



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

August 23, 2005

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

Dear Committee Members: Re: Common Council File Number 041338

The following new position classification was approved by the Board of
Fire and Police Commissioners on July 28, 2005:

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

The job evaluation report covering the above position 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, Sandra Rotar,
Mark Nicolini, Marianne Walsh, David Kwiatkowski, and Brian Glassel

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: July 28, 2005

Incumbent: New Position Department: Fire

Present	Request
Title: New Position	Title: Battalion Chief, Fire
Pay Range: N/A	Pay Range: 863 (\$63,327 - 76,905)
Recommendation: Title : Battalion Chief, Fire Pay Range: 863 (\$63,327 – 76,905)	
Rationale: This position will serve in the capacity of "Preparedness Coordinator" for the UASI grant and as such will serve at a policy level within the Fire department developing security and response plans and influencing changes in operations. The position will also have responsibility for Battalion Chief duties.	

Action Required: No action necessary.

Background:

The department's request to conduct this study, along with a job description was received in July 2005. Conversations on this new grant-funded position were held with Chief William Wentlandt.

Duties, Responsibilities and Requirements:

The primary duties of this position are to coordinate the Milwaukee Fire Department's efforts on the Urban Areas Security Initiative (UASI) grant, represent the Fire department in UASI work group meetings, and lead the department's efforts in the development of security and response plans. Duties, responsibilities and requirements include:

- 70% Acts as interagency departmental liaison for UASI matters, or as specified by the Chief.
 - Develop/revise the Emergency Operations Plan for the City of Milwaukee
 - Develop an Interagency Operations Plan including mutual aid agreements
 - Enhance the Urban Areas (UA) Regional Response Plan
 - Develop a Continuation of Operations Plan
 - Develop a Continuation of Government Plan
 - Conduct Vulnerability Assessments of critical infrastructure

- 30% Performs standard Battalion Chief duties including, but not limited to, responding to alarms as specified by Chief, assisting with sizing-up incidents to determine the most effective, efficient and safe use of personnel, equipment, and apparatus, performing public education assignments, functioning as safety officer, issuing charges and taking

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disciplinary action in cases of specific and direct violation of rules and regulations, and coordinating training sessions as needed.

The position of Battalion Chief requires three continuous years as a Fire Captain in the Milwaukee Fire Department and to be licensed as an EMT-D. In addition it is desirable that the incumbent of this position has the following:

- An in-depth working knowledge of the Emergency Management organization with a Level 4 Certification from the State of Wisconsin Department of Emergency Management.
- Detailed knowledge of the National Incident Management System (NIMS)
- Advanced understanding of the National Response Plan and the National Preparedness Goal as they relate to city/urban area response.
- Detailed understanding of the City of Milwaukee Emergency Operations Plan (EOP) and continuation of operations plans and the continuation of government planning process

Analysis:

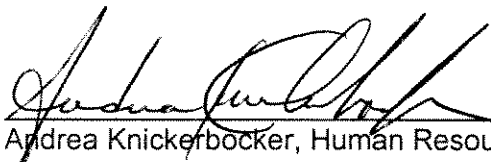
This position will be responsible for coordinating the Milwaukee Fire Department's efforts on UASI grant. The position will act as the department's liaison to the Milwaukee Urban Area Working Group and will work cooperatively with both the UASI liaison position in the Milwaukee Police Department and the City of Milwaukee UASI Point of Contact.

While the UASI related duties will account for approximately 70% of this position's time, it is anticipated that the incumbent will also be called upon to perform duties associated with the Battalion Chief classification within the Milwaukee Fire Department. As the "Preparedness Coordinator" for the UASI grant, this position will provide policy level guidance and direction within the Fire department by developing security and response plans and influencing changes in operations. This level of responsibility and accountability is characteristic of the Battalion Chief classification within the Department.

Recommendation:

For the reasons indicated we recommend that this new grant funded position be classified as Battalion Chief, Fire in Pay Range 863.

Prepared by:


Andrea Knickerbocker, Human Resources Manager

Reviewed by:


Maria Montegudo, Employee Relations Director