



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

July 16, 2010

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

Dear Committee Members:

Re: Common Council File Number 100353

The following classifications and pay levels were approved by the Board of Fire and Police Commissioners on July 1, 2010:

In the Fire Department, two positions of Fire Education Specialist in Pay Range 530 were reallocated to Firefighter in Pay Range 850.

In the Police Department, one vacant position of Police Information Systems Director in Salary Grade 14 was reallocated to Salary Grade 16.

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

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:fcw

Attachment: 1 Letter
1 Job Evaluation Report
1 Fiscal Note

C: Mark Nicolini, Jennifer Meyer, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado, Michael Tobin, Fire Chief Mark Rohlfing, Juliet Lee Battle, Chief of Police Edward Flynn, Assistant Chief of Police Monica Ray, and Valarie Williams



Department of Employee Relations

June 23, 2010

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy Hamblin
Labor Negotiator

Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

On June 21, 2010, in a letter to your Commission, Fire Chief, Mark Rohlfig, requested that two positions of Fire Education Specialist, Pay Range 530, included in the Department's 2010 budget be re-established as sworn Firefighter positions.

The positions were established in the 2010 Fire Department per a request from former Chief Holton. The Department of Employee Relations classified the positions earlier this year and the Fire and Police Commission approved the report as submitted.

The request from Chief Rohlfig argues that having firefighters teaching fire safety and doing fire education work adds immediate credibility to the learning process as firefighters have both knowledge of the department and its operations and real life experience working at fires and responding to medical service alarms. The Chief also believes that having firefighters rotate in and out of public education assignments helps to solidify the importance of public education and community service for all firefighters. It is anticipated that by restoring these sworn positions, the department will enhance its recruitment efforts and expand "return to work" opportunities for injured members.

In as much as this request appears to be a matter of workforce and resource allocation under the leadership of a new Fire Chief, we recommend amending the Positions and Salary Ordinances as follows:

Under Salary Ordinance, Pay Range 530, delete the title "Fire Education Specialist."

Under Positions Ordinance, Fire Department, Supporting Services Decision Unit, Instruction and Training Bureau, delete two positions of "Fire Education Specialist" and add two positions of "Firefighter."

Sincerely,

Maria Monteagudo
Director of Employee Relations

MM:fcw

c: Fire Chief Mark Rohlfig
Juliet Lee Battle

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: July 1, 2010
 Department: Police

Present	Recommendation
Police Information Systems Director SG 14 (\$83,653-\$117,118) Vacant	Police Information Systems Director SG 16 (\$95,030 - \$133,049)
<p>Rationale</p> <p>This position, which is currently vacant, plays a critical role in enabling the Milwaukee Police Department to perform its mission. Salary survey information obtained from the Bureau of Labor Statistics as of May, 2009 indicates that the median salary for information systems managers in the Milwaukee area is \$103,400 annually. The present range associated with the job consequently presents a barrier to hiring a well qualified individual to fill this mission-critical position.</p>	

Action Required

In the Salary Ordinance, under Salary Grade 14, delete the title "Police Information Systems Director" and add the title "Police Information Systems Director" under Salary Grade 16.

Background

Several weeks ago the Chairman of the Committee on Finance and Personnel requested the Department of Employee Relations to examine the pay level of the Police Information Systems Director to determine whether its pay range offered was adequate in attracting a well qualified individual to fill the position. As a consequence, this report is concerned with salary level as it relates to recruitment and does not evaluate the job in terms of responsibility exercised, knowledge/skill required and other job evaluation factors.

Duties and Responsibilities

The Police Information Systems Director has responsibility for all information technology systems used by the Milwaukee Police Department. With an annual budget of 3 million dollars and staff of 10 professionals and independent contractors, this position has responsibility for envisioning, planning, budgeting all replacements and upgrades required of information technology systems. In addition, this Director manages the Central Records Division, Communications Division, and Data Services Division.

The primary areas of responsibility associated with job are as follows:

- Envisioning, planning, and implementing technology systems to meet current and future needs of law enforcement.
- Managing staff. This includes hiring, coaching, motivating, training, disciplining, directing work, responding to grievances.

- Monitoring and controlling budgetary and operational expenditures and resources.
- Managing multiple hardware and software vendors, contractors, and assigned staff.
- Managing the procurement of computer systems, equipment and related software, operations/support services, including Request for Proposals, proposal evaluation, vendor selection, and contract development.
- Working closely with other City departments and public safety agencies on Police Department information system issues.
- Chairing the Police Department's Information Technology Committee.
- Serving as a liaison to the City of Milwaukee Information Management Committee.

Knowledge, Skills, Abilities, and Attributes (KSAs)

The minimum requirements of the job, as stated on the job announcement of February 20, 2009 were a bachelor's degree in management information or closely related field and a minimum of five years of senior management experience planning and managing large-scale information technology projects and budgets, and managing a staff of professionals in a project-oriented team environment.

