



Department of Employee Relations

**John O. Norquist**  
Mayor

**Florence Dukes**  
Director

**David Heard**  
Fire and Police Commission  
Executive Director

**Frank Forbes**  
Labor Negotiator

**Michael Brady**  
Employee Benefits Director

July 25, 2003

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

Dear Committee Members:      Re: Common Council File Number 030152

The following reclassifications were approved by the Board of Fire and Police Commissioners on July 24, 2003.

In the Fire Department, one vacant position of Fire Audiovisual Training Specialist, Pay Range 856, was reclassified to a civilian title of Audiovisual Specialist II, Pay Range 505.

In the Police Department, one vacant position of Police Electronic Technician Foreman, Pay Range 834, was reclassified to a civilian management title of Electronic Technician Supervisor, Salary Grade 006, with recruitment up to the fourth step.

The job evaluation reports containing the necessary Salary and Positions Ordinance amendments are attached.

Sincerely,

Florence H. Dukes  
Employee Relations Director

FHD:pb

Attachments:    2 Job Evaluation Reports  
                      Fiscal Note

c: Chief William Wentlandt, Deputy Chief Gary Miller, Mary McDougall, Chief Arthur Jones, Commander Mark Meyer, Captain Gary Meyer, Samuel Steffan, Valarie Watson, David Heard, Frank Forbes, Joseph Czarnezki, Jennifer Gonda, Marianne Walsh, Gregory Gracz, and Konrad Ellenberger

**JOB EVALUATION REPORT**

Fire and Police Commission Meeting Date: July 10, 2003

Incumbent: Vacant Position Department: Fire

Present	Request
Title: Fire Audiovisual Training Specialist	Title: Audiovisual Specialist II
Pay Range: 856 (\$50,181 - \$58,598)	Pay Range: 505 (\$30,890 - \$34,183)
Step: n/a	Source: Department
<b>Recommendation:</b> Title : Audiovisual Specialist II Salary: 505 (\$30,890 - \$34,183) New Rate: n/a	
<b>Rationale:</b> The duties of this position do not require the services of a trained firefighter. This position is comparable to the Audiovisual Specialist II position in the Police Department. Reclassifying the position to this level will result in a cost savings to the City.	
<b>History of Position:</b> This position was first filled in April, 1982 with a Firefighter (Pay Range 850). It was reclassified to its current classification of Fire Audiovisual Training Specialist in Pay Range 856 in November 1989.	

**Action Required:**

In the Salary Ordinance, under Pay Range 856, delete the title "Fire Audiovisual Training Specialist."

In the Positions Ordinance, under Fire Department, Supporting Services Decision Unit, delete one position of Fire Audiovisual Training Specialist and add one position of Audiovisual Specialist II.

**Background:**

On March 24, 2003, the Department of Employee Relations was asked to study the Fire Department's request to reclassify the vacant position of Fire Audiovisual Training Specialist to the civilian position of Audiovisual Specialist II. In evaluating this request, discussions were held with Deputy Chief Gary Miller, supervisor of this position.

**Duties and Responsibilities:**

The basic function of this position is to record and produce video and audio informational training presentations, which includes research, creation and development of various techniques used in presenting training for fire personnel and the public. The position also coordinates pre-production activities with sources both inside and outside the department, develops story boards, makes arrangements for on-site shoots, performs videography and edits and duplicates final master presentations. Specific duties and responsibilities are as follows:

- 45% Performs computerized video editing and uses specific computer skills relative to character generator, photo retouching, graphic design, three-dimensional graphics, digital video effects and audio editing. Performs multi-track recording and mixing, CD mastering and management of large audiovisual data files.
- 25% Performs videographic production duties of fire training and other programs. Does digital recording and digitizing of field video footage, slides, film, audio tapes and production music. Scans photographs. In charge of studio lighting, sound recording and digital mastering.
- 15% Evaluates pre-production needs, plans meetings and schedules, writes scripts, does story board, writes outlines, selects music and performs other related tasks. Develops and maintains excellent working relationships with the Milwaukee Police Department, area colleges and universities and other organizations, in order to assist with department productions.
- 5% Photographs fires, personnel and other items for training and presentations. Develops and enlarges photos as time permits.
- 5% Maintains and repairs all equipment or sends out for repair. Instructs department personnel in use of equipment. Conducts inventory of equipment.
- 5% Prepares requisitions and budget for audiovisual section. Prepares and sends videotapes to all engine houses and bureaus. Trains personnel assigned to assist in the audiovisual section.

The education and experience requirements of this position include a bachelor's or associates degree in visual communications, video production or a closely related field, or a minimum of two years of full time verifiable experience in studio and field video production. The job description lists various other qualifications relating to equipment, software, knowledge and skills.

