



Department of Employee Relations

MEMORANDUM

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

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

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

DATE: January 5, 2009

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" read 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 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 date 11/25/08 and 11/13/08

C: Michael G. Tobin  
Fire Chief Douglas Holton  
Mary McDougall



**Fire and Police Commission**

**Michael G. Tobin**  
Executive Director

*Andrea Fayle*

**Richard C. Cox**  
Chair

**Carollna M. Stark**  
Vice-Chair

**Leonard J. Sobczak**

**Ernesto A. Baca**

**Earl A. Buford**

**Kathryn A. Hejn**

**Carolina M. Stark**

**Paul X. Lor**  
Commissioners

November 25, 2008

NOV 25 P 2:35

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

Dear Ms. Monteagudo:

I am writing to advise you that one position of Fire Paramedic Field Lieutenant has become vacant due to a promotion. 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 D. Holton



Fire Department

Douglas A. Holton  
Chief  
Brian Glassel  
Assistant Chief

November 13, 2008

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 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 will become vacant contingent upon the promotion of Fire Paramedic Field Lieutenant Doran J. Kemp to Administrative Captain – EMS effective November 30, 2008.

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

Respectfully,

DOUGLAS A. HOLTON  
Chief

DH:mem  
Doc:FPC/lieut reclass/request to change position ordinance KEMP 11-30-08