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From the Chief Deputy, Milwaukee County Sheriff’s Office (MCSO), a request to create 3.0 FTE Civilian Investigators full-time positions (Pay grade 22M) in 4052 General Investigations using the pool of funds from vacant Investigator Hourly positions (Pay grade 22M), by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Office of the Sheriff (the Office) is requesting the creation of three Full-Time Equivalent (FTE) Civilian Investigator positions to expedite the process for all background investigations for Deputy Sheriffs, Correctional Officers, and civilian employees; and

WHEREAS, due to the nature of services that these positions provide, a very thorough background investigation is required prior to allowing access to the secure perimeter of the Criminal Justice Facility (CJF), accessing sensitive information (Criminal Justice Information System compliance), and granting law enforcement certifications to individuals; and

WHEREAS, the three FTE Civilian Investigator positions’ main duty is to contact candidates’ references to obtain statements about qualifications, character, work ethic, and other relevant information; and

WHEREAS, for the past two years, there has been a critical staffing shortage in the CJF, and because of this, there is a great need to conduct background investigations as quickly and accurately as possible, to bring staffing up to proper levels; and

WHEREAS, the three FTE Civilian Investigators will be able to work on multiple background investigations within a 40-hour work week, and will also allow for more flexibility to schedule meetings with applicants, as well as provide consistent time for follow-up with past employers, references, and other required steps in the process; and

WHEREAS, the three FTE Civilian Investigator positions are for assisting the General Investigation Division, Department 4052, and aligns with Milwaukee County’s strategic plan to ensure that we can continue in determining what, where, and how we deliver services to advance health equity; and

WHEREAS, the Department of Human Resources has reviewed these position change requests, and has determined the appropriate classification (Civilian Investigator, FTE) and pay grade (22M), and has submitted a report included in this file; and

45 WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this
46 request with respect to need, appropriateness, and funding availability as required per
47 Section 59.60(10), Wisconsin State Statutes, and has submitted a report included in this
48 file; and

49
50 WHEREAS, the Committee on Personnel, at its meeting of January 16, 2024,
51 recommended adoption of File No. 23-1050 (vote 4-0); now, therefore,

52
53 BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board)
54 hereby approves the classification and pay recommendation for the positions as
55 outlined in the report hereto attached to this file and summarized below:

56
57

Recommended Title	Civilian Investigator
Agency (Department)	400 - Office of the Sheriff (the Office)
Org. (Low Org)	4052
Number of Positions	3
Pay Grade	22M
Salary Range	\$51,834 - \$59,758

58
59 ; and

60
61 BE IT FURTHER RESOLVED, the County Board hereby authorizes and
62 approves the following position action for the Office effective after February 4, 2024.

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Action	Title	Number of Positions	Pay Grade
Create	Civilian Investigator Full-time	3	22M

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68 S:\Committees\2024\January - February\PER January 16\Resolutions\23-1050 3.0 FTE civillian investigator positions
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