



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

May 14, 2009

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members:

Re: Common Council File Number 090055

The following classifications and pay levels were approved by the Board of Fire and Police Commissioners on May 7, 2009:

In the Police Department:

One vacant position titled Document Examiner, PR 808 were reclassified to Forensic Video Examiner, PR 808.

In the Fire Department:

One new position was classified to Painter, PR 981.

One position titled Fire Dispatch Supervisor, SG 004 held by Gary Hogue was reclassified to Network Coordinator-Senior, SG 006.

The job evaluation report covering the above position, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachment: 3 Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Jennifer Meyer, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado, Michael Tobin, Chief of Police Edward Flynn, Assistant Chief of Police Dale Schunk, Assistant Chief of Police Monica Ray, Valarie Williams, John Balcerzak, MPA (Local #21), Chief Douglas Holton, Fire Deputy Chief, Darrell Moore, Mary McDougall, Lyle a Balistreri (MBCTC), Fire Deputy Chief, Gary Miller, Gary Hogue

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: May 7, 2009

Department: Police Department

Current	Request	Recommendation
Document Examiner Pay Range 808 (\$63,014 - \$68,096) One vacant position	Forensic Video Examiner Pay Range 808 (\$63,014 - \$68,096)	Forensic Video Examiner Pay Range 808 (\$63,014 - \$68,096)

Action Required

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Identification Division, delete one position of "Document Examiner" and add one position of "Forensic Video Examiner".

Background

In a letter dated March 26, 2009, Chief of Police Edward A. Flynn requested the title of one new position of Document Examiner in Pay Range 808 be changed to Forensic Video Examiner in Pay Range 808 due to changes in duties and responsibilities.

Duties and Responsibilities

The basic function of this position is to perform forensic video examination of analog (VHS) and digital video evidence including moving and still photo images recovered from closed circuit television surveillance systems and camcorders; maintain case note documentation regarding evidence examined, assist federal, state, and municipal law enforcement agencies; perform maintenance on equipment and computers used; and maintain statistics and archives.

Two positions of Document Examiner were previously retitled to Forensic Video Examiner at the September 4, 2008 meeting of the Fire & Police Commission. Our recommendation is therefore to retitle this new position of Document Examiner to Forensic Video Examiner in PR 808.

Recommendation

Based on the above analysis we recommend the title of the new position of Document Examiner in Pay Range 808 be changed to Forensic Video Examiner in Pay Range 808.

Prepared by: Andrea Knickerbocker
 Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteaudo
 Maria Monteaudo, Employee Relations Director

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: May 7, 2009

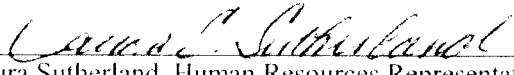
Department: Fire Department

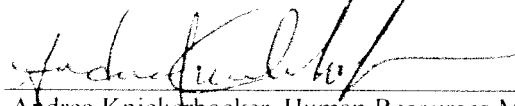
Present	Request
Title: New Position	Title: Painter
Salary: Not Applicable	Salary Grade/Range: 981 (\$24.03/hour)
Step: Not Applicable	Source: Department
Recommendation:	
Title: Painter Pay Range: 981 (\$24.03/hour)	
Rationale:	
This new position, established in the City's 2009 budget, will perform painting duties associated with the established job classification of Painter, a journey-level construction trade. Duties will include a full spectrum of painting services, including production painting of all interior and exterior buildings, furniture items, machinery, and firefighting equipment.	

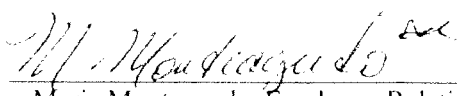
**Action Required:
Analysis**

This new position was established in the Milwaukee Fire Department's Bureau of Construction and Maintenance in the City's 2009 budget, which has responsibility for all Fire Department buildings and equipment. The purpose of this position, as outlined in a job description drafted by the Department, will be to perform production painting required to maintain interior walls and exteriors of 36 fire houses, as well as to paint machinery, furniture, and firefighting equipment. The individual hired into this position must be proficient in a variety of paint application methods and be able to use painting tools, hand brushes, rollers, and spray painting equipment. In addition, the employee must be able to use standard office software and hardware, including software-driven paint matrices.

