



FAX TRANSMISSION

DATE:	July 28, 2003
TO:	Common Council - City Clerk Alderman Michael S. D'Amato
FAX #	81-3456
FROM:	Cheryl Finger Milwaukee Fire Department 711 W. Wells St., 3rd Floor Milwaukee, WI 53233 FAX # (414) 286-8996
MESSAGE:	Letter & attachment for your reading.

Number of Pages (Including this one): 5

Please call (414) 286-8996 if transmission is not complete.

Thank you



Fire Department

William Wentlandt
ChiefMark A. Sain
Assistant Chief

July 28, 2003

Alderman Michael S. D'Amato
Common Council - City Clerk
City Hall, Room 205
200 East Wells Street
Milwaukee, WI 53202

Dear Alderman D'Amato:

Attached is a copy of the report related to the request to re-classify one position of Fire Audiovisual Training Specialist in the Fire Department, a sworn position, to Audiovisual Specialist II, a civilian position.

This request is a result of a study that was conducted by DER, along with a need assessment conducted by the Milwaukee Fire Department when the incumbent who held the position for over 20 years retired. It is my position that the re-classification will enable the department to select a candidate who is uniquely qualified for the demands of this position.

I respectfully request your support of this request. Please contact me directly if you require additional information on this issue.

Sincerely,

WILLIAM WENTLANDT
Chief

WW/cf
attachment



Department of Employee Relations

John O. Norquist
Mayor

Florence Dukes
Director

David Heard
Fire and Police Commission
Executive Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Director

July 2, 2003

Fire and Police Commission
809 North Broadway, Room 104

Attention: David Heard, Executive Director

Dear Commissioners:

Enclosed are copies of a report concerning the reclassification of one position of Fire Audiovisual Training Specialist in the Fire Department. Extra copies of the report are enclosed for each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Florence H. Dukes
Director of Employee Relations

FHD:pb

Enclosures: 11 copies 1 report

c: Chief William Wentlandt ✓
Deputy Chief Gary Miller
Mary McDougall
Gregory Gracz

RECEIVED
JUL 3 2003

MILWAUKEE FIRE DEPT.
OFFICE OF THE CHIEF

Department of Employee Relations

JOB EVALUATION REPORTFire and Police Commission Meeting Date: July 10, 2003Incumbent: Vacant Position Department: Fire

Present	Request
Title: Fire Audiovisual Training Specialist	Title: Audiovisual Specialist II
Pay Range: 856 (\$50,181 - \$58,598)	Pay Range: 505 (\$30,890 - \$34,183)
Step: n/a	Source: Department
Recommendation: Title : Audiovisual Specialist II Salary: 505 (\$30,890 - \$34,183) New Rate: n/a	
Rationale: The duties of this position do not require the services of a trained firefighter. This position is comparable to the Audiovisual Specialist II position in the Police Department. Reclassifying the position to this level will result in a cost savings to the City.	
History of Position: This position was first filled in April, 1982 with a Firefighter (Pay Range 850). It was reclassified to its current classification of Fire Audiovisual Training Specialist in Pay Range 856 in November 1989.	

Action Required:

In the Salary Ordinance, under Pay Range 856, delete the title "Fire Audiovisual Training Specialist."

In the Positions Ordinance, under Fire Department, Supporting Services Decision Unit, delete one position of Fire Audiovisual Training Specialist and add one position of Audiovisual Specialist II.

Background:

On March 24, 2003, the Department of Employee Relations was asked to study the Fire Department's request to reclassify the vacant position of Fire Audiovisual Training Specialist to the civilian position of Audiovisual Specialist II. In evaluating this request, discussions were held with Deputy Chief Gary Miller, supervisor of this position.

Duties and Responsibilities:

The basic function of this position is to record and produce video and audio informational training presentations, which includes research, creation and development of various techniques used in presenting training for fire personnel and the public. The position also coordinates pre-production activities with sources both inside and outside the department, develops story boards, makes arrangements for on-site shoots, performs videography and edits and duplicates final master presentations. Specific duties and responsibilities are as follows:

Vacant Position
Fire Audiovisual Training Specialist . . . #3

July 10, 2003

Reclassifying this position to a civilian position would provide the best means to find a pool of candidates with the skills and background necessary to perform the specialized duties of this position. In addition, removing this position from the sworn service is appropriate because the position is not engaged in firefighting related duties. This reclassification is not only appropriate from an operations standpoint, but it results in a cost savings to the City as well.

Recommendation:


Based on the above analysis, it is therefore recommended that this position of Fire Audiovisual Training Specialist in Pay Range 856 be reclassified to Audiovisual Specialist II in Pay Range 505. It should be noted that an underfill title of Audiovisual Specialist I in Pay Range 500 currently exists and may be considered as an option when filling this position.

Prepared by:



Timothy J. Keeley, Human Resources Representative

Reviewed by:



Florence H. Dukes, Employee Relations Director