The KSAs required for successful job performance include the following:

- Knowledge of municipal programs, theories and practices and resources relative to public policy, program evaluation, performance management, meeting management, diversity management, conflict management, organizational development, administrative organization and methods of strategic planning.
- High-level knowledge of best practices in computer hardware and systems architecture.
- Ability to provide technical and policy leadership.
- Proven leadership and supervisory skills, including the ability to effectively plan and organize activities, resources and establish priorities.
- Ability to identify, implement and evaluate policies and procedures in compliance with strategic planning and technology needs of the Milwaukee Police Department.
- Ability to establish and maintain collaborative working relationship with the City's Information Technology Management Division, other City agencies, vendors and public officials.
- Strong project management skills.
- Ability to effectively manage multiple vendors, contractors and consultants.
- Excellent communication skills

Source: Job announcement #09-018E, February, 2009

Analysis

Advances in information technologies and communications now provide law enforcement entities with unprecedented opportunities to improve the efficiency and effectiveness of their operations. This is particularly true for intelligence and investigative capacities, access to criminal records and other relevant data, and data sharing with other stakeholders inside and outside of government. Information technologies also have the capacity to provide the public with useful information about crime and policing. The success of crime mapping analysis provides but one example of the power of information technology in law enforcement. For information technology to reach its potential, though, data, technology, systems, and people must be brought into alignment. This is a formidable goal and must take into consideration information and communications technologies, budgets, human factors, and privacy concerns. As a result of the complexity of these issues and the current and potential capabilities of

information technology, directors of information technology systems are now considered mission-critical employees in law enforcement agencies.

The pay level associated with the Police Information Systems Director, which is current vacant, is therefore an important consideration. The following table provides salary information for computer and systems managers in the Milwaukee area obtained by the U.S. Department of Labor's Bureau of Labor Statistics in May of 2009.

**Pay Levels for Computer and Information Systems Managers
All Industries
Milwaukee, Waukesha, West Allis Area
May 2009**

Computer and Information Systems Managers	Percentile 10	Percentile 25	Median	Percentile 75	Percentile 90
2,360 jobs	\$70,980	\$86,200	\$103,400	\$124,250	\$147,610

Mean percentage of error=1.5%

As defined in this survey, Computer and Information System Managers “plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.” As shown in the above table, the median rate of pay for computer and information systems managers in the Milwaukee area in May of 2009 was \$103,400 annually. The data further indicates that most computer and information systems managers in Milwaukee were paid between \$86,200 and \$124,250 annually. This data does not take into consideration any cash bonuses that may have been received and does not consider changes that have occurred in the labor market during the past 13 months.

The City's current range for this job is \$83,653 to \$117,118 annually. If the City followed its stated hiring practice of appointing a new employee at the minimum of the range, it is unlikely that the Police Department would be able to hire a well qualified individual at a rate of \$83,653 annually. Although it is possible, through written authorization from the Chairman of the Committee on Finance and Personnel and the Employee Relations Director, to hire an employee up to the 60th percentile of the City's range, at an amount \$103,732, this rate would be slightly above the median rate of pay for computer and information systems managers reported in May of 2009. The salary survey data from the Bureau of Labor Statistics indicates that the pay level for the Police Information Systems Director is not competitive with the local labor market.

Taking into consideration the criticality of this position, salary survey information, and the current and future needs of the Police Department for information technology leadership, leads us to conclude that the best course of action would be to recommend reallocating this position from its present position in Salary Grade 14 to Salary Grade 16.

From an internal point of view, within City government, reallocation of this position to Salary Grade 16 will result in compensating the position at the same level as the Chief Technology Officer for the Employees' Retirement System, one level below the Chief Information Officer for the City, which is allocated to Salary Grade 17. The following chart shows information technology manager jobs in City government.

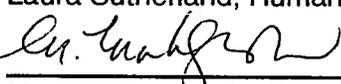
Information Technology Management Jobs in City Government					
Chief Information Officer	ITMD	SG 17	\$101,294	\$121,554	\$141,815
ERS Chief Technology Officer	ERS	SG 16	\$95,030	\$114,037	\$133,049
>>Police Information Systems Director	Police	SG 16	\$95,030	\$114,037	\$133,049
Information Systems Manager	ITMD	SG 15	\$89,161	\$106,992	\$124,823
>Police Information Systems Director	Police	SG 14	\$83,653	\$100,385	\$117,118
Applications Development Manager	ITMD	SG 12	\$73,627	\$88,352	\$103,077
Financial Applications Manager	Comptroller	SG 12	\$73,627	\$88,352	\$103,077
Information Systems Manager-MPD	Police	SG 11	\$69,090	\$82,907	\$96,722
Network Manager	Library	SG 10	\$64,905	\$77,767	\$90,728
Network Manager	Court	SG 10	\$64,905	\$77,767	\$90,728
Network Manager	DNS	SG 10	\$64,905	\$77,767	\$90,728

>Current >>Proposed

Recommendation

In order to facilitate hiring a well qualified individual to fill the position of Police Information Systems Director, now and in the future, it is recommended that the position of Police Information Systems Director, SG 14 be reallocated to Police Information Systems Director, SG 16.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Monteaquido, Employee Relations Director