



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

July 21, 2017

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

Dear Committee Members:

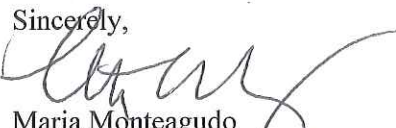
Re: Common Council File Number **170157**

The following classification and pay recommendations were approved by the Fire and Police Commission on **July 13, 2017**.

In the Fire Department, the classification of one new position and the reclassification of three current administrative support positions in the Business and Finance Section.

In the Fire Department, the reclassification of several Mechanic positions in the Fire Equipment Repair Shop.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:st
Attachments: Job Evaluation Reports
Fiscal Note

C: Fire Chief Mark Rohlfsing, Assistant Fire Chief Gerard Washington, Deputy Chief John Litchford, Mark Nicolini, Dennis Yaccarino, Bryan Rynders, Yvette Rowe, Juliet Battle, John Ledvina, and Nicole Fleck.



JOB EVALUATION REPORT

Fire and Police Commission Meeting: July 13, 2017

Fire Department

Current	Request	Recommendation
New Position (Included in 2017 Budget)	Program Assistant III PR 5IN (\$47,779 - \$54,669) (New Position in 2017 Budget)	Program Assistant III PR 5IN (\$47,779 - \$54,669)
Program Assistant II PR 5FN (\$42,539 - \$48,248)	Administrative Specialist PR 2CN (\$39,881 - \$55,825)	Program Assistant III PR 5IN (\$47,779 - \$54,669)
Accounting Assistant III PR 5EN (\$40,501 - \$46,724)	Administrative Specialist PR 2CN (\$39,881 - \$55,825)	Program Assistant III PR 5IN (\$47,779 - \$54,669)
Personnel Payroll Assistant II PR 6HN (\$37,830 - \$41,863)	Personnel Payroll Assistant III PR 5EN (\$40,501 - \$46,724)	Personnel Payroll Assistant III PR 5EN (\$40,501 - \$46,724)

Action Required

In the Positions Ordinance, under the Fire Department, Support Services Bureau Decision Unit, Business and Finance Section, delete one position of "Accounting Assistant III", delete one position of "Personnel Payroll Assistant II", delete one position of Program Assistant II", add two positions of "Program Assistant III" and add one position of "Personnel Payroll Assistant III".

Background

Fire Chief Mark Rohlfing has requested the study of several administrative support positions in the Administration Division and the Business and Finance Section of the Milwaukee Fire Department (MFD). He indicated that their work is vital to the MFD providing effective and efficient services. He noted there have been some recruitment and retention challenges with the current classifications and rates of pay. For example, the Department indicated that there have been four different incumbents for the position of Personnel Payroll Assistant II in the past two years. He also noted that some of the duties and responsibilities are specialized and unique to the Fire Department and are complex in nature. In the interest of providing more operational stability he has requested that the classifications and rates of pay for these positions be studied.

This is the first of two reports regarding these positions and focuses on the four positions in the Business and Finance Section. This group was addressed first as it includes a new position in the 2017 budget. New job descriptions were provided and incumbents completed questionnaires. Job audits were conducted with the incumbents and discussions were held with the supervisor of these positions, Yvette Rowe, Business Finance Manager.

The Department indicated that one of the concerns for the Business and Finance Section is to have backup and coverage for the different functions within the Section. In discussing the issue further the Department indicated they would like to do a reorganization within the Business and Finance Section and have the new position, the Program Assistant II in Pay Range 5FN (\$42,539 - \$48,248) and the Accounting Assistant III in Pay Range 5EN (\$40,501 - \$46,724) in the same classification. These three positions would each have their own specialty but would be cross trained so that they could provide backup and would also perform more analysis work to assist the Business Finance Manager with the budget and other financial functions.

Current:	New Position	
Recommendation	Program Assistant III	PR 5IN (\$47,779 - \$54,669)

The primary duties of this new position is to provide oversight to the revenue and accounts receivable functions of the MFD; assist the Business Finance Manager in managing the accounts receivable; serve as a key resource for other department staff and assist in the maintenance and processing of accounts receivable records in accordance with procedures established by the Comptroller's Office and the Business Finance Manager; perform regular functions of the Personnel Payroll Assistant and serve as a backup and provide coverage of other Business and Finance Section functions. Duties and responsibilities include the following:

- 25% Perform regular functions of the Personnel Payroll Assistant
- 20% Perform all accounts receivable functions, such as interdepartmental requisitions for services rendered and the development of invoices for funds due to the department; account for and deposit all revenue received into appropriate departmental revenue accounts.
- 20% Monitor, reconcile, and audit departmental billing contract related to paramedic transport revenue and insure proper billing and collection process in support of the paramedic program.
- 20% Monitor and reconcile departmental collections contract related to paramedic transport revenue; prepare reports, including quarterly and year-end revenue reports, and coordinate revenue and data reporting as directed by the Business Finance Manager, Chief Officers, and partner agencies; assist with revenue projections including preparation of annual revenue projections for department budget; and use various software applications, such as spreadsheets, databases, and statistical packages, to assemble, manipulate and/or format data and reports.
- 15% Maintain working knowledge of necessary billing codes and/or resources needed for billing; assist with the RFP (Request for Proposal) guidelines and the process for selecting billing and collections contractors; and assist with the City Comptroller's periodic audits of the department's accounts receivable.

