



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

April 12, 2006

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

Dear Committee Members: Re: Common Council File Number 050951

The following classification and pay levels were approved by the Board of Fire and Police Commissioners on April 6, 2006:

In the Fire Department, one new position was classified as Health and Safety Officer, Salary Grade 006.

In the Police Department, one vacant position of Electronic Technician Supervisor was reallocated from Salary Grade 006 to Salary Grade 007, with recruitment allowed up to the seventh step.

The job evaluation reports covering the above positions, including the necessary Salary and Positions Ordinance amendments, are attached.

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: 2 Job Evaluation Reports
 Fiscal Note

c: Mark Nicolini, Marianne Walsh, David Heard, Chief William Wentlandt, Deputy Chief Andrew Smerz, Deputy Chief Gary Miller, Sandra Rotar, Mary McDougall, Chief Nannette Hegerty, Valarie Williams, Pamela Roberts and Inspector Mark Meyer

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: April 6, 2006

Department: Milwaukee Fire Department

Incumbent: New Position

Present	Request
Title: Health & Safety Officer Salary: SG 006 (\$48,257-\$67,566)	Study of Position
Recommendation: Title: Health & Safety Officer Salary: SG 006 (\$48,257-\$67,566)	
Rationale: The requested level of Salary Grade 006 is appropriate since the duties and responsibilities of this position are comparable to the Administrative Lieutenant of Police (Health and Safety) in the Police Department in Pay Range 836 and the Safety Supervisor in the Department of Public Works in Salary Grade 006.	

Action Required (Effective Pay Period 1, 2006 – January 1, 2006)

In the Salary Ordinance, under Salary Grade 006, add the title of "Health and Safety Officer".

In the Positions Ordinance, under the Fire Department, Supporting Services Decision Unit, delete one position of Safety Supervisor and add one position of Health and Safety Officer.

Duties & Responsibilities

The basic function of this position is to manage the MFD Health and Safety Program, which governs all activities, emergency and non-emergency, relative to the safety of all members of the MFD and any other persons involved in MFD operations. This position performs the duties and responsibilities as specified by the Chief. They include but are not limited to the following:

- 30% Manages the implementation and fulfillment of MFD Safety Programs; and coordinates safety compliance.
- 20% Performs safety evaluations and consultations related to work site equipment, materials, facilities and procedures. This includes investigations and referrals relating to work injuries and the possibility of subrogation.
- 10% Conducts ongoing research and communicates information on safety laws, standards, and accident prevention procedures to Bureau Heads, Firefighting Deputy Chiefs, and other supervisors and employees as directed.

- 10% Acts as a liaison between the MFD, the Department of Employee Relations (DER), and the City of Milwaukee on work place safety initiatives.
- 10% Prepares and disseminates statistical reports and bulletins; creates and prints safe work procedures and investigative reports.
- 10% Represents the MFD at various safety meetings; conducts safety briefings and acts in an advisory capacity at joint union/management safety committee meetings; and plans, coordinates, and conducts safety training sessions for MFD members.
- 10% Investigates and analyzes work-related injuries and illnesses; and coordinates the return to work using job analyses and case management techniques.

Requirements include a Bachelor's Degree in Industrial Safety, Communications, Business Administration or related field and four years of experience in employee safety and accident prevention programs. Equivalent combinations of education and experience may be considered.

The MFD has had a number of different positions perform various aspects of the above duties and responsibilities related to health and safety. The Department would now like to centralize these functions in an effort to more effectively coordinate safety and health programs, develop internal preventative programs and monitor injuries. An analysis conducted by the Department of Employee Relations regarding injuries in the Fire Department for the years 2000 – 2004 resulted in a number of recommendations including the need for a position that will work with Fire Personnel to increase the overall health and safety in the department and reduce the number of injuries, worker's compensation expenditures, and lost work days. This position under study will report to a Fire Captain and the Deputy Chief, Fire who is Chair of the Joint Labor Management Health and Safety Committee.

