




Department of Administration

John O. Norquist
Mayor

David R. Riemer
Director

James Rowen
Deputy Director

To: Finance & Personnel Committee
 From: Michael Soika 
 Date: March 22, 2002
 Re: Response to F&P Request

Department of Administration

1. Vacancies as of 3/20/02

Position:	Date Position Vacated:	Division:	Authorized to fill:
Office Assistant II	09/07/01	CDBG	
Office Assistant II	06/08/01	CDBG	
Program Assistant I	11/01/01	Budget	Yes
Budget & Management Analyst Senior (Auxiliary)	09/01	Budget	
Equal Opportunities Business Analyst, Sr.	03/01/02	EOEP	
Offset Press Operator II (Auxiliary)	Has not been utilized in recent past-no intent to fill	Business Operations	
Mail Processor II (Auxiliary)	Has not been utilized in recent past-no intent to fill	Business Operations	
MPR Aide (Auxiliary) 0.25 FTE (3)	Has not been utilized in recent past-no intent to fill	Business Operations	
Legislative Fiscal Manager	10/01	Intergovernmental	
Legislative Fiscal Manager, Sr.	Will become vacant 04/24/02	Intergovernmental	
Computer Operator II	03/29/02	ITMD	
Systems Analyst Senior	03/29/02	ITMD	
Systems Analyst Senior	01/12/02	ITMD	
Systems Analyst - Project Leader COMPASS	Never filled	ITMD	

2. Positions eligible to retire in 2002:

We have not been notified by ERS of anyone in the Department of Administration who has set a definite date for retirement in 2002.

3. Positions most essential to delivery of crucial services:

All currently filled positions and four currently vacant positions are deemed to be crucial to the delivery of services. DOA, following the lead of the administration, has been identifying operational efficiencies and staff and budget reductions on an ongoing basis. Further reductions may be possible, but will only be accomplished by a review of services and/or activities that can be eliminated.

Four vacant positions deemed crucial for effective delivery of services are:

- Legislative Fiscal Manager, Sr.
- Equal Opportunities Business Analyst, Sr.
- Systems Analyst, Sr. (2)

4. Efficiencies to implement in lieu of a strict hiring freeze:

On a limited basis, a hiring freeze is the easiest to accomplish at this time. Recommendations for potential operating changes and/or efficiencies that will result in additional budget savings will be presented at a later date.



ASSESSOR'S OFFICE

Mary P. Reavey
Assessment Commissioner

Peter C. Weissenfluh
Chief Assessor

Date: 3/21/02
To: Ms. Sandy Rotar, DOA-Budget, Ms. Marianne Walsh, Fiscal Manager-
LRB, Ms. Kathy Marquardt, Finance & Personnel Committee Staff
Assistant
From: Mary Reavey, Assessment Commissioner *MReavey*
RE: Vacancy Information

This memorandum is in response to your request for vacancy and other information on March 20, 2002.

1. Please provide a listing of all current vacancies in your department as of March 20, 2002, regardless of funding source. Please include auxiliary and part-time positions. Indicate the dates the vacancies occurred, and which vacant positions you have already received authorization to fill.

Answer—no vacant positions at this time.

2. Please provide a listing of all positions in your department eligible for retirement in 2002. Indicate those individuals who have set a definite retirement date in 2002.

POSITION	2002 RETIREMENT DATE
Office Assistant II	None
Supervising Assessor	None
Office Assistant II	None
Senior Property Appraiser	None
Property Appraiser	None
Supervising Assessor Assistant	None
Chief Assessor	None

3/21/02

1

Vacancy Information

3. Indicate those positions (vacant and filled) in your department which are most essential to delivery of critical services.

Answer – In order to maintain fair and equitable assessments, to provide property owners due process in the objection process, and to comply with state statutes relating to assessments all positions are critical.

4. Indicate program reductions/eliminations, changes in service, and other efficiencies you would prefer to implement in lieu of a strict hiring freeze.

Answer – Reductions at this time would result in less equitable assessments thereby causing the revenue from property tax to be unfairly distributed.

mr/MR

CITY OF MILWAUKEE

Form CA-43

GRANT F. LANGLEY
City Attorney

RUDOLPH M. KONRAD
Deputy City Attorney

THOMAS E. HAYES
PATRICK B. McDONNELL
LINDA ULISS BURKE
Special Deputy City Attorneys



OFFICE OF CITY ATTORNEY
800 CITY HALL
200 EAST WELLS STREET
MILWAUKEE, WISCONSIN 53202-3551
TELEPHONE (414) 286-2601
TDD 286-2025
FAX (414) 286-8550

March 22, 2002

BEVERLY A. TEMPLE
THOMAS O. GARTNER
BRUCE D. SCHRIMPF
ROXANE L. CRAWFORD
SUJAN D. BICKERT
HAZEL MOSLEY
HARRY A. STEIN
STUART S. MUKAMAL
THOMAS J. BEAMISH
MAURITA F. HOUREN
JOHN J. HEINEN
MICHAEL G. TOBIN
DAVID J. STANOSZ
SUSAN E. LAPPEN
DAVID R. HALBROCKS
JAN A. SMOKOWICZ
PATRICIA A. FRICKER
HEIDI WICK SPOERL
KURT A. BEHLING
GREGG C. HAGOPIAN
ELLEN H. TANGEN
MELANIE R. SWANK
JAY A. UNORA
DONALD L. SCHRIEFER
EDWARD M. EHRlich
LEONARD A. TOKUS
MIRIAM R. HORWITZ
MARYNELL REGAN
G. O'SULLIVAN-CROWLEY

Assistant City Attorneys

Alderman Fredrick G. Gordon, Chair
Finance & Personnel Committee
City Hall - Room 205

Dear Alderman Gordon:

The following information is being provided as per the Committee's directive of March 20, 2002.

1. List of current vacancies:

- (1) Assistant City Attorney - Vacant as of 1/4/02 (Authorized to fill on 1/5/02)
- (1) Legal Office Assistant - Vacant as of 6/8/01
- (1) Legal Office Assistant - Vacant as of 7/11/01

Auxiliary Positions:

- (1) Paralegal - Vacant as of 4/16/01
- (1) Graduate/Law Intern - Vacant as of 12/28/01
- (1) Graduate/Law Intern - Vacant as of 4/10/01

2. Positions eligible to retire in 2002:

- (1) Special Deputy City Attorney
- (1) Assistant City Attorney
- (1) Administrative Specialist-Sr.
- (1) Legal Office Assistant IV
- (1) Legal Office Assistant II
- (1) Office Assistant III

No staff members have set a definite retirement date in 2002.

3. Positions (vacant and filled) that are most essential to delivery of critical services:

Unlike many other departments, most of the demand for City Attorney services is generated by forces and events beyond the office's control. Responding to third-party lawsuits, administrative proceedings, state agencies and contract arbitration proceedings are examples of these services. Other demands for City Attorney services relate to essential governmental functions. As long as there are ordinances enacted by the Common Council, the City Attorney will need to be involved in ordinance enforcement. Legal counsel services in areas such as bonding, employment relations, and contracting, relate to essential functions that the City must continue to provide.

4. Program reductions/eliminations, changes in service, and other efficiencies preferred in lieu of strict hiring freeze:

The City Attorney's Office's only truly discretionary program is the Nuisance Abatement Program. The City Attorney's Office does not advocate eliminating the Nuisance Abatement Program because this is a very effective program. Elimination of this program would only increase the operational costs of other city departments such as Police, Health, and Neighborhood Services.

The City Attorney's Office has proposed transferring some of the responsibilities concerning parking tickets and parking reviews to Municipal Court and the Department of Public works. However, at this stage our office cannot predict whether these efforts will be successful.

Any other program cuts would be dependent upon the elimination of the underlying City program or department that requires assistance from this office.

Very truly yours,


GRANT F. LANGLEY
City Attorney



Office of the City Clerk

Ronald D. Leonhardt
City Clerk

www.milwaukee.gov

March 22, 2002

Carolyn Hill Robertson
Deputy City Clerk

Honorable Members
Finance and Personnel Committee
Room 205, City Hall

RE: Report Relative to File 011627 (policy on filling vacant positions)

Dear Committee Members:

As requested by Ald. Fredrick Gordon, Chair, Finance and Personnel Committee, the City Clerk's Office reports the following information:

Current Vacancies (as of March 20)

Staff Assistant to the Council President, vacant as of December 1, 2001.
Position is exempt from the Request to Fill Vacancy procedure.

Legislative Research Analyst-Senior, vacant as of March 18, 2002.

License Coordinator; new position, exempt from the Request to Fill Vacancy procedure.

Legislative Assistant-Auxiliary (3); used for temporary replacement of Legislative Assistants; exempt from the Request to Fill Vacancy procedure.

Production Assistant (.58 FTE), vacant as of December 2, 1998.

Graduate Intern, vacant as of March 17, 2001.

College Intern, vacant as of December 8, 2001; exempt from the Request to Fill Vacancy procedure.

Administrative Assistant II-Auxiliary (unfunded); has never been filled.

Positions Eligible for Retirement in 2002

Communications Assistant I
Communications Assistant II
Community Services Specialist-Senior
Council Administration Manager
Lead Staff Assistant
Legislative Assistant (3)
Legislative Reference Bureau Manager
License Division Assistant Manager
License Division Manager
License Specialist
Office Assistant III
Production Services Coordinator
Production Technician

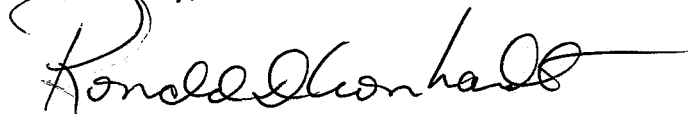
Positions Most Essential to Delivery of Critical Services

The time allotted for this report is insufficient to conduct the analysis necessary to identify specific positions to include in this category. Although most services provided by this department would be deemed critical, depending on the definition of that term, there are certain areas where reductions in levels of service, after appropriate consultation with the Common Council, could be considered.

Alternatives to Hiring Freeze

I have no objection to the hiring freeze and would only request that the Department of Employee Relations clarify the authority of department heads to reassign personnel in order to ensure that critical functions may be adequately performed.

Sincerely,



Ronald D. Leonhardt, City Clerk

Cc: Carolyn Hill Robertson
Division Heads
Marianne Walsh

Rdl/council/freeze.doc



Department of City Development

Housing Authority
Redevelopment Authority
City Plan Commission
Historic Preservation Commission

Julie A. Penman
Commissioner

Michal A. Dawson
Deputy Commissioner

March 22, 2002

To The Honorable Members of the Finance and Personnel Committee
City of Milwaukee
200 E. Wells Street
City Hall, Room 205
Milwaukee, WI 53202

Dear Committee Members:

The following addresses the questions you posed in your letter of March 20, 2002.

1. Attachment 1 is a listing of all current vacancies in the Department of City Development. None of the positions are city funded. The Department has already received approval to fill the Land Development Officer and the Personnel Officer. The Personnel Officer position has been offered and accepted.
2. Attachment 2 shows all positions eligible for retirement. To date, none have indicated a definite retirement date.
3. After a decade of downsizing and streamlining, every position that remains is essential to department operations. While the Department of City Development may not provide services as critical as fire and police, our mission is directly linked to the safety and health of city neighborhoods. The extent to which we are successful in creating jobs and revitalizing neighborhoods directly impacts neighborhood safety. Everything we do is about increasing the tax base of the community, thereby providing increased revenues which are so important to the survival of the Milwaukee.


All of the Housing Authority positions are federally funded. Similar to city government, HACM has consistently received budget cuts and has had to downsize staffing levels. It is our intent to fill the HACM positions that are currently vacant since they are critical to maintaining our public housing.

4. We are not yet ready to answer this tough question. The largest portion of our budget is staffing. Each new budget is a challenge to find efficiencies, new grants and fees, and look at different ways to deliver our services. Unfortunately, we are not yet

Finance and Personnel Committee
March 22, 2002
Page 2

ready to suggest service reductions or program eliminations for 2002 or 2003. It is going to take us more time to work our way through the tremendous challenge facing us.

Sincerely,

A handwritten signature in black ink that reads "Julie A. Penman". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Julie A. Penman
Commissioner

Attachments 1 and 2

c: Sandy Rotar, DOA

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Eligible for Retirement in 2002

Funding Source	Position	Section
City	Drafting Tech II	Development Center
HACM	Network Analyst Assistant	Information Systems
City	Geo. Info. Tech II	Information Systems
HACM	Accounting Assistant II	Accounting
City	OA IV	Real Estate
City	Senior Planner	Planning
City	Redevelopment & Special Projects Mgr.	MEDC
MEDC	MEDC Director	MEDC
HACM	Building Mech Main. II	Scattered Sites
HACM	Building Mech Main. II	Westlawn
HACM	Building Mech Main. II	Lincoln Court



Board of Election Commissioners

Commissioners
Allen Campos
Edward J. Schultz
Victoria L. Toliver
Executive Director
Julietta Henry

March 22, 2002

Alderman Fredrick Gordon
Chairman, Finance & Personnel Committee
City Hall, Room 205

Dear Alderman Gordon:

In response to your communication dated, March 20, 2002, the Election Commission has prepared the following responses:

1. **Provide a listing of all current vacancies.**
There are no vacancies in the Election Commission, as of March 20, 2002.
2. **Provide a listing of positions eligible for retirement in 2002.**
There are no positions in the Election Commission eligible for retirement in 2002.
3. **Indicate positions in department most essential to delivery of critical services.**
The Election Commission has a total of seven full-time positions. Those positions include Customer Service Rep II, Office Assistant IV, 2 Office Assistant III, Voting Machine Technician, Election Services Manager and Executive Director.

The department also has 100 Temporary Office Assistant positions that provide staff support during the election seasons.

Each position is essential to conducting City of Milwaukee elections, enhancing the delivery of election related services, and collaborating with community groups and organizations to encourage voter registration and participation.

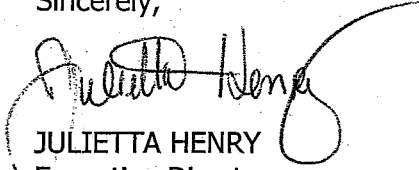
4. **Indicate program reductions/eliminations, changes in service and other efficiencies preferred in lieu of strict hiring freeze.**

The Election Commission cannot assess any program reductions or changes in service at this phase of the 2002 budget year.

Page Two
Letter to Alderman Fredrick Gordon
March 22, 2002

If you have questions, please don't hesitate to contact me at 286-3491.

Sincerely,



JULIETTA HENRY
Executive Director

c: Sandy Rotar, DOA-Budget Office
Marianne Walsh, Fiscal-Manage-LRB
Kathy Marquardt, Finance & Personnel Committee Staff Assistant
Jo Ann Hubbard, DOA-Budget Office



Department of Employee Relations

March 22, 2002

John O. Norquist
Mayor

Jeffrey Hansen
Director

Florence Dukes
Deputy Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Manager

Alderman Fredrick Gordon, Chair
Committee on Finance and Personnel
Common Council
Room 205, City Hall

Dear Alderman Gordon:

This is in response to your letter of March 20, 2002 requesting information about the Department of Employee Relations related to Common Council File Number 011627.

1. The Department of Employee Relations has no current vacancies. Two Claims Assistant Representatives will start employment on March 25, 2002.
2. The following positions include incumbents eligible for retirement: Employee Relations Director, Employment Administrator, Clerk Steno III, Claims Processor II, Office Assistant II. None of these employees have set a definite retirement date in 2002.
3. All of the remaining positions in the Department of Employee Relations are essential to providing mandated services.
4. Services provided by the Department of Employee Relations are required as a result of a combination of federal, state, ordinance and labor contract requirements. The department has streamlined operations as far as possible yet continue to perform required functions. As a result of previous position eliminations response times and task completion rates have increased.

Sincerely,

Jeffrey Hansen
Director

JH/jh

Cc: S. Rotar, M. Walsh, K. Marquardt ✓



Office of the Comptroller

W. Martin Morics, C.P.A.
Comptroller

John M. Egan, C.P.A.
Deputy Comptroller

Michael J. Daun
Special Deputy Comptroller

Anita W. Paretti, C.P.A.
Special Deputy Comptroller

March 22, 2002

Alderman Fredrick Gordon, Chair
Finance and Personnel Committee
City of Milwaukee
Room 205

Re: Report on Vacancies

Dear Alderman Gordon:

In response to your request of March 20, 2002, attached please find:

A listing of all current vacancies in our department as of March 20, 2002, all funding sources, including auxiliary, part-time and interns. This listing includes the date the vacancies occurred and the date we received authorization to fill, if applicable.

Also attached please find a listing of all positions in our department eligible for retirement in 2002. We have three positions eligible for retirement in 2002 and we anticipate one vacancy in October 2002, in the position of Public Debt Specialist. We have not received a definitive date from the Milwaukee Employee Retirement System regarding the retirement of this individual.

We believe we have no superfluous positions in our department. All are essential to the delivery of the services of the Office of the Comptroller. For instance, the Public Debt Specialist position, for which we anticipate an October vacancy, is an indispensable position essential to the continuation of our \$300 million annual debt issuance program. The timely and successful recruitment of a competent replacement for the incumbent is critical to the success of the City's debt program. To avoid any significant interruption of this program, we anticipate having an individual in an auxiliary position at least three months prior to retirement of the incumbent to provide meaningful on-the-job training and knowledge transfer.

Alderman Fredrick Gordon

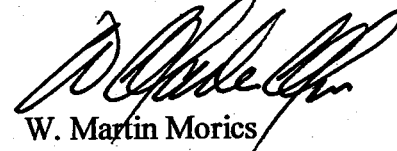
Page Two

March 22, 2002

As you know, the Office of the Comptroller has responsibility as the City's Chief Auditor and the individual certifying to non-tax levy revenue. To that end, all obligations of the City, all payrolls, all payments to community based organizations, all revenue estimates, and programmatic and financial audits are handled by this Office. All are critical to the business operations of the City. Nonetheless, we will continue to monitor each position and program to ascertain services are being delivered in the most efficient manner.

We hope this satisfies your request. If you have any questions, please feel free to call me.

Very truly yours,



W. Martin Morics
Comptroller

WMM/AWP
Attachments

Cc: Ms. Sandy Rotar, DOA – Budget
Ms. Marianne Walsh, Fiscal Manager –a LRB
Ms. Kathy Marquardt, Finance and Personnel Committee Staff Assistant

COMPTROLLER'S OFFICE ANTICIPATED RETIREMENTS-2002

POSITION	PAY GRADE/ RANGE	DATE OF RETIREMENT
Public Debt Specialist	10	

EMPLOYEES ELIGIBLE FOR RETIREMENT-2002

POSITION	PAY GRADE/ RANGE
Accounting Program Assistant I	435
Payroll Assistant	460
Public Debt Specialist	10

**COMPTROLLER'S OFFICE: CURRENT VACANT POSITIONS
AS OF MARCH 20, 2002**

<u>POSITION TITLE</u>	<u>SALARY GRADE</u>	<u>BI-WEEKLY RATE</u>	<u>ANNUAL RATE</u>	<u>DIVISION</u>	<u>DATE VACATED</u>
Accounting Intern	930	\$ 1,032.80	\$ 26,852.80	General Acctg	1/11/02
Auditing Specialist	6	\$ 1,688.05	\$ 43,889.30	Auditing	8/10/99
Auditing Specialist	6	\$ 1,688.05	\$ 43,889.30	Auditing	5/28/98
Auditing Specialist	6	\$ 1,688.05	\$ 43,889.30	Auditing	4/3/98
Info Systems Auditor-Sr**	9	\$ 1,985.00	\$ 51,610.00	Auditing	12/26/99
Office Assistant III	425	\$ 1,090.29	\$ 28,347.54	Administration	1/11/02
Mgt Acctg Spec-Sr*	6	\$ 1,740.47	\$ 45,252.22	General Acctg	

***Unoccupied due to active military reserves**

****Authority to fill authorized on 10/10/01**

Note: Two Auditing Specialist positions will remain vacant to offset the cost of the Pilot Auditing Program



City of Milwaukee
Employees' Retirement System

Anne M. Bahr
Executive Director

Jennifer A. Shannon, CFA
Chief Investment Officer

Martin Matson
Deputy Director

March 22, 2002

Alderman Fredrick A. Gordon, Chairman
Finance & Personnel Committee
200 E. Wells Street – Room 205
Milwaukee, WI 53202-3570

Re: Common Council File 011627

Dear Alderman Gordon:

Enclosed is listing of current vacancies in the Employees' Retirement System (ERS) as of 3/20/2002 as you requested. We are in the process of filling all of our remaining vacancies and expect to have potential candidates identified within the next 30 days. The ERS is continuing to use temporary help employees to assist in the duties associated with these positions. Should the Finance and Personnel Committee agree to a hiring freeze of all positions, we are likely to continue the use of temporary help to perform the critical duties of the ERS until the freeze is lifted.

Also enclosed is a listing of position titles currently filled by employees who are eligible to retire under current ERS guidelines. None of the individuals filling these positions has committed to a 2002 retirement date at this time.

You requested that we identify positions that are most essential to delivery of critical services. The ERS is a customer service organization governed by the Annuity and Pension Board. ERS is responsible for administering the vested benefits of current and past employees to the city or other agencies participating in the fund. Since the Board is the governing body of ERS, I believe their input is required to help determine which positions they consider to be of a critical nature to properly answer this question. In addition, I believe the Board must also have the opportunity to discuss program reductions, changes in services etc. They are meeting on Monday March 25, 2002 and I will share your letter and request their input on items 3 and 4.

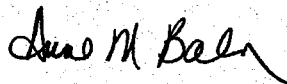
We are in the midst of implementing the Global Pension Settlement (GPS) and have begun planning for installing a Pension Management Information System (PMIS) that is decades overdue. In addition, we are performing our essential duties such as paying retirees, investing pension assets, monitoring disability members and providing customer service to our members. Many of our managers and staff continue to work in excess of

40 hours each week to keep the system running while working on GPS and PMIS. This level of effort has been sustained for the last three years. I sincerely believe that the positions in the ERS are critical to its operation or they would not have been included in my budget request to the Council in 2002.

To affect real changes in ERS, it would be necessary to rewrite Chapter 36 and provide for a less complicated benefit structure that is easy to explain and administer.

If the Board agrees, the ERS would adhere to a temporary freeze of positions as long as the same temporary help staff that we are currently using continues to be available. The committee should be aware that there are usually substantial overheads associated with the employment of temporary help (40% to 60%) and the loss of knowledge that they gain during their tenure is lost to the system.

Very truly yours,



Anne M. Bahr
Executive Director

AMB:smf

C: Annuity and Pension Board
Sandy Rotar, DOA-Budget
Marianne Walsh, LRB
Kathy Marquardt, F & P ✓

**EMPLOYEES' RETIREMENT SYSTEM
VACANCY REPORT
MARCH 20, 2002**

POSITION TITLE	PREVIOUS INCUMBENT	SALARY GRADE	VACANCY DATE	STATUS
Management Accountant - Sr.	New Position	004	2001 Budget	Interviews in process
Pension Accounting Specialist	New Position	006	2002 Budget	Position classified 3/20/02
Program Assistant II	New Position	530	2002 Budget	Position classified 3/20/02
Program Assistant II	New Position	530	2002 Budget	Recruitment Underway

EMPLOYEES' RETIREMENT SYSTEM
Eligible 2002 Retirees

TITLE	RETIREMENT DATE
Pension Accounting Specialist	Unknown
Information Systems Manager - ERS	Unknown
Management Services Analyst	Unknown



Fire and Police Commission

March 22, 2002

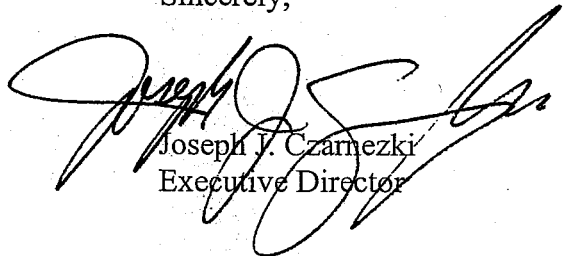
Alderman Fredrick Gordon, Chair
Finance & Personnel Committee
Room 205, City Hall

Dear Alderman Gordon:

In response to your correspondence dated March 20, 2002 I provide the following information:

- 1) The Fire and Police Commission (FPC) has one position of Community Relations Specialist-Senior (Salary Grade 5) vacant. The FPC is authorized to fill this newly created position by virtue of the 2002 budget process. Applications for this position have been accepted and the FPC is prepared to fill the position.
- 2) There are no FPC employees eligible to retire at this time.
- 3) All twelve positions in the Fire and Police Commission are considered critical to the operation of the department.
- 4) All of the functions of the FPC are mandated by Sec. 62.50 Wis. Stats. All services provided are directly related to this statutory mandate. However, if a hiring freeze were to include Police Officers and Firefighters, money would be saved in the area of pre-employment medical exams, drug screen tests, and psychological assessments.