**Analysis:**

Since its inception in 1982, this position has been filled by Paul Beck III, a sworn firefighter. The position was reclassified in 1989 to Fire Audiovisual Training Specialist in Pay Range 856. Now that the position is vacant (due to retirement), the department has evaluated the duties and responsibilities of the position and has recommended that it become civilianized. According to the department, the position is not involved in firefighting and, while the *products* created by this position are used in fire training, this position does not serve as a trainer or safety officer where extensive knowledge of firefighting would be necessary.

Instead, the position works exclusively in the technical audiovisual arena to record and produce professional quality video and audio presentations. As one would expect, the technology, equipment and methodologies have become much more complex and sophisticated over the years and are heavily computer driven. Consequently, specific technical training and/or experience in the field of visual communications, video production or related field is necessary in order to perform the duties of this position. The department would like to recruit an individual who is trained and experienced in current technology and who can continually initiate advancements in the department as new technology and methods become available

The department has requested that this position be reclassified to Audiovisual Specialist II in Pay Range 505. This request is based on a position of Audiovisual Specialist II in the Milwaukee Police Department that performs the same basic function as the Fire Audiovisual Training Specialist. In fact both positions are assigned to the Safety Academy and share information and resources with one another. The job description of the Police Department Audiovisual Specialist II position was compared to the Fire Department's job description and found to be very similar, including the qualifications required.

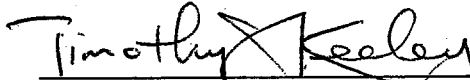
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Reclassifying this position to a civilian position would provide the best means to find a pool of candidates with the skills and background necessary to perform the specialized duties of this position. In addition, removing this position from the sworn service is appropriate because the position is not engaged in firefighting related duties. This reclassification is not only appropriate from an operations standpoint, but it results in a cost savings to the City as well.

**Recommendation:**

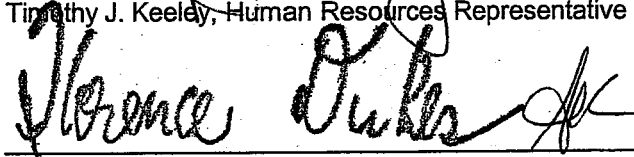
Based on the above analysis, it is therefore recommended that this position of Fire Audiovisual Training Specialist in Pay Range 856 be reclassified to Audiovisual Specialist II in Pay Range 505. It should be noted that an underfill title of Audiovisual Specialist I in Pay Range 500 currently exists and may be considered as an option when filling this position.

Prepared by:



Timothy J. Keeley, Human Resources Representative

Reviewed by:



Florence H. Dukes, Employee Relations Director

**JOB EVALUATION REPORT**

Fire and Police Commission Meeting Date: July 24, 2003

Incumbent: Vacant Position Department: Police

Present	Request
Title: Police Electronic Technician Foreman	Title: Electronic Technician Supervisor
Pay Range: 834 (\$47,391-\$57,534) 2000 rates	Pay Range: to be studied
Step: n/a	Source: Department
<b>Recommendation:</b> Title : Electronic Technician Supervisor Salary: 006 (\$43,889 - \$61,451) 2002 rates New Rate: n/a	
<b>Rationale:</b> The duties of this position do not require the services of a sworn police officer. This position supervises a group of Electronic Technicians that have already been civilianized. Salary Grade (SG) 006 is recommended in order to avoid pay compression with the Electronic Technicians. SG 006 is roughly equivalent to the current pay range of this position.	
<b>History of Position:</b> This position has not been studied since 1982 when it was reallocated to its current pay range through labor negotiations.	

**Action Required:**

In the Salary Ordinance, delete Pay Range 834 in its entirety. Under Salary Grade 006, add the title and footnote designation "Electronic Technician Supervisor 4" and add the following footnote: "4/ Recruitment may be up to the fourth step."

In the Positions Ordinance, under Police Department, Technical Services Bureau, Communications Maintenance Division, delete one position of Police Electronic Technician Foreman and add one position of Electronic Technician Supervisor.

**Background:**

On February 13, 2003, the Fire and Police Commission referred a request from the Police Department to the Department of Employee Relations to reclassify the vacant position of Police Electronic Technician Foreman to a civilian management position. In evaluating this request, discussions were held with Police Commander Mark Meyer, Captain of Police Gary Meyer and Samuel Steffan, Communications Maintenance Manager.