The requested level of Salary Grade 006 is appropriate since the duties and responsibilities of this position are comparable to the Administrative Lieutenant of Police (Health and Safety) in the Police Department in Pay Range 836 and the Safety Supervisor in the Department of Public Works in Salary Grade 006. Both of these positions are at the same or similar pay level and have similar responsibilities for programs on safety, performing safety evaluations, and preparing statistical reports. The other two positions have some supervisory responsibilities but the position under study will be working with employees who work under unique and inherently dangerous conditions. Although employees in the Fire Department make up approximately 14% of the City's workforce, the percentage of injuries in the City workforce that come from the Fire Department is double that number at 30%. The requested title of Health and Safety Officer also is appropriate since it is descriptive of the function of the position.

It is therefore recommended that this new position in the Fire Department be classified as Health and Safety Officer in Salary Grade 006.

Prepared by: *Sarah Trotter*
 Sarah Trotter, Human Resources Representative

Reviewed by: *Maria Montegudo*
 Maria Montegudo, Employee Relations Director

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: April 6, 2006

Department: Milwaukee Police Department

Incumbent: Vacant Position

Present	Request
Title: Electronic Technician Supervisor Salary: SG 006 (\$48,257 - \$67,566)	Study of Position
Recommendation: Title: Electronic Technician Supervisor Salary: SG 007 (\$51,440 - \$72,013) Recruitment allowed up to the seventh step of the salary grade	
Rationale: The Department's inability to recruit an employee for this position during the last 18 months and corroborating wage information for the Milwaukee-Waukesha area from the Department of Labor indicates that the pay range associated with Salary Grade 06 is not competitive with the local labor market. Reallocating this position to Salary Grade 07, and providing the Department with the ability to hire up to and including the seventh step of the range, will provide a more competitive rate of pay and aid in recruitment efforts for the position.	

Action Required:

In the Salary Ordinance, under Salary Grade 006, delete the title "Electronic Technician Supervisor 2/" and the corresponding footnote 2/. Under Salary Grade 007, add the title "Electronic Technician Supervisor 5/" with the footnote to read as follows: "5/ Recruitment may be up to the seventh step of the salary grade."

Background

During the past 18 months, the Department of Employee Relations and the Milwaukee Police Department staff have worked to recruit and fill this position from within the ranks of the current Electronic Technicians with the Milwaukee Police department. Despite strong effort to communicate expected salary increases including benefit costs, all candidates have declined interest in the position. As a result, the department has requested that Employee Relations reevaluate the rate of pay for this position.

This position was last evaluated for classification level in 2003 at which time the position was civilianized and placed in management Salary Grade 006.

April 6, 2006

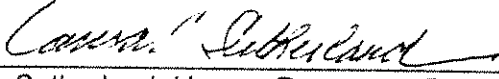
Analysis

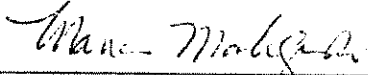
In studying this issue, the Department of Employee Relations reviewed pay data reported by the Department of Labor's Bureau of Labor Statistics. Staff found that the average (mean) rate of pay for first-line supervisors of electronic technicians in the Milwaukee-Waukesha area for November of 2004 was \$59,670. Assuming an average increase in wages of 2.6% from the fourth quarter of 2004 to the fourth quarter of 2005, as reported for all civilian employees by the Department of Labor during that period of time, an estimated mean rate of pay for March 2006 would be approximately \$61,221. This rate corresponds to about the seventh step of Salary Grade 007, which is \$61,800.

We believe that this change in Salary Grade will enable the Police Department to hire an individual into this position. We also recommend that the department be given authority to recruit up to the seventh step of Salary Grade 007.

Recommendation

In consideration of the salary information presented above, it is recommended that the position of Electronic Technician Supervisor be reallocated to Salary Grade 007, and the Police Department be given authority to hire an individual to fill this position up to and including the seventh step of Salary Grade 007.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Montegudo, Employee Relations Director