Sincerely,



Joseph J. Czarnetzki
Executive Director

JJC:sz

C: Sandy Rotar, DOA-Budget Office
Marianne Walsh, Fiscal Manager-LRB
Kathy Marquardt, F&P Staff Assistant

Woody Welch
Chairman
Carla Y. Cross
Vice-Chair
Eric Mandel Johnson
Leonard J. Sobczak
Ernesto A. Baca
Commissioners
Joseph J. Czarnetzki
Executive Director
David Heard
Public Relations Officer
Cassandra K. Scherer
Examinations Supervisor
Steven Fronk
Hearing Examiner



Fire Department

Lawrence A. Gardner
Chief

Dennis G. Michalowski
Assistant Chief

March 22, 2002

Alderman Fredrick G. Gordon, Chair
Finance and Personnel Committee
City of Milwaukee
200 East Wells Street, Room 205
Milwaukee, Wisconsin 53202

Dear Alderman Gordon:

In response to your letter of March 20, 2002, I have compiled the following information:

1. *Please provide a listing of all current vacancies in your department as of March 20, 2002, regardless of funding source. Please include auxiliary and part-time positions. Indicate the dates the vacancies occurred, and which vacant positions you have already received authorization to fill.*

See attached list – Addendum A.

2. *Please provide a listing of all positions in your department eligible for retirement in 2002. Indicate those individuals who have set a definite retirement date in 2002.*

See attached list – Addendum B.

3. *Indicate those positions (vacant and filled) in your department which are most essential to delivery of critical services.*

If the following officers in the Firefighting Division, Heavy Equipment Operator, Fire Lieutenant, (Fire) Paramedic Lieutenant, (Fire) Paramedic Field Lieutenant, Fire Captain, Battalion Chief, and Deputy

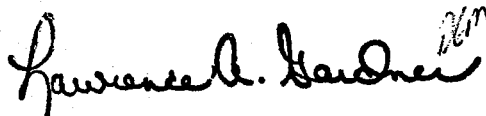
Chief, are not promoted when a vacancy occurs in that position, then overtime is utilized to maintain minimum staffing requirements. By using overtime, the costs are higher than paying a newly promoted officer, in part due to FLSA. If the minimum staffing number is decreased, there will be a corresponding reduction of services. A City Attorney opinion regarding state law (62.50, see attachment C) and the existing labor contracts with Locals 215, 494, and 510 should be examined for the legalities of not filling existing promotional positions.

For the Support Division, failure to fill vacancies would result in shortages in the Dispatch Office, which would result in longer response times. The National Standards for Incident Command would not be followed at greater alarms. Recall of off-duty management fire personnel would be diminished. These officers are used to augment the firefighting force to protect the city when a major incident is taking place (i.e., five-alarm fire). This is done at no additional cost to the city. Shop personnel maintain all our vehicles in a state of operational readiness. The clerical support staff, which is at a minimum number, is cross-trained to do a multitude of jobs, including backing up higher level positions with no additional dollars expended. Both the public and the fire department members rely on the skills of the support staff.

4. *Indicate program reductions/eliminations, changes in service, and other efficiencies you would prefer to implement in lieu of a strict hiring freeze.*

Any change in the department's current operations will result in a cut in services. If the Common Council decides to cut the services of the MFD, a reallocation study would have to be done to determine appropriate operational standards.

Sincerely,

A handwritten signature in black ink that reads "Lawrence A. Gardner" with a stylized initial "LAG" to the right.

LAWRENCE A. GARDNER
Chief

CURRENT FIRE DEPARTMENT VACANCIES (FIREFIGHTING) AS OF 3/20/02*

<i>Title</i>	<i>Previous Incumbent</i>	<i>Salary Grade</i>	<i>Date Vacated</i>
Fire Fighter	John Walden	850-7	10/29/00
Fire Fighter	Stephen Leger	850-1	11/13/00
Fire Fighter	Kathleen Bruss	850-7	12/10/00
Fire Fighter	David Grostad	850-7	12/16/00
Fire Fighter	Glenn Olson	850-7	12/19/00
Fire Fighter	Peter Peroutky	850-7	12/19/00
Fire Fighter	Charles Stamschrör	850-7	12/24/00
Fire Fighter	Brent Miller	850-7	01/07/01
Fire Fighter	Christopher Schutte	850-7	01/07/01
Fire Fighter	Bradd Felsman	850-7	01/07/01
Fire Fighter	David Luy	850-7	01/21/01
Fire Fighter	Paul Szyborski	850-7	01/30/01
Fire Fighter	Eugene Polaske	850-7	01/30/01
Fire Fighter	Lance Bertram	850-7	02/04/01
Fire Fighter	Stephen Martinson	850-7	02/04/01
Fire Fighter	Mark Ewert	850-7	02/08/01
Fire Fighter	Timothy Newman	850-7	02/18/01
Fire Fighter	Michael Wojnar	850-7	03/14/01
Fire Fighter	Brian Zirgibel	850-5	04/24/01
Fire Fighter	John Pederson	850-7	04/29/01
Fire Fighter	Paul Polaske	850-7	04/29/01
Fire Fighter	William Kowalski	850-7	04/29/01

<i>Title</i>	<i>Previous Incumbent</i>	<i>Salary Grade</i>	<i>Date Vacated</i>
Fire Fighter	Andre Beaudot	850-1	05/02/01
Fire Fighter	Paul Consigny	850-7	05/13/01
Fire Fighter	Charles Zielke	850-7	05/13/01
Fire Fighter	Anthony Boylan	850-1	05/14/01
Fire Fighter	Gerald Swendrowski	850-7	05/18/01
Fire Fighter	Mario Hartlaub	850-7	05/27/01
Fire Fighter	Fred Bomberg, Jr.	850-1	06/04/01
Fire Fighter	John Zimpel	850-1	06/04/01
Fire Fighter	Curtis Jordan	850-7	06/07/01
Fire Fighter	James Scheurell	850-7	06/10/01
Fire Fighter	John Antkowski	850-1	06/15/01
Fire Fighter	Richard Stracke	850-7	06/16/01
Fire Fighter	Warren Wernecke	850-7	06/26/01
Fire Fighter	Damien Thurman	850-3	07/12/01
Fire Fighter	Richard Quigley	850-1	07/18/01
Fire Fighter	Michael Bongiorno	850-7	07/22/01
Fire Fighter	Milton Clausen	850-7	07/24/01
Fire Fighter	William McBain	850-7	08/07/01
Fire Fighter	John Walentowski	850-7	08/18/01
Fire Fighter	Scott Krahn	850-7	08/25/01
Fire Fighter	Scott Hoth	850-7	09/02/01
Fire Fighter	Lowell Holcomb	850-7	09/16/01
Fire Fighter	Brett Michalowski	850-7	09/16/01

<i>Title</i>	<i>Previous Incumbent</i>	<i>Salary Grade</i>	<i>Date Vacated</i>
Fire Fighter	Robert Garcia	850-7	10/01/01
Fire Fighter	James Horne	850-7	10/01/01
Fire Fighter	Tony White	850-7	10/17/01
Fire Fighter	Mark Lipinski	850-7	10/18/01
Fire Fighter	Karen White	850-7	10/28/01
Fire Fighter	John Wezel	850-7	11/13/01
Fire Fighter	Donald Van Roo	850-7	11/18/01
Fire Fighter	Paul Griffin	850-7	11/25/01
Fire Fighter	Ronald Prescott	850-7	11/29/01
Fire Fighter	David Fass	850-7	11/29/01
Fire Fighter	Pieter Gallagher	850-7	12/21/01
Fire Fighter	Thomas Heine	850-7	12/22/01
Fire Fighter	Jeffrey Sawinski	850-7	12/23/01
Fire Fighter	Thomas Meleski	850-3	12/27/01
Fire Fighter	Thomas Urbanski	850-7	01/16/02
Fire Fighter	Gregory Miller	850-7	01/20/02
Fire Fighter	Robert Tatum	850-7	01/19/02
Fire Fighter	Wilton Jones	850-7	01/20/02
Fire Fighter	Brian O'Connor	850-7	02/03/02
Fire Fighter	Justin Owens	850-7	02/17/02
Fire Captain	Niles Ottesen	857-6	03/19/02
(Fire) Paramedic Field Lieutenant	Allen Jansen	856-5	01/06/02

<i>Title</i>	<i>Previous Incumbent</i>	<i>Salary Grade</i>	<i>Date Vacated</i>
(Fire) Paramedic Field Lieutenant	Nancy Hutchinson	856-5	02/28/01
(Fire) Paramedic Field Lieutenant	Created as 1 of 9 new positions (no previous incumbent)	856-4	04/02/00
<p>*Note: As of 3/20/02, 65 vacancies exist in the Fire Fighter rank, 1 in the Fire Captain rank, and 3 in the (Fire) Paramedic Field Lieutenant rank. Received authority to fill Fire Captain and Fire Lieutenant positions at 2/27/02 Finance and Personnel meeting. One Fire Fighter is returning from military leave on March 23. After the return from military leave and promotions, we will then have 0 Captain, 0 Lieutenant, 3 (Fire) Paramedic Field Lieutenant, and 65 Fire Fighter vacancies.</p>			

CURRENT FIRE DEPARTMENT VACANCIES (Technical Services – Communications Section) AS OF 3/20/02*			
<i>Title</i>	<i>Previous Incumbent</i>	<i>Salary Grade</i>	<i>Date Vacated</i>
Fire Equipment Dispatcher	Jeffrey Ledvorowski	858-1	12/10/01
Fire Equipment Dispatcher	David Mike	858-8	01/19/02
*Note: Received authority to fill positions at 12/19/01 and 2/6/02 Finance and Personnel meetings. Fire and Police Commission is in the process of creating a new eligible list.			

LG/MEM/jb
 Finance\Finance Vacancies 03252002

ADDENDUM B

Positions in MFD Eligible for Retirement in 2002

Title	Number of Eligible Persons	Number of Persons with a Definite Retirement Date
Chief	1	0
Assistant Chief	1	0
Deputy Chief	4	0
Battalion Chief	8	0
Chief Dispatcher	1	0
Fire Captain	19	0
Administrative Lieutenant	1	0
Audio Visual Technician	1	0
Fire Lieutenant	16	1
Paramedic Lieutenant	1	0
Fire Paramedic Field Lieutenant	4	0
Heavy Equipment Operator	40	0
Fire Fighter	47	5
Fire Paramedic	2	0
<i>Total Sworn</i>	<i>146</i>	<i>6</i>
Information Technology Manager	1	0
Office Coordinator II	1	0
<i>Total Non-Sworn</i>	<i>2</i>	<i>0</i>

LG/MEM/jb
Finance\Eligible Retirees

ment, appointment or promotion, either in the police force or the fire department of such cities except of the chief of police, the inspector of police, the chief engineer and the first assistant of the fire department, shall be made in accordance with such rules and regulations.

(5) **EXAMINATIONS.** The examinations which the rules and regulations provide for shall be public and free to all U.S. citizens with proper limitations as to residence, age, health and, subject to ss. 111.321, 111.322 and 111.335, arrest and conviction record. The examinations shall be practical in their character and shall relate to those matters which fairly test the relative capacity of the candidates to discharge the duties of the positions in which they seek employment or to which they seek to be appointed and may include tests of manual skill and physical strength. The board shall control all examinations and may designate suitable persons, either in the official service of the city or not, to conduct such examinations and may change such examiners at any time, as seems best.

(6) **APPOINTMENT OF CHIEFS.** If a vacancy exists in the office of chief of police or in the office of chief engineer of the fire department, the board by a majority vote shall appoint proper persons to fill such offices respectively. When filling a vacancy in the office of chief of police or in the office of chief engineer of the fire department occurring after June 15, 1977, the board shall appoint the person to a term of office the number of years and commencement date of which shall be set by the city of the 1st class by ordinance and which may not exceed 10 years, or for the remainder of an unexpired term.

(7) **ASSISTANT CHIEFS, INSPECTORS AND CAPTAINS; VACANCIES.**
(a) If a vacancy exists in the office of assistant chief, the chief of police shall nominate and, with the approval of the board, shall appoint a person to a term of office coinciding with the term of the chief making the appointment, subject thereafter to reinstatement to a previously held position on the force in accordance with rules prescribed by the board. Removal of the assistant chief shall be pursuant to s. 17.12 (1) (c). The chief may summarily suspend the assistant chief whose removal is sought by the chief.

(b) If a vacancy exists in the office of inspector of police or captain of police, the chief of police shall nominate and, with the approval of the board, shall appoint a person to the office subject to suspension and removal under this section.

(8) **FIRST ASSISTANT ENGINEER, VACANCY.** If a vacancy exists in the office of the first assistant engineer of the fire department, the chief engineer shall nominate and with the approval of the board shall appoint a suitable person to the office, subject to suspension and removal under this section.

(9) **MEMBERS OF FORCE, VACANCIES.** All of the members of the force in either department named, at the time when the rules and regulations go into effect, shall continue to hold their respective positions at the pleasure of their respective chiefs, subject to trial under this section, and all persons subsequently appointed shall so hold. All vacancies in either department shall be filled and all new appointments shall be made by the respective chiefs with the approval of the board. Where vacancies in old offices or newly created offices can, with safety to the department, be filled by the promotion of officers or persons already in the service and who have proved their fitness for the promotion, the vacancies in newly created offices shall be so filled by promotion by the respective chiefs with the approval of the board.

(10) **SALARIES; PENSIONS.** Provision may be made by the common council of a city by general ordinance that the salaries of the members of the force in the police and fire department of the city shall increase with the length of term of service. The salary and compensation of all members of the force in such departments shall be at all times subject to change by the common council, but the salary or compensation of the members of the force in the service of either department may not be decreased, except upon the previous recommendations of such change made in writing by the board to the common council. The common council may provide

for an annual pension for life for such members of either service as are honorably discharged from same.

(10m) **REST DAYS.** The council of every city of the 1st class, however organized, may provide for, and when such provision is made, the chief of the police department shall assign to each police officer in the service of the city one full rest day of 24 consecutive hours during each 192 hours, except in cases of positive necessity by some sudden and serious emergency, which, in the judgment of the chief of police, demands that such day of rest not be given at such time. Arrangements shall be made so that each full rest day may be had at such time as will not impair the efficiency of the department.

(11) **DISCHARGE OR SUSPENSION.** No member of the police force or fire department may be discharged or suspended for a term exceeding 30 days by the chief of either of the departments except for cause and after trial under this section.

(12) **TRIAL TO BE ORDERED.** Whenever complaint against any member of the force of either department is made to the chief thereof, the chief shall immediately communicate the same to the board of fire and police commissioners and a trial shall be ordered by the board under this section.

(13) **DISCHARGE OR SUSPENSION; APPEAL.** The chief discharging or suspending for a period exceeding 5 days any member of the force shall give written notice of the discharge or suspension to the member and immediately report the same to the secretary of the board of fire and police commissioners together with a complaint setting forth the reasons for the discharge or suspension and the name of the complainant if other than the chief. Within 10 days after the date of service of the notice of a discharge or suspension order the members so discharged or suspended may appeal from the order of discharge or suspension or discipline to the board of fire and police commissioners, by filing with the board a notice of appeal in the following or similar form:

To the honorable board of fire and police commissioners:

Please take notice that I appeal from the order or decision of the chief of the department, discharging (or suspending) me from service, which order of discharge (or suspension) was made on the day of, (year).

(14) **COMPLAINT.** The board, after receiving the notice of appeal shall, within 5 days, serve the appellant with a copy of the complaint and a notice fixing the time and place of trial, which time of trial may not be less than 5 days nor more than 15 days after service of the notice and a copy of the complaint.

(15) **NOTICE OF TRIAL.** Notice of the time and place of the trial, together with a copy of the charges preferred shall be served upon the accused in the same manner that a summons is served in this state.

(16) **TRIAL; ADJOURNMENT.** The accused and the chief shall have the right to an adjournment of the trial or investigation of the charges, not to exceed 15 days. In the course of any trial or investigation under this section each member of the fire and police commission may administer oaths, secure by its subpoenas both the attendance of witnesses and the production of records relevant to the trial and investigation, and compel witnesses to answer and may punish for contempt in the same manner provided by law in trials before municipal judges for failure to answer or to produce records necessary for the trial. The trial shall be public and all witnesses shall be under oath. The accused shall have full opportunity to be heard in defense and shall be entitled to secure the attendance of all witnesses necessary for the defense at the expense of the city. The accused may appear in person and by attorney. The city in which the department is located may be represented by the city attorney. All evidence shall be taken by a stenographic reporter who first shall be sworn to perform the duties of a stenographic reporter in taking evidence in the matter fully and fairly to the best of his or her ability.

(17) **DECISION, STANDARD TO APPLY.** (a) Within 3 days after hearing the matter the board shall, by a majority vote of its mem-

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tion does not apply to actions commenced under s. 19.37, 19.97 or 281.99.

(2) ACTIONS. (a) Damages, if any, in an action against a city officer in the officer's official capacity, except the action directly involve the title to the officer's office, shall not be awarded against such officer, but may be awarded against the city.

(b) In an action to restrain payment by a city for work performed or material furnished, the plaintiff shall give a bond conditioned for payment to the claimant, if the action is finally determined in the claimant's favor, of damages caused by the delay, including expense incurred in the action, and interest. The bond shall be with 2 sureties to be approved by the court, and in an amount fixed by the court and sufficient to cover all probable damages.

(d) No person shall be ineligible to sit as judge, justice or juror in an action to which the city is a party, by reason of being an inhabitant of the city.

History: 1977 c. 285; 1979 c. 323 s. 33; 1991 a. 316; 1995 a. 158, 225; 1997 a. 27.

Cross-reference: See s. 62.12 (8) as to filing claims and demands against the city.

Cross-reference: See s. 66.0609 for an alternative system of approving claims.

An action against a municipality based on a filed "claim" that did not state a dollar amount must be dismissed. The fact that the city council denied the claim did not bar the defense. By purchasing liability insurance the city did not waive the protection of the statute. The plaintiff can start a new action under s. 893.35. *Samb's v. Nowak*, 47 Wis. 2d 158, 177 N.W.2d 144 (1970).

Sub. (1) is applicable to a counterclaim for money damages in a lawsuit commenced by a city. *Milwaukee v. Milwaukee Civic Developments*, 71 Wis. 2d 647, 239 N.W.2d 44.

Nothing in either ch. 62 or ch. 120 precludes a school board from qualifying as a proper "claimant" under s. 62.25. *Joint School Dist. No. 1 v. City of Chilton*, 78 Wis. 2d 52, 253 N.W.2d 879.

This section does not apply to a claim for equitable relief. *Kaiser v. City of Mauson*, 99 Wis. 2d 345, 299 N.W.2d 259 (Ct. App. 1980).

62.26 General provisions. (1) LAWS IN FORCE. The general laws for the government of cities, villages and towns, the assessment and collection of taxes, the preservation of public and private property, highways, roads and bridges, the punishment of offenders, the collection of penalties and the manner of conducting elections shall be in force in all cities organized under this subchapter except as otherwise provided under this subchapter.

(2) EQUITY IN LAND. The acquisition or retention by a city of an equity of redemption in lands shall not create any liability on the part of the city to pay any bonds issued or mortgage or trust deed upon such lands executed prior to the acquisition by the city of such equity.

(3) FORMS. The use of any forms prescribed by the statutes of this state, as far as the same are applicable, shall be as legal and of the same force and effect as the use of the forms prescribed by this subchapter.

(4) REWARDS. When any heinous offense or crime has been committed against life or property within any city the mayor, with the consent of a majority of the alderpersons, may offer a reward for the apprehension of the criminal or perpetrator of such offense.

(6) CITIES IN MORE THAN ONE COUNTY. In cities lying in more than one county the following shall apply:

(b) Accused persons may be put in custody of an officer or committed to the jail of the city or of the county where the offense was committed.

(d) Officers of the city, who by law have the powers of constables in the county in which the city is located, shall have such powers in either county.

(7) CHANGE OF CITY NAME. The name of any city of the fourth class shall be changed if a majority of the electors shall address a written petition therefor to the council designating the new name, and the council shall by a two-thirds vote of all the members adopt an ordinance changing to such new name. The change shall be in effect upon publication of the ordinance in the official paper, and the filing of a copy thereof in the office of the secretary of state.

History: 1977 c. 151; 1993 a. 184.

SUBCHAPTER II

FIRST CLASS CITIES

62.50 Police and fire departments in 1st class cities.

(1) ORGANIZATION. In all 1st class cities, however incorporated, there shall be a board of fire and police commissioners, consisting of 5 citizens, not more than 2 of whom shall at any time belong to the same political party. The staff and members of the board shall receive the salary or other compensation for their services fixed by the common council. The salary shall be fixed at the same time and in the same manner as the salary of other city officials and employees. Three members of the board shall constitute a quorum necessary for the transaction of business. It shall be the duty of the mayor of the city, on or before the 2nd Monday in July, to appoint 5 members of the board, designating the term of office of each, one to hold one year, one to hold 2 years, one to hold 3 years, one to hold 4 years and one to hold 5 years, and until their respective successors shall be appointed and qualified. Thereafter the terms of office shall be 5 years from the 2nd Monday in July, and until a successor is appointed and qualified. Every person appointed a member of the board shall be subject to confirmation by the common council and shall, before entering upon the duties of the office take and subscribe the oath of office prescribed by article IV, section 28, of the constitution, and file the same duly certified by the officer administering it, with the clerk of the city. Appointments made prior to the time this subchapter first applies to a 1st class city shall not be subject to confirmation by the common council.

(1m) POLICY REVIEW. The board shall conduct at least once each year a policy review of all aspects of the operations of the police and fire departments of the city. The board may prescribe general policies and standards for the departments. The board may inspect any property of the departments, including but not limited to books and records, required for a review under this section.

(2) CONTROL OF APPOINTMENTS. No person may be appointed to any position either on the police force or in the fire department of the city, except with the approval of the board.

(3) RULES. (a) The board may prescribe rules for the government of the members of each department and may delegate its rule-making authority to the chief of each department. The board shall prescribe a procedure for review, modification and suspension of any rule which is prescribed by the chief, including, but not limited to, any rule which is in effect on March 28, 1984.

(am) The common council may suspend any rule prescribed by the board under par. (a).

(b) The board shall adopt rules to govern the selection and appointment of persons employed in the police and fire departments of the city. The rules shall be designed to secure the best service for the public in each department. The rules shall provide for ascertaining, as far as possible, physical qualifications, standing and experience of all applicants for positions, and may provide for the competitive examination of some or all applicants in such subjects as are deemed proper for the purpose of best determining the applicants' qualifications for the position sought. The rules may provide for the classification of positions in the service and for a special course of inquiry and examination for candidates for each class.

(c) The rules of each department shall be available to the public at a cost not to exceed the actual copying costs.

(4) PRINTING AND DISTRIBUTION OF REGULATIONS. The board shall cause the rules and regulations prepared and adopted under this section, and all changes therein, to be printed and distributed as the board deems necessary, and the expense thereof shall be certified by the board to the city comptroller and shall be paid by the city. The rules and regulations shall specify the date when they take effect, and thereafter all selections of persons for employ-

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bers and subject to par. (b), determine whether by a preponderance of the evidence the charges are sustained. If the board determines that the charges are sustained, the board shall at once determine whether the good of the service requires that the accused be permanently discharged or be suspended without pay for a period not exceeding 60 days or reduced in rank. If the charges are not sustained the accused shall be immediately reinstated in his or her former position, without prejudice. The decision and findings of the board shall be in writing and shall be filed, together with a transcript of the evidence, with the secretary of the board.