**Duties and Responsibilities:**

The basic function of this position is to provide direct supervision of Electronic Technicians and other personnel assigned to the Communications Maintenance Section and to provide supervision over the general operations and personnel to ensure the proper assignment and scheduling of work projects for

the efficient maintenance of electronic and radio equipment of the Milwaukee Police Department (MPD) and other city departments serviced by MPD. Specific duties and responsibilities are as follows:

- 30% Responsible for the prompt and efficient repair and preventative maintenance of electronic and radio communications equipment, systems, and assignment of specific work projects to personnel under his/her supervision.
- 15% Responsible for the training (including on the job training) of Electronic Technicians and other assigned personnel. Responsible for work performance rating reports during the employee's probationary period and for the employee evaluations on a semi-annual basis.
- 15% Responsible for the direct supervision, discipline, conduct and efficiency of all assigned Electronic Technicians and other personnel that may be assigned to the Communications Maintenance Section.
- 15% Responsible for maintaining the highest level of maintenance work by technicians to ensure equipment operational performance is consistent with the manufacturer's specifications.
- 5% Responsible for assisting in the development, implementation and maintenance of special electronic circuitry used in radio control and operations of the police radio system and for the radio communications systems of the City of Milwaukee.
- 5% In the absence of the Communications Maintenance Manager, this position may be authorized to temporarily assume some, or all, of the Communications Maintenance Manager's duties and responsibilities.
- 5% Responsible to provide liaison between the Communications Maintenance Section and City of Milwaukee departments for which services are provided, and for the scheduling of vehicle installation work and other repair services.
- 5% Proactively monitor radio systems and equipment for potential sources of service interruption and take appropriate corrective actions.
- 5% Perform other duties as assigned.

This position requires five years of electronic technician experience (including relevant experience from other employment), valid Federal Communications Commission General Radio Telephone Operators License (or industry equivalent) and an ability to effectively supervise subordinates while maintaining good morale.

**Analysis:**

This position is located in the Communications Maintenance Division of the Technical Services Bureau. The purpose of this Division is to plan, manage and design the ongoing operation of the City's radio communications system and provide for the efficient maintenance of electronic and radio equipment of the Milwaukee Police Department (MPD) and other city departments serviced by MPD.

The Division consists of a sworn position of Communications Maintenance Manager, the Police Electronic Technician Foreman (subject of this report), nine positions of Electronic Technician (formerly Police Electronic Technician) and an Office Assistant IV. There has been an ongoing effort to civilianize positions in this Division as they become vacant. Beginning in 1994, positions of Police Electronic Technician have been reclassified to the civilian position of Electronic Technician as they have become vacant. All of these positions are now civilian. In addition, a report was approved by the Fire and Police Commission and the Common Council in 1995 that specifies that the position of Communications Maintenance Manager be civilianized and reallocated to SG 007 when vacated by Samuel Steffan, the current incumbent.

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Now that the Police Electronic Technician Foreman position is vacant (due to retirement), the department has evaluated the duties and responsibilities of the position and has recommended that it also become civilianized. As with the other positions, the department points out that it is not necessary for a person with police powers to perform this function. In addition, because of the specialized electronics background required, it would be difficult to find a pool of qualified candidates from within the sworn ranks.

Because of the supervisory nature of this position and its associated responsibilities for planning, assigning and directing work, training employees, evaluating performance, disciplining as necessary and other related functions, it is recommended that this position, currently represented by the Milwaukee Police Supervisor's Organization (MPSO), be placed in the Management Pay Plan. Because Communications Maintenance Manager, the classification that this position reports to, is slated for SG 007 when it is vacated, and Electronic Technician, the classification that this position will supervise, is in Pay Range (PR) 290 which is similar to SG 004, the available pay options for the Police Electronic Technician Foreman are SG 005 or SG 006.

Salary Grade 005 is not being recommended because of pay compression with the Electronic Technician classification. For example, if an Electronic Technician in PR 290 and the supervisor in SG 005 both started at the same time at the beginning of their respective pay ranges, it would take the supervisor approximately eight years to surpass the pay of the Electronic Technician. We therefore believe that SG 006 represents the best fit for this classification once it is civilianized as it would provide a better pay differential from the Electronic Technician classification. Also, SG 006 is similar at the maximum to what the position would receive if it remained in the bargaining unit. The beginning step of SG 006 is actually about \$6,600 less than the corresponding beginning step in the bargaining unit pay range. Because of this, the ability to recruit a technically qualified person at the beginning of the range may be an issue. To alleviate this concern, we recommend that a Salary Ordinance footnote be added to allow recruitment up to the fourth step of SG 006.

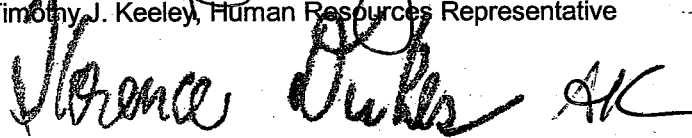
**Recommendation:**

We therefore recommend that the position of Police Electronic Technician Foreman in PR 834 be reclassified to SG 006 with the title of Electronic Technician Supervisor. We further recommend that authorization be given to recruit up to the fourth step of SG 006.

Prepared by:

  
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Timothy J. Keeley, Human Resources Representative

Reviewed by:

  
\_\_\_\_\_  
Florence Dukes, Employee Relations Director