

RESEARCH AND POLICY ANALYST

Milwaukee Fire and Police Commission

The eligible list resulting from this examination may be used to fill other similar positions.

THE PURPOSE of this position is to conduct extensive and in depth research and analysis of various public safety issues and to provide guidance and advice to the Executive Director, the Board of Fire and Police Commissioners, and the Fire and Police Chiefs regarding findings and recommendations.

ESSENTIAL FUNCTIONS include:

- 50% Conduct extensive and in depth research and analysis of various public safety issues such as crime data, fire suppression, personnel deployment and budget and resource allocation. Review and analyze rules, regulations, policies and procedures of the Milwaukee Fire and Police Departments and of other public safety departments in the country. Recognize and identify trends in public safety operations. Provide guidance and advice to the Executive Director, the Board of Fire and Police Commissioners, and the Fire and Police Chiefs regarding findings and recommendations. Provide guidance to Fire and Police Department personnel regarding data gathering and analysis.
- 10% Prepare analyses, summaries and reports on short notice in response to critical events and issues. Provide information for periodic reports such as the Fire and Police Commission Annual Report, Firearm Discharge Report, and Use of Force Report.
- 25% Review and analyze public safety data, including Fire Department monthly activity statistics, Police Department Uniform Crime Reports, quarterly staffing statistics and annual discipline and complaint statistics and report conclusions to the Executive Director, the Board, the Police and Fire Departments and the public.
- 10% Maintain and provide data for the Fire and Police Commission web site in coordination with the City web master; maintain contact with professional organizations related to research and public safety; and perform general office duties as needed.
- 5% Respond to telephone, written or email requests for information from other City Departments, external agencies, public officials, and the general public, and, when appropriate, prepare written responses for signature by the Executive Director.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Master's Degree in Public Administration, Public Policy, Urban Studies, Urban Affairs, Economics, Mathematics or related fields from an accredited college or university and one year of professional experience or paid internship performing research, statistical analysis and policy analysis similar to the Essential Functions above.

OR

Bachelor's Degree in the above areas and two years of experience performing research, statistical analysis, policy analysis similar to the Essential Functions above.

NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov or sent to Box RPA, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.

Research and Policy Analyst (FPC)

Equivalent combinations of education and experience may also be considered.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Excellent oral communications skills including the ability to make effective oral presentations
- Excellent written communication skills, including the ability to prepare effective written reports and other communications.
- Exceptional ability to research and analyze complex issues.
- Knowledge of and ability to apply advanced statistical procedures to data; ability to translate statistical data into clear, concise and understandable written reports and graphical representations.
- Computer proficiency including the abilities to use Microsoft Word, Excel, Powerpoint, spreadsheet and statistical software (including SPSS), perform database queries and effectively websearch.
- Ability to communicate with and to establish effective working relationships with a variety of individuals, including the public, elected officials, public safety personnel at all levels, Commissioners, and co-workers.
- Established work habits of initiative, independent judgment and creativity.

SALARY RANGE (PR2FX) is: The current starting salary is \$47,816 for City of Milwaukee residents. The non-resident starting salary is \$47,109 annually. An excellent benefits package is also offered. Appointment above the minimum is possible.

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. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 7, 2014**. 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 by mail 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.

NOTE: The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-2105.

Applications and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI 53202, online at www.milwaukee.gov/jobs, or by calling (414)286-3751.