Requirements include four years of office support experience with at least one year of experience at the Office Assistant III level or higher. Job-related college level or technical course work may be substituted for part of experience requirement.

The specification for the Program Assistant series and a description of the specific classification requested is below:

Program Assistant Series

Positions assigned to the Program Assistant series perform a variety of office support and administrative work in support of a program or distinct area of operations within a City department. As used here the term "program" is intended to be broad in application, encompassing the work of a bureau, division, section or specific program within a department. The duties and responsibilities of each Program Assistant are specific to each job assignment.

The level of work performed by Program Assistants is characterized as semiprofessional. As such, the Program Assistant series serves as a "bridge" between a number of office support job series and bona fide professional occupations, such as Management Accountant and Administrative Specialist, requiring a bachelor's degree or equivalent.

In this series, positions requiring the knowledge, skills, and abilities equivalent to that of a bachelor's degree have been assigned to the "II" level. Commensurate with their higher level of knowledge and skill, Program Assistants II

also exercise a greater amount of responsibility, also known as impact and accountability, than those assigned to the "I" level.

Program Assistant III Specification

Performs a variety of duties and responsibilities to support a significantly complex program or area of operations within a City department. In addition to requiring the equivalent knowledge and skill normally obtained with a bachelor's degree these positions require an extensive knowledge of technical and/or administrative information. Some Program Assistants III function as a group leader for other employees.

Like a Program Assistant II the Program Assistant III analyses information, draws conclusions and makes recommendations. This position also has extensive relationship responsibility for the complex program or area of operation. Communications may be with other City personnel or the public.

Requirements: Four years of office experience performing duties related to the occupational area to which the position is assigned, with at least one year of experience at the Program Assistant I level or above. The knowledge and skills required are equivalent to a bachelor's degree plus an extensive knowledge of technical and/or administrative information in the particular area of work.

The requested classification of Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669) is appropriate as this position will have oversight responsibilities for the complex area of accounts receivable for the MFD. This includes the billing and collection contracts related to paramedic transport revenue. This position will also prepare reports and assist the Business Finance Manager with preparing revenue projections.

This position will be part of the reorganization within the Business and Finance Section. This and two other positions will be cross trained so that in addition to performing their primary functions they will also be able to serve as a backup and provide coverage for the other positions in the Section who have primary duties related to accounts payable and purchasing. This position will specifically help with the payroll process on a regular basis and serve as a backup to two other positions in the Section.

Based on the duties and responsibilities of this new position we recommend that it be classified as Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669).

Current:	Program Assistant II	PR 5FN (\$42,539 - \$48,248)
	Accounting Assistant III	PR 5EN (\$40,501 - \$46,724)
Recommendation:	Program Assistant III	PR 5IN (\$47,779 - \$54,669)

Under the reorganization the primary duties of these two positions are to perform all accounts payable and purchasing accounting activities; and assist the Business Finance Manager with analyzing data from a variety of sources to create budgetary and fiscal reports. The secondary duties are to assist in the management of grants; and research productivity and cost-savings opportunities. Duties and responsibilities include the following:

- 25% Review all accounts payable requests on the City's Financial Management Information System (FMIS) and process them for payment, including a review of all group registers.
- 15% Prepare, monitor, and initiate the procurement process for all departmental commodity and services purchases including the preparation of requisitions and assisting department managers with monitoring and maintaining all commodity and service contracts.

- 10% Monitor all budgetary accounts to not exceed the current year's budget appropriations; assist the Business Finance Manager with the implementation of budgetary and fiscal policies and prepare expenditure reports as requested; and assist with the development and management of the annual operating and capital budgets.
- 10% Monitor, review and process PROCARD and petty cash transactions; maintain list of PROCARD users and user limits; and add and delete users as necessary for departmental operations.
- 20% Assist the Business Finance Manager with the preparation of grant applications, coordination of the implementation and administration of the grants, and all grant-related budgeting and financial requirements including processing interdepartmental requisitions and invoices (IRIs) for grant and aid adjustments; provide complex monitoring and reporting assistance on inventory control projects; research budget information, including analyzing historical performance, to assist with the administration of budget policy and procedures; conduct research to assist in determining appropriate investment of capital items including apparatus and buildings; and assist in reporting expenditures of capital projects.
- 20% Perform some regular functions of other staff within the Business and Finance Section and provide coverage when they are absent; and perform other duties related to the financial management of the MFD as requested or independently initiated.

Requirements include four years of office support experience performing duties related to the budget and finance area with at least one year of experience at the Office Assistant III level or higher. Job-related college level or technical course work may be substituted for part of experience requirement.

As part of this reorganization the Department wishes to have these two positions be at the same level and be able to provide backup and coverage for each other and the new position. In reviewing the specification and description for Program Assistant III in Pay Range 5IN (\$47,779 – \$54,669), the recommended classification for the new position, we also recommend this level for these two current positions. These two positions will also be cross trained and expected to serve as a backup and provide coverage for each other and for the new position.

Currently, the Program Assistant II position has the primary responsibility for accounts payable for the MFD but also performs work related to accounts receivable, payroll, budget, and finances. The Accounting Assistant III performs work related to various general accounting functions including accounts payable and receivable, develops queries, monitors and reconciles accounts, monitors grant activity, conducts inventory and performs payroll related functions.

