



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

March 14, 2011

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

Dear Committee Members:

Re: Common Council File Number 101364

The following classifications and pay levels were approved by the Board of Fire and Police Commissioners on **March 3, 2011**:

In the Fire Department, one new position was classified as Fire Lieutenant, Pay Range 856.

The following classifications and pay levels will be submitted to the Board of Fire and Police Commissioners on **March 17, 2011**. We recommend these changes subject to approval by the Board of Fire and Police Commissioners:

In the Fire Department, Three positions of Administrative Captain-EMS, Pay Range 857 were reclassified to Fire Captain, Pay Range 857.

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

Sincerely,

Maria Monteagudo  
Employee Relations Director

MM:fcw

Attachment: 2 Job Evaluation Reports

C: Mark Nicolini, Jennifer Meyer, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado, Michael Tobin, Fire Chief Mark Rohlfing, Assistant Fire Chief Gerard Washington, Fire Battalion Chief, James Ley, David Seager (MPFFA), Juliet Battle

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: March 3, 2011

Department: Fire

Current	Requested	Recommended
New Position	Fire Lieutenant PR 856 (\$60,434 - \$70,509)	Fire Lieutenant PR 856 (\$60,434 - \$70,509)

**No Action Required**

**Background**

The Department of Employee Relations received a letter dated February 7, 2011 from Michael Tobin, Executive Director of the Fire and Police Commission, regarding classification of a new grant funded position in the Fire Department. This position will be funded by the Urban Areas Security Initiative (UASI) Program grant and will report to the Battalion Chief, Fire (Homeland Security Preparedness Chief). The position will be located at the Police Administration Building and will receive daily assignments from a Police Lieutenant. The department submitted a new job description and discussions were held with James Ley, Battalion Chief, Fire; and Juliet Battle, Fire Personnel Officer.

**Duties and Responsibilities**

The basic function of this position is, under the direction of the Homeland Security Preparedness Chief, to be responsible for the collection, correlation, evaluation, and dissemination of criminal and threat intelligence within law enforcement environments; provide subject matter expertise to the Southeast Wisconsin Terrorism Center (STAC); assist in critical infrastructure inspections and assessments; develop and train threat liaison officers in Southeastern Wisconsin; and develop and disseminate fire-specific intelligence to Fire Departments in Southeastern Wisconsin. Duties and responsibilities include the following:

- 45% Collect, correlate, evaluate and disseminate criminal and threat intelligence
- 35% Develop and train threat liaison officers in Southeastern Wisconsin
- 10% Perform inspections and assessments of critical infrastructure
- 10% Develop and disseminate fire-specific intelligence on a monthly basis to Fire Departments in Southeastern Wisconsin

Requirements include significant knowledge and experience in working with hazardous materials, heavy urban rescue, building construction, and emergency medical services; certification as an Emergency Medical Technician – Basic (EMT-B); excellent written and

verbal communication skills; and the ability to pass a background check to allow for security clearance. A college degree and instructional experience is desired.

### Analysis

This new position is funded under the Milwaukee Urban Area Security Initiative (UASI) Program Grant. This grant provides funds for collaborative efforts between the City of Milwaukee and Milwaukee, Ozaukee, Racine, Washington, and Waukesha Counties regarding public safety. These funds have been used for many projects such as emergency medical team training, public health laboratory upgrades, volunteer training and credentialing, and increased infrastructure protection.


This new position will work as an intelligence analyst and will focus on the collection, correlation, evaluation, and dissemination of criminal and threat intelligence, especially in areas that are fire related. These areas include hazardous materials, heavy urban rescue, building construction, and emergency medical services. This position will also be involved with developing and training threat liaison officers and developing and disseminating fire specific intelligence to Fire Departments throughout Southeastern Wisconsin.


The requested classification of Fire Lieutenant is appropriate since positions in this classification assign duties, conduct training sessions, and write and maintain reports and records in addition to first line supervision. This new position will be conducting training and writing and sending reports related to fire specific intelligence.

