



Department of Employee Relations

Tom Barrett
Mayor


Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

MEMORANDUM

TO: Chris Lee, Staff Assistant
Finance and Personnel Committee
Office of the City Clerk

FROM: Andrea Knickerbocker,  Human Resources Manager
Department of Employee Relations

DATE: January 25, 2017 (Revised February 1, 2017)

RE: Administrative Positions Ordinance change

In the Salary Ordinance, under Pay Range 856 (4E), a footnote pertaining to the titles “Paramedic Field Lieutenant” and “Fire Paramedic Field Lieutenant” read as follows: “4/ Positions to be reclassified to Fire Lieutenant upon becoming vacant.” This footnote was created in a job evaluation report approved by the Fire and Police commission on April 24, 2003; passed by the Finance Committee on May 7, 2003 (File #021610) and by the Common Council on May 13, 2003 (File #021593 & #021594). Five vacant positions were initially reclassified to Fire Lieutenant with the understanding that as future vacancies occur, the necessary Positions Ordinance changes will be handled administratively. Administrative changes were subsequently approved by the Common Council on June 24, 2003 and September 10, 2003.

The attached letters from the Fire and Police Commission and the Fire Department request that two additional vacant position of Fire Paramedic Field Lieutenant be reclassified to Fire Lieutenant. Since the procedure for reclassifying vacant positions of Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant to Fire Lieutenant 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 be made administratively as follows:

Under “Fire Department, Operations Bureau Decision Unit”, Firefighter/Paramedic Service, add one position of “Fire Lieutenant” and delete one position of “Fire Paramedic Field Lieutenant.”; and under “EMS/Training/Education Bureau Decision Unit, EMS (Emergency Medical Services) Division, delete one position of “Fire Paramedic Field Lieutenant” and add one position of “Fire Lieutenant.”

Attachment: Letters dated 1/04/17 and 1/13/17

C: MaryNell Regan
Fire Chief Mark Rohlfing
Juliet Lee Battle