The MFD is a large department and these two positions, along with the new position, are needed to provide significant assistance to the Business Finance Manager in the areas of accounts, budgeting and analyzing financial data. With this reorganization these three positions will be at the same level and the Department will have flexibility in assignments based on the Department's priorities. We therefore recommend that these two positions be classified as Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669).

Current:	Personnel Payroll Assistant II	PR 6HN (\$37,830 - \$41,863)
Recommendation:	Personnel Payroll Assistant III	PR 5EN (\$40,501 - \$46,724)

The primary duties are to prepare the biweekly payroll for over 900 personnel assigned to 8 and 24 hour work shifts; process HRMS (Human Resources Management System) entries; and perform payroll and personnel reporting. Duties and responsibilities include the following:

- 35% Monitor, enter, audit, review and approve edits for biweekly payroll for Local 215 Union Members, sworn management and civilian employees in the MFD.

- 15% Calculate and process all payroll hours, salary and benefits adjustments, and retroactive and special pay adjustments.
- 20% Maintain HRMS transactions including employee personnel, payroll and benefit records; and monitor and interpret the Local 215 Union Contract as it pertains to personnel and payroll benefits.
- 10% Generate and reconcile reports including the Time Owed and Allowed Report, the Sick Leave Incentive Report, and reports required under the Fair Labor Standards Act (FLSA).
- 20% Assist the Business Finance Manager on special payroll and personnel assignments; and in preparing Workers Compensation reports and payroll documentation. .

Requirements include four years of office support experience with at least one year of experience at the Personnel Payroll Assistant II level or higher. Job-related college level or technical course work may be substituted for part of experience requirement.

The specification for the Personnel Payroll Assistant series and a description of the specific classification requested is below:

Personnel Payroll Assistant Series


This series include positions primarily involved in processing payrolls and administering non-insurance benefits, personnel policies, and procedures.


Personnel Payroll Assistant III Specification

This level is distinguished from the II level by its greater scope of responsibility, which not only includes complex and difficult payroll processing, but the maintenance of personnel records, benefits administration, compilation and creation of special personnel reports, provision of employment information to the public, and general human resources administration on a semiprofessional level.

The knowledge base associated with this level consequently must be broader in terms of personnel laws, practice, and procedures, than that of a Personnel Payroll Assistant II. Likewise, interpersonal skills must be at a higher level to effectively interact with employees, managers, and the public. Currently, there are Personnel Payroll Assistant III positions located in the Department of City Development, the Library, the Police Department, and the Department of Public Works.

The MFD has over 900 employees and a complex schedule that includes both 8 and 24 hour shifts. It is reasonable that the primary position for processing the payroll would be at the III level of this classification series. We therefore recommend this position of Personnel Payroll Assistant II in Pay Range 6HN (\$37,830 - \$41,863) be reclassified to Personnel Payroll Assistant III in Pay Range 5EN (\$40,501 - \$46,724).

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: July 13, 2017

FIRE DEPARTMENT

Current	Recommendation
Fire Equipment Mechanic PR 7HN (\$41,774-\$52,049) Footnotes for Emergency Vehicle Technician certifications and for temporary assignment to supervisory or watch duties Nine Positions	Fire Mechanic I PR 7EN (\$45,096 - \$48,725) Recruitment Flexibility with DER approval Fire Mechanic II PR 7HN (\$50,654 - \$54,730)* *Footnoted rates Fire Mechanic III PR 7HN (\$55,109 - \$60,555)* *Footnoted rates Footnote: Assignment as lead worker, acting supervisor, watch duty or field mechanic additional 3%. Nine Positions Career Ladder
Fire Equipment Repairs Supervisor PR 1DX (\$54,865 - \$76,806)	Fire Fleet and Equipment Manager PR 1EX (\$58,462 - \$81,844) Recruitment at \$63,619
Fire Equipment Repairer II PR 7GN (\$41,096 – \$50,649) One Position	Fire Equipment Machinist PR 7HN (\$41,774 - \$52,049) One Position
Fire Equipment Repairer II PR 7GN (\$41,096 – \$50,649) One Position	Fire Building and Equipment Maintenance Specialist PR 7HN (\$41,774 - \$52,049) One Position

Background

In 2016, the Fire Chief requested that all job classifications in its Fire Equipment Repair Shop be studied for proper job classification and pay level. This report addressing mechanics, two Fire Equipment Repairers as well as one supervisory position is the first of several reports that will address compensation in the Fire Equipment Repair Shop.

Fire Equipment Mechanics

Fire Equipment Mechanics diagnose, maintain, and repair emergency medical and fire suppression vehicles. The Fire Department has experience difficulty in retaining and recruiting for these positions. During 2016, four mechanics left the Fire Department to work for other local employers. In exit interviews, these employees indicated that they left because of the ability to earn significantly higher wages with local employers. Likewise, because of comparatively lower wages, the Department has experienced difficulty in recruiting highly qualified candidates to fill the vacancies.

In studying this request, a revised job description was reviewed, wages and job descriptions were researched, interviews were held with two Mechanics at the Repair Shop, and several discussions were held with the manager of the Repair Shop, Deputy Chief John Litchford.

There are currently nine positions of Fire Equipment Mechanic assigned to the Fire Equipment Repair Shop working under the direction of the Fire Equipment Repairs Supervisor. The basic function of the job is to service, rebuild, repair, overhaul, adjust, and test all vehicles, fire apparatus, equipment, and tools used by the Department. Each week Mechanics are required to work a "watch" shift (roughly corresponding to a second shift) in which they work alone, responding to requests for service regarding fire apparatus, vehicles, equipment, and building equipment and facilities. Mechanics work independently on these shifts, determining work priorities and calling in additional mechanical help as needed. In addition, a Mechanic is called to the scene of any three-alarm fire or greater to repair equipment onsite as needed.

