



**Department of Employee Relations**

May 1, 2003

**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 021610

The following title changes were approved by the Board of Fire and Police Commissioners on April 24, 2003.

In the Fire Department, five vacant positions of Paramedic Field Lieutenant/  
Fire Paramedic Field Lieutenant, Pay Range 856, were reclassified to Fire  
Lieutenant, Pay Range 856

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

Sincerely,

Florence H. Dukes  
Employee Relations Director

FHD:pb

Attachments:    Job Evaluation Report  
                      Fiscal Note

c: Chief William Wentlandt, Jr., Mary McDougall, David Heard, Frank Forbes, Joseph Czarnecki, Jennifer Gonda, Marianne Walsh, and Gregory Gracz

**JOB EVALUATION REPORT**

Fire and Police Commission Meeting Date: April 24, 2003

Incumbent: Vacant Positions Department: Fire

Present	Request
Title: Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant	Title: Fire Lieutenant
Pay Range: 856 (\$50,181-\$58,598)	Pay Range: 856 (\$50,181-\$58,598)
Step: n/a	Source: Department
<p><b>Recommendation:</b>                      Title : Fire Lieutenant                      Salary: 856 (\$50,181-\$58,598)                      New Rate: n/a</p>	
<p><b>Rationale:</b>                      Changing the titles of Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant to Fire Lieutenant is recommended as the department no longer hires civilian paramedics and this action would create internal efficiencies in the department. No fiscal impact would result as both titles are in the same pay range.</p>	
<p><b>History of Position:</b>                      In May 1996 these positions were reclassified from Paramedic Officer/Fire Paramedic Officer in Pay Range 854 to Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant in Pay Range 856.</p>	

**Action Required:**

In the Salary Ordinance, under Pay Range 856, add the footnote designation "4/" following the titles "Paramedic Field Lieutenant" and "Fire Paramedic Field Lieutenant" and add the following footnote: "4/ Positions to be reclassified to Fire Lieutenant upon becoming vacant."

In the Positions Ordinance, under Fire Department, Firefighting Division Decision Unit, add five positions of Fire Lieutenant, and under Paramedic Service, delete five positions of Paramedic Field Lieutenant (C) (I)/Fire Paramedic Field Lieutenant (C) (I)

**Background:**

On April 10, 2003, the Fire and Police Commission referred a request from the Fire Department to the Department of Employee Relations to reclassify 5 vacant positions of Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant to Fire Lieutenant and to reclassify the other 19 positions of Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant to Fire Lieutenant as they become vacant. In evaluating this request, discussions were held with Assistant Chief Mark Sain, Deputy Chief Andrew Smerz and Fire Personnel Officer Mary McDougall.

**Duties and Responsibilities:**

This position's primary duty is to perform first line supervision of a company operating at the scene of an alarm. A secondary function is to supervise the activity of company personnel in quarters and non-emergency situations. Specific duties and responsibilities are as follows:

- 65% Supervises, coordinates, and assists assigned company personnel at emergency incidents. Assumes and retains command at the scene of an alarm until the arrival of a superior officer. Evaluates incidents to determine the most effective, efficient, and safe use of personnel, equipment, and apparatus to control fire and emergency situations.
- 20% Maintains records of company personnel, equipment, apparatus, and quarters. Accounts for all items of department property assigned to company while on duty. Supervises and inspects for compliance the maintenance of company quarters and equipment.
- 10% Conducts drills and training sessions as prescribed or needed. Conducts personnel performance reviews and submits review reports on all subordinate members. May prefer charges and take disciplinary action in cases of specific and direct violation of rules and regulations.
- 5% May be detailed to perform public education assignments. May perform duties and responsibilities of a subordinate, as needed.

**Analysis:**

The 24 positions of Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant requested for reclassification to Fire Lieutenant supervise one of the department's eight paramedic units on each of three shifts. The Paramedic Field Lieutenant title is used for civilian employees holding this rank and the Fire Paramedic Field Lieutenant title is used for those who are also trained as firefighters.

The department no longer hires civilian paramedics and the Fire and Police Commission no longer recruits and tests for these titles. Recently the department has placed existing Fire Lieutenants who are also trained as paramedics into these positions as needed. For these reasons the Fire Department would like to phase out the Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant titles as positions become vacant and reclassify them to Fire Lieutenant. The Fire Lieutenant eligible list would be used to fill vacant positions. Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant and Fire Lieutenant are in the same pay range so there are no pay raises or fiscal impact associated with this action.

Making this change would allow the department more flexibility in making staff assignments. For example, Fire Lieutenants heading paramedic units would not be restricted to the paramedic unit. They could be assigned to different areas as needed. Efficiencies in internal processes such as daily scheduling, vacation picks and seniority transfers would be created as well. The department has discussed this proposal with representatives of Local 215 and they are in agreement with this change.

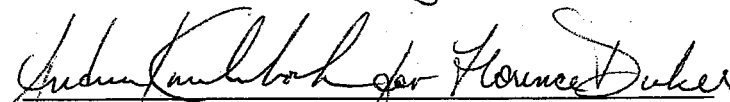
**Recommendation:**

Based on the above analysis, it is recommended that five currently vacant positions of Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant in Pay Range 856 be reclassified to Fire Lieutenant, also in Pay Range 856. It is further recommended that the remaining 19 Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant positions be reclassified administratively to Fire Lieutenant as they become vacant.

Prepared by:

  
Timothy J. Keeley, Human Resources Representative

Reviewed by:

  
Florence Dukes, Employee Relations Director