



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

July 11, 2013

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

Dear Committee Members:

Re: Common Council File Number 130134

The following classification and pay levels were approved by the Board of Fire and Police Commissioners on **July 11, 2013**. We recommend these changes subject to approval by the Board of Fire and Police Commissioners.

In the Police Department:

One position of Lead Police Telecommunicator, PR 6HN is recommended for reclassification to Telecommunications Specialist, Pay Range 2FX.

One position of Telecommunications Specialist, PR1BX is recommended to have a change in Pay Range to PR 2FX. This does not result in a change in rate of pay.

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

Sincerely,


for Maria Monteagudo
Employee Relations Director

MM:fcw

Attachment: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Jennifer Meyer, James Carroll, Bryan Rynders, Deborah Ford, Nicole Fleck, Michael Tobin, Chief of Police Edward Flynn, Chief of Staff Joel Plant, Inspector of Police William Jessup, Valarie Williams and Pamela Roberts



JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: July 11, 2013

POLICE DEPARTMENT

Current	Request	Recommendation
Lead Police Telecommunicator PR 6HN (\$34,405 - \$37,897)*	Telecommunications Specialist PR 1BX (\$47,109 - \$65,957)	Telecommunications Specialist PR 2FX (\$47,109 - \$65,957)
Telecommunications Specialist PR 1BX (\$47,109 - \$65,957)	Change in Pay Range (No Change in Rate of Pay)	Telecommunications Specialist PR 2FX (\$47,109 - \$65,957)

*ALEASP Rates

Action Required

In the Salary Ordinance, under Pay Range 1BX, delete the title "Telecommunications Specialist" and under Pay Range 2FX, add the title "Telecommunications Specialist".

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Administration Bureau, Technical Communications Division, delete seven positions of "Police Telecommunicator - Lead" and add six positions of "Lead Police Telecommunicator" and one position of "Telecommunications Specialist".

Background

The Police Department has requested the Fire and Police Commission reclassify one position of Lead Police Telecommunicator in Pay Range 6HN to Telecommunications Specialist in Pay Range 1BX. A job description was provided and discussions were held with Pamela Roberts, Human Resources Specialist.

Analysis

The basic function of this position is to efficiently and economically manage all activities related to the Police Department's telecommunications system, including the 911 Emergency Public Safety Answering Point (PSAP); administer the Sentinel 911 system and all peripheral equipment; coordinate with applicable departments and agencies regarding the NICE Inform Recording System; record 911 and administrative positions; update and make changes to the Sentinel 911 positions; maintain and update databases; manage and maintain the Avaya Application Enablement Services (AES); train department personnel on the use of various applications; and maintain Telecommunicator and Dispatcher training stations at an alternate site.

The Department has indicated the desire to reclassify one vacant position of Lead Police Telecommunicator to Telecommunications Specialist. The Department currently has one

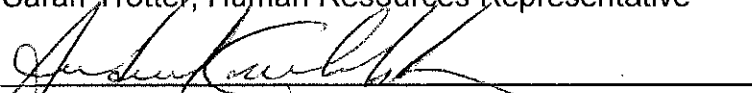
position of Telecommunications Specialist but has found that the workload would justify a second position. This position would perform the same duties as the current position including managing the telecommunications systems, training personnel on the proper use and operation of the telephone equipment, and recommending policy relative to the use of the systems.

If the request to the Fire and Police Commission to have this position studied for reclassification is approved we recommend that the position be classified as "Telecommunications Specialist" as requested. In studying this position we found that the pay range for the "Telecommunications Specialist" classification should be changed from Pay Range 1BX (\$47,109 - \$65,957) in the Officials and Administrators Section of the Salary Ordinance to Pay Range 2FX (\$47,109 - \$65,957) in the Professional Section of the Salary Ordinance since the position does not have any supervisory responsibilities. Pay Range 2FX has the same rates of pay as Pay Range 1BX.

Recommendation

If the request to the Fire and Police Commission to have this position studied for reclassification is approved we recommend that one position of "Lead Police Telecommunicator" in Pay Range 6HN be reclassified to "Telecommunications Specialist" in Pay Range 2FX. We further recommend the one other position of "Telecommunications Specialist" be placed in Pay Range 2FX.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director