

FPC RISK MANAGER

Recruitment #1808-4042-001

List Type	Exempt
Requesting Department	FIRE AND POLICE COMMISSION
Open Date	8/23/2018 5:00:00 PM
Filing Deadline	9/13/2018 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

****THIS POSITION IS EXEMPT FROM CIVIL SERVICE***

Appointment and continued employment is at the pleasure of the Executive Director of the Fire and Police Commission.

The Fire and Police Commission (FPC) was established in 1885 by state law and is one of the oldest police oversight agencies in the nation. The Commission's authority and responsibility are set forth in Wisconsin Statute Section 62.50, the Milwaukee City Charter Chapter 22.10, and the Milwaukee Code of Ordinances Chapter 314. The nine citizen board members are appointed by the Mayor of Milwaukee and approved by the Common Council. The mission of the FPC is to ensure that the Fire and Police Departments are prepared to protect the lives and property of the citizens of the City of Milwaukee by monitoring the quality and effectiveness of Fire and Police Department policies, practices, and outcomes.

PURPOSE

Take your career in risk management to the next level and lead an effort to create a more formalized and robust risk management system for both the police and fire departments in this challenging and worthwhile position with the Milwaukee Fire and Police Commission.

Under the direction of the FPC Executive Director, the FPC Risk Manager is responsible for developing an external risk management plan for the Fire and Police Departments, and incorporating that plan into the greater city-wide risk management plan. In addition, the FPC Risk Manager will supervise a Risk Analyst in analyzing areas of risk and recommending changes in policies and procedures to the departments and Commission.

ESSENTIAL FUNCTIONS

Develop External Risk Management Plan

- Develop, implement and coordinate a risk management plan for the Fire and Police Departments that will be incorporated into the city-wide risk management program.
- Develop and implement systems to provide better reporting and management of information.
- Review and study industry best practices regarding risk management.

Detect, Analyze and Deter Risk

- Together with the City Attorney's Office, analyze and review claims and suits filed with the EEOC/ERD, state and federal court against the Fire and Police Departments to evaluate legal issues, assess risk, and prepare plans of action.
- Analyze disciplinary actions (both appealed and not appealed), citizen complaints and 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 department operational activities and processes to identify unusual trends and risk indicators. Make recommendations to deter risk and improve desired goals.
- Continuously review Fire and Police Department rules and standard operating procedures, internal audit practices, legal trends in Wisconsin and other states, and keep informed of other relevant trends that will allow for proactive rather than reactive response 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.
- Work with the Fire and Police Departments to identify opportunities to share data, resources, or educational materials to address risk concerns.

Draft and Propose Policies, Procedures and Control Assessments

- Develop comprehensive policies, procedures and training programs to address department-specific operational risk concerns.
- Work with the 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 and identify areas for improvement.

- Develop recommendations for department heads and other managers/directors as needed.
- Develop long-term goals and strategies regarding risk management.

Evaluate the Effectiveness of Risk Control Measures

- With the FPC Executive Director and Risk Auditor, continuously review and analyze the progress of long and short-term goals and strategies, policies and procedures.

Provide Training Regarding Risk Management Strategies and Programs

- Develop good working relationships with department and officials to ensure successful program outcomes.
- Serve as the primary contact for the departments and council committees regarding data analysis and reporting.
- Provide guidance and direction to the FPC Executive Director and Fire and Police Departments, other department heads and City officials 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 and to address and respond to concerns.
- Participate in public panel discussions, testify before the FPC, assist with general FPC business when needed and travel to conferences and events related to upholding the public's health, safety, welfare, and 21st Century policing.

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

- Must work an extended schedule for successive days (i.e., 10-12 hour work days) on occasion as well as evenings and weekends when needed to meet departmental needs.

MINIMUM REQUIREMENTS

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

2. Four 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 the functions of municipal police and fire departments.
- Experience with risk management practices specific to law enforcement agencies.

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.
- Ability to formulate policies and plans, coordinate and initiate actions necessary to implement decisions and minimize or eliminate risk.
- Ability to apply statistical techniques to data.
- Ability to read and interpret work-related documents.
- Ability to present effective oral and written communications in a concise and clear manner while making skillful reference to data.
- Ability to prepare professional correspondence and technical reports.
- Skill in analyzing and evaluating data and circumstances.
- Proficiency using computer applications such as spreadsheet, database, word processing, and the Internet.
- Skill in problem solving, decision making and execution, and in exercising good judgment.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own
- Ability to lead and work cooperatively with team members, departments and City officials.

- Demonstrated capacity to initiate and complete projects in a timely manner with limited supervision.
- Ability to fairly and objectively apply expertise to manage projects, solve problems, and make decisions.
- Ability to systematically approach planning, organizing, and prioritizing work to achieve objectives within deadlines.
- Ability to be flexible and adjust to changing circumstances.
- Ability to perform well under pressure.
- Ability to behave in an ethical manner, serve the organization with honesty and integrity, and maintain confidentiality in all matters related to examinations, candidates, and staff.

CURRENT SALARY

The current salary range (Pay Range 2MX) for City of Milwaukee residents is \$75,478-\$105,669 annually, and the non-resident salary range is \$73,627-\$103,077. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

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 Fire and Police Commission 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.

APPLICATION PROCEDURE interested individuals must submit a resume and a letter of interest by email to Executive Director, La Keisha Butler at labutl@milwaukee.gov. Please indicate FPC Risk Manager in the subject line. Questions may be directed to Executive Director, La Keisha by email or by phone at 414.286.5050. **The deadline for submission of application materials is Thursday, September 13, 2018.**

ADDITIONAL INFORMATION

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 leaves
- 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>.

CONCLUSION

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