As skilled journey-level mechanics, these employees diagnose, adjust, repair, and maintain a wide variety of automotive and diesel fire equipment including fire engines, ladder trucks and ambulances. They repair, overhaul, and maintain specialized equipment on automotive and diesel fire equipment including pumps, valves, power take-offs, hydraulic systems and steering mechanisms. Fire Equipment Mechanics also overhaul, repair, and maintain single and two-speed rear axles, multi-speed transmissions, hydraulic compression units, and electronic control systems and components.

The work requires considerable knowledge of the design, construction, repair and maintenance of a wide variety of conventional and specialized automotive, diesel fire, and ambulance vehicles and equipment. Due to the nature of the Fire Department's services, in many cases repair work must be completed under strict time constraints. The current pay level for Fire Equipment Mechanic is shown in the following table.

Fire Equipment Mechanic - Pay Range 7HN

	Minimum	Maximum
Hourly	\$20.80	\$25.02
Biweekly	\$1,606.68	\$2,001.89
Annual	\$41,773.68	\$52,049.14

In addition, employees previously were eligible to receive additional pay for attaining and maintaining certifications, being assigned to work as a supervisor, and working on watch duty:

Fire Equipment Mechanic – Supplemental Pay Practices

Item	Requirement
Highest rate in the pay range: \$2,001.89 biweekly	If hired after June 1, 1989, must maintain the appropriate current ASE certifications
\$.25 per hour	Emergency Vehicle Technician Level I certification
\$.50 per hour	Emergency Vehicle Technician Level II certification
\$.75 per hour	Emergency Vehicle Technician Level III certification
\$.60 per hour	Assigned to Fire Equipment Repairs Supervisor duties for a shift
\$.50 per hour	Assigned to watch duty from 4 pm to 12 midnight Monday through Friday and 8 am to midnight on Saturday, Sunday and holidays

Our review of salary survey data initially focused upon entry rates of pay due to the difficulty the Department has experienced in hiring new mechanics. Representative entry rates of pay for some public sector organizations in the Milwaukee area are listed below.

**Beginning Rates of Pay
For Heavy Equipment Mechanics
Milwaukee Area - 2016**

	Job Title	Hourly	Annual	Experience Required
WE Energies	Mechanic	28.15	58,552.00	2 years
City of Kenosha	Fleet Mechanic	28.15	58,552.00	2 years within the last 4 years. Certifications preferred
City of Brookfield	Mechanic	27.43	57,054.40	3 years with 2 years of training
City of Wauwatosa	Fire Mechanic	25.78	53,622.40	8 years; Emergency Vehicle Technician Certification in Fire Apparatus preferred
City of West Allis	Equipment Mechanic I	25.56	53,164.80	3 years
Milwaukee DPW	Vehicle Services Technician II Career Ladder	22.77	47,351.20	4 years
Milwaukee DPW	Vehicle services Technician I Career Ladder	20.37	42,367.00	3 years
Milwaukee Fire Department	Fire Equipment Mechanic	20.08	41,773.68	3 years

Survey data from for the Milwaukee-Waukesha-West Allis area from May of 2016, which includes many more organizations from the public and private sector, reported the following wage rates for truck and diesel mechanics.

**Wages for Truck and Diesel Mechanics
Bureau of Labor Statistics – Milwaukee-Waukesha-West Allis Metro Area
May 2016 - Aged 2%**

Wages	Mean	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
Hourly	\$24.17	\$17.06	\$20.70	\$24.66	\$28.34	\$30.57
Annual	\$50,282	\$35,494	\$43,047	\$51,300	\$58,938	\$63,584

This data indicates that the average rate of pay for truck and diesel mechanics in the Milwaukee area is \$51,300. In contrast, the wage rate for Fire Equipment Mechanics is \$41,774 to \$52,049 annually, with no flexibility in an initial hiring rate. The hiring rate of \$41,774 for Fire Equipment Mechanics falls just below the 25th percentile for wages reported by the BLS. These wage levels have made it very difficult to recruit and retain qualified truck mechanics for the Fire Department.

In order to address both the rates of pay for these positions as well as pay progression, this report recommends establishing a career ladder as illustrated in Appendix A. Employees would move through the following titles and pay ranges, and increments by obtaining and maintaining certifications from the National Institute for Automotive Service Excellence (ASE), Emergency Vehicle Technician certifications, and fully successful job performance. This career ladder is similar in design to the Vehicle Services Technicians in the Department of Public Works.