(b) No police officer may be suspended, reduced in rank, suspended and reduced in rank, or discharged by the board under sub. (11), (13) or (19), or under par. (a), based on charges filed by the board, members of the board, an aggrieved person or the chief under sub. (11), (13) or (19), or under par. (a), unless the board determines whether there is just cause, as described in this paragraph, to sustain the charges. In making its determination, the board shall apply the following standards, to the extent applicable:

1. Whether the subordinate could reasonably be expected to have had knowledge of the probable consequences of the alleged conduct.
2. Whether the rule or order that the subordinate allegedly violated is reasonable.
3. Whether the chief, before filing the charge against the subordinate, made a reasonable effort to discover whether the subordinate did in fact violate a rule or order.
4. Whether the effort described under subd. 3. was fair and objective.
5. Whether the chief discovered substantial evidence that the subordinate violated the rule or order as described in the charges filed against the subordinate.
6. Whether the chief is applying the rule or order fairly and without discrimination against the subordinate.
7. Whether the proposed discipline reasonably relates to the seriousness of the alleged violation and to the subordinate's record of service with the chief's department.

(18) SALARY DURING SUSPENSION. No chief officer of either department or member of the fire department may be deprived of any salary or wages for the period of time suspended preceding an investigation or trial, unless the charge is sustained. No member of the police force may be suspended or discharged under sub. (11) or (13) without pay or benefits until the matter that is the subject of the suspension or discharge is disposed of by the board or the time for appeal under sub. (13) passes without an appeal being made.

(19) CHARGES BY AGGRIEVED PERSON. In cases where duly verified charges are filed by any aggrieved person with the board of fire and police commissioners, setting forth sufficient cause for the removal of any member of either of the departments, including the chiefs or their assistants, the board or chief may suspend such member or officer pending disposition of such charges. The board shall cause notice of the filing of the charges with a copy to be served upon the accused and shall set a date for the trial and investigation of the charges, following the procedure under this section. The board shall decide by a majority vote and subject to the just cause standard described in sub. (17)(b) whether the charges are sustained. If sustained, the board shall immediately determine whether the good of the service requires that the accused be removed, suspended from office without pay for a period not exceeding 60 days or reduced in rank. If the charges are not sustained, the accused shall be immediately reinstated without prejudice. The secretary of the board shall make the decision public.

(20) CIRCUIT COURT REVIEW; NOTICE. Any officer or member of either department discharged, suspended or reduced, may, within 10 days after the decision and findings under this section are filed with the secretary of the board, bring an action in the circuit court of the county in which the city is located to review the order. Such action shall begin by the serving of a notice on the

secretary of the board making such order and on the city attorney of such city, which notice may be in the following or similar form:
In Circuit Court, County.

To Board of Fire and Police Commissioners.

To City Attorney:

Please take notice that I hereby demand that the circuit court of County review the order made by the Board of Fire and Police Commissioners on the ... day of ... A.D. discharging, (or suspending) from the department.

(Signed)

(21) CERTIFICATION AND RETURN OF RECORD; HEARING. Upon the service of the demand under sub. (20), the board upon which the service is made shall within 5 days thereafter certify to the clerk of the circuit court of the county all charges, testimony, and everything relative to the trial and discharge, suspension or reduction in rank of the member. Upon the filing of the return with the clerk of court, actions for review shall be given preference. Upon application of the discharged member or the board, the court shall fix a date for the trial which shall be no later than 15 days after the date of the application except upon agreement between the board and the discharged or suspended member. The action shall be tried by the court without a jury and shall be tried upon the return made by the board. In determining the question of fact presented, the court shall be limited in the review thereof to the question: "Under the evidence is there just cause, as described in sub. (17)(b), to sustain the charges against the accused?" The court may require additional return to be made by the board, and may also require the board to take additional testimony and make return thereof.

(22) COSTS; REINSTATEMENT. No costs may be allowed in the action to either party and the clerks' fees shall be paid by the city in which the department is located. If the decision of the board is reversed, the discharged or suspended member shall forthwith be reinstated in his or her former position in the department and shall be entitled to pay the same as if not discharged or suspended. If the decision of the board is sustained, the order of discharge, suspension or reduction shall be final and conclusive in all cases.

(23) DUTIES OF CHIEF. The chief engineer of the fire department and the chief of police of a 1st class city, shall be the head of their respective departments. The chief of police shall preserve the public peace and enforce all laws and ordinances of the city. The chiefs shall be responsible for the efficiency and general good conduct of the department under their control. The board may review the efficiency and general good conduct of the departments. A chief shall act as an adviser to the board when the board reviews his or her department. The board may issue written directives to a chief based on a review of the chief's department. The chief receiving a directive shall implement the directive unless the directive is overruled in writing by the mayor. Each of the chiefs shall maintain and have custody of all property of their respective departments, including but not limited to, all books and records, which shall be available and subject to inspection by the board.

(24) SIGNAL SERVICE DEPARTMENT. All apparatus and all mechanical appliances requiring the use of telegraph or telephone wire or other wire for signaling purposes, with the consequent use of the public highways, together with such wire and all appurtenances to such apparatus and the constructional work therefor, may be placed under the management and control of a separate department. Such department shall be established and the compensation of the superintendent and all employees of such department shall be fixed by ordinance of the common council. The superintendent of the department shall be appointed by the board, and all other employees of the department shall be appointed in the same manner, and shall be subject to removal upon the same conditions as the members of the fire and police departments, and wherever applicable this section shall apply to such department the same as to the fire and police departments.

(25) **CHIEF EXAMINER.** The board may appoint a chief examiner. The board shall prescribe the chief examiner's duties and compensation, which shall be paid by the city on the certificate of the board. Such examiner is subject to removal at any time by a majority of the board, and the board may change such duties and compensation at any time as it deems proper. The board may fix and alter compensation for any other examiners appointed by the board, and such compensation shall be paid by the city on certificate of the board.

(26) **RESERVATION OF EXISTING TERMS.** Nothing contained in this section may be construed to affect the term of office of any person who is a member of any police or fire commission in any city of the 1st class nor to affect the term of office of any member appointed to fill out the unexpired term of any person who is a member of such commission at the time this section first applies to such city.

(27) **MAYOR TO APPOINT ADDITIONAL MEMBERS.** A mayor of a city of the 1st class, whether acting under a general or special charter, shall appoint a sufficient number of members for the police and fire commission of such city so that the commission shall conform with this section, and such additional members and their successors shall be appointed for a term of 5 years.

(28) **ENGAGING IN POLITICAL ACTIVITY.** Subject to the requirements of ch. 164, the common council of any 1st class city may enact an ordinance which regulates the political activities of its law enforcement officers, as defined in s. 165.85 (2) (c), including, but not limited to, providing for leaves of absence for members who are candidates for or who are elected to public office.

(29) **OFFICERS' RIGHTS.** In case of a conflict with ch. 164, the provisions of ch. 164 supersede the provisions of this section.

History: 1977 c. 19, 20, 53, 151; 1977 c. 272 ss. 24 to 30, 92 to 95; 1979 c. 307, 351; 1979 c. 361 s. 113; 1981 c. 213, 380; 1981 c. 391 s. 211; 1983 a. 58, 179, 192, 219; 1989 a. 31; 1997 a. 237, 250; 1999 a. 9; 2001 a. 16.

Circuit court review of a decision of the city of Milwaukee Board of Fire and Police Commissioners by a writ of certiorari was proper. *Edmonds v. Board of Fire & Police Commissioners*, 66 Wis. 2d 337, 224 N.W.2d 575 (1975).

An arbitrator exceeded his power by directing that the grievant be transferred when the contract reserved transfer authority to the city and chief of police. *Milwaukee v. Milwaukee Police Association*, 97 Wis. 2d 15, 292 N.W.2d 841 (1980).

Discharges based solely on coerced confessions were improper. *Odden v. Board of Fire & Police Commissioners*, 108 Wis. 2d 143, 321 N.W.2d 161 (1982).

A circuit court may *sua sponte* address constitutional issues not presented by the parties, but must allow the parties to develop a factual record pursuant to sub. (21). *Slawinski v. Milwaukee Fire & Police Commission*, 212 Wis. 2d 777, 569 N.W.2d 740 (Ct. App. 1997).

When multiple disciplinary charges and suspensions arise from a single transaction, the length of the suspension for purposes of sub. (13) must be measured by aggregating the suspensions. *Parker v. Jones*, 226 Wis. 2d 310, 595 N.W.2d 92 (Ct. App. 1999).

It is unconstitutional to condition continued public employment upon a waiver of the privilege against self-incrimination. An employee may be required to answer questions in a disciplinary hearing when granted immunity from criminal prosecution. There is no immunity for uncoerced false statements made during a disciplinary investigation. There is no requirement for *Miranda*-like warnings, which in their absence would require the suppression of all statements made in disciplinary proceedings. *Herek v. Police & Fire Commission of Menomonee Falls*, 226 Wis. 2d 504, 595 Wis. 2d 113 (Ct. App. 1999).

The 60-day period in sub. (17) refers to working days. *Balcerzak v. Board of Fire and Police Commissioners for the City of Milwaukee*, 2000 WI App 50, 233 Wis. 2d 644, 608 N.W.2d 382.

The use of "shall," rather than "may," in sub. (9) places a ministerial duty on the city to fill vacancies within a reasonable time, by promotion whenever possible. *Pasko v. City of Milwaukee*, 2001 WI App 55, 241 Wis. 2d 226, 623 N.W.2d 577.

A board does not have original rule-making authority under sub. (23). A board can suspend rules prescribed by the chiefs of the fire and police departments and can enact rules to replace suspended rules. 71 Atty. Gen. 60.

A property interest in employment with the police department is recognized in sub. (11), but there is no property interest in a particular job assignment. Without a protected interest there can be no violation of procedural due process rights in the making of a job assignment. *Gustafson v. Jones*, 117 F.3d 1015 (1997).

62.51 Mayoral appointments in 1st class cities. (1) In this section:

(a) "Public office" means the following positions or their equivalent: city engineer; city purchasing agent; commissioner of building inspection, of city development, of health or of public works; director of administration, of budget and management, of community development agency, of employee relations, of office of telecommunications, or of safety; emergency management coordinator; employee benefits administrator; executive director

of the commission on community relations; municipal port director; commissioner of assessments; director of liaison; city personnel director; executive director of the retirement board; executive director of the city board of election commissioners; city librarian; city labor negotiator; executive secretary of the board of fire and police commissioners; and supervisor of the central electronics board.

(b) "Public official" means a person appointed to a public office under this section.

(2) In any 1st class city, the mayor shall appoint, subject to confirmation of the common council, a person to serve in the unclassified service in each public office. A public official serves at the pleasure of the mayor until the end of the mayoral term of office during which the public official is appointed unless reappointed and reconfirmed or until a successor is appointed and confirmed, whichever is later. The mayor shall make appointments under this subsection within 90 days after taking office or within 90 days after a vacancy in the public office occurs, whichever is later. The common council shall vote on confirmation of any appointment under this subsection within 45 days after that appointment.

(3) If a 1st class city authorizes the position of deputy for a public office, the public official in that office shall appoint a person to serve in the unclassified service as deputy. That deputy shall serve at the pleasure of the public official, but not longer than the public official's term of office unless reappointed.

(4) This section does not affect the authority of a 1st class city to abolish, consolidate or create a public office or other position.

History: 1987 a. 289, 382; 1989 a. 31; 1991 a. 156; 1995 a. 247; 1999 a. 150 s. 302; Stats. 1999 s. 62.51.

62.53 Residency required for public officials in 1st class cities. Any public official, as defined in s. 62.51 (1) (b), may not serve more than 180 days after his or her confirmation unless he or she resides within the boundaries of the 1st class city by which he or she is employed.

History: 1987 a. 289; 1999 a. 150 s. 300; Stats. 1999 s. 62.53.

62.55 Requirements for surety bonds of officers and employees in 1st class cities. If an office or position in the service of a 1st class city involves fiduciary responsibility or the handling of money, the appointing officer may require the appointee to furnish a bond or other security to the officer and the city for the faithful performance of the appointee's duty. The amount of the bond or security shall be fixed by the appointing officer, with the approval of the mayor. Notice of the mayor's approval shall be given to the city clerk by the mayor. Each bond shall be approved by the city attorney as to form and execution and by the common council as to sufficiency of sureties. Any surety company, the bonds of which are accepted by the judge of any court of record in this state, or which is approved by the comptroller of the city, is sufficient security on the bond. The premium on a bond under this section, within the limits fixed by law, shall be paid out of the city treasury. The appointing officer shall immediately after the execution of the bond file the bond with the city clerk. The city clerk shall require compliance with the terms of this section requiring the filing of bonds with the city clerk by officers and employees. Bonds of city officers and employees under this section, duly witnessed and acknowledged, after being approved by the common council, shall be delivered to the city comptroller, who shall have them recorded in the office of the register of deeds. After the bonds are recorded, the bonds shall be returned to the city clerk, who shall keep them on file in the city clerk's office; except that after the recording of the bond of the city clerk by the city comptroller, that bond shall remain on file in the office of the city comptroller. Each bond filed by any surety company shall be accompanied by a duplicate of the bond. The duplicate shall be filed by the clerk with the city comptroller.

History: 1991 a. 316; 1999 a. 150 s. 301; Stats. 1999 s. 62.55.

62.57 Uniform salaries in 1st class cities. The common council of a 1st class city may at any regular or special meeting



John O. Norquist
Mayor

Seth L. Foldy, MD
Commissioner of Health

Health Department Administration



Frank P. Zeidler Municipal Building, 841 North Broadway, 3rd Floor, Milwaukee, WI 53202-3653 phone (414) 286-3521 fax (414) 286-5990
web site: www.ci.mil. wi.us

March 25, 2002

Alderman Fredrick Gordon, Chairman
Finance and personnel Committee
Common Council
Room 205 City Hall
City of Milwaukee

Dear Alderman Gordon:

Enclosed you will find the Milwaukee Health Department's response to your request of March 20, 2002.
Included is:

- 1) A listing of all current vacancies in the Milwaukee Health Department as of March 20, 2002.
- 2) With the listing of all current vacancies is the indication of which positions we feel are most essential to the delivery of critical services.
- 3) A listing of all positions in your department eligible for retirement in 2002.

The following is a summary of the critical positions we are requesting to be filled:

O&M Positions

Administrative Specialist-Sr.
Compliance Analyst
Program Asst. II
Staff Development Manager
Environmental Health Specialist II (2 positions)
Public Health Nurse - TB
Public Health Educator - STD
Public Health Nurse - School (2 positions)
Public Health Nurse - District (13 positions)

Administration Division
Administration Division
Family & Community Health Svcs.
Family & Community Health Svcs.
Consumer Environmental Health (Food)
Disease Control & Prevention
Disease Control & Prevention
Health Behaviors & Healthcare Access
Maternal & Child Health

Grant Positions

Office Asst. III - STD
Public Health Educator - STD
Public Health Nurse - School (3 positions)
Lead Risk Assessor II
Lead Hazard Prevention Manager
Public Health Nurse - Lead (2 positions)
Office Asst. II - Newborn Screening
Dietetic Technician - WIC
Office Asst. II - WIC

Disease Control & Prevention
Disease Control & Prevention
Health Behaviors & Healthcare Access
Home Environmental Health
Home Environmental Health
Home Environmental Health
Maternal & Child Health
Maternal & Child Health
Maternal & Child Health

The following is a list of the positions that could be held for a 3-4 month timeframe and re-evaluated at that time:

O&M Positions

Environmental Health Specialist II (2 positions) Consumer Environmental (Food)

Please note that we have requested that all Public Health Nurse positions be exempt from a "hard" freeze. Innovative recruiting efforts are now paying off. We recently received over 50 inquiries and 12 applications for these critical positions. To maximize our recruiting and retention success we ask that freeze decisions for nursing positions remain flexible so we can best match opportunities with applicants' interests. However, it is unlikely that we will be able to recruit and fill all 21 currently vacant positions prior to the end of summer.

In addition, the seasonality of food retail establishment inspection efforts allow us to consider a three month "hard" freeze for two Environmental Health Specialists II, but by mid summer we need to be able to fill these positions.

We have given serious consideration to the question of ceasing to offer particular services. In 2000 many Health services were shifted to the new Department of Neighborhood Services, and in the 2001 budget our direct nursing services to elementary students were eliminated. However, at this time, the vast majority of remaining services is either funded through grants, mandated by state law, or address critical community needs like disease outbreak management and youth violence. Recent reductions in County services, changes in state-supported services such as W-2, and the public health threat of bioterrorism and weapons of mass destruction are actually increasing demands on municipal health departments. For this reason it seems most appropriate at this point to remain focused on delivering current services, with currently filled positions, most efficiently rather than eliminating current programs.

We look forward to participating in the discussions at the special Finance and Personnel Committee Meeting on Monday, March 25, 2002.

Should you have any questions, please contact Mr. Bevan K. Baker, Health Operations Director at X2910 of my staff.

Sincerely,

Handwritten signature of Seth L. Foldy, MD, with initials BKB.

Seth L. Foldy, M.D.

cc: Sandy Rotar, DOA-Budget
 Marianne Walsh, Fiscal Manager-LRB
 Kathy Marquardt, F&P Committee Staff Assistant
 Bevan K. Baker, C.H.E., Health Operations Director
 Yvette M. Rowe, Business Operations Manager-Health
 Maria Monteagudo, Personnel Officer-Health

Milwaukee Health Department

Vacant Positions as of March 20, 2002

		What would be the Consequences of Not Filling this Position? Please be specific.								
Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
O&M Funded										
Administration - Accounting	Administrative Specialist - Sr	Nix, Robert	19-Apr-02			CRITICAL - Held at F&P 3/20/2002	Y. Rowe	This position is internal to the administration of the MHD O&M and Grant budgeting process. Services provided include: 1) the calculation and processing of payments to employees for mileage reimbursement - approximately 100 employees per month 2) primary individual responsible for the expenditure of \$1.9 million in O&M operating expenditures and \$10.9 million in grant operating expenditures (includes MHSP provider payments) 3) In the approximate 4 weeks that FMIS was down in Fall of 2001, this position experienced a backlog of over 250 vouchers equaling over \$500,000 in expenditures.	1) Union Contract requirements - Mileage reimbursement 2) 60-day Accounts Payable policy for "prompt payment" to contractors and vendors	1) Prompt Financial Reporting 2) Grant expenditure deadlines 3) Provisions for contract administration and expenditure of grant funds
Administration - Accounting	Compliance Analyst	NEW POSITION	n/a	19-Dec-2001	19-Jun-02	CRITICAL - Currently Recruiting	Y. Rowe	1) Grant Compliance of approximately 20 grants received by MHD 2) Timeliness and appropriate processing of 70-100 service purchasing contracts utilizing both with O&M and grant funds. 3) Tracking and reporting of a myriad of grant, contract, billing and accounting activities within MHD 4) Risk the loss of grant funds due to non-compliance	1) Medicare billing compliance 2) Medicaid billing compliance 3) Internal auditing and reporting of grant funds and program reports	1) Financial Reporting requirements 2) Program Reporting requirements 3) Tracking and reporting of required grant objective, which includes the compilation of necessary data to support objectives and outcomes 4) Grant expenditure deadlines 5) Scope of Services provided adequately as specified, by contractors under certain grants
Consumer Environmental Health - Food Inspection	Environmental Health Specialist II	Huits, Julie	14-Sep-01	10-Oct-01	10-Apr-02	CRITICAL - Offer Pending	L. Robinson	Each of these positions provides the following average volume of services annually per district: - 184 food establishments (average/district) requiring an annual food safety inspection - 364 follow-up food safety inspections - 132 temporary food facility inspections - 20 mobile food unit inspections - 168 fire and crime inspections and follow-ups - 94 consultations and complaint investigations, including foodborne illnesses - 62 commercial scales certified (retail food establishments) - 513 packages and scanner price verification tests - 68 complaint based and surveillance food samples collected for analysis	Permanent and temporary food establishment inspections, mobile food unit inspections, food vending machine inspections, bed and breakfast establishment inspections, taverns, schools, weighing and measuring devices and package testing, fire inspections, convenience food store security inspections, and food sampling from retail establishments. Non performance of these services will reduce State funding for other MHD functions. The City recovers direct cost of licensing fees. Two of these positions are CRITICAL at this time; during the Summer, the other two will become CRITICAL.	

Milwaukee Health Department

Vacant Positions as of March 20, 2002

What would be the Consequences of Not Filling this Position? Please be specific.										
Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Consumer Environmental Health - Food Inspection	Environmental Health Specialist II	Linnemeier, Richard	1-Oct-01	31-Oct-01	1-May-02	CRITICAL - Offer Pending	L. Robinson	<p>Each of these positions provides the following average volume of services annually per district:</p> <ul style="list-style-type: none"> - 184 food establishments (average/district) requiring an annual food safety inspection - 364 follow-up food safety inspections - 132 temporary food facility inspections - 20 mobile food unit inspections - 168 fire and crime inspections and follow-ups - 94 consultations and complaint investigations, including foodborne illnesses - 62 commercial scales certified (retail food establishments) - 513 packages and scanner price verification tests - 68 complaint based and surveillance food samples collected for analysis 	<p>Permanent and temporary food establishment inspections, mobile food unit inspections, food vending machine inspections, bed and breakfast establishment inspections, taverns, schools, weighing and measuring devices and package testing, fire inspections, convenience food store security inspections, and food sampling from retail establishments. Non performance of these services will reduce State funding for other MHD functions. The City recovers direct cost of licensing fees. Two of these positions are CRITICAL at this time; during the Summer, the other two will become CRITICAL.</p>	
Consumer Environmental Health - Food Inspection	Environmental Health Specialist II	Scruggs, Maurice	21-Nov-01			Held by Department	L. Robinson	<p>Each of these positions provides the following average volume of services annually per district:</p> <ul style="list-style-type: none"> - 184 food establishments (average/district) requiring an annual food safety inspection - 364 follow-up food safety inspections - 132 temporary food facility inspections - 20 mobile food unit inspections - 168 fire and crime inspections and follow-ups including foodborne illnesses - 94 consultations and complaint investigations, including foodborne illnesses - 62 commercial scales certified (retail food establishments) - 513 packages and scanner price verification tests - 68 complaint based and surveillance food samples collected for analysis 	<p>Permanent and temporary food establishment inspections, mobile food unit inspections, food vending machine inspections, bed and breakfast establishment inspections, taverns, schools, weighing and measuring devices and package testing, fire inspections, convenience food store security inspections, and food sampling from retail establishments. Non performance of these services will reduce State funding for other MHD functions. The City recovers direct cost of licensing fees. Two of these positions are CRITICAL at this time; during the Summer, the other two will become CRITICAL.</p>	

Milwaukee Health Department

Vacant Positions as of March 20, 2002

What would be the Consequences of Not Filling this Position? Please be specific.

Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Consumer Environmental Health - Food Inspection	Environmental Health Specialist II	Zabkowitz, Martin	27-Feb-02			Held by Department	L. Robinson	<p>Each of these positions provides the following average volume of services annually per district:</p> <ul style="list-style-type: none"> - 184 food establishments (average/district) requiring an annual food safety inspection - 364 follow-up food safety inspections - 132 temporary food facility inspections - 20 mobile food unit inspections - 168 fire and crime inspections and follow-ups - 94 consultations and complaint investigations, including foodborne illnesses - 62 commercial scales certified (retail food establishments) - 513 packages and scanner price verification tests - 68 complaint based and surveillance food samples collected for analysis 	<p>Permanent and temporary food establishment inspections, mobile food unit inspections, food vending machine inspections, bed and breakfast establishment inspections, taverns, schools, weighing and measuring devices and package testing, fire inspections, convenience food store security inspections, and food sampling from retail establishments. Non performance of these services will reduce State funding for other MHD functions. The City recovers direct cost of licensing fees. Two of these positions are CRITICAL at this time; during the Summer, the other two will become CRITICAL.</p>	
Disease Control and Prevention - TBCC	Public Health Nurse	Akert, Paul	8-Dec-01			CRITICAL - Held by Department	P. Biedrzycki	<p>1200 Clinic and Home Visits; Education of 500 community members; Reduced ability to follow-up on contacts of active Tuberculosis disease which may increase incidence in future years.</p>	<p>HFS 140 sets rules for a Level III Health Department. Chapter 252 of the State Statutes specifies duties of Local Health Officer include investigation of all communicable disease. Memorandum of Understanding with State of Wisconsin specifies MHD responsibility to provide TB dispensary services.</p>	
Disease Control and Protection - STD	Public Health Educator II	Reichenbach, Amy	8-Jun-01	11-Jul-01	DER ok to proceed	CRITICAL - Request for New Exam	P. Biedrzycki	<p>Subcontracts with CBAs under the Milwaukee AIDS Initiatives Funds for HIV prevention services are not being monitored. MHD is poorly represented on community task forces surrounding STDs & HIV. Community Health Education in STD & HIV is absent. Progress on STD & HIV outcomes is jeopardized.</p>		

Milwaukee Health Department

Vacant Positions as of March 20, 2002

Milwaukee Health Department										
Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Family & Community Health Services	Program Assistant II	Mangione, Monika	22-Mar-02			CRITICAL - New Vacancy	B. Baker	Lead Administrative Assistant responsibility for Operations Director responsible for interfacing with Senior Management to ensure continuity of reporting and planning for clinical divisions, lab and administration. This position also assists in handling and coordinating community planning for external affairs. This position has been providing administrative support to the Commissioner as back-up for the Office Assistant IV who is currently on leave of absence.		
Family & Community Health Services - Staff Development Unit	Staff Development Manager	Dobs-Haske, Lisa	23-Dec-01			CRITICAL - Held at Budget 3/20/2002	B. Baker	Conducts an average of five community requests for presentations per week; approximately 10 annual presentations to Nursing Students for recruitment purposes; Monthly in-service introduction to MHD for new employees; processing and tracking of all MHD internal and external employee education including processing of tuition reimbursement applications; In joint effort with the PHN assigned to this unit, coordination and conducting of 112 hours of orientation for every new PHN, and coordination of and provision of policy in-services including HazCom, bloodborne pathogens and other safety training.		
Healthy Behaviors and Healthcare Access - ASHP	Public Health Nurse	Johnson, Jacqueline			1-May-02	CRITICAL	J. Ritterbusch	1383 group education participants 499 client visits for 174 clients	Participates in communicable disease prevention & management program mandated for local public health department 252 Chapter for Schools	Agreement with MPS and State grant requirements
Healthy Behaviors and Healthcare Access - ASHP	Public Health Nurse	Farhoud, Inshirah			1-May-02	CRITICAL	J. Ritterbusch	1383 group education participants 499 client visits for 174 clients	Participates in communicable disease prevention & management program mandated for local public health department 252 Chapter for Schools	Agreement with MPS and State grant requirements

Milwaukee Health Department

Vacant Positions as of March 20, 2002

What would be the Consequences of Not Filling this Position? Please be specific.										
Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Maternal and Child Health - District Nursing	Public Health Nurse - Northwest Health Center	Cowan, Kim	20-Aug-01	20-Sep-01	21-Mar-02	CRITICAL - Held at Budget 3/20/2002	S. Shepeard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH HFS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	
Maternal and Child Health - District Nursing	Public Health Nurse - Southside Health Center	Klecza, Andrea	28-Jun-01	10-Oct-01	10-Apr-02	CRITICAL - Currently Recruiting	S. Shepeard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH HFS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	

Milwaukee Health Department

Vacant Positions as of March 20, 2002

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Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Maternal and Child Health - District Nursing	Public Health Nurse - Keenan Health Center	Heck, Cynthia	1-Oct-01	10-Oct-01	10-Apr-02	CRITICAL - Currently Recruiting	S. Shepeard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH HFS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	
Maternal and Child Health - District Nursing	Public Health Nurse - Southside Health Center	Meka, Shelly	25-Sep-01	10-Oct-01	10-Apr-02	CRITICAL - Currently Recruiting	S. Shepeard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH HFS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	

Milwaukee Health Department

Vacant Positions as of March 20, 2002

What would be the Consequences of Not Filling this Position? Please be specific.										
Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Maternal and Child Health - District Nursing	Public Health Nurse - Keenan Health Center	Moga, Beverly	1-Feb-01	1-Aug-01	EXPIRED	CRITICAL - Held at F&P 3/20/2002	S. Sheppard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH FHS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	
Maternal and Child Health - District Nursing	Public Health Nurse - Northwest Health Center	Brennan, Mary	2-Mar-01	1-Aug-01	EXPIRED	CRITICAL - Held at F&P 3/20/2002	S. Sheppard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH FHS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	

Milwaukee Health Department										
Vacant Positions as of March 20, 2002										
Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Maternal and Child Health - District Nursing	Public Health Nurse - Northwest Health Center	McCarron, Mary	5-Mar-01	1-Aug-01	EXPIRED	CRITICAL - Held at F&P 3/20/2002	S. Shepeard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH HFS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	
Maternal and Child Health - District Nursing	Public Health Nurse - Northwest Health Center	Frazier, Wanda	9-Mar-01	1-Aug-01	EXPIRED	CRITICAL - Held at F&P 3/20/2002	S. Shepeard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH HFS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	

Milwaukee Health Department

Vacant Positions as of March 20, 2002

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Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Maternal and Child Health - District Nursing	Public Health Nurse - Northwest Health Center	Rymer, Robyn	11-Jun-01	1-Aug-01	EXPIRED	CRITICAL - Held at F&P 3/20/2002	S. Shepeard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH HFS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	
Maternal and Child Health - District Nursing	Public Health Nurse - Keenan Health Center	Fringer, Dana	29-Dec-01			CRITICAL - Held at Budget 3/20/2002	S. Shepeard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH HFS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	

Milwaukee Health Department

Vacant Positions as of March 20, 2002

What would be the Consequences of Not Filling this Position? Please be specific.										
Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Maternal and Child Health - District Nursing	Public Health Nurse - Northwest Health Center	Meier, Keri	18-Jan-02			CRITICAL - Held at Budget 3/20/2002	S. Shepeard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH HFS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	
Maternal and Child Health - District Nursing	Public Health Nurse - Northwest Health Center	Petersen, Jessica	19-Jan-02			CRITICAL - Held at Budget 3/20/2002	S. Shepeard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH HFS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	

Milwaukee Health Department

Vacant Positions as of March 20, 2002

What would be the Consequences of Not Filling this Position? Please be specific.

Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Maternal and Child Health - District Nursing	Public Health Nurse - Southside Health Center	Johnsen, Carol	1-Mar-02			CRITICAL - Held at Budget 3/20/2002	S. Sheppard	Average home visit caseload per PHN is 50 families (60-70 cases). Caseloads consist of communicable disease follow-up, antepartal care, newborn and high risk infant follow-up and case management of very high risk cases. 30% of PHN time is spent in clinic providing a variety of services including immunizations, pregnancy testing, developmental screening referral and counseling. If team nurse positions are not filled, the average number of caseload per nurse will increase, and the amount of time performed in clinic setting will decrease. There would be a delay in follow-up to clients. We would continue to serve the highest-risk families.	Local Public Health Departments are mandatory (CH HFS140) to have a general public health nursing program to provide assessments, referral counseling and follow-up of high-risk individuals. This includes provision of immunizations and management of communicable disease. The MHD recognizes changes in the marketplace and a renewed interest in public health occupations. This coupled with our latest recruitment efforts and activities provide the best case scenario for meeting demands for Public Health Nurses.	

Milwaukee Health Department

Vacant Positions as of March 20, 2002

What would be the Consequences of Not Filling this Position? Please be specific.										
Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Grant Funded										
Disease Control and Protection - STD	Office Assistant III	NEW POSITION	n/a	23-Dec-01	23-Jun-02	CRITICAL - Needs to be Classified	P. Biedryzcki	Performs office assistant functions related to CAIR grant including chart abstraction, word processing, filing, and telephone calls. Assists with backlog of STD morbidity data entry as required by State of Wisconsin.	STD surveillance (Morbidity data entry) may become backlogged.	Chart abstraction for CAIR grants would not be completed.
Disease Control and Protection - STD	Public Health Nurse	Robinson, Vickie	5-Jan-02	6-Feb-02	7-Aug-02	CRITICAL - Currently Recruiting	P. Biedryzcki	Provides intensive medical case management to HIV positive women at high risk of not accessing care due to poverty, mental health and AODA issues. Caseload of 20 to 25 women with a current waiting list.		There is a need for this service, there is a waiting list and clients are not being seen. The grantor has told us that if we do not fill this position, they will look elsewhere for someone to sub-contract with.
Healthy Behaviors and Healthcare Access - MBCCAP	X-Ray Technician III	Robinson, Susan	10-Jul-01	11-Jul-01	9-Jan-02	Held by Department	J. Ritterbusch	Loss of mobile access to mammography services for medically uninsured women.		1300 mammograms
Healthy Behaviors and Healthcare Access - School Health Program	Public Health Nurse	Rymer, Robyn	3-May-00	31-Oct-01	1-May-02	CRITICAL	J. Ritterbusch	1383 group education participants 499 client visits for 174 clients	Participates in communicable disease prevention & management program mandated for local public health department 252 Chapter for Schools	Agreement with MPS and State grant requirements
Healthy Behaviors and Healthcare Access - School Health Program	Public Health Nurse (0.7 FTE)	NEW POSITION	n/a	31-Oct-01	1-May-02	CRITICAL	J. Ritterbusch	1383 group education participants 499 client visits for 174 clients	Participates in communicable disease prevention & management program mandated for local public health department 252 Chapter for Schools	Agreement with MPS and State grant requirements
Healthy Behaviors and Healthcare Access - School Health Program	Public Health Nurse (0.7 FTE)	NEW POSITION	n/a	31-Oct-01	1-May-02	CRITICAL	J. Ritterbusch	1383 group education participants 499 client visits for 174 clients	Participates in communicable disease prevention & management program mandated for local public health department 252 Chapter for Schools	Agreement with MPS and State grant requirements

Milwaukee Health Department

Vacant Positions as of March 20, 2002

What would be the Consequences of Not Filling this Position? Please be specific.										
Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Healthy Behaviors and Healthcare Access - Teen Pregnancy Prevention	Public Health Educator II	Brophy, Kristen	5-Dec-01	21-Nov-01	22-May-02	Held by Department	J. Ritterbusch	Works with Milwaukee Adolescent Pregnancy Prevention Consortium coordination of teen pregnancy prevention services with two neighborhoods mobilization and organization of agencies facilitate broader health focus: intergrate teen pregnancy prevention with tobacco, alcohol and drug, STD, and violence prevention efforts - on-going support for teen pregnancy prevention trainers - facilitate implementation of community action plan for two neighborhoods		
Home Environmental Health - Lead Poisoning Inspection	Lead Risk Assessor II	Fowler, Victor	n/a	2-May-01		CRITICAL - New Vacancy	A. Murphy	100 children with elevated blood lead levels would not be served in a timely manner.	Lead home inspections for lead poisoned children are required by the state. MHD would be out of compliance with this legal requirement	HUD funds require facilitation of lead safe housing in high risk areas. Future grant funding would be jeopardized, if our deliverables are not achieved.
Home Environmental Health - Lead Poisoning Prevention	Lead Hazard Prevention Mgr	Pendleton, Sharon	30-Jan-02	19-Dec-01	19-Jun-02	CRITICAL as Required by HUD Grant - Request for New Exam in process	A. Murphy	This position is responsible for management of 2 HUD grants, integration of multiple lead program interventions and policy development.		HUD requires a dedicated grant manager. Milwaukee maybe ineligible for future funding.
Home Environmental Health - Lead Poisoning Prevention	Public Health Nurse	Loose, Margaret	5-Aug-00	21-Nov-01	EXPIRED	CRITICAL	A. Murphy	160 lead poisoned children and their families would not receive timely or comprehensive services.		State funding will be reduced if we do not meet our case management goals and objectives, or we do not fill this position.
Home Environmental Health - Lead Poisoning Prevention	Public Health Nurse (Coordinator)	Wojciechowski, Richard	22-Jun-01	11-Jul-01	9-Jan-02	CRITICAL	A. Murphy	Coordination of comprehensive services for almost 4,000 children would be delayed.		Funding from the CDC would be jeopardized.
Laboratories - Microbiology	Laboratory Assistant II	Barth, Susan	n/a	5-Apr-01		Held by Department	S. Gradus			Performs hand processing of special glassware for the lead program. However, that process has been eliminated through automation (i.e. special glassware dishwashers) and this position will not be filled at this time.

Milwaukee Health Department

Vacant Positions as of March 20, 2002

What would be the Consequences of Not Filling this Position? Please be specific.										
Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Maternal and Child Health - Newborn Screening	Office Assistant II	Connors, Barbara	30-Jan-02	21-Nov-01	22-May-02	CRITICAL - Currently Recruiting	S. Shepeard	Performs office assistant functions related to grant including word processing, filing, phone calls to families, and locating families. Some of work has been picked up by other office assistants temporarily.	Mandates are responsibility of program coordinator-	Office assistant keeps state files up to date, takes meeting minutes and word processes, files, locates families
Maternal and Child Health - WIC Program	Dietetic Technician	Mendoza, Tracy	15-Mar-02			CRITICAL - Held at F&P 3/20/2002	S. Shepeard	Loss of bilingual dietetic technicians to interact with clients. Position is CRITICAL to MHD WIC program operation. Only 5 positions available to service 7,700 clients - 1500 clients/dietetic technician	Mandated to be registered dietetic technician. Required to have 50 continuing education credits every five years	WIC verification of residence (intake, health assessment, nutrition education and counseling). Funding for this program is directly related to the number of clients served.
Maternal and Child Health - WIC Program	Office Assistant II	McKnealy, Kimberly				CRITICAL - New Vacancy	S. Shepeard	Position CRITICAL to WIC program operation. Only 5 position to service 7,700 clients, (1500 Clients / clerk)		WIC verification of residence (intake, health assessment, nutrition education and counseling). Funding for this program is directly related to the number of clients served.

Milwaukee Health Department

Vacant Positions as of March 20, 2002

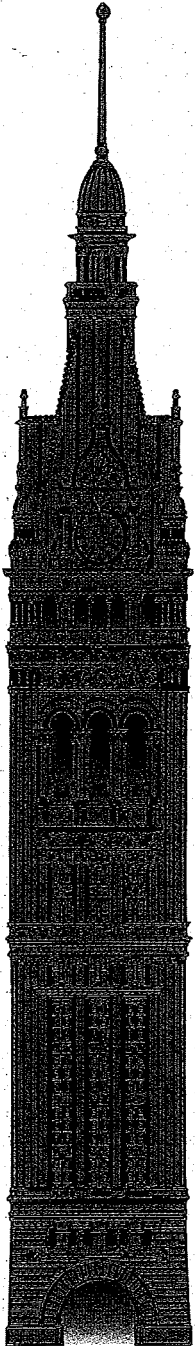
What would be the Consequences of Not Filling this Position? Please be specific.

Program	Job Title	Previous Incumbent	Date Vacated	F&P Authority Received	Authority Expires	Status	Hiring Manager	Volume of Services / Citizens not Served	Mandated Services	Grant Requirements
Auxiliary	Health Education Assistant	AUXILIARY				AUXILIARY, NOT FUNDED				
Various	Nutritionist	AUXILIARY				AUXILIARY, NOT FUNDED				
Various	Public Health Educator II	AUXILIARY				AUXILIARY, NOT FUNDED				
Consumer Environmental Health - Food Inspection	Environmental Health Spec. II	AUXILIARY				AUXILIARY, NOT FUNDED				
Various	Public Health Aide	AUXILIARY				AUXILIARY, NOT FUNDED				
Various	Dietetic Technician	AUXILIARY				AUXILIARY, NOT FUNDED				
Various	Office Assistant II	AUXILIARY				AUXILIARY, NOT FUNDED				
Various	Clinic Assistant	AUXILIARY				AUXILIARY, NOT FUNDED				
Administration - Buildings & Grounds	Custodial Worker III/City Laborer	AUXILIARY				AUXILIARY, NOT FUNDED				

John O. Norquist

Mayor

City of Milwaukee



March 25, 2002

Alderman Fredrick G. Gordon
Chairman, Finance and Personnel Committee
Common Council
Room 205 – City Hall
City of Milwaukee

Dear Alderman Gordon:

This letter is in response to your communication dated March 20, 2002, requesting information on vacancies in the Mayor's Office. The Mayor's Office has 23 authorized positions. At present, there are nine vacancies. As of March 20, 2002, the vacancies are:

<u>No. of Positions</u>	<u>Position Title</u>	<u>Pay Range</u>	<u>Vacancy Date</u>
1	Chief of Staff	17	March 2, 2002
4	Staff Assistant to the Mayor	07	November 1, 1997 May 4, 2000 (2) Unknown
1	Office Assist. III	425	July 9, 1995
3	College Interns	910	(2) in 1997 (1) in 1998

The Mayor's Office has managed with most of these vacancies for several years and will continue to find efficiencies in order to remain at a minimum staffing level. However, we will need to fill the Chief of Staff position.

Sincerely,

JOHN O. NORQUIST
Mayor

Office of the Mayor
City Hall
200 East Wells Street
Milwaukee,
Wisconsin
53202
(414) 286-2200
fax (414) 286-3191





951 North James Lovell Street
Milwaukee, WI 53233

MEMORANDUM

To: Alderman Frederick G. Gordon
Chair, Finance & Personnel Committee

From: Kristine Hinrichs *KH*
Chief Court Administrator

Date: March 22, 2002

RE: Municipal Court Position Vacancies

This memorandum is provided in response to your March 20, 2002 request for information relating to Common Council File Number 011627.

Prior to responding directly to the items that you requested, I would like to provide some background information concerning current court caseloads and revenues.

- During the first two months of 2002, caseloads are 103% above the same time in 2001 - in excess of 15,000 cases per month - more than 31,000 year to date. At this rate, case filings will exceed 185,000 in 2002.

These 15,000 cases monthly translate into more than 700 cases each and every day - cases that have to be processed and prepared; defendants served as they are rostered and appear in person, attend their arraignment, pre-trial, trial (if the defendant requests it), and require processing of the judgement in the case. Once a judgement has been entered, there are usually several transactions required to actually secure payment or, as a last resort, order a license suspension or commitment. In this regard, the court makes extensive use of installment plans in order to maximize enforcement of the court's judgements and to provide defendants with (multiple) opportunities to avoid suspension of their drivers license or incarceration. These plans, however, result in multiple contacts with court staff and additional court appearances when the defendant requests an extension of payment plan requirements or reinstatement on the installment program after their failure to meet their obligations. Although this is a very staff-intensive process, the judges believe that it is important to provide every opportunity for defendants to make these payments to prevent license suspension or incarceration.

- The Municipal Court is responsible for adjudicating cases relating to violations of ordinances passed by the Common Council. The court responds in a timely manner to citations and cases generated by other city departments - most notably the Police

Department and Department of Neighborhood Services and, to a lesser extent, the Health Department and Library. As you know, the court (rightfully) has no control over the legislative function of the Common Council, enforcement efforts of City departments, or prosecutorial decisions of the City Attorney. We simply respond to their actions in a manner that provides for fair and equal treatment of those charged, efficient and timely administration of the judicial process, and the enforcement of the court's judgements - not the least of which is the collection of forfeitures and fees for the benefit of the City.

Although the court has made great strides in efficiency with the automation of our systems and continual process improvements, this is still a very staff-intensive process but one that benefits the citizens of this community and the City.

- In 2002 the Municipal Court has an expenditure budget of \$3.4 million with projected fee and forfeiture revenue to the City of Milwaukee of \$6.8 million - exactly double the court's expenditure budget. Revenues for 2002 are currently more than \$360,000 (40%) ahead of projected levels. A reduction in our ability to enforce the court's judgements and to collect these fees and forfeitures will have a direct impact on City revenues.

The following information is presented in response to your March 22, 2002 request:

- Listing of Municipal Court Vacancies as of March 20, 2002. Position vacancies as of March 20, 2002 are summarized in the table below:

Position Title	FT/ PT	Salary Grade	Division/ Section	Date Vacated	Authorization to Fill?
Network Manager	FT	10	Mgmt& Admin.	6/11/01	Yes
Assistant Court Administrator	FT	10	Mgmt& Admin.	3/20/02	No - Request pending
Administrative Assistant III	FT	530	Mgmt& Admin.	1/4/02	Yes *
Office Assistant II	FT	410	Mgmt& Admin/Cash Control & Actg.	2/4/00	No - Not requested
Court Commissioner	PT	950	Courtroom Proceedings	12/30/00	Not Required
Court Commissioner	PT	950	Courtroom Proceedings	12/30/99	Not Required
High School Intern (8 - 1/4 time positions)	PT	902	Mgmt& Admin.	6/26/01	No - Not requested

* Offer extended and accepted on 3/13/02 for the transfer of a PA II from the Health Department effective 4/1/02/

The 2002 budget for the Municipal Court includes authorization for a total of 41 full-time and 13 part-time positions. Of these, four full-time positions (10% of those authorized) and eleven part-time positions (85% of those authorized) are currently vacant. The court reviews current and potential position vacancies on an on-going basis to assess the need to fill the position based upon current and projected workload indicators and the evaluation of options to defer filling them. In this light, the court has not requested authorization to fill the Office Assistant II position and does not anticipate making such a request in the immediate term. This vacancy occurred at a time when case filings were declining and the court management made a decision to try to reduce expenditures by holding the position open until such time as the need to fill it became critical. This decision has already resulted in savings to the City approaching \$75,000. During this time, staffing for unanticipated events and to resolve backlogs has been provided through use of overtime and temporary contract personnel. We would anticipate continuing this conservative strategy.

The court has approval to fill the Network Manager vacancy. This is a key position due to the court's reliance on our automated case management system. However, in light of the pending City-wide budgetary problems and uncertainly as to the court's staffing needs after we implement the new case management system, we decided not to fill the position on a permanent basis at this time. We have, instead, re-allocated and re-directed the work of contract staff to provide this critical service. The court will evaluate staffing needs for the new system once the system has been selected.

The request to fill the vacancy in the Assistant Court Administrator position is currently pending before the Finance & Personnel Committee. This position supervises the day-to-day courtroom operations and provides supervision for the accounting and reception and case preparation and records functions. This is the position primarily responsible for the scheduling of these 185,000 cases annually and resolving problems (at a management level) related to individual cases. It is also a critical step in the separation of duties from an audit standpoint. This position also serves a critical function in assisting the judges, Chief Court Administrator, and court staff in identifying ways to improve our processes and systems to allow the court to respond to these increased case volumes. The court will rely heavily on this position as case volumes continue to increase and as we review and revise our business processes as part of the implementation of the new automated case management system. The court believes that this is a position that must be filled at this time in order to ensure our continued ability to enforce the court's judgements and to collect the revenues due to the City .

The Presiding Judge of the Municipal Court has the authority to appoint up to five part-time court commissioners that handle in-custody appearances at the Criminal Justice Facility and to hear pre-trials for traffic offenses. Currently three court commissioners serve in this capacity. From a budgetary standpoint, funding is provided for a total maximum of one FTE for the five court commissioners. In early 2002, the judges considered filling the fourth court commissioner position to respond to our increased caseloads. At that time, they decided to defer this appointment and ask the existing commissioners to increase the number of hours that each works - short of the total one FTE. As caseloads continue to rise, the judges will be forced to review that decision and the Presiding Judge may well be required to appoint a fourth commissioner.

- Positions Eligible for Retirement in 2002. The court is not aware of any positions eligible for retirement in 2002 nor have we been notified by the Employees Retirement System that any court employees plan to retire.
- Positions Essential to Delivery of Critical Services. All court positions are essential to the delivery of the court's critical services. However, we have a record of carefully reviewing the need to fill a vacant position at a particular time in light of the court's needs, case volume, and the City's financial condition. Of the four vacant positions, we believe it is critical to fill the Administrative Assistant III position (for which we have an accepted offer) and the Assistant Court Administrator position at this time. If caseloads continue to increase, it will be necessary to retain an additional court commissioner to ensure that cases are heard and adjudicated in a timely manner.
- Program Reductions/Eliminations in Lieu of a Hiring Freeze. We are unprepared at this time to identify specific program changes or reductions without a thorough review of all operations and an assessment of the impact of any reductions on our customers - defendants, prosecutors, other City departments, and the public. We do not believe that it would be responsible to make significant reductions or modification of court operations without such a thoughtful review.

In conclusion, the court believes that we have a record of efficiently discharging our judicial function and of prudent fiscal management. We are very careful about use of City resources and mindful of our role in the generation of those resources. Regardless of committee action on the proposed hiring freeze, the court believes that it is important to immediately fill the Assistant Court Administrator position and to allow us to follow-through on our accepted offer to fill the Administrative Assistant III position. The judges and I would be happy to respond to any of your questions regarding court operations and our needs. We also invite you to visit the court to view our operation first-hand.

cc: Judges Butler, Bobot & Gramling
Sandra Rotar
Marianne Walsh
Kathy Marquardt



Department of Neighborhood Services
Inspectional services for health, safety and neighborhood improvement

March 22, 2002

Martin G. Collins
Commissioner

Schuyler F. Seager
Deputy Commissioner

Alderman Fredrick Gordon, Chair
Finance and Personnel Committee
Office of the City Clerk
Room 205, City Hall

Dear Alderman Gordon:

This is in response to your letter of March 20, 2002.

