



Department of Employee Relations

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Executive Director

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December 3, 2003

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

Dear Committee Members: Re: Common Council File Number 030542

The following reclassification was approved by the Board of Fire and Police Commissioners on November 20, 2003.

In the Fire Department, one vacant position of Battalion Chief, Vehicle Operations, Pay Range 863, was reclassified to Vehicle Operations Training Coordinator, Pay Range 857.

The job evaluation report containing the necessary Salary and Positions Ordinance amendments is attached.

Sincerely,

Florence H. Dukes
Employee Relations Director

FHD:pb

Attachments: Job Evaluation Report
 Fiscal Note

c: Chief William Wentlandt
 Deputy Chief Gary Miller
 Deputy Chief Andrew Smerz
 Mary McDougall
 Gregory Gracz

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: November 20, 2003

Incumbent: Vacant Position Department: Fire

Present	Request
Title: Battalion Chief, Vehicle Operations	Title: Vehicle Operations Manager
Pay Range: 863 (\$63,327 - \$76,905)	Pay Range: 857 (\$56,368 - \$68,440)
Step: n/a	Source: Department
Recommendation: Title : Vehicle Operations Training Coordinator Salary: 857 (\$56,368 - \$68,440) New Rate: n/a	
Rationale: A comparison of this position with Battalion Chief and Fire Captain level positions in the Fire Department revealed that the Fire Captain level is more appropriate based on the level of duties and responsibilities. In particular, two other Fire Captain level positions have training as their primary sphere of responsibility. Reclassifying the position to this level will also result in a cost savings to the City.	
History of Position: This position was established in 1961 and formerly had the title of Motor Vehicle Operator Instructor in the same pay range as Fire Captain. The two classifications remained in the same pay range until 1977 when the Fire Captains became part of Local 215. The Fire Captain's pay then gradually surpassed that of the Motor Vehicle Operator Instructor. The pay relationship was restored in 1986 when the Motor Vehicle Operator Instructor was reallocated to the same pay range as Fire Captain. In January, 1995 the position was reclassified to the Battalion Chief level in pay range 863 due to changes in regulations.	

Action Required:

In the Salary Ordinance, under Pay Range 863, delete the title "Battalion Chief, Vehicle Operations 1/." Under Pay Range 857, add the title "Vehicle Operations Training Coordinator 1/" and delete the current footnote "1/" and recreate it as follows: "1/ Employees promoted from the Fire Lieutenant, Administrative Fire Lieutenant, or Vehicle Operations Instructor classification to the Fire Captain, Administrative Fire Captain, or Vehicle Operations Training Coordinator classification shall be appointed at the fourth step of Pay Range 857."

In the 2003 Positions Ordinance, under Fire Department, Supporting Services Decision Unit, delete one position of Battalion Chief, Fire and add one position of Vehicle Operations Training Coordinator.

In the 2004 Positions Ordinance, under Fire Department, Supporting Service Decision Unit, delete one position of Vehicle Operations Manager and add one position of Vehicle Operations Training Coordinator.

Background:

On September 9, 2003, the Department of Employee Relations was asked to study the vacant position of Battalion Chief, Vehicle Operations in the Fire Department. The department requested that the position be reclassified to a new title of Vehicle Operation Manager in pay range 857. In evaluating this request, discussions were held with Deputy Chief Gary Miller, supervisor of this position.

The request to reclassify this position downward is being made at this time because the position is currently vacant. In the department's view, the level of responsibility of this position is not as great as other Battalion Chief positions in the department. Rather, they find the position is more comparable to the level of Fire Captain with which it had previously been equated.

Since this particular Battalion Chief position, unlike all other Battalion Chief positions, is typically appointed from a classification below the rank of Captain, the person holding this position is not eligible for transfer into other Battalion Chief positions. This current structure reduces the Fire Chief's flexibility in rotating Battalion Chiefs to other assignments for experience and broader functional exposure within the department.

Duties and Responsibilities:

The basic function of this position is to instruct, supervise, and coordinate activities for all operators of department apparatus and equipment, and assume responsibility for operation of all apparatus at the scene of larger fires. Secondary duties are to maintain high standards of performance and operation, including enforcement of rules and regulations for all drivers, and assist in establishing performance standards for all apparatus and equipment. A summary of duties and responsibilities by percentage of time is shown below:

Training	20%
Research and Development	25%
Outside Agency Services	25%
Standards and Testing	30%

This position directly supervises the Vehicle Operations Instructor position assigned to the Bureau of Instruction and Training as well as any temporarily assigned adjunct instructors. In addition, by virtue of this position's job function, it indirectly supervises all operators of department vehicles and equipment through their company officer or battalion chief.

