



Department of Employee Relations

January 21, 2005

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

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

Dear Committee Members: Re: Common Council File Number 031688

The following new position classifications were approved by the Board of Fire and Police Commissioners on January 20, 2005:

In the Fire Department, three new positions were classified as follows:

- Data Base Specialist, Pay Range 534
- Inventory Control Assistant III, Pay Range 340
- Network Coordinator-Associate, Salary Grade 004.

The job evaluation report containing the necessary Positions Ordinance amendment is attached.

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: Job Evaluation Report
 Fiscal Note

c: Chief William Wentlandt, Deputy Chief Andrew Smerz, Mary McDougall, Mark Nicolini, Marianne Walsh
David Kwiatkowski, Richard Abelson, John English, Paula Dorsey and Bill Mollenhauer

JOB EVALUATION REPORT

Fire and Police Commission Meeting: January 20, 2005

This report recommends appropriate classifications and compensation levels for 3 new positions in the Fire Department for 2005.

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

FIRE DEPARTMENT

Current	Request	Recommendation
New Position	Records Management System Assistant SG 002 (\$36,623-\$51,264)	Data Base Specialist PR 534 (\$37,640-\$44,364)
New Position	Inventory Control Assistant III PR 340 (\$33,754-\$37,353)	Inventory Control Assistant III PR 340 (\$33,754-\$37,353)
New Position	Network Coordinator-Associate SG 004 (\$41,604-\$58,245)	Network Coordinator-Associate SG 004 (\$41,604-\$58,245)

Action Required (Effective Pay Period 1, 2005 – December 19, 2004)

In the 2005 Positions Ordinance, under Fire Department, supporting Services Decision Unit, Automation Section, delete one position of "Records Management System Assistant", and add one position of "Data Base Specialist".

FIRE DEPARTMENT

Current:	New Position	
Request:	Records Management System Assistant	SG 002
Recommended:	Data Base Specialist	PR 534

The purpose of this position is to ensure the proper maintenance and functionality of the Fire Department's Enterprise Information System (EIS)/Records Management System (RMS) application. Under the supervision of the Administrative Fire Captain in the Bureau of Technical Services, the position performs various support functions to the EIS/RMS system such as providing training, responding to questions from end users, diagnosing problems and assisting in their resolution, interacting with the vendor to resolve technical issues, loading upgrades on the server and clients, exporting data for payroll purposes, ensuring that automatic backups and data transfers take place on a daily basis, managing and maintaining the data related to transfers, promotions, new hires, recertifications, and all other personnel changes, and managing the configurations that determine how data in the various modules of the system interface with each other.

According to the job description provided by the department, the position requires an Associate Degree and two years of "hands on" experience in Microsoft applications or other combinations of education and experience that would provide the desired skills, knowledge, and ability to perform the job. The position also requires excellent communication skills, including the ability to express ideas clearly and concisely orally, graphically, and in writing.

The department requested that this position be placed in Salary Grade 002 with a new title of Records Management System Assistant. In comparing the duties, responsibilities and requirements of this position with other positions in the City, it appears that Salary Grade 002 is too high. For example, Network Coordinator Assistant is in Salary Grade 002 and this position requires a Bachelor's degree and at least two years of experience with multi-user LAN based systems. The level of technical expertise required of the Network Coordinator Assistant is greater than the position under study which is not responsible for hardware or networking issues.

In contrast, the duties and responsibilities of this position are more consistent with the classification of Data Base Specialist in Pay Range 534. There are currently two positions of Data Base Specialist in the City, one in the Department of Public Works (DPW) and one in the Department of City Development (DCD). The position in DPW maintains departmental records and assists with data analysis, program development, and application development. The position also provides help desk support and assists users. The position in DCD is responsible for administering all data bases associated with real estate and redevelopment acquisitions, dispositions, inventory, property management, and vacant lot maintenance. The requirements of both positions are similar to those listed for the position under study.

