

Milwaukee Police Department

Police Administration Building 749 West State Street Milwaukee, Wisconsin 53233 http://www.milwaukee.gov/police

Jeffrey B. Norman Chief of Police

(414) 933-4444

January 8, 2025

The Board of Fire and Police Commissioners 200 East Wells Street, Room 706 Milwaukee, WI 53202

RE: Reclassification Request – (Facilities Manager to Facilities Director)

As a result of subsequent market studies provided by the Department of Employee Relations since January 2022, traditional lower level positions are now equal or above this civilian leadership position. I therefore request that the Facilities Manager position (Pay Range 1KX), be retitled to Facilities Director and be compensated appropriately with placement in the same pay range as the Police Records Director position (Pay Range 1PX), based on the level of responsibility and organizational structure.

The Facilities Director is responsible for the repairs, remodeling, and the maintenance of 14 police occupied, or used buildings. Further responsibilities include handling personnel issues, participating in safety and training, overseeing the development of equipment specifications, service contracts, and working with internal and external groups to develop projects. This position is also responsible for submitting budget requests, monitoring productivity regarding reactive, predictive, and preventative building maintenance.

The uniqueness and complexities of the Milwaukee Police Department coupled with the quasi-military structure of the organization, chain of command; specialized units/divisions within the organization and the number of employees both sworn and civilian requires a specific set of skills, fortitude, and tenacity along with subject matter experience to be successful within the organization.

I respectfully request that this matter be referred to the Department of Employee Relations (DER) for classification. Department representatives are prepared to assist DER staff with this process.

Sincerely,

JEFFREY BLNORMAN CHIEF OF POLICE

JBN:an Attachments City of Milwaukee CS-25, Rev. 12/09

JOB DESCRIPTION

<u>Instructions</u>: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

FOR DE	R USE ONLY
Vacancy No.	
City Service	Finance
Commission:	Committee:
Fire & Police	Common
Commission:	Council:

1. Date Prepared/ Revised:	2. Present Inc	cumbent:		ls incumber	t underfilling	position?
6/15/10 / 1/7/25		Mario S. Pipia			_	
3. Date Filled:	4. Previous Ir	cumbent:		YES 🗌 NO	> ⊠	
10/31/21		Ryan Hayes		If YES, indical	e Underfill Title	in box 10.
5. Department:		Bureau: Administration		Unit:		
POLICE DEPARTMENT		Division: Facilities Servi	ces Div	Section:		
6. Work Location: 749 West	State Street	Telephone: (414) 935- Email:		Work Sched Hours: 8 a.n	lule: n. to 4 p.m./Da	ays: M-F
7. Represented by a Union? Yes No		nit: Management, Genera ouncil 48, which local?	al City		SA Status (c	heck one): Non-Exempt
10. Official Title:				Pay Range	Job Code	EEO Code
Facilities Manager				1KX	5467	103
Underfill Title (if applied	cable):					
Requested Title (if applied	cable): Facilitie	es Director		1PX		
Recommended Title (I	DER Use Only):	Approved by: Date:				
11. BASIC FUNCTION OF PO The Facilities Director is res buildings. Further responsible development of equipment s projects. Responsible for sul	ponsible for the r ilities include har specifications, se	ndling personnel issues, p rvice contracts, and worki	articipating ng with inte	in safety and rnal and exte	l training, over ernal groups to	rseeing the o develop

12. DESCRIPTION OF JOB (Check if description applies to Official Title ⊠ or Underfill Title □):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
100%	Regular and consisten attendance. Manage Facilities Renovations: Regular and consistent attendance. Supervise and oversee capital projects regarding architectual, environmental and mechanical upgrades. Prepare RFP's to initiate projects involving other city departments, and contractors, i.e., new construction, renovations to existing facilities, and equipment replacements. Establishing service contracts and /or business agreements. Attend all construction and planning meetings.
	Manage and prepare the annual Operating and Capital budgets needed to maintain the Facilities Services Division. Prepare written correspondence to the Commissioner of Public Works expressing the needs of the Chief of Police regarding the administration of capital and operating budgets. Manage Facilities: Accountable for maintenance and operations of all Police Department buildings and equipment. Direct and review all schedules for the most efficient 24-hour daily operations.
	Manage Printing and Stores Section: Oversees this section, which includes printing, graphic design studio, and the procurement and distribution of all operating supplies used by the Police Department. Other duties and activities as assigned.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

preventative building maintenance.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY	
	•	
	•	
	•	
	•	
	•	
	•	

C. NAME AND TITLE OF <u>IMMEDIATE</u> SUPERVISOR:

Assistant Chief of Police - Administration Bureau.