Fire Mechanic Proposed Titles, Pay Ranges and Increments

Title	PR	1	2	3	4	5	6	7
Fire Mechanic I	7EN	21.68	22.05	22.42	22.81	23.19	23.43	
		1,734.48	1,763.97	1,793.96	1,824.45	1,855.47	1,874.02	
		45,096.48	45,863.22	46,642.96	47,435.70	48,242.22	48,724.52	
Fire Mechanic II	7HN	24.35	24.77	25.19	25.62	26.05	26.31	
		1,948.24	1,981.36	2,015.05	2,049.30	2,084.14	2,104.98	
		50,654.24	51,515.36	52,391.30	53,281.80	54,187.64	54,729.48	
Fire Mechanic III	7HN	26.49	26.95	27.40	27.87	28.34	28.82	29.11
		2,119.57	2,155.60	2,192.25	2,229.52	2,267.42	2,305.96	2,329.02
		55,108.82	56,045.60	56,998.50	57,967.52	58,952.92	59,954.96	60,554.52

This report recommends an effective date of Pay Period 1, 2017 as the career ladder will be the employee's method for pay progression during 2017. Any related certifications attained during 2017 will be considered in determining the employees' initial placement into the career ladder. Employees must maintain these certifications. If certifications lapse, rates of pay will be reduced accordingly.

It is also recommended that a footnote be created for assignment to lead work, acting supervisor, watch pay, or fieldwork. Employees would receive an additional 3% when given these assignments by a manager. This footnote and rate is consistent with the special pay practices for Vehicle Services Assistants when performing similar assignments in DPW-Operations-Fleet Services. Also recommended is structured recruitment flexibility for Fire Mechanic I at any rate in the pay range with DER's approval. This recruitment flexibility would be tied to specific job related experience and credentials.

As a final note, it is recommended that the title of this classification be changed from Fire Equipment Mechanic to Fire Mechanic to distinguish these positions that are part of a new career ladder.

Current	Fire Equipment Repairs Supervisor	PR 1DX (\$54,865 - \$76,806)	One Position
Recommended	Fire Fleet and Equipment Manager	PR 1EX (\$58,462 - \$81,844) Recruitment at \$63,619	One Position

This report recommends changes to the classification level for the current supervisor of this work unit. In studying this position the following documents were reviewed: a former and current job description provided by the department; the department's 2017 budget; and a Job Analysis Questionnaire completed by the employee performing the job and reviewed by his immediate supervisor. In addition, discussions were held with managerial representatives of the Fire Department.

Duties, Responsibilities and Requirements

The basic function of this position is to manage all repairs and maintenance work performed on the Fire Department's fleet, firefighting equipment, and emergency medical services equipment consisting of approximately 192 vehicles and a total operating budget of some \$4.3 million. Reporting to the Deputy Chief in charge of the repair shop, this position supervises 18 employees, nine of whom are Fire Equipment Mechanics discussed previously in this report. The types of equipment and vehicles maintained and repaired include the following: firefighting apparatus, paramedic vehicles, staff vehicles, a fire boat, fire-specific equipment, and equipment used for emergency medical services (EMS).

In addition to scheduling, assigning, and overseeing maintenance and repair work, this manager also performs such managerial/administrative work as: approving invoices for payment of all fleet purchases and repairs; conducting an annual evaluation of the department's fleet; coordinating and managing the department's preventative maintenance program; serving as the Co-Chair of the Apparatus Specifications Committee; preparing specifications for equipment,

vehicles, and firefighting apparatus when required; approving all purchases; managing all supplies and equipment of the emergency medical services stock room and vehicle repairs; and approving repairs made by outside vendors and associated costs. This manager also responds to requests for service between midnight and 7:30 am on week days and 4:00 pm and 8:00 am on weekends.

The job description prepared by the department indicates that the job requires a bachelor's degree, four years of work experience supervising and managing repairs for a fleet, and four years of work experience as a heavy truck mechanic. This information is provided for informational purposes only; these requirements have not been assessed for purposes of staffing.

Changes in Duties and Responsibilities and Analysis

As documented in the questionnaire completed by the individual performing the job and reviewed by his supervisor, this position has recently acquired a number of new duties and responsibilities, many of which were driven by the elimination of a higher management position previously in existence. The most noteworthy changes include the following: co-chairing the specifications committee for the purchase of all new vehicles; managing the department's stock and supply rooms; and supervising nine additional employees consisting of an inventory assistant, a machinist, a welder, three Fire Equipment Repairers, a compressed air technician, and an office coordinator. In summary, this manager has acquired a number of new managerial responsibilities and doubled the number of employees for whom he is responsible. One way to characterize the change that has taken place in this position is that it has changed from a first-line supervisor to a manager.

Recommendation

Within City government, the work now performed by this classification in terms of managing the work of a technical operation compares in level of responsibility to the Fire Equipment Repairs Manager and Fleet Operations and Training Manager. Based upon this analysis, the recommendation is to reclassify the Fire Equipment Repairs Supervisor in Pay Range 1DX (\$54,865 - \$76,806) to Fire Fleet and Equipment Manager in Pay Range 1EX (\$58,462 - \$81,844) with a minimum recruitment at \$63,619 to provide a differential to the recommended rates of pay for the Fire Mechanics.

Current	Fire Equipment Repairer II	PR 7GN (\$41,096 – \$50,649)	One Position
Recommended	Fire Equipment Machinist	PR 7HN (\$41,774 - \$52,049)	One Position

The Department has requested that one position of Fire Equipment Repairer II be reclassified to Fire Equipment Machinist. The classification of Fire Equipment Machinist is a current title in the Fire Department. The position will now be responsible for servicing, rebuilding, repairing, overhauling, adjusting, and testing portable equipment associated with firefighting or engine house maintenance. Duties and responsibilities include:

- Services, rebuilds, repairs, overhauls, adjusts, and tests portable equipment, which includes, but is not limited to, nozzles, exhaust fans, roof and chain saws, generators, water pumps, extrication equipment, lawn mowers, snow blowers, deluge sets, floor buffers, and hand lanterns.
- Repairs plumbing for pumps on fire apparatus.
- Machines parts and fittings uniquely inherent to the fire service, which includes, but is not limited to, the operation of lathes, milling machines, pipe cutters, and drill presses.
- Repairs power cots for MED units.
- Orders and maintains an inventory of parts, supplies, and loaner equipment.