Given that the main focus of this position is the department's EIS/RMS data management system, we recommend that this position be given the classification of Data Base Specialist in Pay Range 534.

Current:	New Position	
Request:	Inventory Control Assistant III	PR 340
Recommended:	Inventory Control Assistant III	PR 340

The basic function of this new position is to manage the inspection, replacement and repair of protective gear worn by firefighting personnel according to the standards established by the National Fire Protection Association.

Primary duties include ordering, maintaining inventories, and distributing all protective clothing to members of the firefighting service; inspecting protective clothing for suitability, repairability, and need for replacement; collecting and preparing protective clothing for delivery to the vendor responsible for the maintenance of the gear; conducting an annual inventory of all clothing issued to department members; and maintaining department records which includes tracking all departmental protective clothing throughout its life cycle.

Through timely inspection and repair, it is expected that this position will enable the department to extend the life of and more effectively utilize the protective clothing worn by firefighters, particularly the protective coats and pants which cost approximately \$500 each. In addition, clothing that does not provide adequate safety protection for Firefighters due to age or damage will more readily be taken out of service and repaired (if cost efficient) or replaced.

The department has asked that this position be classified as Inventory Control Assistant III in Pay Range 340. Job descriptions of other Inventory Control Assistant positions in the City were reviewed as part of this study. Based on that review, the department's request is reasonable, especially considering that this new position will be instrumental in establishing and solely operating this new commissary program, will be functioning with a great deal of independence, and will be responsible for the inspection, maintenance and replacement of a large volume of expensive protective clothing, the proper management of which is critical to the safety of the firefighting personnel. It should be noted that the Police Department also has a position of Inventory Control Assistant III which shares a number of similarities with this position.

It is therefore recommended that this position be classified as Inventory Control Assistant III in Pay Range 340.

Current:	New Position	
Request:	Network Coordinator-Associate	SG 004
Recommended:	Network Coordinator-Associate	SG 004

The basic function of this new position is to manage activities related to the department's Records Management System fire station workstations and mobile units, support the department's local area network, and maintain and troubleshoot Microsoft Windows operating systems, both at the desktop and server levels.

A summary of duties and responsibilities as described in the job description is shown below:

- 40% - Manages activities related to the local area network (LAN)
 - Installs, maintains, and troubleshoots PC applications
 - Provides help desk support
 - Analyzes and recommends modifications for improving existing systems
 - Manages, performs, or serves as resource to small to medium IT projects

- 30% - Provides first and second level support for network problems
 - Quickly resolves problems or arranges for vendor assistance, if necessary
 - Reviews existing systems and procedures
 - Implements process improvements regarding application of present and emerging technology
 - Initiates IT projects that improve workflow and increase productivity
 - Develops training curriculum and tools to support the Computer Aided Dispatch/Records Management System
 - Secures or provides training for all department network users

- 20% - Develops and maintains department's web site

- 10% - Repairs printers and miscellaneous equipment

Based on the job description provided by the department, this position requires at least three years of experience in local area networks and client server applications. Knowledge of LAN/WAN technology and protocols is required. A Bachelor's or Associate degree in Information Systems is preferred, as is MCSA/MCSE certification with proficiency in Windows NT and Windows XP environments.

January 20, 2005

This position is identical to another position of Network Coordinator-Association that was created and classified in last year's budget. The volume of work has been beyond the capability of one position to perform given that there are over 1,000 users and more than 150 LAN connections. Therefore the department requested and was granted an additional position in their 2005 budget to meet their information technology needs.

Given that this position will have identical duties, responsibilities and requirements as the present position, we recommend that it also be classified as Network Coordinator-Associate in Salary Grade 004.

Prepared by: Timothy J. Keeley
Timothy J. Keeley, Human Resources Representative

Reviewed by: Maria Monteagudo
Maria Monteagudo, Employee Relations Director