



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

MEMORANDUM

TO: Terry MacDonald, Staff Assistant
Finance and Personnel Committee
Office of the City Clerk

FROM: Andrea Knickerbocker, Human Resources Manager
Department of Employee Relations

DATE: November 28, 2007

RE: Administrative Positions Ordinance change

In the Salary Ordinance, under Pay Range 856, a footnote pertaining to the titles "Paramedic Field Lieutenant" and "Fire Paramedic Field Lieutenant" reads as follows: "4/ Positions to be reclassified to Fire Lieutenant upon becoming vacant." This footnote was created in a job evaluation report approved by the Fire and Police Commission on April 24, 2003; passed by the Finance Committee on May 7, 2003 (File #021610) and by the Common Council on May 13, 2003 (File #021593 & #021594). Five vacant positions were initially reclassified to Fire Lieutenant with the understanding that as future vacancies occur, the necessary Positions Ordinance changes will be handled administratively. Administrative changes were subsequently approved by the Common Council on June 24, 2003 and September 10, 2003.

The attached letters from the Fire and Police Commission and the Fire Department request that one additional vacant position of Fire Paramedic Field Lieutenant be reclassified to Fire Lieutenant. Since the procedure for reclassifying vacant positions of Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant to Fire Lieutenant was recommended by the Department of Employee Relations, approved by the Fire and Police Commission and authorized in the Salary Ordinance by Common Council action, we are requesting that the Positions Ordinance amendment necessary to implement the requested classification change for this recent vacancy be made administratively as follows:

Under "Fire Department, Firefighting Division Decision Unit", add one position of "Fire Lieutenant" and under "Paramedic Service" delete one position of "Paramedic Field Lieutenant (C) (I)/Fire Paramedic Field Lieutenant (C) (I)."

Attachments: Letters dated 11/27/07 and 11/7/07

c: Michael G. Tobin
Chief Douglas Holton
Mary McDougall



Fire and Police Commission

Michael G. Tobin
Executive Director

Leonard J. Sobczak
Chairman

Ernesto A. Baca
Vice-Chairman

Woody Welch
Earl A. Buford
Richard C. Cox
Commissioners

November 27, 2007


Maria Montegudo, Director
Department of Employee Relations
City Hall - Room 706
200 E. Wells St.
Milwaukee, WI 53202

2007 NOV 27 P 3:16
MILWAUKEE FIRE & POLICE COMMISSION

Dear Ms. Montegudo:

I am writing to advise you that one position of Fire Paramedic Field Lieutenant has become vacant due to a retirement. I am therefore requesting that the Positions Ordinance of the City be amended to reduce the authorized strength of the Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant position by one and increase the authorized strength level of the position of Fire Lieutenant by one.

Sincerely,


Michael G. Tobin
Executive Director

MGT:rk

Att.

c: Chief Douglas Holton



Fire Department

Douglas A. Holton
Chief

Brian Glassel
Assistant Chief

November 7, 2007

To the Honorable
The Board of Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, Wisconsin 53202

Dear Commissioners:

Pursuant to City of Milwaukee Ordinance Numbers 021593 and 021594 (copies attached) pertaining to the eventual reclassification of all positions of Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant to Fire Lieutenant, I wish to notify you that one position becomes vacant effective November 18, 2007. Fire Paramedic Field Lieutenant David S. Jalowiec is retiring effective November 18, 2007.

I respectfully request that one position of Fire Paramedic Field Lieutenant be reclassified to Fire Lieutenant.

Respectfully,


DOUGLAS A. HOLTON
Chief

DH:mem
Enclosure
FPC\lieut reclass\request to change position ordinance JALOWIEC 11-07