



Department of Employee Relations

January 2, 2007

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

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

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

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

Dear Committee Members:      Re: Common Council File Number 061080

The following classification and pay levels were approved by the Board of Fire and Police Commissioners on December 21, 2006, for three positions created or changed in conjunction with the implementation of the 2007 budget:

In the Fire Department, one position was classified as Accounting Assistant III,  
Pay Range 460.

In the Police Department, two new positions were classified as Electronic Technician  
Assistant, Pay Range 235.

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

Sincerely,

Maria Monteagudo  
Employee Relations Director

MM:pb

Attachments:    Job Evaluation Report  
                      Fiscal Note

C: Mark Nicolini, Marianne Walsh, David Heard, Troy Hamblin, Joe Alvarado, Betty Schraith, Chief Nannette Hegerty, Valarie Williams, Chief William Wentlandt, Mary McDougall; Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, James Fields (DC 48) and John Whitman (ALEASP)

**JOB EVALUATION REPORT**

Fire and Police Commission Meeting: December 21, 2006

This report recommends appropriate classifications and compensation levels for three positions created or changed in conjunction with the implementation of the 2007 City of Milwaukee Budget. This report contains recommendations for positions in the Fire Department and Police Department.

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from affected departments. The following chart summarizes the recommended changes.

**FIRE DEPARTMENT**

Current	Request	Recommendation
Accounting Assistant III (Auxiliary) PR 460	Accounting Assistant III PR 460 (\$37,221 - \$41,715)	Accounting Assistant III PR 460 (\$37,221 - \$41,715)

**POLICE DEPARTMENT**

Current	Request	Recommendation
New (2 positions)	Electronic Technician Assistant PR 235 (\$35,245 - \$38,921)	Electronic Technician Assistant PR 235 (\$35,245 - \$38,921)

**Action Required**

In the 2007 Salary Ordinance, under Pay Range 235, add the title "Electronic Technician Assistant."

In the 2007 Positions Ordinance, under Police Department, Administration Services Decision Unit, Communications Division, delete two positions of "Electronic Technician Helper" and add two positions of "Electronic Technician Assistant."

<b>Current:</b>	<b>Accounting Assistant III (Auxiliary)</b>	<b>PR 460</b>
<b>Request:</b>	<b>Accounting Assistant III</b>	<b>PR 460</b>
<b>Recommended:</b>	<b>Accounting Assistant III</b>	<b>PR 460</b>

The primary duties of this position are to perform general accounts payable, accounts receivable, and cash handling functions for the Budget and Finance Section of the Fire Department. Duties, responsibilities and requirements include:

- 65% Accounts payable – enter invoices through FMIS and process for payment, including review of all group registers. Process monthly utility bills.
- 15% Procurement – prepare requisitions to initiate the procurement process for departmental commodity and services purchases. Prepare and submit Emerging Business Enterprise reports.

- 10% Accounts Receivable – work with Business Finance Manager to process interdepartmental requisitions and invoices (IRI's), grant and aid payments, and capital program finance management.
- 10% Work with Business Finance Management on preparation of annual operating budget, and other related budget and finance activities as assigned.

The position requires four years of clerical experience with a minimum of one year at the level of an Accounting Assistant II. An Associate degree is highly desirable.

The Accounting Assistant series includes positions that perform clerical and accounting related tasks in such activities as purchasing, paying bills, receiving payments, maintaining production and budgetary records, checking payroll records, examining accounting records, and/or other related activities in accounting and financial areas. An Accounting Assistant II performs the most complex and responsible work in the Accounting Assistant Series. Positions at the 'III' level often serve as a group leader regarding accounting practices and procedures.

The job description for this position is consistent with the duties and responsibilities of the classification of Accounting Assistant III. We therefore recommend this position be classified as Accounting Assistant III in Pay Range 460.

<b>Current:</b>	<b>2 New Positions</b>	
<b>Request:</b>	<b>Electronic Technician Assistant (2 positions)</b>	<b>PR 235</b>
<b>Recommended:</b>	<b>Electronic Technician Assistant (2 positions)</b>	<b>PR 235</b>

The basic function of this position is to assist Electronic Technicians with field repair and installation of radio systems. The position will install mobile radios, computers, and other equipment into city vehicles. Duties, responsibilities, and requirements include:

- 30% Install mobile radios, Mobile Data Computers, sirens, light bars, antennas, data connections and other related equipment into Police cars, Fire apparatus, Public Works cars and trucks. Position will complete physical installation, run wires, connect electrical fittings, drill holes, bolt assemblies, and modify vehicles and bracketing to accept the equipment. Install security equipment (seats, cages, restraints) in Police vehicles. Install and connect specialized equipment, such as security systems, lighting controllers, and battery charger.
- 25% Assist fixed site technicians in the repair of radio systems. Follow instructions of technicians to test, measure, adjust, and monitor radio equipment. Solder connections, crimp fittings and replace components under the supervision of a technician.
- 25% Repair radio and Mobile Data Computer installations. May be required to diagnose problems. Replace broken antennas, microphones, cables, and connectors. Utilize simple test equipment to locate causes of electrical short circuits, opens, and grounds. Perform other and more complex repairs at the direction of Electronic Technicians.
- 10% Manufacture cable assemblies, wire wrap connections, build and fabricate specialized devices, and test completed wiring systems. Produce metal brackets, mounts, and attaching points.

- 5% Under the overall direction of Electronic Technicians and the Electronic Technician Supervisor, program Mobile Data Computers, radios, and other equipment, using existing applications. Label and scribe equipment. Box, stack, inventory, and identify equipment.
- 5% Deliver vehicles, pick up parts at suppliers, take equipment to local repair depots, and transport repaired equipment to users.

The position requires a Class D Wisconsin Drivers license. A Commercial Drivers License is preferred.

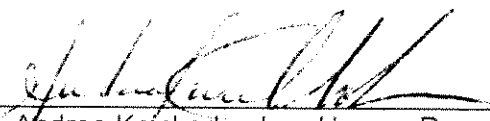
Technical classifications in the Communications Maintenance Division of the Police Department are detailed in the following chart:

Position Title	Number of Positions	Pay Range	Rates
Communications Systems Manager	1	839	\$63,327 - \$76,905* *2003 rates
Electronic Technician Supervisor	1	007	\$51,440-\$72,013
Electronic Technician	9	290	\$46,325-\$58,682
<b>Electronic Technician Assistant</b>	<b>2</b>	<b>235</b>	<b>\$35,245-\$38,921</b>

The Communications Maintenance Section manages, repairs, installs and upgrade the wireless communication systems utilized by the Police, Fire, and Public Works departments. The duties and responsibilities of the Section have changed over the years to include more complex wireless communications systems. The addition of Mobil Data Computers in both the Police and Fire Department requires additional installation, maintenance and troubleshooting. These new positions of Electronic Technician Assistant will assist the Electronic Technicians in these responsibilities.

The job duties for these new positions of Electronic Technician are comparable in nature of work and level of responsibilities to other positions of Automotive Mechanic Helper, Building Maintenance Mechanic, Equipment Mechanic, and Vehicle Services Assistant also in Pay Range 235. We therefore recommend these new positions be classified as Electronic Technician Assistant in Pay Range 235.

Prepared by:

  
Andrea Knickerbocker, Human Resources Manager

Reviewed by:

  
Maria Monteagudo, Employee Relations Director