



Department of Employee Relations

MEMORANDUM

TO: Kathy Marquardt, Lead Staff Assistant
Office of the City Clerk

FROM: Sally Mc Attee, Human Resources Manager *sm*
Department of Employee Relations

DATE: September 20, 2002

RE: Administrative Ordinance change

John O. Norquist
Mayor

Jeffrey Hansen
Director

Florence Dukes
Deputy Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Manager

In the Salary Ordinance, under Pay Range 810, a footnote pertaining to the title "Police Electronic Technician" reads as follows: "1/ Positions to be reclassified to Electronic Technician upon becoming vacant." This footnote was originally contained in a classification report dated June 2, 1994, which was approved by the Fire and Police Commission on June 8, 1994, and by the Finance Committee on June 22, 1994 (File #940280), passed by the Common Council on June 28, 1994 (File #940012), and still remains in effect in the 2002 Salary Ordinance.

The attached letter from the Fire and Police Commission requests that one position of Police Electronic Technician be reclassified to the civilian position of Electronic Technician. Since the procedure to reclassify vacant positions to Electronic Technician was recommended by the Department of Employee Relations, approved by the Fire and Police Commission and authorized in the Salary Ordinance by Common Council action, we are requesting that the Positions Ordinance amendment necessary to implement the requested classification change for this recent vacancy (and future vacancies) be handled administratively.

In order to implement this change, the Positions Ordinance needs to be amended as follows:

In the Police Department, Administration/Services Decision Unit, Technical Services Bureau, Communications Maintenance Division, delete one position of "Police Electronic Technician," and add one position of "Electronic Technician."

SM:cak

Attachment

cc: Joseph Czarnecki
Val Watson
Pat Bock



Fire and Police Commission

September 11, 2002

Woody Welch
Chairman

Carla Y. Cross
Vice-Chair

Eric Mandel Johnson
Leonard J. Sobczak
Ernesto A. Baca
Commissioners

Joseph J. Czarnetzki
Executive Director

David Heard
Public Relations Officer

Cassandra K. Scherer
Examinations Supervisor

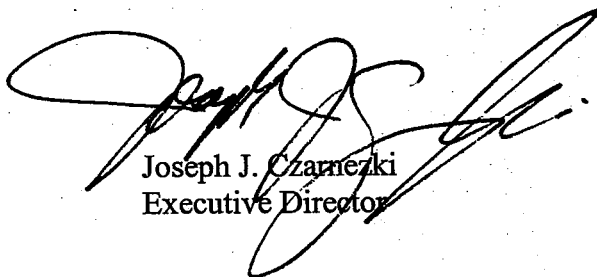
Steven Fronk
Hearing Examiner

Jeffrey Hansen, Director
Department of Employee Relations
City Hall - Room 706
200 E. Wells St.
Milwaukee, WI 53202

Dear Mr. Hansen:

I am writing to advise you that one position of Police Electronic Technician has become vacant due to a retirement. I am therefore requesting that the Positions Ordinance of the City be amended to reduce the authorized strength of the Police Electronic Technician position by one and increase the authorized strength level of the position of Electronic Technician by one.

Sincerely,



Joseph J. Czarnetzki
Executive Director

JJC:rk

Att.



Police Department

Arthur L. Jones
Chief of Police

August 20, 2002

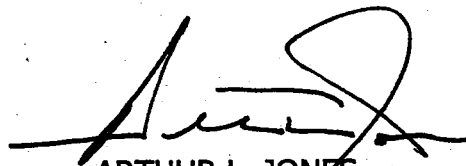
The Board of the
Fire & Police Commissioners
809 N. Broadway, Room 104
Milwaukee, WI 53202

Dear Commissioners:

Pursuant to the Salary Ordinance (copy attached for reference), pertaining to the eventual reclassification of all positions of Police Electronic Technician to Electronic Technician, I wish to notify you that one position is now vacant due to the retirement of Duane J. Meyer effective Friday, August 30, 2002.

I, therefore, request that one position of Police Electronic Technician be reclassified to Electronic Technician.

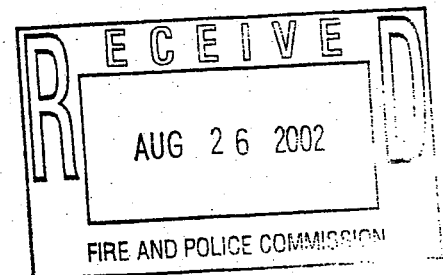
Respectfully Submitted,



ARTHUR L. JONES
CHIEF OF POLICE

Attachment

ALJ:m
C. Payroll Supervisor Bielinski
F&PC/Electronic Technician Reclass



Detective	2309
Document Examiner	2521
Latent Print Examiner	2523

Pay Range 810

Official Rate-Biweekly		
24.75	25.61	26.47
1,980.25	2,048.91	2,117.63
4,290.54	4,439.31	4,588.20
51,486.50	53,271.66	55,058.38

Police Electronic Technician <u>I/</u>	2325
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I/ Positions to be reclassified to Electronic Technician upon becoming vacant.

Pay Range 812

Official Rate-Biweekly		
25.61	26.47	27.33
2,048.91	2,117.63	2,186.36
4,439.31	4,588.20	4,737.11
53,271.66	55,058.38	56,845.36

Chief Document Examiner	2522
Identification Systems Specialist	2328

Pay Range 813

Official Rate-Biweekly					
24.62	25.59	26.61	27.66	28.75	29.89
1,969.65	2,047.58	2,128.58	2,212.83	2,300.35	2,391.48
4,267.58	4,436.42	4,611.92	4,794.47	4,984.09	5,181.54
51,210.90	53,237.08	55,343.08	57,533.58	59,809.10	62,178.48

Police Audiovisual Specialist <u>I/</u>	2329
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I/ When vacated by the present incumbent, Robert Hempe, the position shall be studied to determine whether it should be civilianized.