Due to the fact that this position conforms to the duties and responsibilities associated with the Painter job classification, we recommend that it be classified as such.

Prepared by: 
 Laura Sutherland, Human Resources Representative

Reviewed by: 
 Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
 Maria Montezagudo, Employee Relations Director

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: May 7, 2009

This report recommends the appropriate classification and compensation level for a position of Fire Dispatch Supervisor in Salary Grade 004 that has taken on a completely different function in the Department. In a letter dated March 27, 2008, Douglas Holton, Fire Chief, indicated that the incumbent of this position has developed and utilized skills that have greatly assisted their work in the areas of enhanced record management and consolidation of various database technologies into a single enterprise-based system.

FIRE DEPARTMENT

Current	Request	Recommendation
Fire Dispatch Supervisor SG 004 (\$44,194 - \$61,871) Incumbent: Gary Hogue Current Rate: \$61,871	Network Coordinator - Senior SG 006: (\$50,206 - \$70,295)	Network Coordinator - Senior SG 006: (\$50,206 - \$70,295) New Rate: \$64,964

Network Coordinator – Senior

The basic function of this position is to be responsible for maintaining and developing web-based applications. This includes project planning and management, programming, SQL coding, expert level system analysis, quality assurance, system maintenance, and insuring that industry standards are followed. The duties and responsibilities are as follows:

- 80% Design, develop, and maintain web-based applications using PHP, Apache, Relational Database Management Systems (RDMS) such as Oracle, MySQL, PostgreSQL, Sybase and SQLServer, Javascript, and Linux; maintain and monitor backup/recovery of web server systems/applications/data; optimize SQL queries; recommend RDMS tuning; monitor system/application logs; and write scripts (bin/bash).
- 20% Research new technologies associated with web-based applications, develop testing procedures, test new applications and technologies, and recommend implementation of new or improved technologies and applications.

Requirements for this position include at least three years of experience in PHP programming in an object-oriented environment, and in Linux server administration; at least two years of experience with computer based mapping/AVL; a strong knowledge of HTTP(S), HTML, PHP, CSS, XML, Javascript, TCP/IP, Proxies, FTP, Shell Operations, Scripting, Apache and RDMS; an ability to write efficient SQL queries against enterprise level RDMS; and familiarity with virtualization of operating systems. It is desirable to have experience with Red Hat Linux server administration and familiarity with virtualization of Red Hat Linux operating systems.

Analysis:

The Department indicated that this position will be in the Automation Section of the Administration Division. To classify this position we reviewed the specifications for this job series and made comparisons to other positions in the City. The specification for the Job Family of Network Installation, Operation and Maintenance indicates that these positions install, maintain, monitor, and operate a local area or wide area network (LAN or WAN) on a day to day basis. These positions also evaluate vendor products in hardware, software, and telecommunications equipment and recommend purchases consistent with their Department's short and long term objectives; recommend and implement LAN policies and standards and ensure adherence to security procedures; maintain contact with outside organizations in maintaining, servicing, and/or purchasing LAN; and train users on LAN/WAN operations and procedures.

Within this Job Family is the Network Coordinator Series. This series is for professional information technology (IT) employees who perform all the day-to-day work required to run a LAN. The defining characteristic of positions in this series is that they typically work under the direction of a higher level network administrator or IT manager. The series is structured as follows;

Network Coordinator – Assistant in Salary Grade 002 (\$38,902 - \$54,455)

Network Coordinator – Associate in Salary Grade 004 (\$44,194 - \$61,871)

Network Coordinator – Senior in Salary Grade 006 (\$50,206 – \$70,295)

Other positions in the City that were reviewed include the following:

Network Coordinator - Associate in Salary Grade 004 in the Fire Department

The basic function of these two positions is to manage activities related to the Fire Department's Records Management System for fire house work stations and mobile units; support the microcomputer local area network (LAN); and maintain and troubleshoot Microsoft Windows operating systems, both at the desktop and server levels. These positions support over 1,000 users and more than 159 LAN connections.

Network Coordinator - Senior in Salary Grade 006 in the Department of Public Works – Water Works

The basic function of this position is, under the direction of the Water Network Manager, to manage the daily operations of the Milwaukee Water Works 32 server computer network which supports critical systems such as billing, customer service, geographic information, and standard software; provides system support and documentation; and manages the workload and priorities of Network Coordinator – Associates.