These duties and responsibilities are consistent with the current job description for Fire Equipment Machinist and we therefore recommend the position be reclassified.

Current	Fire Equipment Repairer II	PR 7GN (\$41,096 - \$50,649)	One Position
Recommended	Fire Building and Equipment Maintenance Specialist	PR 7HN (\$41,774 - \$52,049)	One Position

The Department has requested that one position of Fire Equipment Repairer II be reclassified to Fire Building and Equipment Maintenance Specialist. The classification of Fire Building and Equipment Maintenance Specialist is a current title in the Fire Department. The position will now be responsible for troubleshooting, repairing, servicing, and maintaining the heating, plumbing, air handling, air conditioning, and electrical systems in the 37 buildings of the department. Duties and responsibilities include:

- Troubleshoot, repair, service, and maintain heating equipment, which includes, but is not limited to, forced air, hydronic, and steam heat.
- Troubleshoot, repair, service, and maintain air handling equipment, which includes, but is not limited to, central air conditioning, portable air conditioners, exhaust fans, vehicle emission systems, and air filtration systems.
- Troubleshoot, repair, service, and maintain appliances located in the station houses, which includes, but is not limited to, gas stoves, refrigerators, and humidifiers.
- Perform general plumbing repairs and maintenance, not requiring the services of a licensed plumber, of such items as hot and cold water lines, sink drains, faucets, garbage disposal units, toilets, sump pumps, water heaters, sewer lines, and pipes.

These duties and responsibilities are consistent with the current job description for Fire Building and Equipment Maintenance Specialist and we therefore recommend the position be reclassified.

Prepared by: *Laura Sutherland st*
Laura Sutherland, Human Resources Representative

Reviewed by: *Andrea Knickerbocker st*
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Monteagudo*
Maria Monteagudo, Employee Relations Director

Appendix A – Proposed Titles and Increments for Fire Mechanics

Fire Mechanic I						
Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	
21.68	22.05	22.42	22.81	23.19	23.43	
1,734.48	1,763.97	1,793.96	1,824.45	1,855.47	1,874.02	
45,096.53	45,863.17	46,642.85	47,435.78	48,242.18	48,724.61	
3 year OR Associate + 1 year OR 1 year Technical Certificate + 2 years	2 ASE Certs OR 1 Year Diploma	4 ASE Certs OR Apprenticeship	6 ASE Certs OR Associate Degree	8 ASE Certs	1 ASE Master	

Fire Mechanic II						
Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	
24.35	24.77	25.19	25.62	26.05	26.31	
1,948.24	1,981.36	2,015.05	2,049.30	2,084.14	2,104.98	
50,654.29	51,515.42	52,391.18	53,281.83	54,187.62	54,729.50	
1 ASE Master + 1 year experience as Fire Mechanic I	10 ASE Certs	12 ASE Certs	14 ASE Certs	16 ASE Certs	2 ASE Masters	

Fire Mechanic III						
Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
26.49	26.95	27.40	27.87	28.34	28.82	29.11
2,119.57	2,155.60	2,192.25	2,229.52	2,267.42	2,305.96	2,329.02
55,108.81	56,045.66	56,998.44	57,967.41	58,952.85	59,955.05	60,554.60
2 ASE Masters + 1 year experience as Fire Mechanic II	2 EVT Certs	4 EVT Certs	6 EVT Certs	8 EVT Certs	10 EVT Certs	2 EVT Masters

ASE - Automotive Service Excellence
EVT - Emergency Vehicle Technician

Appendix B – Certifications for Fire Mechanics

Automotive Service Excellence (ASE) Certifications

The National Institute for Automotive Service Excellence (ASE) was founded in 1972 as a non-profit, independent organization dedicated to improving the quality of automobile and truck service and repair through the voluntary testing and certification of technicians. More than 300,000 automobile and truck service and repair professionals hold current ASE certifications. ASE certifications are widely accepted and recognized as the standard industry credential for automotive professionals in automotive service, parts, collision, truck, school bus, and transit bus segments.

Automobile and Light Truck Certification Tests (A1 - A9) (#) of scored questions

A1 – Engine Repair (50)	A5 – Brakes (45)
A2 – Automatic Transmission/Transaxle (50)	A6 – Electrical/Electronic Systems (50)
A3 – Manual Drive Train and Axles (40)	A7 – Heating and Air Conditioning (50)
A4 – Suspension and Steering (40)	A8 – Engine Performance (50)
	A9 – Light Vehicle Diesel Engines (50)

If all nine ASEs are completed successfully, the technician is considered at the Master certification level.

Recertification: Technicians must retest every five (5) years to retain their certification. The Automobile and Light Truck Recertification Tests (A1R – A8R) are about half as long as the initial certification tests.

Medium and Heavy Truck Certification Tests (T1 – T8) (#) of scored questions

T1 – Gasoline Engines (50)	T6 – Electrical/ Electronic Systems (50)
T2 – Diesel Engines (55)	T7 – Heating, Ventilation and Air Conditioning (HVAC) (40)
T3 – Drive Train (40)	T8 – Preventive Maintenance Inspection (50)
T4 – Brakes (50)	
T5 – Suspension and Steering (50)	

If all eight ASEs are completed successfully, the technician is considered at the Master certification level.