Analysis:

In determining whether this reclassification is warranted, the position was compared to positions at both the Battalion Chief and Fire Captain levels.

There are currently 23 authorized positions of Battalion Chief, 21 of which are in the Firefighting Service Division of the department. The typical Battalion Chief position is in charge of one of six battalions in the city (responsible for approximately one-sixth of the city) for one of three shifts. In this capacity the Battalion Chief is in charge of five to seven fire houses which typically include six engine companies, two or three ladder companies and one or two paramedic units. This equates to responsibility for approximately 35-45 individuals including Fire Captains, Fire Lieutenants, Heavy Equipment Operators, Firefighters, and Paramedics assigned to that shift. In addition, this position commands and assumes responsibility of all responding fire department forces operating at the scene of emergencies unless relieved by a superior ranking officer. Secondarily, this position manages battalion staffing, maintains discipline, establishes and monitors battalion and department policies, coordinates training and maintains high standards of performance for personnel, equipment and quarters. Overall, the scope and level of responsibility of the Battalion Chief, Motor Vehicles position does not appear to be as great as these Battalion Chief positions in the Firefighting Service.

This position was compared to two positions at the Fire Captain level whose primary duties and scope of responsibility appear to be similar to this position. A position of Fire Captain assigned to the Bureau of Instruction and Training (location of position under study) shares a number of similarities with the position under study. Both are assigned to the Safety Academy and have training and instruction as

their primary focus. Whereas the Battalion Chief, Vehicle Operations coordinates training of operators of equipment and apparatus, the primary duty of this Fire Captain position is to oversee the coordination and operation of all departmental training of fire personnel, including in-service training, recruit training, and cooperative public service training, as well as research and development. In addition, as the position under study assists in setting performance standards for equipment and apparatus, this Fire Captain position assists in establishing performance standards to be met by firefighting personnel.

There is also a second position at the Fire Captain level that is primarily responsible for training. The position of Administrative Captain-Emergency Medical Services has as its primary duty the development, coordination and implementation of ongoing emergency medical services (EMS) related training for department personnel. This position is also responsible for identifying public education needs related to emergency medical services and community health, and developing and coordinating public education programs to address these needs.

The position under study and these two Captain level positions each cover a distinct, yet interrelated, functional area (equipment and apparatus, firefighting techniques, and emergency medical services) which represents delivery of the basic services provided by the Fire Department. All other positions of Fire Captain in the department are in the Firefighting Service. These positions are in charge of either a Ladder Company or an Engine Company in one of the six battalions. The primary duty is to perform first level supervision of the company at the scene of an alarm and in the fire house.

As noted earlier, this position was reclassified to Battalion Chief in 1995. The job evaluation report at that time made general reference to "new state and other related regulations regarding safety and other related issues" which had been added since 1986. According to the report, these regulations, in turn, led to increased involvement in training, budget preparation and monitoring, apparatus and equipment purchases, fire and related ground activities, and special events planning. In discussions with the department, it was noted that while new regulations may have placed added emphasis or importance to the duties of this position, the basic functions themselves had not dramatically changed as a result of the regulations. In other words, the regulations covered functions the department was basically already performing.

The job description of the position prior to the 1995 reclassification was compared to the job description submitted by the department in support of the reclassification request. There were only two items on the newer job description that were not on the earlier one. These items represented only about 15% of the job and included establishing performance standards in conjunction with the Deputy Chief (Construction and Maintenance) for all apparatus and equipment, and coordinating fire protection and support of special events such as Circus Parade, Maritime Days, and River Splash. Since a majority of the duties of this position had not changed significantly, and coupled with the above comparisons, it seems appropriate to place this position back at the Fire Captain level where it had been previously.

Recommendation:

Based on the above, we believe that the duties and responsibilities of the position under study better fit the Fire Captain level than the Battalion Chief level. It is therefore recommended that this position of Battalion Chief, Vehicle Operations, Pay Range 863, be reclassified to Pay Range 857. Because this position will become a part of the Local 215 MPFFA (Firefighters) bargaining unit as a result of this reclassification, the requested title of Vehicle Operations Manager is not appropriate. Instead, we recommend the title of Vehicle Operations Training Coordinator.

Prepared by:



Timothy J. Keeley, Human Resources Representative

Reviewed by:



Florence Dukes, Employee Relations Director