



Department of Employee Relations

July 19, 2002

John O. Norquist
Mayor

Jeffrey Hansen
Director

Florence Dukes
Deputy Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Manager

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

Dear Committee Members: Re: Common Council File Number 010792

The following title change was approved by the Board of Fire and Police Commissioners on July 11, 2002.

In the Police Department, one position of Assistant Custodian of Police Property and Stores, Pay Range 801, was retitled to Police Officer, Pay Range 801.

The job evaluation report containing the necessary Salary Ordinance amendment is attached.

Sincerely,

Jeffrey S. Hansen
Employee Relations Director

JSH:pb

Attachments: Job Evaluation Report
Fiscal Note

c: Chief Arthur Jones, Valarie Watson, Joseph Czarnecki, Frank Forbes, Laura Engan, and
Bradley DeBraska

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: July 11, 2002

Incumbent: VACANT

Department: POLICE

Present	Request
Title: Assistant Custodian of Police Property and Stores	Title: Police Officer
Pay Range: PR 801 (\$35,387-\$47,712)	Pay Range: SAME, PR 801 (\$35,387-\$47,712)
Current Rate: VACANT POSITION	Source: Police Department
Recommendation: Title : Police Officer Salary: Pay Range 801 (\$35,387-\$47,712)	
Rationale: The position of Assistant Custodian of Police Property and Stores in the Administration Bureau Property Control Section is vacant due to a retirement. Chief of Police Arthur Jones indicates that this one-position classification is no longer needed. The duties and responsibilities can be carried out by a Police Officer position that is in the same pay range.	
History of Position: The title of Assistant Custodian of Police Property and Stores was last studied in 1972 when a request was made for reallocation to a higher pay range. In 1972, the position was in the same pay range as Police Officer. The request was not granted and no change was made in the compensation.	

Action Required:

In the Salary Ordinance, under Pay Range 801, delete the title "Assistant Custodian of Police Property and Stores."

In the Positions Ordinance, no changes are needed.

July 11, 2002

Background:

On November 7, 2001, Fire and Police Commission Executive Director Joseph Czarnecki referred a communication to the Department of Employee Relations from Chief of Police Arthur Jones. Essentially, Chief Jones is requesting a title change to Police Officer, Pay Range 801, for the vacant position of Assistant Custodian of Police Property and Stores, Pay Range 801. A job description was provided and the request was discussed with the head of the Property Control Section, Lieutenant of Police Ronald Quackenbush.

Duties and Responsibilities

The basic function of the Assistant Custodian of Police Property and Stores position is to receive, store, safeguard, and disburse evidence, contraband and other property entrusted into the custody of the Property Control Section for safekeeping. The position is responsible for the:

- Audit and accountability of all inventory reports for the Police Department.
- Evaluation and generation of Property Control Disposition Orders for routing to work locations to update the status of property in the custody of the Property Control Section.
- Audit and accountability of all Inmate Property Registers for the Police Department.
- Intake of property, including data entry, bar code tagging, packaging, and assigning storage locations.
- Disposal of property by destruction, or by coordinating with and conveying items that are appropriate for auction to the City of Milwaukee Warehouse.
- Communicate and coordinate activities with the U.S. Secret Service regarding altered and counterfeit money.

The position requires the rank Police Officer (full duty; not limited duty status), computer and keyboarding abilities, and knowledge and understanding of Police Department Rules and Procedures.

Recommendation

The single title classification of Assistant Custodian of Police Property and Stores is in the same pay range as Police Officer. The position has been filled by incumbents who were Police Officers. In 2001, there were 19 positions in the Property Control Section including 14 Police Officers and one Assistant Custodian of Police Property and Stores. Police Department management feels that the duties of this position can be effectively performed by deleting this

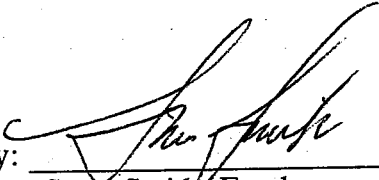
Assistant Custodian of Police Property and Stores
Police Department

July 11, 2002

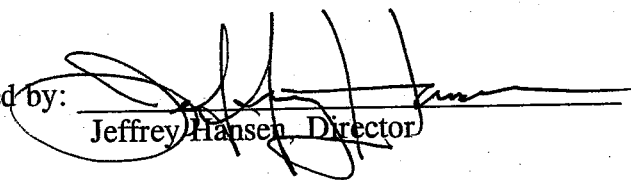
position and adding one Police Officer position.

We therefore recommend retitling the position of Assistant Custodian of Police Property and Stores, Pay Range 801, to Police Officer, Pay Range 801.

Prepared by:


Steve Smith, Employment Administrator

Reviewed by:


Jeffrey Hansen, Director

SCS:pc
July 25, 2002