1. Listing of all vacancies as of March 20, 2002.

A copy of the list is attached.

2. List of positions in the Department with incumbents who are eligible for retirement including the names of specific individuals who have a definite retirement date in 2002.

We have one Code Enforcement Inspector, Michael Gregory, who is scheduled to retire on April 12, 2002.

We have identified the following positions that have incumbents who may be eligible to retire in 2002:

- Building Code Enforcement Inspector—2 Positions
- Building Construction Inspector—1 Position
- Code Enforcement Assistant Supervisor—1 Position
- Code Enforcement Inspector—3 Positions
- Deputy Commissioner—1 Position
- Housing Rehabilitation Inspector—1 Position

Alderman Fredrick Gordon

March 22, 2002

Page Two

- Elevator Inspector—1 Position
- Nuisance Control Officer—1 Position
- Office Assistant 4—2 Positions
- Special Enforcement Inspector—1 Position

3. Positions, vacant and filled which are most essential to the delivery of critical services.

One of our primary missions is the enforcement of City, State, and national health safety and quality of life codes. Because most of our positions are directly involved with that mission, we view almost all of our positions as essential to providing these services. Further, since most of our services are mandated by law, we have little discretion in deciding what to enforce; and since many of our positions provide services for which we charge fees, we have limited discretion in not providing those services.

In determining the relative degree to which positions are essential we considered the following factors: (1) the nature of the service provided, (2) the extent to which reductions in staffing levels would have an immediate impact on service delivery, (3) the current and anticipated staffing levels and (4) the extent to which reassignments could be made to accommodate a 3 month hard freeze. The positions we would view as most critical at this time include:

- Electrical Inspector
- Special Enforcement Inspector
- Building Code Enforcement Inspector
- Nuisance Control Officer

However, as indicated above, these priorities are based on current workload and staffing levels and would change if the freeze extended beyond three months or there were unanticipated changes in workload or staffing levels.

Alderman Fredrick Gordon
March 22, 2002
Page Three

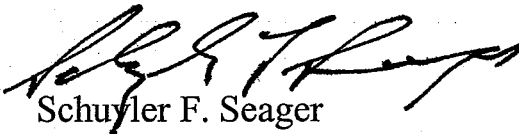
4. Program reduction, elimination, changes of service or other efficiencies we would prefer to a strict hiring freeze.

As previously noted, most of our services are mandated by law or relate to the enforcement of City, State and national codes. Also in many cases we charge for services and our customers expect those services when fees are charged. It would not be realistic to initiate the code changes that would be required if we were to make substantial changes in the services we provide, and we cannot discontinue providing inspectional services for which fees have been paid. In the short run, we would be able to shift assignments, putting the emphasis on those services that have the greatest immediate impact on health and safety and those services required to allow construction projects to proceed without unnecessary delays. This could result in some delays in providing non-critical services.

An alternative to the strict freeze that we propose would allow for the filling of critical positions that are filled through promotions. The less critical positions from which the individual was promoted would then be held vacant. That would provide flexibility in maintaining critical services while still providing savings.

Thank you for your consideration.

Sincerely,



Schuyler F. Seager
Deputy Commissioner

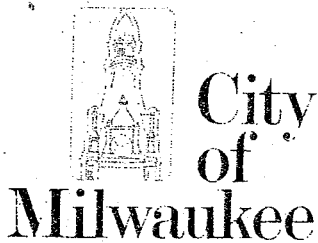
Attachment

c Sandy Rotar
Marianne Walsh
Kathy Marquardt
Martin G. Collins
Jeff Crouse

DNS Vacancies as of 3/20/02

O/M Funded Positions Position Title	Previous Incumbent	Pay Range	Dept/BCU	Date Vacant	F&P Date Approved
Code Enf Insp II	Scheffel, Gary	541	Commercial Code	2/2/2002	
Code Enf Insp II	Duerr, Robert	541	Commercial Code	7/6/2001	
Nuisance Control Officer II	Goodman, Anthony	516	Nuisance Control	6/10/2001	12/19/2001
Nuisance Control Officer II	Gilbert, Laura	516	Nuisance Control	5/14/1999	
Office Supervisor (0.5FTE)	Mueller, Denise	2	Administration	3/31/2001	
Spec Compliance Insp	Balzer, Jack	553	Residential Code	3/13/2002	
Spec Enf Insp	Jacobs, Karen	572	Residential Code	2/3/2001	1/16/2002
Nuisance Control Officer II (.25 FTE)	N/A- Seasonal	516	Nuisance Control	Seasonal	1/16/2002
Nuisance Control Officer II (.25 FTE)	N/A- Seasonal	516	Nuisance Control	Seasonal	1/16/2002
Nuisance Control Officer II (.25 FTE)	N/A- Seasonal	516	Nuisance Control	Seasonal	1/16/2002
Nuisance Control Officer II (.25 FTE)	N/A- Seasonal	516	Nuisance Control	Seasonal	1/16/2002
Building Construction Insp II	N/A- Auxillary	589	Auxillary Positions	N/A-Auxillary	
Building Construction Insp II	N/A- Auxillary	589	Auxillary Positions	N/A-Auxillary	
Code Enf Insp II	N/A- Auxillary	541	Auxillary Positions	N/A-Auxillary	
Code Enf Insp II	N/A- Auxillary	541	Auxillary Positions	N/A-Auxillary	
Code Enf Insp II	N/A- Auxillary	541	Auxillary Positions	N/A-Auxillary	
Code Enf Insp II	N/A- Auxillary	541	Auxillary Positions	N/A-Auxillary	
Electrical Insp II	N/A- Auxillary	589	Auxillary Positions	N/A-Auxillary	
Nuisance Control Officer II	N/A- Auxillary	516	Auxillary Positions	N/A-Auxillary	
Senior Planner	N/A- Auxillary	576	Auxillary Positions	N/A-Auxillary	
Spec Compliance Insp	N/A- Auxillary	553	Auxillary Positions	N/A-Auxillary	
Spec Enf Insp	N/A- Auxillary	572	Auxillary Positions	N/A-Auxillary	
Spec Enf Insp	N/A- Auxillary	572	Auxillary Positions	N/A-Auxillary	
Spec Enf Insp	N/A- Auxillary	572	Auxillary Positions	N/A-Auxillary	
CDGB Funded Positions					
Nuisance Control Officer I (Seasonal)	N/A- Seasonal	500	CDGB-Cleanup	Seasonal	1/16/2002
Nuisance Control Officer I (Seasonal)	N/A- Seasonal	500	CDGB-Cleanup	Seasonal	1/16/2002
Spec Enf Insp NEW POSITION	N/A-New Position	572	CDGB-Enforcement	1/1/2002	
Reimbursable Funded Positions					
Administrative Specialist	Carroll, James	2	NIDC-Reimbursable	8/16/1999	

Administrative Specialist	Simons, David	2	NIDC-Reimbursable	6/29/1996
Administrative Specialist Sr	Biernat, Brian	4	NIDC-Reimbursable	7/21/2001
Administrative Specialist Sr	Sevilla, Arnoldo	4	NIDC-Reimbursable	2/22/2002
Financial Services & Mkt Dir	Nelesen, Cheryl	7	NIDC-Reimbursable	6/22/2001
Housing Production Manager	Sayers, James	7	NIDC-Reimbursable	2/22/2002
Housing Program Specialist	Nelesen, Cheryl	3	NIDC-Reimbursable	11/16/1998
Housing Rehab Coord	Mishfske, Thomas	5	NIDC-Reimbursable	4/14/2001
Housing Rehab Specialist	Zak, James	3	NIDC-Reimbursable	5/14/1999
Housing Rehab Spec-Senior	Jones, Warren	5	NIDC-Reimbursable	3/21/2000
Housing Rehab Spec-Senior	Jones, Elliot	5	NIDC-Reimbursable	7/7/2000
Housing Rehab Spec-Senior	Doro, Carl	5	NIDC-Reimbursable	6/1/1997
Housing Rehab Spec-Senior	Driscoll, Daniel	5	NIDC-Reimbursable	5/24/2000
Housing Rehab Spec-Senior	Beckwith, Scott	5	NIDC-Reimbursable	5/15/2001
Housing Rehab Spec-Senior	Skiba, Peter	5	NIDC-Reimbursable	2/22/2002
Housing Rehab Spec-Senior	Kaye, John	5	NIDC-Reimbursable	3/1/2002
Housing Rehab Spec-Senior	Sedlar, Michael	5	NIDC-Reimbursable	2/22/2002
Housing Rehab Spec-Senior	Lewis, Michael	5	NIDC-Reimbursable	3/9/2002
Loan Specialist	Black, Thaddeus	2	NIDC-Reimbursable	11/1/1998
Mgmt Accountant (.5FTE)	Burian, Sigrid	2	NIDC-Reimbursable	12/2/1997
Mgmt Accountant (.5FTE)	Mueller, Denise	2	NIDC-Reimbursable	3/31/2001
Office Assistant II	Jackson, Frances	410	NIDC-Reimbursable	7/9/1999
Office Assistant III	Kronberg, Diane	425	NIDC-Reimbursable	7/30/1999
Office Assistant III	Aspriesnig, Lynn	425	NIDC-Reimbursable	1/6/2002
Office Assistant III	Hoffmann, Lori	425	NIDC-Reimbursable	1/5/2001



Police Department

Arthur L. Jones
Chief of Police

March 21, 2002

Alderman Fredrick Gordon, Chair
Finance and Personnel Committee
200 East Wells Street – Room 205
Milwaukee, WI 53202

Dear Alderman Gordon:

I am troubled by the suggestion of a hiring freeze for all city positions. As you know, the Milwaukee Police Department provides public safety services, the most serious involving life threatening situations. In my opinion police services are critical and all positions need to be filled.

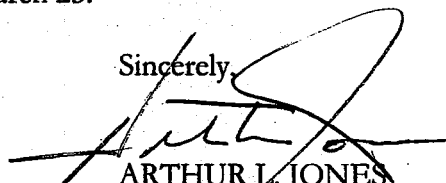
I require personnel to respond to calls for service. It would be difficult for me to send officers and detectives on patrol without appropriate support. Supervision is paramount due to the inexperience of our force and the discretionary nature of the law enforcement profession. A large organization like the Milwaukee Police Department also needs command level executives to manage the various districts, bureaus, and divisions that sustain our street-level personnel.

1. A list of vacancies as of March 20, 2002 is attached.
2. A list of members eligible to retire during 2002 is attached.
3. All positions are critical to the delivery of police services.
4. During my tenure I have implemented a number of cost-saving initiatives. Daily, I evaluate the deployment of personnel and use crime analysis to deploy resources where they are needed most.

The Milwaukee Police Department has successfully addressed crime and functioned with consistent declines in the number of personnel. We are currently operating with 393 vacancies. Our vacancies as of Pay Period 1 in 2001 numbered 286. Further reductions could be detrimental to the citizens of Milwaukee.

While I understand the budget concerns of the City of Milwaukee, I ask you to seriously consider exempting the Milwaukee Police Department from the hiring freeze. I do not want to make a choice regarding the reduction of police services. I plan to attend the special Finance and Personnel Committee meeting on March 25.

Sincerely,



ARTHUR L. JONES
CHIEF OF POLICE

c: Ms. Sandy Rotar, Budget Office
Ms. Kathy Marquardt, Finance & Personnel Committee
Ms. Marianne Walsh, Legislative Reference Bureau

MILWAUKEE POLICE DEPARTMENT

VACANT POSITIONS AS OF 03/20/02

Position Title	Previous Incumbent	Grade	Division/Section	Date Vacated	Date Authorization to fill received (Amount)
ADMIN. LIEUTENANT (HEALTH & SAFETY)	VELASCO, LINDA	836	MEDICAL SECTION	2002-02-16	2002-02-27 (1)
ADMIN. LIEUTENANT (HEALTH & SAFETY) Count					
AUDIOVISUAL SPECIALIST II	DOMBROWSKI, MICHAEL J	505	TRAINING BUREAU	2000-04-04	2002-02-27 (1)
AUDIOVISUAL SPECIALIST II Count					
BUILDING MAINTENANCE MECHANIC II	REYNOLDS, JAMES	248	MAINTENANCE SERVICES	2002-02-03	
BUILDING MAINTENANCE MECHANIC II Count					
BUILDING MAINTENANCE SUPERVISOR I (AUX)					
BUILDING MAINTENANCE SUPERVISOR I (AUX) Count					3
CAPTAIN OF POLICE	MEULER, KENNETH J	839	CRIMINAL INVESTIGATION BUREAU	2002-01-20	2002-01-16 (1)
CAPTAIN OF POLICE Count					
CUSTODIAL WORKER II-C L foot	HELLMICH, WALTER H	215	MAINTENANCE SERVICES	2001-01-20	2002 Budget (4)
CUSTODIAL WORKER II-C L foot	GRZEGOREK, LAWRENCE J	215	MAINTENANCE SERVICES	2001-06-22	
CUSTODIAL WORKER II-C L foot	KAHMANNE, AHNGUAJJ A	215	MAINTENANCE SERVICES	2001-08-24	
CUSTODIAL WORKER II-C L foot (3)	2002 POSITION NEVER FILLED	215	MAINTENANCE SERVICES	2001-12-23	
CUSTODIAL WORKER II-C L foot	FIGUEROA, EFRAIN	215	MAINTENANCE SERVICES	2002-01-18	
CUSTODIAL WORKER II-C L foot	LAMPEAR, JANET	215	MAINTENANCE SERVICES	2002-16-02	
CUSTODIAL WORKER II-C L foot Count					8
COURT LIAISON OFFICER	GRIEPENTROG, ROBIN	804	COURT ADMINISTRATION SECTION	2002-03-16	
COURT LIAISON OFFICER Count					1
DATA COMMUNICATIONS SPECIALIST*	KRALIK, HAROLD	007	DATA SERVICES	1999-06-06	
DATA COMMUNICATIONS SPECIALIST Count					1
DATA ENTRY OPERATOR I-PD	TAYLOR-KOWALSKI, HARRIET J	405	DATA SERVICES	2000-08-29	
DATA ENTRY OPERATOR I-PD Count					1
DATA ENTRY OPERATOR II-PD	NEAL, CATHERINE	415	DATA SERVICES	1999-06-14	
DATA ENTRY OPERATOR II-PD Count					1

Position Title	Previous Incumbent	Grade	Division/Section	Date Vacated	Date Authorization to fill received (Amount)
DATA SERVICES MANAGER DATA SERVICES MANAGER Count	KRALIK, HARRY	010	DATA SERVICES	2001-10-15 1	2001-10-31 (1)
DOCUMENT EXAMINER DOCUMENT EXAMINER Count	JANICKI, PAUL	808	IDENTIFICATION DIVISION	2001-05-31 1	2001-09-20 (1)
HEATING AND VENTILATING MECHANIC II HEATING AND VENTILATING MECHANIC II Count	RADDATZ, PAUL J	252	MAINTENANCE SERVICES	2002-02-03 1	2002 Budget (1)
IDENTIFICATION TECHNICIAN	SCHOENECKER, JAMES F	804	IDENTIFICATION DIVISION	2000-05-17	2001-10-10 (6)
IDENTIFICATION TECHNICIAN	HALL, SCOTT A	804	IDENTIFICATION DIVISION	2000-05-20	
IDENTIFICATION TECHNICIAN	LINDSEY, BOBBY R	804	IDENTIFICATION DIVISION	2000-05-28	
IDENTIFICATION TECHNICIAN**	KRUEGER, ROBERT D	801	IDENTIFICATION DIVISION	2001-24-01	
IDENTIFICATION TECHNICIAN	CAMPBELL, SCOTT	804	IDENTIFICATION DIVISION	2001-11-11	
IDENTIFICATION TECHNICIAN	KEYES, THERESA A	804	IDENTIFICATION DIVISION	2001-12-21	
IDENTIFICATION TECHNICIAN Count				6	
LATENT PRINT EXAMINER LATENT PRINT EXAMINER Count	2002 POSITION NEVER FILLED	808	IDENTIFICATION DIVISION	2001-12-23 1	2002 Budget (1)
NETWORK COORDINATOR-SENIOR NETWORK COORDINATOR-SENIOR Count	2002 POSITION NEVER FILLED	066	DATA SERVICES	2001-12-23 1	2002 Budget (1)
OFFICE ASSISTANT II-PD	BENZ, DEBRA	410	LICENSE INVESTIGATION UNIT	1999-06-17	
OFFICE ASSISTANT II-PD	CREGAR, THERESA	410	CENTRAL RECORDS DIVISION	1999-06-14	
OFFICE ASSISTANT II-PD	KARWELL, GENEVIEVE	410	IDENTIFICATION DIVISION	1999-06-14	
OFFICE ASSISTANT II-PD	NEUHAUSER, MARIANNE	410	PRISONER PROCESSING SECTION	1999-06-14	
OFFICE ASSISTANT II-PD	LENARCHICH, KATHRYN	410	CRIMINAL INVESTIGATION BUREAU	1999-06-24	
OFFICE ASSISTANT II-PD	ENGELHARDT, SANDRA K	410	CENTRAL RECORDS DIVISION	1999-06-25	
OFFICE ASSISTANT II-PD	LONTEEN, SARAH A	410	SENSITIVE CRIMES DIVISION	1999-07-11	
OFFICE ASSISTANT II-PD	DONOHUE, ROSE M	410	VICE CONTROL DIVISION	1999-07-13	
OFFICE ASSISTANT II-PD	MIDMAN, SALLY A	410	TRAFFIC ADMINISTRATION SECTION	1999-07-31	
OFFICE ASSISTANT II-PD	MOORE, DARLENE D	410	CENTRAL RECORDS DIVISION	1999-11-17	
OFFICE ASSISTANT II - NR	MC CORMICK, KIM M	410	INTERNAL AFFAIRS DIVISION	2000-03-17	
OFFICE ASSISTANT II-PD	LUCAS, JUDITH A	410	CENTRAL RECORDS DIVISION	2000-03-09	
OFFICE ASSISTANT II-PD	LAND, DORIS A	410	TRAFFIC ADMINISTRATION SECTION	2000-04-01	
OFFICE ASSISTANT II-PD	BELL, ROCHELLE T	410	CENTRAL RECORDS DIVISION	2000-04-22	
OFFICE ASSISTANT II-PD	BEHNKE, JANET S	410	CENTRAL RECORDS DIVISION	2000-06-01	
OFFICE ASSISTANT II-PD	HOLLING, SUSAN A	410	CENTRAL RECORDS DIVISION	2000-10-28	

Position Title	Previous Incumbent	Grade	Division/Section	Date Vacated	Date Authorization to fill received (Amount)
OFFICE ASSISTANT II-PD	NUGENT, ROSARIA M	410	CRIMINAL INVESTIGATION BUREAU	2001-01-17	
OFFICE ASSISTANT II-PD	WOODLEY, SUSAN A	410	IDENTIFICATION DIVISION	2001-01-23	
OFFICE ASSISTANT II-PD	MC CLINTON, CASSANDRA L	410	CRIMINAL INVESTIGATION BUREAU	2001-04-07	
OFFICE ASSISTANT II-PD	AUGUSTINE, LINDA G	410	CENTRAL RECORDS DIVISION	2001-04-20	
OFFICE ASSISTANT II-PD	PATTERSON, CYNTHIA D	410	CENTRAL RECORDS DIVISION	2001-09-17	
OFFICE ASSISTANT II-PD Count				21	
OFFICE ASSISTANT III-PD	BALISTRERI, GLORIA	425	CRIMINAL INVESTIGATION BUREAU	2001-02-02	
OFFICE ASSISTANT III-PD	AUGUSTYNOWICZ, JOANNE	425	CENTRAL RECORDS DIVISION	2001-07-21	
OFFICE ASSISTANT III-TOW DESK	THOMPSON, LINEA K	425	CENTRAL RECORDS DIVISION	2000-06-11	
OFFICE ASSISTANT III-PD	FLOWERS, TERESITA	425	ADMINISTRATION BUREAU	2002-03-16	
OFFICE ASSISTANT III Count				4	
OFFICE ASSISTANT IV-PD	OJALA, BARBARA	445	CENTRAL RECORDS	2001-12-23	
OFFICE ASSISTANT IV-PD Count				1	
POLICE ALARM OPERATOR	POTRYKUS, MICHAEL T	804	COMMUNICATIONS DIVISION	2001-11-01	
POLICE ALARM OPERATOR	CHUBECK, MICHAEL R	804	COMMUNICATIONS DIVISION	2001-12-23	
POLICE ALARM OPERATOR Count				2	
POLICE DISPATCHER (20)	2002 POSITION NEVER FILLED	478	COMMUNICATIONS DIVISION	2001-12-23	2002 Budget (21)
POLICE DISPATCHER Count				20	
POLICE DISTRICT OFFICE ASST***	BAYLOR, JANNA L	400	DISTRICT SEVEN	1999-02-13	
POLICE DISTRICT OFFICE ASST	TUCKER, MICHELLE R	410	DISTRICT SEVEN	1999-04-02	
POLICE DISTRICT OFFICE ASST	BYERS, CAROL	410	AVENUES WEST	1999-06-14	
POLICE DISTRICT OFFICE ASST	KRAUSE, LYNN M	410	DISTRICT ONE	1999-06-14	
POLICE DISTRICT OFFICE ASST	HASSEL, LAURIE C	410	DISTRICT ONE	2000-04-16	
POLICE DISTRICT OFFICE ASST	NELSON, INEZ V	410	DISTRICT SIX	2000-02-20	
POLICE DISTRICT OFFICE ASST	YOUNG, DOROTHY W	410	DISTRICT TWO	2000-05-14	
POLICE DISTRICT OFFICE ASST	GREENMEIER, PATRICIA A	410	DISTRICT TWO	2000-05-23	
POLICE DISTRICT OFFICE ASST	SOBCZYK, MARY ANN L	410	DISTRICT SIX	2000-07-22	
POLICE DISTRICT OFFICE ASST	WALTERS-BOYD, NEVER C	410	DISTRICT THREE	2000-10-15	
POLICE DISTRICT OFFICE ASST	SCHMERSE, PATRICE R	410	DISTRICT THREE	2001-01-22	
POLICE DISTRICT OFFICE ASST***	COCROFT, LAPRELLE	400	DISTRICT ONE	2001-01-16	
POLICE DISTRICT OFFICE ASST***	SANDERS, TYRONDA L	400	DISTRICT THREE	2001-09-30	
POLICE DISTRICT OFFICE ASST Count				13	
POLICE OFFICER	BELONGIA, NICOLE L	801	TRAINING BUREAU	2000-09-23	2002-02-27 (60)
POLICE OFFICER	MORGANO, CALOGERO	801	TRAINING BUREAU	2000-09-23	

Date Authorization
to fill received
(Amount)