### Recommendation

Based on the above analysis we therefore recommend that this new grant funded position in the Fire Department be classified as Fire Lieutenant in Pay Range 856.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

Fire and Police Commission Meeting Date: March 17, 2011  
 Department: Fire

<b>Current</b>	<b>Request</b>	<b>Recommendation</b>
Administrative Captain - EMS PR 857 (\$67,839 - \$82,289) Three Positions	Fire Captain PR 857 (\$67,839 - \$82,289) Three Positions	Fire Captain PR 857 (\$67,839 - \$82,289) Three Positions

**Action Required**

In the Salary Ordinance, under Pay Range 857, delete the title "Administrative Captain – EMS".

In the Positions Ordinance, under Fire Department, EMS/Training/Education Bureau Decision Unit, EMS (Emergency Medical Services) Division, delete three positions of Administrative Captain – EMS and add three positions of Fire Captain.

**Background**

The Department of Employee Relations received a letter dated January 24, 2011 from Michael Tobin, Executive Director of the Fire and Police Commission, forwarding a request from Fire Chief Mark Rohlfing to reclassify one position of Administrative Captain – EMS. The Department of Employee Relations received a second letter dated March 4, 2011 forwarding a request to reclassify two more positions of Administrative Captain – EMS. This report combines these two requests. To study this position, job descriptions were reviewed and discussions were held with Gerard Washington, Assistant Fire Chief, and Juliet Battle, Fire Personnel Officer.

**Analysis**

The Milwaukee Fire Department (MFD) currently has three positions of Administrative Captain - EMS in Pay Range 857. In the past, these positions were filled by promotion or transfer and the individual did not need to be a current Fire Captain or on the eligible list for Fire Captain. Last summer a decision was made to discontinue the practice of promoting individuals into these positions. Instead, the positions would only be filled by individuals who are current Fire Captains or who are next on the eligible list. This change in policy would affect new appointments but not current incumbents.

To make this policy clear the MFD has requested that these three positions be reclassified as Fire Captain in Pay Range 857 as the positions become vacant. One of the incumbents retired at the end of December, 2010. The other two incumbents placed number one and number two on the recently approved eligible list for Fire Captain. They, therefore, could be immediately appointed into the new classification of Fire Captain. The pay range is the same so there is no change in pay.

Fire Captains generally have the primary duty of performing first level supervision of a firefighting company operating at the scene of an alarm. Prior to the arrival of the Battalion Chief, the Fire Captain commands all forces operating at the alarm. The secondary duty is to supervise activities of their assigned company and set company policies for all shifts. Duties

include maintaining discipline, submitting personnel review reports, assigning duties, conducting training sessions, and maintaining reports and records.

These three positions will continue to focus on administrative duties but may be called out to serve as a Fire Captain when needed. The administrative duties vary for each of the positions as shown below:

Fire Captain - Continuous Quality Improvement Coordinator

Manages and provides ongoing evaluation of the Continuous Quality Improvement Program for the MFD's Emergency Medical Services (EMS) system which includes monitoring the EMS system's operations for compliance with state and federal regulations, the MFD's Standard Operating Guidelines, and written protocols; makes referrals and recommendations to the EMS/Training/Education bureau Assistant Chief and/or the EMS Division Battalion Chief when problems or potential risk situations are identified; assists in the development of EMS Standard Operating Guidelines; and participates in the development of educational programs aimed at improving the quality of emergency medical services provided by the MFD.

Fire Captain - Education Coordinator

Develops, coordinates and implements EMS related training for MFD personnel; identifies other agency educational needs related to EMS and community health; and assists with the implementation of education programs to address these needs.

Fire Captain - Technical Resource Specialist

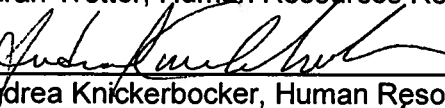
Facilitates supply and maintenance of EMS equipment and supplies on MFD apparatus and provides training and education on the use of EMS equipment; and supports distributive learning and electronic field data reporting.

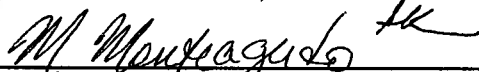
The requested reclassification of these three positions will reflect more accurately the new policy of filling these positions with individuals who are currently a Fire Captain or who are eligible to be appointed next from the eligible list for Fire Captain. The reclassification will consist only of a title change and there will be no change in pay.

**Recommendation**

Based on the above analysis we recommend these three positions of Administrative Captain - EMS in Pay Range 857 be reclassified to Fire Captain in Pay Range 857.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director