



Department of Employee Relations

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Marvin E. Pratt
Acting Mayor

Florence Dukes
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

March 5, 2004

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

Dear Committee Members: Re: Common Council File Number 031607

The following classification was approved by the Board of Fire and Police Commissioners on March 4, 2004:

In the Fire Department, one new position was classified as Battalion Chief, Fire, Pay Range 863.

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

Sincerely,

Florence H. Dukes
Employee Relations Director

FHD:pb

Attachments: Job Evaluation Report
 Fiscal Note

c: Chief William Wentlandt
 Deputy Chief Andrew Smerz
 Mary McDougall

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: March 4, 2004

Incumbent: New Position

Department: Fire

Present	Request
Title: n/a	Title: Metropolitan Medical Response System (MMRS) Coordinator
Pay Range: n/a	Pay Range: 863 (\$63,327 - \$76,905)
Step: n/a	Source: Department
Recommendation: Title : Batallion Chief, Fire Salary: Pay Range: 863 (\$63,327 - \$76,905) New Rate: n/a	
Rationale: The duties and responsibilities of this position appear consistent with the recommended classification.	
History of Position: This is a new grant-funded position.	

Action Required:

In the 2004 Positions Ordinance, under Fire Department, under Supporting Services Decision Unit, add one position of Battalion Chief, Fire.

Background:

On January 26, 2004 the Department of Employee Relations received a request to study this new grant-funded position in the Fire Department for proper classification. The department requested that the position be classified as Metropolitan Medical Response System (MMRS) Coordinator in Pay Range 863. In evaluating this request, discussions were held with Deputy Chief Smerz and Mary McDougall, Fire Personnel Officer.

Duties and Responsibilities:

The basic function of this position is to coordinate preparation for managing incidents related to domestic terrorism, and also support the department's operations in other special events that may present a threat to public safety. Secondly, this position will be responsible for the function and operation of the department's special teams. A summary of duties and responsibilities as described in the job description is shown below:

- 15% - Serves as member of the Metropolitan Medical Response System; coordinates and is responsible for disaster management planning and disaster management exercise development.
- 15% - Manages special event planning and coordination of department resources at the events.
- 10% - Acts as coordinator for the Hazardous Materials Regional Response Team.
- 5% - Manages staffing of special teams companies. Provides direction to special teams at incidents. Acts as liaison between special teams and incident commanders.
- 5% - Develops and maintains emergency response plans.
- 5% - Reviews, recommends, and procures preparedness equipment and supplies.
- 10% - Acts as liaison to other agencies involved in emergency management. Serves on committees and boards deemed necessary by the Chief. Acts as Chief's designee at public functions, meetings, etc. Attends regularly scheduled staff meetings and other department functions as directed by the Chief.

The remaining 35% of the job consists of various other individual duties such as responding to alarms, assisting in the evaluation and deployment of resources to control emergency situations, performing public education assignments, coordinating training sessions as needed, conducting performance reviews and administering discipline as needed.

Analysis:

In 2003, the Milwaukee Fire Department applied for and was awarded a Metropolitan Medical Response System (MMRS) Program grant which provides funding for the position under study. According to the grant documents, the MMRS Program was initiated in 1997 by the Federal Government beginning with 25 of the United States' largest metropolitan areas. The purpose of the program is to enhance each respective jurisdiction's planning and preparedness to respond to a mass casualty terrorist attack.

The department is asking that this position be classified at the Battalion Chief level in Pay Range 863. This new position will be placed in the Bureau of Special Operations which was created in the 2004 budget from merging the Bureau of Emergency Medical Services and the Bureau of Special Teams. Under the direction of a Deputy Chief, this position will perform duties described above related to the MMRS grant and assume responsibility for managing the department's special teams which includes Hazardous Materials Emergency Response Team, Dive Rescue Team and Heavy Urban Rescue Team. This includes serving as the coordinator of the Hazardous Materials Regional Response Team. This function was previously performed by a position of Deputy Chief, Fire that was eliminated in the 2004 budget.

The best comparison within the department is an existing position of Battalion Chief that is also in the Bureau of Special Operations and which reports to the same Deputy Chief. This position is responsible for managing emergency medical services and shares a number of similarities with the position under study. For example, according to the department, within

New Position
Battalion Chief, Fire

March 4, 2004

each respective area of responsibility, both will have an equal level of command in responding to an emergency incident. The positions work together on special event planning, preparedness and coordination with one focusing on emergency medical services, the other on potential special hazards and use of special teams. Both are involved in disaster management planning and coordination. Both are involved in training, safety, public education and various supervisory functions such as performance reviews and discipline. Both may be detailed to perform some of the duties of the Deputy Chief in her absence.

Overall, based on the above information, an evaluation of the job description for this position and from discussions with the department, the requested level of Pay Range 863 seems appropriate. The department's written request was for a title of Metropolitan Medical Response System (MMRS) Coordinator. However, they have since requested the title of Battalion Chief, Fire in order to better fit the existing structure within the department. Given the level and nature of the duties of this position and similarities to the other Battalion Chief position, we have no objection to this title.

Recommendation:

Based on the above, it is therefore recommended that this position be classified as Battalion Chief, Fire in Pay Range 863.

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

Reviewed by: Florence H. Dukes
Florence Dukes, Employee Relations Director

February 26, 2004