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Minimum supervision consisting mostly of consultation. The incumbent is expected to advise the Assistant Chief, Chief of Staff, or the Chief of Police, regarding all initiated projects within the Milwaukee Police Department. The incumbent is expected to complete and fully implement all directives and report back through the appropriate chain of command. Because of the specific expertise required, this position requires the ability to think independently within a police environment, and work with minimal supervision.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 8.

<u>Direct Supervision</u>: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign o	luties	e.	Sign or approve work
b. Outline r		f.	Make hiring recommendations
c. Direct w	ork in progress	g.	Prepare performance appraisals
Number	r inspect completed work	h.	Take disciplinary action or effectively recommend such
Supervised	Job Title		Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Police Facilities Assistant Manager		a,b,c,d,e,f,g
1	Fleet Repair Manager		a,b,c,d,e,f,g
4	Fleet Repair Supervisor		a,b,c,d,e,f,g
11	Office Assistant II		a,b,c,d,e,f,g
1	Office Assistant III		a,b,c,d,e,f,g

F. MINIMIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to <u>enter</u> the job.)

i. Education and Experience:

Bachelor's degree in Engineering or closely related field with an emphasis in mechanical disciplines, or other equivalent work experience, i.e. Minimum of 10 years experience in the fields of heating and air conditioning, refrigeration, and building controls.

- ii. Knowledge, Skills and Abilities:
 - Knowledge of building construction including the ability to prepare, interpret, and work from plans, drawings, and specifications. Knowledge of large office buildings and mechanical equipment. Knowledge of housekeeping and / or custodial procedures in large office settings. A good understanding of human resources, and labor negotiations. A complete understanding of electrical, plumbing, steam, and mechanical equipment.
- iii. <u>Certifications, Licenses, Registrations:</u>
 Certified in lead or asbestos abatement, Certified in refigeration, Certified in refrigeration recovery, Valid Wisconsin drivers license.
- iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHE	CK ALL THAT APPLY:
	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and
-	legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing
	required exceeds that required for ordinary locomotion.
	Balancing: Maintaining body equilibrium to prevent failing when walking, standing or crouching on narrow,
	slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that
	needed for ordinary locomotion and maintenance of body equilibrium.
	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a
N/1	considerable degree and requires full use of the lower extremities and back muscles.
	Kneeling: Bending legs at knee to come to a rest on knee or knees.
\Box	Crouching: Bending the body downward and forward by bending leg and spine.
	Crawling: Moving about on hands and knees or hands and feet.
	Reaching: Extending Hand(s) and arm(s) in any direction.
	Standing: Particularly for sustained periods of time.
	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
	Pushing: Using upper extremities to exert force in order to draw, press against something with steady
	force in order to thrust forward, downward or outward.
	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained
	motion.
	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-
f J	position. Check only if it occurs to a considerable degree and requires substantial use of the upper
	extremities and back muscles.
	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
	Grasping: Applying pressure to an object with fingers and palm.
H	
ш	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
П	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand
	detailed or important instructions spoken to other workers accurately, loudly or quickly.
П	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral
	communication and make fine discriminations in sound.
	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
	Driving: Minimum standards required by State Law (including license).
K-A	

