

# INVESTIGATOR/AUDITOR & INVESTIGATOR/AUDITOR- BILINGUAL

Recruitment #1808-5011-001

<b>List Type</b>	Exempt
<b>Requesting Department</b>	FIRE AND POLICE COMMISSION
<b>Open Date</b>	8/16/2018 08:40:00 AM
<b>Filing Deadline</b>	9/6/2018 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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## INTRODUCTION

**\*\*These positions are exempt from Civil Service and serves at the pleasure of the Executive Director of the Fire and Police Commission\*\***

*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.*

Take your career in investigation and auditing to the next level with these challenging and rewarding positions investigating citizen complaints regarding conduct by members of the police and fire departments and formalizing an auditing system for internal investigations conducted by the police and fire departments.

## PURPOSE

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.

Under the direction of the FPC Executive Director, the FPC Investigator/Auditor and FPC Investigator/Auditor-Bilingual are responsible for investigating citizen complains of misconduct by members of the Milwaukee Police and Fire Departments, for reviewing internal investigations conducted by the departments to ensure they were conducted thoroughly and objectively, and for detecting and reporting trends of complaints to the Commission.

## ESSENTIAL FUNCTIONS

### Investigate Citizen Complaints

- Assist complainants in filing complaints.
- Work in the field with complainants and witnesses.
- Obtain and review documents, interview witnesses, collect, evaluate and analyze information from various sources, prepare investigative reports.
- Make recommendations to the Executive Director per the Milwaukee Code of Ordinances Chapter 314.
- Maintain records and testify in FPC Proceedings.

### Audit/Analyze Internal Investigations

- Audit investigations conducted by Police and Fire Departments.
- Recommend additional investigations to be conducted and related dispositions.
- Analyze and review statistics of citizen complaints, and identify trends and necessary policy considerations.

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

## MINIMUM REQUIREMENTS

**Both positions:**

1. Bachelor's degree in criminal justice, police administration or a related field from an accredited college or university.
2. Three years of experience investigating local, state or federal criminal/military offenses, insurance claims, administrative rule violations, police misconduct, or related complex civil or criminal violations.
3. Must be able to pass a criminal justice information service (FBI) background investigation and clearance check.

### **Investigator/Auditor-Bilingual only:**

1. Must be able to speak, read, and write fluently in Spanish.

*Equivalent combinations of education and professional experience will 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. 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 police and/or fire department rules, regulations and policies related to the work.
- Experience as a local, state, or federal law enforcement officer.

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

- Knowledge of law enforcement methods, procedures, policies, and the laws governing and prescribing the powers and authorities of a law enforcement officer.
- Knowledge of methods and techniques of civil and criminal investigations.
- Ability to prepare investigative and activity reports, maintain records, and respond to correspondence and telephone inquiries.
- Ability to gather evidence from a variety of sources, organize and analyze the evidence, and draw conclusions.
- Ability to use reasoning to gather information, apply tests of law, rules, and regulations, and make independent determinations of their applicability.
- Ability to communicate effectively, both orally and in writing.
- Ability to read and interpret work-related documents.
- Ability to retain a large quantity of written and non-written information.

- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- Ability to maintain composure during stressful situations.
- Ability to communicate with, and gain the cooperation of others.
- Awareness of the cultural diversity of the public safety departments and community.
- Ability to apply basic statistical analysis skills using computer technology and software.
- Ability to assist in developing policy decisions and departmental planning.
- Expertise in interviewing witnesses and accurately and concisely documenting interviews.
- Maintain a high degree of confidentiality and sensitivity when dealing with high profile complaints that generate high public and political interest.

### CURRENT SALARY

The current salary range (PAY RANGE 2HX) for both positions for City of Milwaukee residents is **\$54,865-\$76,806** annually, and the non-resident starting salary is **\$53,519-74,922**. *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 which includes:*

- *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>.

## 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 and the Fire and Police Commission reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision.

**INITIAL FILING DATE:** The selection process will be conducted as soon as practical after **Thursday, September 6, 2018**. Receipt of application materials 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. 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 INSTRUCTIONS

- APPLICATIONS 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 in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

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