Recertification: Technicians must retest every five (5) years to retain their certification

Emergency Vehicle Technician (EVT) Certification

The EVT Certification Program has four emergency vehicle certification tracks and a management track. The emergency vehicle certification tracks are for fire apparatus, ambulance, law enforcement, and airport rescue and firefighting (ARFF) vehicle technicians.

Fire Apparatus Technician Certification Tests

Level I

ASE Exams (Prerequisites) T4, Brakes, and T5, Suspension and Steering

EVT Exams

F1 - Maintenance, Inspection, and Testing of Fire Apparatus

F2 - Design and Performance Standards of Fire Apparatus

Level II

ASE Exams (Prerequisites) T2, Diesel Engines, T3, Drive Train, and T6, Electrical Systems

EVT Exams

F3 - Fire Pumps and Accessories

F4 - Fire Apparatus Electrical Systems

Master Level III

ASE Exams (Prerequisites) T1, Gasoline Engines, and T7, Heating and Air Conditioning

EVT Exams

F5 - Aerial Fire Apparatus

F6 - Allison Automatic Transmissions

Ambulance Technician Certification Tests

Level I

ASE Exams (Prerequisites) A4, Suspension and Steering, and A5, Brakes

EVT Exams

E0 - Maintenance, Inspection, and Testing of Ambulances

E1 - Design and Performance of Ambulances

Level II

ASE Exams (Prerequisites) A9, Diesel Engine, T3, Drive Train, and T-4, Brakes

EVT Exams

E2 - Ambulance Electrical Systems

E3 - Ambulance Heating, Air-conditioning, and Ventilation

Master Level III

ASE Exams (Prerequisites) T1, Gasoline Engines, T2, Diesel Engines, and T5, Suspension and Steering

EVT Exam

E4 - Ambulance Cab, Chassis, and Powertrain

Action Required

In the Salary Ordinance.

Effective Pay Period 1, 2017 (January 1, 2017):

Under Pay Range 7EN,

Add the title "Fire Mechanic I (1) (3) (4) (13)"

with footnote (1) to read as follows:

- (1) Career Ladder Position. Minimum recruitment is at \$1,734.48 (\$45,096.48) and may be up to \$1,874.02 (\$48,724.52) based upon credentials with the approval of DER. Employees will advance to the next rate in the following range upon certification by the Fire Chief as having attained and maintained at all times the required credentials and demonstrated job performance: \$1,734.48, \$1,763.97, \$1,793.96, \$1,824.45, \$1,855.47, 1,874.02 (\$45,096.48, \$45,863.22, \$46,642.96, \$47,435.70, \$48,242.22, \$48,724.52).

with footnote (13) to read as follows:

- (13) Career Ladder Position. An employee assigned to lead worker, acting supervisor, watch assignment, or field work responsibilities will receive an additional 3% hourly when performing that work.

Under Pay Range 7HN,

Delete the title "Fire Equipment Mechanic" and delete footnote (8)

Add the title "Fire Mechanic II (1) (6) (15) (16)"

with footnotes (15) and (16) to read as follows:

- (15) Career Ladder Position. Recruitment is at \$1,948.24. Employees may advance to the next rate in the following range upon certification by the Fire Chief as having attained and maintained at all times the required credentials and demonstrated job performance: \$1,948.24, \$1,981.36, \$2,015.05, \$2,049.30, \$2,084.14, \$2,104.98 (\$50,654.24, \$51,515.36, \$52,391.30, \$53,281.80, \$54,187.64, \$54,729.48)

- (16) Career Ladder Position. An employee assigned to lead worker, acting supervisor, watch assignment, or field work responsibilities will receive an additional 3% hourly when performing that work.

Add the title "Fire Mechanic III (1) (6) (16) (17)"

with footnote (17) to read as follows:

- (17) Career Ladder Position. Recruitment is at \$2,119.57. Employees may advance to the next rate in the following range upon certification by the Fire Chief as having attained and maintained at all times the required credentials and demonstrated job performance: \$2,119.57, \$2,155.60, \$2,192.25, \$2,229.52, \$2,267.42, \$2,305.96, \$2,329.02 (\$55,108.82, \$56,045.60, \$56,998.50, \$57,967.52, \$58,952.92, \$59,954.96, \$60,554.52).

Effective Pay Period 18, (August 27, 2017)

Under Pay Range 1DX

Delete the title "Fire Equipment Repairs Supervisor"

Under Pay Range 1EX

Add the title "Fire Fleet and Equipment Manager (11)"

with footnote (11) to read as follows:

- (11) Recruitment is at \$2,446.88 (\$63,618.88)

In the Positions Ordinance

Effective Pay Period 1, 2017 (January 1, 2017):

Under Fire Department, Support Services Bureau Decision Unit, Construction and Maintenance Division:
Delete nine positions of "Fire Equipment Mechanic" and add nine positions of "Fire Mechanic III".

Effective Pay Period 18, (August 27, 2017)

Under Fire Department, Support Services Bureau Decision Unit, Construction and Maintenance Division:
Delete one position of "Fire Equipment Repairs Supervisor" and two positions of "Fire Equipment Mechanic II"
Add one position of "Fire Fleet and Equipment Manager", one position of "Fire Equipment Machinist", and one position of "Fire Building and Equipment Maintenance Specialist".