CHE	ECK ONE:
	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedent work and the worker sits most of the time, the job is rated for Light Work.
	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force constantly to move objects.
	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pound force frequently, and/or in excess of 20 pounds of force constantly to move objects.
VIS (job.)	JAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of th
CUE	CK ONE:
	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection.
	involving small parts, operation of machines, using measurement devises, assembly or fabrication of parts). Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.
	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklif cranes, and high lift equipment.
1	etc. This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweeps
	etc.
	CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:
List t	CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION: he environmental/working conditions to which the employee may be exposed while performing the
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List t esse shift,	CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION: he environmental/working conditions to which the employee may be exposed while performing the ntial functions of the job. Include scheduling considerations such as on-call for emergencies, rotating etc. Approximate Percentage of time performing field work: 10% CK ALL THAT APPLY:
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List tesseshift,	CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION: he environmental/working conditions to which the employee may be exposed while performing the ntial functions of the job. Include scheduling considerations such as on-call for emergencies, rotating etc. Approximate Percentage of time performing field work: 10% CK ALL THAT APPLY: None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work). The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.) The worker is subject to outside environmental conditions: No effective protection from weather. The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard abothe surrounding noise level. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.

K.	MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION: List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)
	CHECK ALL THAT APPLY: □ Camera and photographic equipment □ Cleaning supplies □ Commercial vehicle □ Data processing equipment □ Handcart □ Hand tools (please list): □ Office Machines (check all that apply): □ Copier □ Facsimile □ Cash register □ Other (please list):
L.	SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)
	The Facilities Services Division is responsible for the administration of a annual \$2.5 million dollar operating budget, and a multimillion dollar capital equipment and improvement budget. The Police Facilities 0Manager is responsible for the maintenance of 13 buildings and properties, a total of 877,170 square feet. The division is comprised of all civilians, belonging to two different unions and 11 different job titles. The uniqueness is that this is a 24-7 operation dealing with law enforcement personnel issues, prisoners, communicable deseases, security, confidentiality, mobility, and multiple remote facilities. There is a factor of built in redundency designed to keep all police facilities operational. The Facilities Services Division has provided a plan, that will be carried out in the event of any major catastrophy, and will assure a Continuence of Operations. The manager must have good organizational skills, and the ability to carry out the directives of this department in order to be successful.
M.	I believe that the statements made above in describing this job are complete and accurate.
	Signature of Department Head or Designated Representative

City of Milwaukee – Department of Employee Relations **JOB CLASSIFICATION REQUEST FORM**

Please fill out all form fields when applicable with a completed job description that is signed and dated (include a job analysis questionnaire, if applicable) and email to sasinsk@milwaukee.gov.

Department	
Department Head	Chief of Police Jeffrey B. Norman
Job Study Contact Informati	tion:
HR Contact	Pamela K. Roberts
Phone Number	414-935-7191
Email Address	prober@milwaukee.gov
Supv/Mgr of Incumbent	Craig D. Sarnow
Phone Number	414-935-7802
Email Address	csarno@milwaukee.gov
Request Type (Check All T	hat Apply):
Classification	To classify a new position authority as a result of the budget or grant funding
Reclassification	To modify a current position's title and pay
Repurpose	To use a vacant position's funding to a create a new position
☐ Title Change	To modify a position's title only
Reallocation	To modify a position's pay range only
	To study the market rate of pay of a position
Designation	For example – bilingual, recruitment flexibility, task rate
	s It Is Listed In the Salary/Positions Ordinance: Facilities Manager
	1KX (\$91,006.41 - \$127,412.74); Recruitment at \$116,493.00
Proposed Title	Facilities Director
Proposed Pay Range	1PX (\$125,200.92 - \$175,274.84)
	Facilities Services Division
Section	•
Number of Positions	1
Incumbent(s)	1
Changes to duties and resp	
No change in duties and re	esponsibilities. However, this request is a result of subsequent city-wide market studies
	classifications that led to traditional lower level positions being equal or above this
civilian leadership position.	
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	U.

Changes in the level of work as defined by knowledge, skill, mental or physical effort requirements, responsibility level, or working conditions:

None; however, it should be noted that the uniqueness and complexities of the Milwaukee Police Department coupled with the quasi-military structure of the organization, chain of command; specialized units/divisions with the organization and the number of employees both sworn and civilian requires a specific set of skills, fortitude, and tenacity along with subject matter experience to be successful within the organization. This position should be compensated appropriately based on the level of responsibility and organizational structure.

Program, policy, or organizational changes that have impacted the position and its responsibility level:	
Subsequent city-wide market studies have changed several positions' classifications that has affected the	
Milwaukee Police Department. As a result, traditional lower level positions within the department are now equal	
or above this civilian leadership position.	