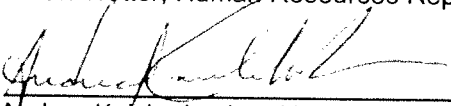
Network Coordinator – Senior in Salary Grade 006 in the Police Department

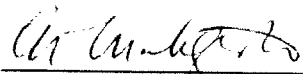
The basic function of this position is responsibility for assisting in the development and support of the Department's LAN, hardware, software, and server/web based applications. Duties include managing the daily operation of the network hardware and software for all Police locations; installing and configuring network equipment; and troubleshooting hardware and software issues. This position supervises three positions of Computer Operator II.

A review of the duties and responsibilities, including supervision of two positions of Network Coordinator – Associate in Salary Grade 004, indicates that the classification of Network Coordinator – Senior in Salary Grade 006 would be the best fit. In comparison to other positions that were reviewed, the position under study will have more emphasis on design but the overall duties and responsibilities are consistent with the job specification and the duties and responsibilities of other Network Coordinator–Senior positions.

We therefore recommend this position of Fire Dispatch Supervisor in Salary Grade 004 be reclassified to Network Coordinator – Senior in Salary Grade 006.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

CITY OF MILWAUKEE FISCAL NOTE

A) Date: 5/14/09

File Number: 090055
Orig Fiscal Note Substitute

Subject: Classification and pay recommendations approved by the Fire and Police Commission on May 7, 2009

B) Submitted By (name/title/dept/ext.): Sarah Trotter, Human Resources Representative/Dept. of Employee Relations/X 2398

C) Check One: Adoption of this file authorizes expenditures
 Adoption of this file does not authorize expenditures; further Common Council action needed. List anticipated costs in Section G below.
 Not applicable / no fiscal impact.

D) Charge to: Departmental Account (DA) Contingent Fund (CF)
 Capital Projects Fund (CPF) Special Purpose Accounts (SPA)
 Perm. Improvement Funds (PIF) Grant & Aid Accounts (G & AA)
 Other (Specify)

E) Purpose	Specify Type/Use	Account	Expenditure	Revenue	Savings
Salaries/Wages:	<i>Classification and pay recommendations for new or changed positions in the 2009 budget in the Fire and Police Departments.</i> <i>(See attached spreadsheet for details)</i>		<i>(See attached spreadsheet)</i>		
Supplies:					
Materials:					
New Equip:					
Equip Repair:					
Rollups (.2045):					
Totals					

F) For expenditures and revenues which will occur on an **annual** basis over several years check the appropriate box below and then list each item and dollar amount **separately**.

<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	

G) List any anticipated future costs this project will require for completion:

H) Computations used in arriving at fiscal estimate:
(See attached spreadsheet for details)

Please list any comments on reverse side or attachment and check here *(See attached)*

Department of Employee Relations

Fiscal Note Spreadsheet

Fire and Police Commission Meeting of May 7, 2009
 Finance and Personnel Committee Meeting of May 20, 2009

NEW COST FOR 2009												
No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Rollup+ Sal	Total	
1	Police	Document Examiner*	808	Forensic Video Examiner	808	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1	Fire	New Position**	N/A	Painter	981	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1	Fire	Fire Dispatch Supervisor*	4	Network Coordinator - Senior	6	\$61,871	\$64,964	\$1,665	\$283	\$283	\$1,949	
3								\$1,665	\$283	\$283	\$1,949	

*Assume changes are effective Pay Period 13 (June 14, 2009).

**Assume change is effective Pay Period 1 (December 28, 2008).

PROJECTED NEW COST FOR FULL YEAR

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Rollup+ Sal	Total	
1	Police	Document Examiner	808	Forensic Video Examiner	808	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1	Fire	New Position	N/A	Painter	981	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1	Fire	Fire Dispatch Supervisor	4	Network Coordinator - Senior	6	\$61,871	\$64,964	\$3,093	\$526	\$526	\$3,619	
3								\$3,093	\$526	\$526	\$3,619	

Note: Totals may not be to the exact dollar due to rounding.