Position Title	Previous Incumbent	Grade	Division/Section	Date Vacated
POLICE OFFICER	FOUNTAINE, TIERNEY L	801	TRAINING BUREAU	2000-09-26
POLICE OFFICER	KLABECK, JOHN W	801	DISTRICT SEVEN	2000-09-27
POLICE OFFICER	PARKER, KENNETH R	801	DISTRICT THREE	2000-09-28
POLICE OFFICER	RIVERA, VONNE M	801	TRAINING BUREAU	2000-09-28
POLICE OFFICER	HERNON, MARK A	801	DISTRICT SEVEN	2000-10-04
POLICE OFFICER	CLARK, MICHAEL R	801	PROPERTY CONTROL SECTION	2000-10-06
POLICE OFFICER	HARRELL, MARVIN D	801	DISTRICT SIX	2000-10-10
POLICE OFFICER	PFISTER, JAMES P	801	DISTRICT FOUR	2000-10-13
POLICE OFFICER	GRABOWSKI, EUGENE J	801	CRIMINAL INVESTIGATION BUREAU	2000-10-17
POLICE OFFICER	HENDRICKS, THOMAS A	801	PATROL SUPPORT DIVISION/CYCLES	2000-10-17
POLICE OFFICER	MONAGHAN, PATRICK W	801	COURT ADMINISTRATION SECTION	2000-10-17
POLICE OFFICER	WASZAK, RUSSELL A	801	COURT ADMINISTRATION SECTION	2000-10-17
POLICE OFFICER	GARCIA, JORGE L	801	DISTRICT SIX	2000-10-24
POLICE OFFICER	LAWSON, KEITH D	801	CENTRAL RECORDS DIVISION	2000-10-26
POLICE OFFICER	ANTONIAK, DONALD S	801	DISTRICT FOUR	2000-10-28
POLICE OFFICER	TIMM, BRADLEY A	801	DISTRICT FOUR	2000-10-29
POLICE OFFICER	GUTH, MATTHEW R	801	DISTRICT SEVEN	2000-11-02
POLICE OFFICER	RIOS, BRANDON S	801	CENTRAL RECORDS DIVISION	2000-11-09
POLICE OFFICER	GELLER, JENNIFER D	801	PATROL SUPPORT DIVISION/STREET CRIMES	2000-11-13
POLICE OFFICER	DELGADO, STEVEN H	801	DISTRICT ONE	2000-11-14
POLICE OFFICER	SLOANS, LAURENCETTA C	801	COMMUNICATIONS DIVISION	2000-11-15
POLICE OFFICER	REHORST, FREDERICK J	801	PROPERTY CONTROL SECTION	2000-11-16
POLICE OFFICER	ROZGA, JOSHUA R	801	DISTRICT SEVEN	2000-11-16
POLICE OFFICER	WYCKLNDT, TERRANCE F	801	DISTRICT SIX	2000-11-16
POLICE OFFICER	PAWLAK, MICHAEL E	801	PATROL SUPPORT DIVISION/CYCLES	2000-11-17
POLICE OFFICER	STIGLER, JOAN M	801	PATROL SUPPORT DIVISION/CYCLES	2000-11-17
POLICE OFFICER	VIERCK, PAUL	801	SENSITIVE CRIMES DIVISION	2000-11-17
POLICE OFFICER	RODRIGUEZ, IDA M	801	DISTRICT THREE	2000-11-18
POLICE OFFICER	KLEEMANN, JEFFREY G	801	DISTRICT FOUR	2000-11-23
POLICE OFFICER	REED, TERRENCE A	801	DISTRICT ONE	2000-12-19
POLICE OFFICER	WINTERS, ROBERT J	801	CENTRAL RECORDS DIVISION	2000-12-19
POLICE OFFICER	HENN, CHARLES M	801	DISTRICT TWO	2000-12-23
POLICE OFFICER	POZORSKI, JAMES N	801	CENTRAL RECORDS DIVISION	2000-12-23
POLICE OFFICER	SANDOVALED	801	DISTRICT TWO	2000-12-23
POLICE OFFICER	PAHL, GEORGE J	801	PRISONER PROCESSING SECTION	2000-12-27
POLICE OFFICER	FELSECKER, KENNETH J	801	COMMUNITY SERVICES DIVISION	2001-01-06
POLICE OFFICER	FISHER, ANTHONY D	801	TRAINING BUREAU	2001-01-19
POLICE OFFICER	GLADOWSKI, DAVID A	801	DISTRICT THREE	2001-01-20
POLICE OFFICER	GNADT, RANDALL P	801	DISTRICT SIX	2001-01-20
POLICE OFFICER	PETERS, GEORGE A	801	COMMUNITY SERVICES DIVISION	2001-01-20

Date Authorization
to fill received
(Amount)

Position Title	Previous Incumbent	Grade	Division/Section	Date Vacated
POLICE OFFICER	REICHERT, DAVID F	801	DISTRICT THREE	2001-01-20
POLICE OFFICER	RODDY, TIMOTHY A	801	CENTRAL RECORDS DIVISION	2001-01-20
POLICE OFFICER	KOZICKOWSKI, ROBERT C	801	DISTRICT THREE	2001-01-21
POLICE OFFICER	GONDEK, GREGORY L	801	MAINTENANCE SERVICES SECTION	2001-01-23
POLICE OFFICER	JOHNSON, JON	801	DISTRICT ONE	2001-01-23
POLICE OFFICER	JOHNSON, STEWART R	801	COMMUNITY SERVICES DIVISION	2001-01-23
POLICE OFFICER	LIPSKI, ZYGMUNT	801	DISTRICT ONE	2001-01-23
POLICE OFFICER	LYNCH, DANIEL A	801	CRIMINAL INVESTIGATION BUREAU	2001-01-23
POLICE OFFICER	SCHULTZ, JACK E	801	CRIMINAL INVESTIGATION BUREAU	2001-01-23
POLICE OFFICER	KRAUSE, GREGORY D	801	DISTRICT THREE	2001-01-24
POLICE OFFICER	KRUEGER, ROBERT D	801	IDENTIFICATION DIVISION	2001-01-24
POLICE OFFICER	THIELE, GREGORY E	801	CRIMINAL INVESTIGATION BUREAU	2001-01-24
POLICE OFFICER	IDZIKOWSKI, NORBERT	801	PATROL SUPPORT DIVISION/CYCLES	2001-01-26
POLICE OFFICER	NEYHART, EUGENE C	801	DISTRICT THREE	2001-01-27
POLICE OFFICER	HAESLICH, DENNIS J	801	DISTRICT TWO	2001-01-31
POLICE OFFICER	MYSZKOWSKI, CHARLES J	801	DISTRICT TWO	2001-01-31
POLICE OFFICER	BRAZGEL, GARY	801	DISTRICT ONE	2001-02-03
POLICE OFFICER	HOLLEY, MARION	801	PRISONER PROCESSING SECTION	2001-02-07
POLICE OFFICER	VILETA, TRENT E	801	DISTRICT THREE	2001-02-10
POLICE OFFICER	BUTLER, TAMI J	801	DISTRICT SEVEN	2001-02-15
POLICE OFFICER	STARKER, MATTHEW T	801	DISTRICT THREE	2001-02-15
POLICE OFFICER	PAJOT, DENNIS	801	DISTRICT SIX	2001-02-17
POLICE OFFICER	REYES, JOSE R	801	COURT ADMINISTRATION BUREAU	2001-02-17
POLICE OFFICER	ZIEBELL, DENNIS G	801	DISTRICT FOUR	2001-02-17
POLICE OFFICER	KNUPPEL, BRADLEY C	801	DISTRICT ONE	2001-02-19
POLICE OFFICER	SUVAKA, GEORGE C	801	DISTRICT TWO	2001-02-21
POLICE OFFICER	CAUSEY, TRACY L	801	TRAINING BUREAU	2001-02-22
POLICE OFFICER	SCHMECHEL, TROY E	801	TRAINING BUREAU	2001-02-22
POLICE OFFICER	GIOVANNETTI, BYRON E	801	COURT ADMINISTRATION BUREAU	2001-02-24
POLICE OFFICER	WENDLICK, JASON R	801	TRAINING BUREAU	2001-02-28
POLICE OFFICER	DICKINSON, JONATHAN E	801	TRAINING BUREAU	2001-03-01
POLICE OFFICER	PIORKOWSKI, JAMES M	801	TRAINING BUREAU	2001-03-01
POLICE OFFICER	BRUSS-HOHENSEE, CHRISTINA M	801	INTELLIGENCE DIVISION	2001-03-01
POLICE OFFICER	RICHTER, LAURY L	801	TRAINING BUREAU	2001-03-02
POLICE OFFICER	FISCHER, DONALD M	801	DISTRICT FOUR	2001-03-04
POLICE OFFICER	ROYCRAFT, JEANETTE C	801	PATROL SUPPORT DIVISION/STREET CRIMES	2001-03-06
POLICE OFFICER	EDWARDS, TRACY L	801	DISTRICT THREE	2001-03-13
POLICE OFFICER	FITZGERALD, KEVIN M	801	DISTRICT SEVEN	2001-03-16
POLICE OFFICER	DOBBRATZ, WAYNE E	801	DISTRICT FOUR	2001-03-17
POLICE OFFICER	GENNER, KARL P	801	COURT ADMINISTRATION BUREAU	2001-03-17

Date Authorization
to fill received
(Amount)

Position Title	Previous Incumbent	Grade	Division/Section	Date Vacated
POLICE OFFICER	DAUB, BRIAN R	801	PRISONER PROCESSING SECTION	2001-03-18
POLICE OFFICER	MICHELL JR, FREDERICK W	801	PATROL SUPPORT DIVISION/CYCLES	2001-03-20
POLICE OFFICER	RILEY, PATRICK T	801	DISTRICT FIVE	2001-03-20
POLICE OFFICER	ROSE, THOMAS W	801	DISTRICT FOUR	2001-03-21
POLICE OFFICER	HAMPTON JR, CHARLES R	801	PATROL SUPPORT DIVISION/STREET CRIMES	2001-03-23
POLICE OFFICER	SMOOT, MICHAEL J	801	DISTRICT TWO	2001-03-23
POLICE OFFICER	KELLER, WAYNE R	801	DISTRICT SIX	2001-03-24
POLICE OFFICER	HAWLEY, BRIAN C	801	DISTRICT FOUR	2001-03-25
POLICE OFFICER	LOFQUIST, BONNIE A	801	MAINTENANCE SERVICES SECTION	2001-03-27
POLICE OFFICER	STROHMAYER, JAMES G	801	DISTRICT SIX	2001-03-27
POLICE OFFICER	ELAM, JAMES N	801	DISTRICT THREE	2001-03-29
POLICE OFFICER	BALDWIN, TODD M	801	DISTRICT FIVE	2001-04-02
POLICE OFFICER	WEATHERLY, DANIEL J	801	TRAINING BUREAU	2001-04-08
POLICE OFFICER	SCHAUER, DAVID	801	DISTRICT SIX	2001-04-15
POLICE OFFICER	SIRNA, JEANNE L	801	DISTRICT TWO	2001-04-15
POLICE OFFICER	WARNKE, LUKE W	801	VICE CONTROL DIVISION	2001-04-23
POLICE OFFICER	HEIBLER, LONNIE E	801	TRAINING BUREAU	2001-04-28
POLICE OFFICER	PRICE, GREGORY	801	COURT ADMINISTRATION BUREAU	2001-04-28
POLICE OFFICER	CONNOLLY, ROBERT T	801	SPECIAL ASSIGNMENT DIVISION	2001-05-10
POLICE OFFICER	SANTOS, TRENT K	801	PATROL SUPPORT DIVISION/STREET CRIMES	2001-05-13
POLICE OFFICER	STELTER, DAVID J	801	DISTRICT TWO	2001-05-15
POLICE OFFICER	NIEVES, JOSE R	801	PRISONER PROCESSING SECTION	2001-05-17
POLICE OFFICER	ROULEAU, MARK F	801	PRISONER PROCESSING SECTION	2001-05-17
POLICE OFFICER	NOWAK, DAVID A	801	PATROL SUPPORT DIVISION/CYCLES	2001-05-18
POLICE OFFICER	DREES, JOHN J	801	COURT ADMINISTRATION BUREAU	2001-05-19
POLICE OFFICER	GAUER, LEONARD	801	LICENSE INVESTIGATION UNIT	2001-05-19
POLICE OFFICER	MAZUREK, GLEN R	801	DISTRICT FIVE	2001-05-22
POLICE OFFICER	BROCHHAUSEN, ALAN R	801	DISTRICT ONE	2001-05-27
POLICE OFFICER	KELLER, ROGER J	801	VICE CONTROL DIVISION	2001-05-31
POLICE OFFICER	FARINA, JEFFERY J	801	DISTRICT FIVE	2001-06-04
POLICE OFFICER	BORGWORT, DAVID C	801	DISTRICT SEVEN	2001-06-05
POLICE OFFICER	STAPLES, LEON	801	COMMUNITY SERVICES DIVISION	2001-06-09
POLICE OFFICER	COOPER, STEVEN M	801	PATROL SUPPORT DIVISION/CYCLES	2001-06-16
POLICE OFFICER	SMITH, MARK S	801	PATROL SUPPORT DIVISION/CYCLES	2001-06-16
POLICE OFFICER	CIESLIK, PATRICK H	801	DISTRICT TWO	2001-06-19
POLICE OFFICER	FARRIS, JANET	801	TRAINING BUREAU	2001-06-22
POLICE OFFICER	DAVIS, HENRY L	801	TRAINING BUREAU	2001-06-23
POLICE OFFICER	GOLEMBIEWSKI, GARY M	801	PRISONER PROCESSING SECTION	2001-06-23
POLICE OFFICER	MARTINEZ, CRAIG H	801	VICE CONTROL DIVISION	2001-06-23
POLICE OFFICER	ROBLEK, JOHN J	801	VICE CONTROL DIVISION	2001-06-23

Date Authorization
to fill received
(Amount)

Position Title	Previous Incumbent	Grade	Division/Section	Date Vacated
POLICE OFFICER	SMITH SR, JEROME B	801	TRAINING BUREAU	2001-06-23
POLICE OFFICER	GILBERT, TERENCE N	801	DISTRICT SEVEN	2001-06-27
POLICE OFFICER	MICKLER, JOHN R	801	LICENSE INVESTIGATION UNIT	2001-06-30
POLICE OFFICER	VLAJ, JEREMY V	801	DISTRICT FIVE	2001-07-16
POLICE OFFICER	LEFLORE, JOHNSON	801	SENSITIVE CRIMES DIVISION	2001-07-17
POLICE OFFICER	MARSHALL, GREGG C	801	CRIMINAL INVESTIGATION BUREAU	2001-07-22
POLICE OFFICER	GROW, MARK A	801	PRISONER PROCESSING SECTION	2001-07-30
POLICE OFFICER	TERIACA, LEANE J	801	CENTRAL RECORDS DIVISION	2001-07-31
POLICE OFFICER	YESBECK, CHRISTOPHER M	801	PATROL SUPPORT DIVISION/STREET CRIMES	2001-08-02
POLICE OFFICER	THURMOND, TODD C	801	DISTRICT SEVEN	2001-08-09
POLICE OFFICER	TOMCZYK, RICHARD P	801	CENTRAL RECORDS DIVISION	2001-08-17
POLICE OFFICER	MARCZEWSKI, ROBERT	801	INTERNAL AFFAIRS DIVISION	2001-08-18
POLICE OFFICER	MUTH, MATTHEW P	801	TRAINING BUREAU	2001-08-24
POLICE OFFICER	CHERONE, GARY S	801	DISTRICT FOUR	2001-08-28
POLICE OFFICER	BOLYARD, GERALD E	801	PATROL SUPPORT DIVISION/CYCLES	2001-08-29
POLICE OFFICER	MEISTERHEIM, CHAD L	801	TRAINING BUREAU	2001-08-30
POLICE OFFICER	HIGGINS, TODD P	801	DISTRICT FIVE	2001-09-07
POLICE OFFICER	HAHN, JUERGEN V	801	COURT ADMINISTRATION BUREAU	2001-09-16
POLICE OFFICER	JETER, MARCUS A	801	DISTRICT SEVEN	2001-09-21
POLICE OFFICER	SARYA, DAVID D	801	DISTRICT FOUR	2001-09-25
POLICE OFFICER	BODDEN, SUSAN M	801	DISTRICT SIX	2001-09-26
POLICE OFFICER	DAMROW JR, WILLIAM J	801	PRISONER PROCESSING SECTION	2001-09-30
POLICE OFFICER	PIERCHALSKI, DAVID J	801	VICE CONTROL DIVISION	2001-10-01
POLICE OFFICER	DROSTER JR, DAVID L	801	PATROL SUPPORT DIVISION/STREET CRIMES	2001-10-12
POLICE OFFICER	HEIDEMANN, EDWARD	801	SENSITIVE CRIMES DIVISION	2001-10-16
POLICE OFFICER	EBERHARDY, JOHN H	801	DISTRICT FIVE	2001-10-21
POLICE OFFICER	BURKE JR, JOHN P	801	INTELLIGENCE DIVISION	2001-10-23
POLICE OFFICER	JULY, ANGELA M	801	COMMUNICATIONS DIVISION	2001-10-23
POLICE OFFICER	WHALEN, PAULETTE	801	DISTRICT SEVEN	2001-10-23
POLICE OFFICER	GONZALEZ III, GILBERTO A	801	TRAINING BUREAU	2001-10-26
POLICE OFFICER	ARENAS, FRANCISCO	801	PATROL SUPPORT DIVISION/CYCLES	2001-10-28
POLICE OFFICER	BRATEL, ROBERT J	801	DISTRICT THREE	2001-10-30
POLICE OFFICER	FORS, RICHARD J	801	PATROL SUPPORT DIVISION/CYCLES	2001-11-01
POLICE OFFICER	BROWN, STEVEN M	801	DISTRICT ONE	2001-11-17
POLICE OFFICER	MEDINA, ELISEO	801	DISTRICT TWO	2001-11-17
POLICE OFFICER	ROMUALD, CHERYL M	801	DISTRICT TWO	2001-11-23
POLICE OFFICER	BARACHY, JENNIFER L	801	TRAINING BUREAU	2001-11-27
POLICE OFFICER	HOFMANN, STEVEN A	801	TRAINING BUREAU	2001-11-28
POLICE OFFICER	KASTEN, JASON J	801	TRAINING BUREAU	2001-11-28
POLICE OFFICER	KOHLWAIES, JAMES S	801	TRAINING BUREAU	2001-12-01

Date Authorization
to fill received
(Amount)

Position Title	Previous Incumbent	Grade	Division/Section	Date Vacated	Date Authorization to fill received (Amount)
POLICE OFFICER	SCHACK, MATTHEW M	801	TRAINING BUREAU	2001-12-01	
POLICE OFFICER	GALASZEWski, STACY L	801	TRAINING BUREAU	2001-12-04	
POLICE OFFICER	CARTER, MICHAEL O	801	TRAINING BUREAU	2001-12-08	
POLICE OFFICER	THOMAS, SHANE A	801	TRAINING BUREAU	2001-12-08	
POLICE OFFICER	SMITH, REBECCA L	801	TRAINING BUREAU	2001-12-11	
POLICE OFFICER	CLER, JAYNE	801	DISTRICT SIX	2001-12-21	
POLICE OFFICER	LLANAS, JIMMY	801	DISTRICT FIVE	2001-12-21	
POLICE OFFICER	BLAKE, STEVE	801	DISTRICT FOUR	2001-12-26	
POLICE OFFICER	LUNDQUIST, GLENN A	801	DISTRICT SIX	2002-01-05	
POLICE OFFICER	HAVEMAN, ROBERT	801	COURT ADMINISTRATION BUREAU	2002-01-23	
POLICE OFFICER	CLARK, ROBERT L	801	DISTRICT SEVEN	2002-02-03	
POLICE OFFICER	ASPLUND, KAREN	801	VICE CONTROL DIVISION	2002-02-04	
POLICE OFFICER	JENRICH, MATTHEW	801	TRAINING BUREAU	2002-02-05	
POLICE OFFICER	KEGLEY, ROLLAND	801	DISTRICT ONE	2002-02-08	
POLICE OFFICER	PERICH, ROBERT	801	COMMUNICATIONS DIVISION	2002-02-17	
POLICE OFFICER	ROMAN, MICHELLE	801	DISTRICT FOUR	2002-02-22	
POLICE OFFICER	FLECK, JOSEF	801	PATROL SUPPORT DIVISION	2002-02-22	
POLICE OFFICER	LUCAS, CYNTHIA	801	CENTRAL RECORDS DIVISION	2002-03-01	
POLICE OFFICER	ROBAKOWSKI, RAYMOND	801	DISTRICT SEVEN	2002-03-02	
POLICE OFFICER	BISCHOFF, KATHLEEN	801	CRIMINAL INVESTIGATION BUREAU	2002-03-03	
POLICE OFFICER	PFISTER, THOMAS	801	COMMUNICATIONS DIVISION	2002-03-07	
POLICE OFFICER	WOLF, BRIAN	801	AVENUES WEST	2002-03-15	
POLICE OFFICER	HINKLE, BRIAN	801	DISTRICT SEVEN	2002-03-15	
POLICE OFFICER	O'CONNELL, CHARLES	801	DISTRICT ONE	2002-03-17	
POLICE OFFICER	YOUNG, ALFREDDY	801	PATROL SUPPORT DIVISION/STREET CRIMES	2002-03-17	
POLICE OFFICER Count					187
POLICE SERGEANT	BASTING, STEVE	831	PATROL SUPPORT DIVISION/STREET CRIMES	2002-03-03	2002-02-27 (4)
POLICE SERGEANT	WINTER, RICHARD M	831	COMMUNICATIONS DIVISION	2002-02-01	
POLICE SERGEANT Count					2
POLICE SERVICES SPECIALIST	LUKOWITZ, ARTHUR A (0.5 FTE)	939	DISTRICT SEVEN	1998-02-07	
POLICE SERVICES SPECIALIST	RADTKE, JEROME L (0.5 FTE)	939	CRIMINAL INVESTIGATION BUREAU	1998-04-28	
POLICE SERVICES SPECIALIST	HOLUBOWICZ, RICHARD (0.5 FTE)	939	INTERNAL AFFAIRS DIVISION	1999-06-14	
POLICE SERVICES SPECIALIST	MOE, ROBERT (0.5 FTE)	939	ADMIN./BACKGROUNDS INVESTIGATION UNIT	1999-06-14	
POLICE SERVICES SPECIALIST	HOTTINGER, EUGENE D (0.5 FTE)	939	MAINTENANCE SERVICES SECTION	1999-08-12	
POLICE SERVICES SPECIALIST	ULLRICH, JEROME W (0.5 FTE)	939	INTERNAL AFFAIRS DIVISION	2000-03-24	
POLICE SERVICES SPECIALIST	BALLERING, MICHAEL T (1.0 FTE)	939	TRAFFIC ADMINISTRATION SECTION	2000-07-27	
POLICE SERVICES SPECIALIST	WEBER, ROBERT R (0.5 FTE)	939	MAINTENANCE SERVICES SECTION	2000-08-23	
POLICE SERVICES SPECIALIST	NORRIS, EDDIE L (0.5 FTE)	939	CRIMINAL INVESTIGATION BUREAU	2001-03-03	

Date Authorization
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(Amount)

Position Title	Previous Incumbent	Grade	Division/Section	Date Vacated
POLICE SERVICES SPECIALIST	BOYLE, ROBERT J (0.5 FTE)	939	MAINTENANCE SERVICES SECTION	2001-03-05
POLICE SERVICES SPECIALIST	ZAJORK, ELMER R (0.5 FTE)	939	DISTRICT SIX	2001-03-31
POLICE SERVICES SPECIALIST	ZIOLKOWSKI, DANIEL (0.5 FTE)	939	CRIMINAL INVESTIGATION BUREAU	2001-08-01
POLICE SERVICES SPECIALIST	GILLARD, DALE L (0.5 FTE)	939	LICENSE INVESTIGATION UNIT	2001-08-30
POLICE SERVICES SPECIALIST	GINSTER, JOEL (0.5 FTE)	939	MAINTENANCE SERVICES SECTION	2002-03-05
POLICE SERVICES SPECIALIST Count				15
POLICE TELECOMMUNICATOR	KOPCHA, CONSTANCE	425	COMMUNICATIONS DIVISION	2002-03-03
POLICE TELECOMMUNICATOR	MEDINA, CONNIE C	425	COMMUNICATIONS DIVISION	2001-11-13
POLICE TELECOMMUNICATOR Count				2
POLICE TELECOMMUNICATOR (SEAS)	HUNT, KEOLOHA	928	COMMUNICATIONS DIVISION	2001-06-11
POLICE TELECOMMUNICATOR (SEAS)	MURPHY, TAMIKA	928	COMMUNICATIONS DIVISION	2000-06-12
POLICE TELECOMMUNICATOR (SEAS)	LEMANSKI, DEANNA	928	COMMUNICATIONS DIVISION	2000-02-07
POLICE TELECOMMUNICATOR (SEAS)	CALDWELL, ADIJA	928	COMMUNICATIONS DIVISION	2001-01-30
POLICE TELECOMMUNICATOR (SEAS)	CHILDS, SHARON	928	COMMUNICATIONS DIVISION	2000-09-17
POLICE TELECOMMUNICATOR (SEAS)	DIXON, TOYA	928	COMMUNICATIONS DIVISION	2000-09-17
POLICE TELECOMMUNICATOR (SEAS)	BECKER, NICHOLA	928	COMMUNICATIONS DIVISION	2001-09-16
POLICE TELECOMMUNICATOR (SEAS)	KILLEBREW, SONYA	928	COMMUNICATIONS DIVISION	2001-11-26
POLICE TELECOMMUNICATOR (SEAS)	BATES, KIMLEY	928	COMMUNICATIONS DIVISION	2001-11-16
POLICE TELECOMMUNICATOR (SEAS)	DORSEY, SHANA	928	COMMUNICATIONS DIVISION	2001-11-26
POLICE TELECOMMUNICATOR (SEAS) Count				10
SCHOOL CROSSING GUARD	PIKE, JACQUILINE N	929	SAFETY DIVISION	2002-01-22
SCHOOL CROSSING GUARD	POEPELL, LINDA J	929	SAFETY DIVISION	1999-01-09
SCHOOL CROSSING GUARD	POPP, SABRINA	929	SAFETY DIVISION	2000-12-11
SCHOOL CROSSING GUARD	PULLINS, BRIDGET B	929	SAFETY DIVISION	2000-10-25
SCHOOL CROSSING GUARD	RAMIREZ, LINDA M	929	SAFETY DIVISION	2001-09-17
SCHOOL CROSSING GUARD	RICHARDSON, DONNA	929	SAFETY DIVISION	2000-03-01
SCHOOL CROSSING GUARD	RICHARDSON, TUWANA M	929	SAFETY DIVISION	2000-04-24
SCHOOL CROSSING GUARD	RILEY, JEANINE L	929	SAFETY DIVISION	2000-10-28
SCHOOL CROSSING GUARD	RODRIGUEZ, REYNALDO	929	SAFETY DIVISION	2000-08-03
SCHOOL CROSSING GUARD	RODRIGUEZ, TONYA T	929	SAFETY DIVISION	2001-02-14
SCHOOL CROSSING GUARD	ROGERS, CHRISTINA	929	SAFETY DIVISION	2001-11-08
SCHOOL CROSSING GUARD	ROMERO, BONNIE S	929	SAFETY DIVISION	2000-01-31
SCHOOL CROSSING GUARD	RUSSELL, BETTY	929	SAFETY DIVISION	2001-07-26
SCHOOL CROSSING GUARD	RUSSELL, LINCOLN E	929	SAFETY DIVISION	2000-10-09
SCHOOL CROSSING GUARD	SABO, LORRAINE	929	SAFETY DIVISION	1999-02-01
SCHOOL CROSSING GUARD	SCOTT, ETHEL	929	SAFETY DIVISION	2000-06-09
SCHOOL CROSSING GUARD	SMITH, LINDA	929	SAFETY DIVISION	2001-08-21

