

FIRE & POLICE COMMISSION COMPLIANCE AUDITOR

Recruitment #2111-4139-001

List Type	Transfer/Promotional
Requesting Department	FIRE AND POLICE COMMISSION
Open Date	12/10/2021 4:30:00 PM
Filing Deadline	12/17/2021 11:59:00 PM
HR Analyst	Jamie Heberer

[Go Back Apply](#)

INTRODUCTION

***** This position is open to current City of Milwaukee Employees only *****



PURPOSE

As part of a dynamic, purpose-driven team, the Fire and Police Commission (FPC) Compliance Auditor conducts extensive and in-depth research and analysis of various public safety issues, drafts policies, and coordinates auditing plans in relation to the American Civil Liberties Union (ACLU) Collins Settlement Agreement and all other FPC departmental operations.

ESSENTIAL FUNCTIONS

Technical and Analytical

- Develop a process for the audits required in the ACLU Settlement Agreement.
- Work collaboratively with the Executive Director, investigation, audit, research and risk management team members to ensure compliance with the ACLU Settlement Agreement objectives and to mitigate public safety issues.
- Develop a governance and a compliance plan for the ACLU Settlement Agreement and the FPC.
- Continuously review and analyze the progress of long and short-term goals and strategies, policies, and procedures of the FPC.
- Along with the City Attorney's Office, analyze and review claims and suits filed with the Equal Employment Opportunity Commission and Equal Rights Division against the Milwaukee Fire Department (MFD) and the Milwaukee Police Department (MPD) to evaluate legal issues and assess risk.
- Analyze disciplinary actions, resident complaints and claims filed with the City Attorney against members of the MFP and the MPD for trends and patterns of misconduct.
- Work with the Director of Emergency Management and Homeland Security and Communications to ensure public safety issues, policies, and procedures are in place for high-level events and the consolidation of the Computer Aided Dispatch (CAD) and 911 related systems.
- Prepare analyses, summaries, and reports in response to critical events and issues and provide information for periodic reports.

Advisory and Administrative

- Participate in all audits and committees within the FPC related to investigations, research, compliance, and risk management.

- Draft reports and recommendations for department heads, the FPC Board of Commissioners, and other managers and directors.
- Support the FPC board meetings, including committees.
- Establish and attend community hours to engage with community about the ACLU Settlement agreement and other FPC-related topics.
- Continuously review the MFD and the MPD rules and standard operating procedures, legal trends in Wisconsin and other states; keep informed of trends that will allow for proactive rather than reactive response to risk.

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

- Must be willing to work on occasion evenings and weekends to meet departmental needs.

MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position, or status as a City of Milwaukee employee in a fixed term position.
2. Bachelor's degree in economics, political science, criminal justice, or a related field from an accredited college or university.
3. Two years of experience in legal research, legal writing, and data analysis.
4. Must be able to pass a criminal justice information service (FBI) background investigation and clearance check.
5. Candidates with previous experience as a local, state, or federal law enforcement officer must be separated from sworn service for at least five years.

Equivalent combinations of education and professional experience will be considered.

IMPORTANT NOTE: College transcripts are required and must be emailed as an attachment to staffinginfo@milwaukee.gov with "FPC Compliance Auditor" as the subject line by the closing date and time. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed and the date completed.

DESIRABLE QUALIFICATIONS

- Juris Doctor (JD) or master's degree in a related field from an accredited college or university.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical and Critical Thinking

- Ability to read and interpret a wide variety of materials, including legislation, settlement agreements, procedures, policies, reports, and technical publications.
- Skill in Microsoft Word, Excel, PowerPoint, and other statistical programs.
- Ability to apply basic statistical analysis skills using computer technology and software.
- Ability to complete projects in a timely manner.
- Ability to work under limited supervision
- Knowledge of data research, collection, and analysis techniques.
- Knowledge of legal issues pertaining to law enforcement.
- Ability to coordinate and initiate actions necessary to minimize or eliminate risk.
- Skill in problem solving, decision making and execution, and in exercising good judgement.
- Ability to gather evidence from a variety of sources, organize and analyze the evidence, and draw logical conclusions.
- Ability to learn and apply law enforcement methods, procedures, and policies.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Organization skills to plan and accomplish work, manage multiple assignments, and meet deadlines.

Communications and Interpersonal Skills

- Excellent written communication skills, including writing research reports and memos
- Ability to analyze, assess, organize, and present facts and data through effective written and oral communications.
- Ability to work cooperatively with team members, departments, and City officials.
- Awareness of the cultural diversity of the public safety departments and the community.
- 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 effectively orally to present findings publicly, including to the FPC Board of Commissioners.
- Honesty, integrity, and the ability to maintain confidentiality.

CURRENT SALARY

The current salary range (2HX) is **\$54,865-\$76,806**, and the resident incentive salary range for City of Milwaukee residents is **\$56,511-\$79,110**. *Appointment will be made in accordance with the provisions of the salary ordinance.*

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 Fire and Police Commission 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.

INITIAL FILING DATE - The examination will be held as soon as practical after the application deadline listed above. 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.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position or who have status as a City of Milwaukee employee in a fixed term position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.

ADDITIONAL INFORMATION

- APPLICATIONS and further information can be accessed by visiting www.jobapscloud.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is 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.