City officials.
- Interpersonal skills, including the ability establish effective working relationships with team members, departmental representatives and City Officials.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from ones' own.
- Ability to plan, organize, and prioritize work to achieve objectives within deadlines.

### Judgment and Responsibility

- Ability to initiate and complete projects in a timely manner with limited supervision.
- Ability to perform under pressure, to manage multiple priorities and to work within tight time constraints.
- Ability to maintain composure during stressful situations.
- Awareness of the cultural diversity of the public safety departments and of the community.
- Ability to effectively analyze and resolve issues and as well as to exercise sound judgment.
- Ability to apply ethics and exercise the importance of independence.
- Honesty, integrity, and the ability to maintain confidentiality.

### **CURRENT SALARY**

The current salary range (2FX) \$48,670-\$67,616 and the resident incentive salary range for City of Milwaukee residents is \$50,130-\$69,644. *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 <https://city.milwaukee.gov/der/benefits>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral exams, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision.

**INITIAL FLING DATE-** The examination will be held as soon as practical after **Thursday, February 18, 2021**. 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

**APPLICATION** and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).

- Applications and transcripts should be submitted no later than the deadline listed above.

- 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

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