Date Authorization
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(Amount)

Position Title	Previous Incumbent	Grade	Division/Section	Date Vacated
SCHOOL CROSSING GUARD	SMITH,LLOYD	929	SAFETY DIVISION	2001-03-21
SCHOOL CROSSING GUARD	SMITH,SHIRLEY D	929	SAFETY DIVISION	2000-02-08
SCHOOL CROSSING GUARD	SNEED,JACQUELINE	929	SAFETY DIVISION	2000-08-31
SCHOOL CROSSING GUARD	STRACENER,JILL S	929	SAFETY DIVISION	2001-06-15
SCHOOL CROSSING GUARD	SYKES,EUGENE R	929	SAFETY DIVISION	2000-04-19
SCHOOL CROSSING GUARD	SYKES,SANDRA Y	929	SAFETY DIVISION	2000-02-05
SCHOOL CROSSING GUARD	TALLEY,PATRICIA A	929	SAFETY DIVISION	1999-08-27
SCHOOL CROSSING GUARD	TAYLOR,GEORGIA A	929	SAFETY DIVISION	2000-05-12
SCHOOL CROSSING GUARD	TAYLOR,TAMIKO	929	SAFETY DIVISION	2000-07-13
SCHOOL CROSSING GUARD	THEN,JENNIFER N	929	SAFETY DIVISION	1999-06-11
SCHOOL CROSSING GUARD	THOMAS,FLOYD	929	SAFETY DIVISION	2001-06-18
SCHOOL CROSSING GUARD	THOMPSON,JOHN W	929	SAFETY DIVISION	2000-03-16
SCHOOL CROSSING GUARD	THORN,DEMARCO A	929	SAFETY DIVISION	2000-11-22
SCHOOL CROSSING GUARD	THORNTON,DONALD	929	SAFETY DIVISION	1999-09-16
SCHOOL CROSSING GUARD	TOLIVER,MAXINE	929	SAFETY DIVISION	2000-08-17
SCHOOL CROSSING GUARD	TOLLIVER,HERSCHEL	929	SAFETY DIVISION	1999-12-29
SCHOOL CROSSING GUARD	TORRES,ARACELYS	929	SAFETY DIVISION	2001-12-07
SCHOOL CROSSING GUARD	TORRES,JESUS M	929	SAFETY DIVISION	2000-08-04
SCHOOL CROSSING GUARD	TOTH,DONALD W	929	SAFETY DIVISION	2000-06-29
SCHOOL CROSSING GUARD	TRAMMELL,EARNESTINE	929	SAFETY DIVISION	2001-12-28
SCHOOL CROSSING GUARD	TRIGGS,GWENDOLYN	929	SAFETY DIVISION	2002-01-09
SCHOOL CROSSING GUARD	VON STOCKHAUSEN,LAVERNE	929	SAFETY DIVISION	2000-08-24
SCHOOL CROSSING GUARD	WAYNE,WILLIDENE	929	SAFETY DIVISION	2000-12-18
SCHOOL CROSSING GUARD	WEBSTER,ELAINE F	929	SAFETY DIVISION	1999-04-19
SCHOOL CROSSING GUARD	WEGNER,ALLEN	929	SAFETY DIVISION	2000-01-05
SCHOOL CROSSING GUARD	WESOLOWSKI,CHESTER F	929	SAFETY DIVISION	1999-06-15
SCHOOL CROSSING GUARD	WILLIAMS SR,ELBERT H	929	SAFETY DIVISION	2001-02-05
SCHOOL CROSSING GUARD	WILLIAMS,CHRISTINE O	929	SAFETY DIVISION	2000-11-22
SCHOOL CROSSING GUARD	WILLIAMS,GILBERT A	929	SAFETY DIVISION	2001-04-06
SCHOOL CROSSING GUARD	WILLIAMS,WARDELL E	929	SAFETY DIVISION	1999-06-04
SCHOOL CROSSING GUARD	WILLIS,JOANNE	929	SAFETY DIVISION	2000-12-12
SCHOOL CROSSING GUARD	WOOD,NICHOLAS W	929	SAFETY DIVISION	1999-11-12
SCHOOL CROSSING GUARD	WROBLEWSKI,LEAH L	929	SAFETY DIVISION	2000-06-09
SCHOOL CROSSING GUARD	ZAKESKY,JOANN M	929	SAFETY DIVISION	2001-12-19
SCHOOL CROSSING GUARD	ZAMBRISKI,RICHARD R	929	SAFETY DIVISION	2000-06-29
SCHOOL CROSSING GUARD	ROBY, TRACY	929	SAFETY DIVISION	2002-02-22
SCHOOL CROSSING GUARD	DEGGINS, FREDERICK	929	SAFETY DIVISION	2002-02-26
SCHOOL CROSSING GUARD	COLLINS, BENJAMIN	929	SAFETY DIVISION	2002-02-27
SCHOOL CROSSING GUARD	HAMPTON, MARY	929	SAFETY DIVISION	2002-27-02
SCHOOL CROSSING GUARD	PASSANTE, PETER	292	SAFETY DIVISION	2002-03-07

Date Authorization
to fill received
(Amount)

Date
Vacated

57

Division/Section

Grade

Previous Incumbent

Position Title

SCHOOL CROSSING GUARD Count

SCHOOL CROSSING GUARD SUB.	POTZNER, ILONA A	929	SAFETY DIVISION	2000-02-29	
SCHOOL CROSSING GUARD SUB.	SUGDEN, MARY P	929	SAFETY DIVISION	2000-07-25	
SCHOOL CROSSING GUARD SUB.	WENDORF, DOROTHY	929	SAFETY DIVISION	2000-09-14	
SCHOOL CROSSING GUARD SUB.	HARRIS, MELVINA	929	SAFETY DIVISION	2000-04-24	
SCHOOL CROSSING GUARD SUB.	NEIDERT, LEONA D	929	SAFETY DIVISION	2000-12-08	
SCHOOL CROSSING GUARD SUB.	WILLIAMS, LOLITA	929	SAFETY DIVISION	2002-01-25	
SCHOOL CROSSING GUARD SUB.	FORTUNE, PEGGY A	929	SAFETY DIVISION	2001-08-30	
SCHOOL CROSSING GUARD SUB. Count					7

SYSTEMS ANALYST SR.

SYSTEMS ANALYST SR. Count

TURNER, SHIRLEY	088	DATA SERVICES	2001-06-11	
SYSTEMS ANALYST SR. Count				1

SYSTEMS SECURITY ADMIN.

SYSTEMS SECURITY ADMIN. Count

2002 POSITION NEVER FILLED	088	DATA SERVICES	2001-12-23	2002 Budget (1)
SYSTEMS SECURITY ADMIN. Count				1

TELECOMMUNICATIONS SUPV. RECLASS

TELECOMMUNICATIONS SUPV. RECLASS Count

PROULX, JAMES R	835	COMMUNICATIONS DIVISION	2000-02-16	
TELECOMMUNICATIONS SUPV. RECLASS Count				1

TELECOMMUNICATOR (AUX.)

TELECOMMUNICATOR (AUX.) Count

	15			
TELECOMMUNICATOR (AUX.) Count				15

TRANSCRIPTIONIST II

TRANSCRIPTIONIST II Count

LEONARD, CAROL M	410	CRIMINAL INVESTIGATION BUREAU	2001-09-02	
BINGER, SANDRA	410	CRIMINAL INVESTIGATION BUREAU	2000-06-29	
ZIGLINSKI, JUDY	410	CRIMINAL INVESTIGATION BUREAU	2001-05-13	
TRANSCRIPTIONIST II Count				3

TRANSCRIPTIONIST II Count

TRANSCRIPTIONIST III

TRANSCRIPTIONIST III Count

CHAPMAN, KATHLEEN D	425	CRIMINAL INVESTIGATION BUREAU	2001-11-25	
TRANSCRIPTIONIST III Count				1

Grand Count

393

* Promoted to Administrative Lieutenant 06/06/99

** Police Officer underfilling Identification Technician position

*** Office Assistant I underfilling for Police District Office Assistant Position

Summary of Personnel Eligible to Retire in 2002

141 Milwaukee Police Department Personnel are eligible to retire.

109 are sworn personnel.

- 18 Detectives (2309)
- 7 Lieutenant of Detectives (2314)
- 2 Police Electronic Technician (2325)
- 5 Identification Technicians (2327)
- 1 Identification Systems Specialists (2328)
- 1 Police Audio Visual Specialist (2329)
- 2 Police ID Supervisor (2330)
- 2 Police Liaison Officer (2341)
- 33 Police Officers (2342)
- 18 Police Sergeants (2348)
- 3 Lieutenant of Police (2351)
- 6 Captain of Police (2354)
- 2 Deputy Inspector of Police (2357)
- 2 Police Alarm Operator (2369)
- 2 Court Liaison Officer (2395)
- 1 Document Examiner (2521)
- 2 Deputy Chief of Police (5459)
- 1 Assistant Chief of Police (5632)
- 1 Chief of Police (5790)

32 are civilian personnel.

- 3 Computer Operator II (0107)
- 1 Accounting Assistant II (0319)
- 8 Office Assistant II (0478)
- 3 Office Assistant III (0479)
- 4 Police District Office Assistant (0482)
- 2 Transcriptionist II (0491)
- 3 Custodial Worker II (0713)
- 1 Heating and Vent. Mechanic II (0850)
- 1 Vehicle Services Assistant (0882)
- 1 Building Maintenance Mechanic II (0888)
- 3 Police Telecommunicators (2380)
- 1 Building Maintenance Supervisor II (4426)
- 1 Building Maintenance Assistant Manager (4598)

ESSENTIAL LAW ENFORCEMENT PERSONNEL

CHIEF OF POLICE

ASSISTANT CHIEF OF POLICE

DEPUTY CHIEF OF POLICE

POLICE COMMANDER

DEPUTY INSPECTOR OF POLICE

CAPTAIN OF POLICE

LIEUTENANT OF POLICE

LIEUTENANT OF DETECTIVES

ADMINISTRATIVE LIEUTENANT

ADMINISTRATIVE LIEUTENANT (HEALTH AND SAFETY)

COMMUNICATIONS MAINTNENANCE MANAGER

POLICE IDENTIFICATION SUPERVISOR

ELECTRONIC TECHNICIAN FOREMAN

POLICE SERGEANT

AUDIO VISUAL SPECIALIST

CHIEF DOCUMENT EXAMINER

IDENTIFICATION SYSTEMS SPECIALIST

ELECTRONIC TECHNICIAN

DETECTIVE

DOCUMENT EXAMINER

LATENT PRINT EXAMINER

IDENTIFICATION TECHNICIAN

COURT LIAISON OFFICER

POLICE ALARM OPERATOR

POLICE OFFICER

ESSENTIAL CIVILIAN POSITIONS

POLICE DEPARTMENT PERSONNEL ADMINISTRATOR
 SAFETY DIRECTOR
 BUDGET AND ADMINISTRATION MANAGER
 INFORMATION SYSTEMS MANAGER - MPD
 SYSTEMS ANALYST - PROJECT LEADER
 NETWORK MANAGER
 STAFF ASSISTANT SENIOR
 SYSTEMS ANALYST SENIOR
 BUILDING AND FLEET MAINTENANCE MANAGER
 DATA SERVICES MANAGER
 DATA COMMUNICATIONS SPECIALIST
 SYSTEMS SECURITY ADMINISTRATOR
 POLICE PAYROLL SUPERVISOR
 PERSONNEL OFFICER
 ACCOUNTANT III
 BUILDING MAINTENANCE ASSISTANT MANAGER
 NETWORK COORDINATOR SENIOR
 TELECOMMUNICATIONS SUPERVISOR
 TELECOMMUNICATIONS SPECIALIST
 PERSONNEL ANALYST SENIOR
 FLEET MAINTENANCE SUPERVISOR
 BUILDING MAINTENANCE SUPERVISOR II
 SAFETY SPECIALIST SENIOR (1)
 ADMINISTRATIVE SPECIALIST SENIOR
 PERSONNEL ANALYST (6) (7)
 PRINTING AND STORES SUPERVISOR
 SAFETY SPECIALIST (2)
 OFFICE SUPERVISOR II
 ADMINISTRATIVE SPECIALIST (6)
 PROGRAMMER ANALYST (3)
 PROGRAMMER II (4)
 ADMINISTRATIVE ASSISTANT IV (5)
 GRAPHIC DESIGNER II
 COMPUTER OPERATOR II
 AUDIOVISUAL SPECIALIST II
 POLICE AIDE
 POLICE DISPATCHER
 PERSONNEL PAYROLL ASSISTANT III
 OFFICE COORDINATOR

PERSONNEL PAYROLL ASSISTANT II (8)
 ACCOUNTING ASSISTANT II
 ADMINISTRATIVE ASSISTANT II
 OFFICE ASSISTANT IV (10)
 TELLER
 LEAD POLICE TELECOMMUNICATOR
 CLERK STENO III
 ACCOUNTING ASSISTANT I
 PERSONNEL PAYROLL ASSISTANT I (9)
 ADMINISTRATIVE ASSISTANT I
 POLICE TELECOMMUNICATOR
 OFFICE ASSISTANT III
 TRANSCRIPTIONIST III
 MAIL PROCESSOR
 CLERK STENO II
 DATA ENTRY OPERATOR II
 OFFICE ASSISTANT II
 POLICE DISTRICT OFFICE ASSISTANT
 TRANSCRIPTIONIST II
 DATA ENTRY OPERATOR I
 OFFICE ASSISTANT I
 INVENTORY CONTROL ASSISTANT III
 INVENTORY CONTROL ASSISTANT II
 MICROFILM TECHNICIAN I
 PRODUCTION DESIGNER II
 VIDEO ELECTRONIC TECHNICIAN
 ELECTRONIC TECHNICIAN
 PRINTER
 HEATING AND VENTILATING MECHANIC II
 BUILDING MAINTENANCE MECHANIC II
 VEHICLE SERVICES ASSISTANT
 GARAGE ATTENDANT
 CUSTODIAL WORKER II
 POLICE SERVICES SPECIALIST
 SCHOOL CROSSING GUARD
 SCHOOL CROSSING GUARD - SUB.
 POLICE TELECOMMUNICATOR - SEASONAL

(1) One position being underfilled by Safety Specialist

(2) Underfilling the Safety Specialist Sr. position

(3) Underfilled by Programmer II position

(4) Underfilling for Programmer Analyst

(5) Upon position being vacated, title to revert to A.A. III

(6) Underfilling for Personnel Analyst Sr. position

(7) Using authority of Personnel Officer to fill

(8) One position being underfilled by Personnel Payroll Asst.

(9) One Position underfilling Personnel Payroll Assistant II

(10) One position being underfilled by OAI III



THE PORT OF MILWAUKEE

March 21, 2002

Ref: Personnel/Administration

Hon. Fredrick G. Gordon
Alderman
Common Council City Clerk
205 - City Hall

Re: Port Vacancies

Dear Ald. Gordon:

This is a letter in response to your letter dated March 20, 2002 requesting information on Port vacancies. I am pleased to respond as follows:

1. Current Vacancies: The Port has six funded but unfilled staff positions (not counting auxiliary positions) as of March 20, 2002. These positions are:

<u>Position</u>	<u>Pay Range</u>	<u>Vacancy Date</u>
Trade Dev. Rep. Sr.	7	1997
Office Assistant II	410	---
Port Maint. Wrkr. I	272	---
Port Maint. Wrkr. I	272	---
Port Maint. Tech. II	278	2001
Harbor Crane Operator	958	2001

The Office Assistant position was created, funded, but then frozen prior to filling. The previous incumbents in the Maintenance Worker I positions moved into Worker II positions under the Port's career ladder, causing the Maintenance I positions to be open and unfilled under the freeze.

The Port has five (5) unfunded Auxiliary Positions:

- A) Civil Engineer II (1)
- B) Inspector, Docks & Dredging (2)
- C) Harbor Crane Operator (1)
- D) Port Maintenance Technician II (1)



Alderman Fredrick G. Gordon

March 21, 2002

To my recollection, none of these auxiliary positions have been funded or filled in at least the past ten years.

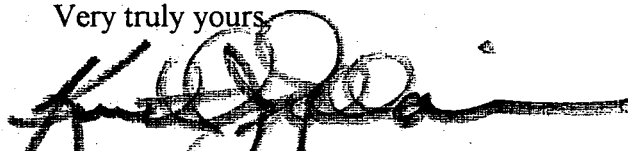
2. We have received no advice that any current employee of the Port is either contemplating or has filed for retirement in 2002. Positions eligible for retirement are:

- A) Management Civil Engineer Sr.
- B) Civil Engineer II
- C) Port Operations Supervisor

3. When I came to the Port fifteen years ago, the Port had forty-three (43) authorized positions. As of today, I have seventeen (17) people reporting for duty, or 39.5% of the people available in 1986. Tonnage in 2001 was about twice the amount handled in 1986. We actually have more developed facility to maintain in 2002, than we did in 1986. On that basis, I would say that given our current structure and commitments, all of our seventeen (17) staff members are critical. Of the funded but unfilled positions, the Harbor Crane Operator may become critical as 2002 moves on and business increases. None of the auxiliary positions are critical.

4. As long as we don't dip below our seventeen (17) effectives and can cover the crane operator requirements, I expect we can meet Port commitments in 2002 without filling the other open and funded positions. Given our present structure and commitments, this cannot be sustained long term, however.

Very truly yours,



KENNETH J. SZALLAI
Municipal Port Director

KJS/dcl

cc: Mayor Norquist, 205 - City Hall
Laura Engan, Budget, 307- City Hall
Jennifer Meyers, Mayors Office, 201 - City Hall
Daniel J. Steinger, Board of Harbor Commissioners
Ronald S. San Felippo, Board of Harbor Commissioners
Sandy Rotar, DOA-Budget Office, 307 - City Hall
Marianne Walsh, Fiscal Mgr., LRB, B-11 City Hall
Kathy Marquardt, F&P, CCCC, 205 - City Hall

mw/i/md/portvacancies2.doc

**MILWAUKEE PUBLIC LIBRARY****KATHLEEN M. HUSTON
CITY LIBRARIAN**

March 21, 2002

Ald. Fredrick Gordon, Chair
Finance and Personnel Committee

Dear Ald. Gordon:

This is in response to your letter of March 20, 2002 for information on Milwaukee Public Library's current and anticipated vacancies for the remainder of this year. Your letter also requests information on which vacant positions the Library considers essential to the delivery of critical services, as well as any proposals we would suggest in lieu of the strict hiring freeze.

Enclosed is a chart listing the Library's current positions, regardless of funding source, which are vacant as of March 20, 2002. Offers of employment have been made and accepted for several of these positions, and these offers and starting dates are so noted on the chart. No employee is currently scheduled to start after April 8, 2002.

Also included on the chart under the heading "Upcoming Vacancies" are those positions that we definitely know will be vacant this year as well as those positions for which the incumbents have indicated they are anticipating retirement. I have enclosed on a separate list other positions within the library held by staff members who are eligible to retire. None of these individuals have provided any information, however, on their intent to retire in 2002.

The enclosed chart can also be referred to regarding those positions that we deem essential for service delivery. These include all positions listed with the exception of those we previously identified as temporary holds and those positions for which funding no longer exists. Notations can be found in the "Comments" section of the chart.

I feel that the library will be able to provide basic public services as long as we are allowed to fill our most critical positions as they become vacant. If we are not allowed to fill current and future critical positions, we would need to consider cutting library hours at various locations. This would curtail public access to library collections, reference materials, computers and more.

Sincerely,

Kathleen M. Huston
City Librarian

Enc.