City of Milwaukee Fiscal Impact Statement

A

Date	7/21/17	File Number	170157
Subject	Classification and pay recommendations submitted to the Fire and Police Commission for July 13, 2017 meeting.		

B

Submitted By (Name/Title/Dept./Ext.)	Sarah Trotter, Human Resources Representative Dept. of Employee Relations/X2398.
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C

This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures. <input type="checkbox"/> Suspends expenditure authority. <input type="checkbox"/> Increases or decreases city services. <input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability. <input type="checkbox"/> Increases or decreases revenue. <input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance. <input type="checkbox"/> Authorizes borrowing and related debt service. <input type="checkbox"/> Authorizes contingent borrowing (authority only). <input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.
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D

This Note	<input type="checkbox"/> Was requested by committee chair.
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E

Charge To	<input checked="" type="checkbox"/> Department Account <input type="checkbox"/> Capital Projects Fund <input type="checkbox"/> Debt Service <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Contingent Fund <input type="checkbox"/> Special Purpose Accounts <input type="checkbox"/> Grant & Aid Accounts
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F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

H

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

I

List any costs not included in Sections E and F above.

J

Additional information.

Department of Employee Relations
Fiscal Note Spreadsheet

Finance and Personnel Committee Meeting of July 26, 2017
Fire and Police Commission Meeting of July 13, 2017

NEW COSTS FOR 2017

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
3	Fire	Fire Equipment Mechanic	7HN	Fire Mechanic I*	7EN	N/A	N/A	N/A	N/A	N/A
3	Fire	Fire Equipment Mechanic	7HN	Fire Mechanic I*	7EN	\$42,609	\$45,096	\$7,461	\$1,526	\$8,987
2	Fire	Fire Equipment Mechanic	7HN	Fire Mechanic I*	7EN	\$41,774	\$45,096	\$6,644	\$1,359	\$8,003
1	Fire	Fire Equipment Mechanic	7HN	Fire Mechanic I*	7EN	\$40,749	\$43,991	\$3,242	\$663	\$3,905
1	Fire	Fire Equipment Repairs Supervisor	1DX	Fire Fleet and Equipment Manager*	1EX	\$61,161	\$65,443	\$4,282	\$728	\$5,010
1	Fire	Fire Equipment Repairer II	7GN	Fire Equipment Machinist*	7HN	\$49,308	\$51,773	\$2,465	\$504	\$2,969
1	Fire	Fire Equipment Repairer II	7GN	Fire Bldg & Equipment Maintenance Specialist*	7HN	\$46,139	\$48,446	\$2,307	\$472	\$2,779
1	Fire	New Position	N/A	Program Assistant III*	5IN	N/A	N/A	N/A	Included in 2017 Budget	
1	Fire	Program Assistant II	5FN	Program Assistant III**	5IN	\$44,257	\$47,779	\$1,219	\$249	\$1,468
1	Fire	Accounting Assistant III	5EN	Program Assistant III**	5IN	\$43,748	\$47,779	\$1,395	\$285	\$1,681
1	Fire	Personnel Payroll Assistant II	6HN	Personnel Payroll Assistant III**	5EN	\$40,501	\$42,526	\$701	\$143	\$844
16								\$29,716	\$5,929	\$35,646

*Assume effective date is Pay Period 1, 2017 (January 1, 2017).

**Assume effective date is Pay Period 18 (August 27, 2017).

COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
3	Fire	Fire Equipment Mechanic	7HN	Fire Mechanic I*	7EN	N/A	N/A	N/A	N/A	N/A
3	Fire	Fire Equipment Mechanic	7HN	Fire Mechanic I*	7EN	\$42,609	\$45,096	\$7,461	\$1,526	\$8,987
2	Fire	Fire Equipment Mechanic	7HN	Fire Mechanic I*	7EN	\$41,774	\$45,096	\$6,644	\$1,359	\$8,003
1	Fire	Fire Equipment Mechanic	7HN	Fire Mechanic I*	7EN	\$40,749	\$43,991	\$3,242	\$663	\$3,905
1	Fire	Fire Equipment Repairs Supervisor	1DX	Fire Fleet and Equipment Manager*	1EX	\$61,161	\$65,443	\$4,282	\$728	\$5,010
1	Fire	Fire Equipment Repairer II	7GN	Fire Equipment Machinist*	7HN	\$49,308	\$51,773	\$2,465	\$504	\$2,969
1	Fire	Fire Equipment Repairer II	7GN	Fire Bldg & Equipment Maintenance Specialist	7HN	\$46,139	\$48,446	\$2,307	\$472	\$2,779
1	Fire	New Position	N/A	Program Assistant III*	5IN	N/A	N/A	N/A	Included in 2017 Budget	
1	Fire	Program Assistant II	5FN	Program Assistant III**	5IN	\$44,257	\$47,779	\$3,522	\$720	\$4,242
1	Fire	Accounting Assistant III	5EN	Program Assistant III**	5IN	\$43,748	\$47,779	\$4,031	\$824	\$4,855
1	Fire	Personnel Payroll Assistant II	6HN	Personnel Payroll Assistant III**	5EN	\$40,501	\$42,526	\$2,025	\$414	\$2,439
16								\$35,979	\$7,210	\$43,189

Totals may not be to the exact dollar due to rounding.