Documented recruitment or retention difficulties:

Position is currently filled	. No	recruitment of	or retention	difficulties.
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Titles of other positions within the city that may be comparable to the position(s) to be studied:

Administrative Services Director, Chief Assessor, Chief Court Administrator, Deputy City Treasurer, Deputy Commissioner of Clinical Services, Deputy Commissioner of Community Health, Deputy Commissioner of Environmental Health, Deputy Commissioner of Policy, Innovation and Equity, Deputy Comptroller, Emergency Communications Deputy Director, Employee Benefits Director, ERS Applications Development Manager, Executive Director – Deferred Compensation Board, ITMD Policy and Administration Manager, Labor Negotiator, Police information Systems Director, Police Records Director

The impact of this change on other positions in the department:

Approval of this reclassification request will help alleviate pay compression and equity issues related to this position.

None		
Prepared by:		-
Approved by:		
,		<u> </u>
		×
43		
	261	

Name		Title	Previous Salary Range	New Salary Range	
Larson	Jeffrey	Police Info Systems Dir	1MX(\$101,356-\$141,906) Recnit at \$113,521	1PX(\$125,200-\$175,274) Recruit at \$130,969	
Engan	Laura	Police Budget & Admin Mgr	1HX (\$72,244-\$101,137)	1JX(\$85,365-\$119,520) Recruit at \$104,997	
Roberts	Pamela	Human Resources Admin	1HX (\$72,244-\$101,137)	11X(\$80,098-112,136) Recruit at \$98,271	
Pipia	Mario	Facilities Manger	1HX (\$72,244-\$101,137)	1KX(\$91,006-\$127,412) Recruit at \$116,493	
Orlovsky	Ryan	Police Forensic Serv. Mgr	New Position	11X(\$80,098-112,136) Recruit at \$89,488	
Patterson	Marcey	Comm. Rel.,Eng &Recr Dir	2JX((\$66,154-\$92,612) Recruit at \$72,768	1)X(\$85,365-\$119,520) Recruit at \$109,221	
Menzel	Robert	Property Control Manager	1FX(\$56,154 -\$92,612) Recruit at \$84,209	11X(585,365-\$119,520) Recruit at \$104.997	
Patterson	Lishunda	MPD Safety Div Manager	1EX(\$59,632-\$83,481)	11X(\$80,098-112,136) The recruitment rate was changed after Ms. Patterson rec'd it.	d after Ms. Patterson rec'd it.
Timmons	Disree	Police Records Manager	1EX(\$59,632-\$83,481)	1HX(575,162-5105,223) Recruit at \$87,973	
			Vector and districts	11X(\$85,365-\$119,520)	
Schemenorn	lerry	racilities Asst Manager	1EX(559,652-565,461)	Recruit at \$104,997	3
Marco	David	Fleet Repair Mgr	1DX(\$57,081-\$79,909)	11X(S80,098-112,136) Recruit at \$98,271	2
Przyczkowski	Edward	Fleet Repair Supervisor	18X(\$50,636-\$70,347)	1GX(570,501-598,703) Recruit at \$79,362	
Various		Building Maint Supv	1BX(\$50,636-\$70,347)	11X(\$80,098-112,136) Recruit at \$98,271	
Nwandu	April	Human Resources Supv	1EX(\$59,631-\$83,481) Recruit at \$77,182	1HX(575,162-5105,223) Recruit at \$82,577	
Santiago -	Alba	Payroll Supervisor	1DX(\$57,081-\$79,909)	1GX(\$70,501-\$98,703) Reclassed & Mkt Study Recuit at \$77,550	
NEW	NEW	HR Representative	2HX(\$55,962-\$78,342) Recent at \$72,383	2KX(\$70,501-598,703) Reclassed & Mkt Study	
VACANT	VACANT	Health & Safety Officer	1CX(\$52,498-\$73,504)	1GX(\$70,501-\$98,703) Recruit at \$77,550	
Dorsey	Shana	Media Producer	2EN(\$48,079-\$67,309)	2LN(\$75,162-\$105,223) Recruit at \$82,507	
VACANT	VACANT	Police Records Director	1MX(\$97,420-\$136,395)	1PX(\$125,200-\$175,274)	