MILWAUKEE PUBLIC LIBRARY

Eligible for retirement by 12/31/02 - Age 60 or older

<u>Title</u>	<u>Number of Positions</u>
Custodial Worker II – City Laborer	5
Librarian V	2
Librarian IV	1
Librarian III	3
Librarian II	1
Librarian II	1
Library Services Assistant	1
Library Circulation Assistant I	5
Library Technician II	1
Office Assistant II	1
Personnel Payroll Assistant II	1

Eligible for retirement by 12/31/02 – Age 55 with at least 30 years of service

<u>Title</u>	<u>Number of Positions</u>
Copy Cataloging Technician II	1
Librarian V	2
Librarian III	7
Library Branch Manager	1
Library Circulation Assistant I	2
Library Services Assistant	2
Library Technical Services Manager	1

MILWAUKEE PUBLIC LIBRARY VACANCIES

Vacant as of 3/20/2002

*Grant positions
 **Auxiliary positions not to be counted as vacant positions

TITLE	Location	Name	W/D	L/D	FDP Approval	Hired	Starting	Comments
Current Vacancies								
* Circ Aide	ILS	A. Stewart	11/01/97	11/01/97	N/A			State funded -Do not fill
*Circ Aide	LBPH	R. Avvaru	8/03/01	8/03/01	N/A			State funded -Do not fill
Circ Aide	Bay View	P. Frank	12/26/01	12/26/01	N/A			Hourly employee
Circ Aide	Circ	B. Rayford	1/19/02	1/19/02	N/A			Hourly employee
Circ Aide	Circ	C. Harris	2/23/02	2/23/02	N/A			Hourly employee
Circ Aide	East	G. Bryant	2/23/02	2/23/02	N/A			Hourly employee
Circ Aide	Circ	O. Stepanova	2/28/02	2/28/02	N/A			Hourly employee
**Circ Aide (Aux)	Circ.	L. Payne	12/22/01	12/22/01	N/A			Unfunded auxiliary
**Circ Aide (Aux)	Circ	Madee Thao	2/06/02	2/06/02	N/A			Unfunded auxiliary
*Comp Serv Aide	Various	30 positions	--	--	N/A			Unfunded grant
Cust. Worker II (Auxiliary)	Maintenance	New position	--	--	PP 1, 2000			Unfunded auxiliary - never filled
LCA I (1/2)	Emergency Help	C. Patin	10/99	3/09/00	N/A			Temporarily held
LCA I (1/2)	Circulation	M. Yang	8/25/00	8/25/00	N/A			Temporarily held
LCA I	Circulation	K. VanGorder	3/17/01	3/17/01	N/A			?
LCA I	Zablocki	C. Markey	3/17/01	3/17/01	N/A			4/8/02
Info Tech Intern	Automation	A. Roman	6/15/01	6/15/01	N/A			Hourly employee
*Librarian II	LBPH	New position			7/01/01			State funded -Do not fill
LCA I	Circulation	Knapp/Griebelow	2/27 & 8/4/01	8/13 & 8/04/01	N/A	T. Schaeve	4/1/02	

Title	Location	Name	LWD	EDP	AP Approval	Filed	Starting	Comments
Office Asst. IV	Admin	J. Erickson	8/22/01	8/22/01				
LCAI	Circ	A. Vang	9/29/01	9/29/01	N/A			Temporarily held
LCAI	Atkinson	S. Harle	9/29/01	9/29/01	N/A	P. Nameth	4/8/02	In lieu of eliminated Librarian II position
LSA	NL	New position	--	--	12/24/01			Hourly employee
Info Tech Intern	Tech Services	New position	--	--	12/24/01			
LCAI	Villard	C. Reeves	12/28/01	12/28/01	N/A	T. Posey	4/8/02	
Librarian III	MLOS	R. Raczkka	10/26/01	1/08/02	1/16/02			Held at Central
Librarian II	Subj Serv	A. Thomas	1/8/02	1/8/02	1/16/02	Z. Mohd-Shad	4/1/02	
Lib Branch Mgr	Forest Home	F. Nelson	12/27/01	1/09/02	12/19/01			Temporarily held
Lib Tech II	Tech Serv	J. Rosch	1/19/01	1/19/01	1/16/02			Temporarily held
*LCAI	LBPH	N. Weber	12/12/01	1/29/02	N/A			State funded - Do not fill
LCA I	Villard	I. Kuhn	1/04/02	1/29/02	N/A	T. Rodriguez	4/8/02	
Lib II	Subj Serv	C. Colwell	2/02/02	2/02/02	2/27/02			
Lib II	King	D. Lee	2/02/02	2/02/02	2/27/02	C. Hewitt	4/1/02	
Lib II	East	D. Thompson	2/02/02	2/02/02				Temp held - Central
Lib II	Bay View	B. Byrthell	2/02/02	2/02/02				Temp held - Central
Lib II	Zablocki	B. Goy	2/02/02	2/02/02				Temp held - Central
Bookmobile Oper	Ext Serv	F. Schicker	12/21/01	2/19/02	12/19/01			
LSA	East	M. Wirth	3/02/02	3/02/02	2/27/02			
Upcoming Vacancies								
Lib III	LBPH	C. Elton	03/26/02	4/05/02	State funded			State funded
Bookmobile Oper	Ext Serv	New position			N/A			GDH 01/7/02

Title	Location	Name	LWS	LD#	EXP. Approval	Fixed	Stacking	Comments
Bookbinder Study	Bindery			Antiquated 5/02				
Library Branches Map	NILES			Antiquated 7/02				
Librarian BIL	NILES			Antiquated 0/02				



Department of Public Works

Mariano A. Schifalacqua
Commissioner of Public Works

James P. Purko
Director of Operations

March 22, 2002

Alderman Fredrick Gordon, Chair
Finance and Personnel Committee
City Hall, Room 205

Dear Alderman Gordon:

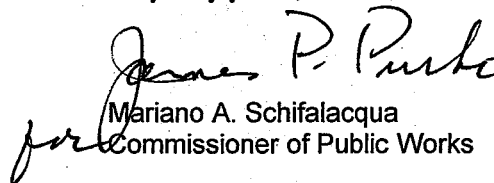
Re: Vacant Position Report

As requested, the Department of Public Works (DPW) has compiled the data and answered the questions noted in points 1 through 4 of your March 20th memorandum as follows:

1. Spreadsheets are attached which list all vacancies including regular and auxiliary positions regardless of funding source. A separate document lists the seasonal positions we intend to recall from layoff or hire this spring. In the past, these seasonal positions have been exempt from Finance and Personnel Committee (F&P) approval prior to recall or new hire. DPW needs clarification with regard to the inclusion of these seasonal positions in any proposed hiring freeze.
2. A spreadsheet is attached which lists all DPW employees who have reached the minimum retirement age of 55. We have also listed the five DPW employees who have officially applied for retirement.
3. Vacant positions that are critical to DPW service delivery in the next three months have been noted with an asterisk on the vacancy spreadsheet. All seasonal positions are critical and must be filled for DPW to construct and maintain the City's infrastructure at the 2002 budgeted level. DPW did not comment at this time on the impact on critical services of our more than 2000 filled positions.
4. DPW is not proposing program reductions at this time. If we are permitted to recall our seasonal positions and fill the positions noted as critical, we will be able to maintain basic service levels for the next three months. If we are not allowed to recall seasonal employees or the hiring freeze extends beyond three months, service delivery will be affected.

I look forward to discussing these issues with you at the Special Finance & Personnel meeting on March 25th. If you have any questions prior to that time, please feel free to contact me.

Very truly yours,


Mariano A. Schifalacqua
Commissioner of Public Works

MAS:JPP:mr
Attachments

c: Laura Engan (Budget)
Marianne Walsh (LRB)
Kathy Marquart (F&P Committee)
Jennifer Meyer

Frank P. Zeidler Municipal Building, 841 N. Broadway, Milwaukee, Wisconsin 53202
Administration, Room 516 (414) 286-8333 ♦ Fax (414) 286-3953 ♦ TDD (414) 286-2025
Contract Administration, Room 507 (414) 286-3314 Fax (414) 286-8110 ♦ www.mpw.net

Department of Public Works Vacancies as of March 22, 2002

<u>Position Title</u>	<u>Previous Incumbent</u>	<u>Salary Grade</u>	<u>Division Section</u>	<u>Date Vacant</u>	<u>F&P Authority</u>	<u>Critical</u>
<u>Administration Division</u>						
Network Coord. Assoc.	New	2	Admin - Tech Support	New	Y	*
Customer Service Representative II	Martha Austin	435	Admin - Call Center	01/18/02	Y	
Safety Specialist Sr.	Don Stone	4	Administration	12/07/01	Y	
Accounting Assistant II	Lois Hamburger	435	Administration	02/13/02	N	
<u>Parking Fund</u>						
Office Assistant III	New	425	Admin - Tow Lot	New	Y	*
Communication Asst. IV	Antarra Terry	455	Admin - Tow Desk	01/18/01	N	*
Office Supervisor II	New	2	Admin - Tow Lot	New	Y	*
Parking Checker	Daryl Ratliff	490	Admin - Parking Enf	02/02/02	Y	*
Parking Checker	Doreen Schliedt	490	Admin - Parking Enf	02/22/02	Y	*
Subtotal Admin and Parking - 9 Positions						

Operations Division

<u>Forestry Section</u>						
Engineering Drafting Tech IV	Donald Hanson	604	Administration	01/19/01	N	
Forestry Crew Leader	Kevin Westphal	260	Field	11/01/01	Y	
Nursery Laborer	Renee Presley	238	Field	01/05/01	N	
Nursery Laborer	Tom Grassl	238	Field	01/01/02	N	
Office Assistant III	Toni Taylor-Johnson	425	Administration	TBD	N	
Technical Services Coordinator	Donald Roppolo	555	Administration	11/10/01	Y	*
Forestry Inspector I	Craig Pinkalla	535	Administration	09/01/01	N	
Landscape and Irrigation Specialist	Robert Kaminski	786	Field	03/26/02	N	*
<u>Design and Construction</u>						
Arch Designer II	Michael Krause	626	Design and Construction	11/10/01	Y	

Facilities Management Section

Department of Public Works Vacancies as of March 22, 2002

<u>Position Title</u>	<u>Previous Incumbent</u>	<u>Salary Grade</u>	<u>Division Section</u>	<u>Date Vacant</u>	<u>F&P Authority</u>	<u>Critical</u>
Custodial Worker II/City Laborer	Robert Scepan	215	Facility Maintenance	10/31/01	N	*
Custodial Worker II/City Laborer	Garland Murray	215	Facility Maintenance	12/07/02	N	*
Custodial Worker II/City Laborer	Sallie Traylor	215	Facility Maintenance	02/01/02	N	*
Custodial Worker II/City Laborer	Christine Gronkowski	215	Facility Maintenance	03/13/02	N	*
Inventory Assistant II	Celina Olson	335	Facility Maintenance	05/22/00	N	
Clerk II (Field)	Ed Maurus	430	Facility Maintenance	Unknown	N	
Fleet Services Section						
Heavy Equipment Lubricator	Roy Williams	238	Fleet Services	02/04/02	Y	*
Inventory Assistant IV	Marvece Sandles	350	Fleet Operations	01/22/00	N	
Vehicle Service Technician-Heavy	Douglas Muszynski	260	Fleet Services	09/21/01	Y	*
Vehicle Service Technician-Heavy	Tom Gibbs	260	Fleet Services	08/04/01	N	*
Vehicle Service Technician-Heavy	David Evanson	260	Fleet Services	03/13/02	N	*
Vehicle Service Technician-Heavy	James Boyle	260	Fleet Services	02/25/02	N	*
Vehicle Service Technician	John Harley	254	Fleet Services	04/12/02	N	*
Equipment Inventory Supervisor	David Rochester	2	Fleet Services	03/15/02	N	*
Sanitation Section						
Graduate Intern	Christina Navarro	927	Administration	09/01/01	N	
Subtotal Operations Division - 23 Positions						
Infrastructure Services Division						
Painter Lead Worker(B & I) (5)	Wachowiak	987	Infra	05/15/01	N	
Sewer Crew Leader I (6)	Michael Sliga	245	Infra	12/23/00	N	
Sewer Crew Leader I (6)	Dacota	245	Infra	09/28/01	N	
Microcomputer Services Asst (1)	Tammi Linski	460	Infra - Administration	07/10/98	Y	
Civil Engineer I (4)	John Kroll	624	Infra - Construction	04/14/00	N	
Civil Engineer II (4)	Ted Kautzman	626	Infra - Construction	05/04/01	N	
Engineering Tech II (4)	J. Melnick	602	Infra - Construction	03/07/01	N	
Engineering Tech IV (4)	Steven Brengosz	620	Infra - Construction	08/08/97	N	

Department of Public Works Vacancies as of March 22, 2002

<u>Position Title</u>	<u>Previous Incumbent</u>	<u>Salary Grade</u>	<u>Division Section</u>	<u>Date Vacant</u>	<u>F&P Authority</u>	<u>Critical</u>
Engineering Tech V (4)	Richard Kearns	622	Infra - Construction	09/17/98	N	
Engineering Tech V (4)	Samneh Amer	622	Infra - Construction	08/01/01	N	
Electrical Mechanic(7)	Joseph Bertling	703	Infra - Electrical Services	09/06/01	Y	
Electrical Mechanic(7)	Richard Ojeda	703	Infra - Electrical Services	11/09/01	Y	
Electrical Mechanic (7)	Roy Nowak	703	Infra - Electrical Services	12/17/01	Y	
Electrical Mechanic (7)	Albert Owens	703	Infra - Electrical Services	01/19/02	Y	
Electrical Mechanic (7)	Paul Struck	703	Infra - Electrical Services	01/28/02	Y	
Electrical Worker(7)	Mihnas	974	Infra - Electrical Services	08/19/01	N	
Lighting Services Manager (7)	Bobby Sinclair	10	Infra - Electrical Services	12/23/01	N	
Traffic Sign Worker I (7)	Joseph Jeschke	235	Infra - Electrical Services	08/06/00	N	
Painter(7)	David Fichter	981	Infra - Field	01/01/98	N	
Inventory Assistant II	Joseph Branda	338	Infra - Field Operations	07/22/01	N	
Civil Engineer II (2)	Wally Adebayo	626	Infra - Sewers	07/20/01	N	
Asphalt Plant Operator	Patrick Noel	238	Infra - Street & Bridges	06/12/00	N	
Asphalt Repair Crew Leader (5)	Oslando Nazario	252	Infra - Street & Bridges	11/28/97	N	
Asphalt Repair Crew Leader (5)	Ronald Bratel	252	Infra - Street & Bridges	09/06/98	N	
Asphalt Repair Crew Leader (5)	B. Dama	252	Infra - Street & Bridges	11/01/00	N	
Sewer Crew Leader I (6)	N. Nelson	245	Infra - Street & Bridges	01/19/01	N	
Sewer Crew Leader I (6)	Tom Kallogg	245	Infra - Street & Bridges	07/09/00	N	
Electrical Services Machinist I (8)	Jim Novak	696	Infra - Support Services	12/04/97	N	
Electrical Services Welder (8)	Beyer	694	Infra - Support Services	04/01/01	N	
Equipment Mechanic II (8)	Gaetz	245	Infra - Support Services	01/03/01	N	
Inventory Assistant III (8)	Lawrence Hutchins	347	Infra - Support Services	09/07/01	Y	
Inventory Assistant III (8)	Michael Guerrero	347	Infra - Support Services	05/22/01	Y	
Inventory Assistant III (8)	Tim Woods	626	Infra - Transportation	08/31/98	N	
Civil Engineer II (3)	David Windsor	626	Infra - Transportation	12/23/00	N	
Civil Engineer II (3)	Chris Baum	626	Infra - Transportation	04/02/01	N	
Civil Engineer II (3)	Fred Canales	628	Infra - Transportation	10/15/01	Y	
Civil Engineer III (3)	Maurice Lyles	602	Infra - Transportation	03/06/02	N	
Engineering Drafting Tech II	John Manojilovic	602	Infra - Transportation	03/06/02	N	
Engineering Drafting Tech II	Joseph Halvorson	602	Infra - Transportation	09/30/00	N	
Engineering Tech II (3)	Andrea Urbaniak	602	Infra - Transportation	05/13/00	N	

Department of Public Works Vacancies as of March 22, 2002

<u>Position Title</u>	<u>Previous Incumbent</u>	<u>Salary Grade</u>	<u>Division Section</u>	<u>Date Vacant</u>	<u>F&P Authority</u>	<u>Critical</u>
Engineering Tech II (3)	Sanfelippo	602	Infra - Transportation	06/25/01	N	
Engineering Tech IV (4)	Mark Lueck	620	Infra - Transportation	06/14/98	N	
Traffic Control Engineer II (3)	Rashad Hanbali	626	Infra - Transportation	06/24/01	N	
Traffic Control Engineer III (3)	Rashad Hanbali	628	Infra - Transportation	11/09/01	Y	
<u>Sewer Maintenance Fund</u>						
Sewer Examiner I (6)	Harris	248	Infra - Underground	07/09/00	N	
Sewer Examiner I (6)	Thomas	248	Infra - Underground	01/30/02	N	
Sewer Field Investigator (6)	O'Donnell	250	Infra - Underground	02/04/01	N	
Engineering Systems Specialist (1)	William Englemann	595	Infra-Administration	03/16/01	N	
Sewer Crew Leader II (6)	Mark Rosolek	248	Infra-Underground Service	05/30/99	N	
Sewer Mason (6)	Torres	989	Infra-Underground Service	09/14/96	N	
Sewer Mason (6)	Bowen	989	Infra-Underground Service	02/01/96	N	
Engineering Tech II (4)	Talwalker	602	Infra - Environmental	08/01/01	N	

Subtotal Infrastructure and Sewer- 52 Positions

Water Works Division

Water Accounting Manager	Dave Kirchgessner	10	Water - Business	12/01/01	Y	*
Water Billing Service Manager	Vinod Shah	6	Water - Business	01/08/01	N	
Water Chemist II	Gino Dentice	542	Water - Quality	01/31/02	N	*
Water Distribution Chief Repairworker	Ron Jurkowski	282	Water - Distribution	11/23/01	Y	*
Distribution Laborer	John Martin	230	Water-Distribution	06/09/01	Y	
Distribution Repair Worker I	Ken Ruffin	252	Water - Distribution	02/17/02	N	
Distribution Repair Worker I	Emiliano Ceballos	252	Water - Distribution	02/17/02	N	
Distribution Repair Worker I	Wallace Owens	252	Water - Distribution	09/01/01	N	
Distribution Repair Worker II	Ken Meyer	252	Water - Distribution	12/11/01	N	
Distribution Services Specialist	New Position	786	Water - Distribution	New	Y	*
Electrical Mechanic	William Marx	978	Water - Plants	03/31/01	N	
Engineering Tech V	Jean Ziller	622	Water - Engineering	07/24/99	N	
Field Investigator	Daryl Greenmeier	250	Water - Distribution	02/28/02	Y	*

Department of Public Works Vacancies as of March 22, 2002

<u>Position Title</u>	<u>Previous Incumbent</u>	<u>Salary Grade</u>	<u>Division Section</u>	<u>Date Vacant</u>	<u>F&P Authority</u>	<u>Critical</u>
Water Lab Technician	Casimira Wojnar	504	Water - Plants	05/18/01	N	
Machinist I	George Stevens	282	Water - Plants	05/25/01	Y	
Maintenance Millwright	William Jasso	270	Water - Plants	08/01/01	N	
Maintenance Millwright	Gene Kay	270	Water - Plants	09/29/01	N	
Water Maintenance Supervisor	Leo Jankowski	5	Water - Plants	08/04/01	Y	*
Mechanical Engineer III	Brian Gates	628	Water - Engineering	06/08/01	Y	
Water Meter Tech I	Ross Nowak	240	Water-Business	03/09/02	N	
Water Meter Tech II	Mohyidd Mentor	249	Water - Business	10/26/01	N	
Water Plant Manager	New Position	12	Water-Plants	New	Y	*
Water Security Manager	New Position	6	Water-Business	New	Y	*
Microbiologist II	New Position	547	Water - Quality	New	Y	*
Plant Mechanic II	John Schmidt	249	Water - Plants	02/03/01	N	*
Plant Mechanic II	Ron Ramm	249	Water - Plants	07/06/01	N	*
Plant Mechanic II	Theofilos Ratafeldys	252	Water - Plants	05/27/00	N	
Water Treatment Plant Operator	Don Sardina	252	Water - Plants	07/07/01	N	
Water Treatment Plant Operator	Gregory Wujcik	252	Water - Plants	03/14/01	Y	*
Water Treatment Plant Operator	Tom Freeland	252	Water - Plants	03/31/01	Y	*
Water Treatment Plant Operator	James Votova	252	Water - Plants	07/21/01	Y	*
Water Treatment Plant Operator	Bradley Beining	252	Water - Plants	09/14/01	Y	*
Water Quality Analyst	John Gavre	7	Water-Quality	06/11/01	N	

Subtotal Water Department - 33 Positions

Grand Total - 117 Positions

Auxiliary Vacancies in DPW as of March 22, 2002

	<u>Title</u>	<u># Authorized</u>	<u># Vacant</u>	<u># Filled</u>
<u>Administrative Services</u>				
	Engineer in Charge	1	1	0
	Accounting Assistant II	3	2	1
	Total	4	3	1
<u>Parking</u>				
	Tow Lot Attendant	2	2	0
	Total	2	2	0
<u>Infrastructure</u>				
Administration	Engineer-In-Charge	1	1	0
Transportation	Civil Engineer II	1	1	0
	Engineering Intern	1	1	0
	Civil Engineer II	1	1	0
	Traffic Control Engineer II	2	0	2
	Civil Engineer II	1	1	0
	Engineering Intern	1	1	0
	Traffic Control Assistant (X)	4	3	1
	Engineering Drafting Technician II	1	1	0
Construction	Civil Engineer III (X)	1	1	0
	Engineering Technician II	2	2	0
	Engineering Technician II (.33 FTE)	4	0	4
	Engineering Inspection Assistant (X)	3	3	0
	Public Works Inspector II (X)	2	2	0
	Engineering Technician V	1	1	0
	Engineering Technician IV	1	1	0
	Engineering Technician II	1	1	0
	Engineering Technician II (.33 FTE)	5	4	1
	Public Works Inspector II (X)	3	3	0
	Engineering Inspection Assistant (X)	3	3	0
Streets & Bridges	Street Repair District Manager	1	1	0
	Street Operations Supervisor	1	1	0
	Street Repair Supervisor	4	4	0
	Asphalt Repair Crew Leader	5	5	0
	Street Repair Crew Leader	5	5	0
	Labor Crew Leader I	10	10	0
	Asphalt Worker	10	10	0
	Cement Finisher	6	6	0
	Cement Finisher Helper	3	3	0
	Asphalt Raker	2	2	0
	Special Street Repair Laborer	5	5	0
	City Laborer (Regular)	15	15	0
	Bridge Operator Supervisor	1	1	0
	Bridge Operator-Leadworker	3	3	0
	Bridge Operator	4	4	0
	Carpenter Supervisor	1	1	0
	Carpenter	4	4	0
	Cement Finisher	1	1	0
	Bridge Laborer Crew Leader	1	1	0
	Bridge Laborer II	2	2	0
	Ironworker Supervisor	1	1	0

Auxiliary Vacancies in DPW as of March 22, 2002

	<u>Title</u>	<u># Authorized</u>	<u># Vacant</u>	<u># Filled</u>
	Ironworker	2	2	0
	Painter Supervisor, Ironwork	1	1	0
	Painter Leadworker, Bridge and Iron	1	1	0
	Painter, Bridge and Iron	2	2	0
	Field Operations Inspection Specialist	1	1	0
	Public Works Inspector II (X)	2	2	0
Electrical Services	Lighting Services Manager	1	1	0
	Electrical Mechanic	10	10	0
	Electrical Worker	2	0	2
	Painter	3	2	1
	Traffic Sign Worker II (.5 FTE)	2	1	1
	Special Laborer, Electrical Services	7	7	0
	Laborer, Electrical Services	35	35	0
Support Services	Asphalt Plant Oper. Eng.	1	1	0
	Office Assistant III	1	1	0
	Lead Equipment Mechanic	1	1	0
	Plant Mechanic III	1	1	0
	Equipment Mechanic II	1	1	0
	Asphalt Plant Operator	1	0	1
	Equipment Mechanic I	1	0	1
	Inventory Assistant V	1	1	0
	Inventory Assistant IV	1	1	0
	Inventory Assistant III	1	0	1
	Inventory Assistant II	1	0	1
	Total	204	188	16
Operations				
Administration	Communications Assistant II	2	2	0
	Communications Assistant IV	3	3	0
	Communications Assistant III	2	2	0
	Program Assistant I	1	1	0
	Program Assistant II	1	1	0
Sanitation	Sanitation Supervisor	5	2	3
	Sanitation Worker	48	48	0
	Emergency City Laborer	500	500	0
	Sanitation District Manager	1	0	1
	Sanitation Crew Leader (Snow)	36	36	0
	Equipment Operator (C)	148	20	128
	Sanitation Worker (C)	19	19	0
	Field Headquarters Coordinator	1	0	1
	Sanitation Supvr. (Winter Relief)	28	28	0
	Sanitation Area Manager	1	0	1
Forestry	Urban Forestry District Manager	1	0	1
	Urban Forestry Manager	1	1	0
	Urban Forestry Supervisor	2	2	0
	Urban Forestry Technician	2	2	0
	Urban Forestry Specialist	20	5	15
	Urban Forestry Crew Leader	3	3	0
	Equipment Mechanic III	1	1	0
	Urban Forestry Laborer	16	10	6
	Urban Forestry Laborer (Seasonal)	65	65	0

Auxiliary Vacancies in DPW as of March 22, 2002

	<u>Title</u>	<u># Authorized</u>	<u># Vacant</u>	<u># Filled</u>
Fleet Services	Auto. Maintenance Mechanic	1	1	0
	Vehicle Service Technician	6	6	0
	Vehicle Service Technician - Heavy	5	5	0
	Auto Mechanic Supervisor I	1	1	0
	Auto Mechanic Supervisor II	3	3	0
	Auto Mechanic Supervisor III	1	1	0
	Fuel System Technician	1	1	0
	Special M.E. Laborer	1	1	0
	Tire Repair Worker I	1	1	0
Fleet Operations	Equipment Operations Manager	1	1	0
	Equipment Operations Supervisor II	1	1	0
	Equipment Operations Supervisor I	1	1	0
	Tractor, Bulldozer, Endloader, or Grad Oper	10	10	0
	Driver Training Instructor	4	0	4
	Field Service Mechanic	8	8	0
	City Laborer (Regular)	50	50	0
	Garage Custodian	3	3	0
	Crane Operator	3	3	0
	Grad All Operator	3	3	0
	Tractor Operator (Under 40 HP)	10	10	0
	Truck Driver (Winter Relief)	150	150	0
	Equipment Operator (Winter Relief)	18	18	0
	Equipment Operator Supv. (Winter Relief)	5	5	0
	Communication Assistant III	2	2	0
	Communication Assistant IV	1	1	0
	Snow Driver	221	221	0
	Snow Operator Light	40	40	0
	Snow Operator Heavy	39	39	0
Equipment Operator	59	58	1	
Design & Construction	Architectural Designer II	3	3	0
	Construction Coordinator (X)	1	1	0
	Bridges & Public Buildings Coord. (X)	2	2	0
	Engineering Drafting Tech II	1	1	0
	Mechanical Eng II	1	1	0
Facilities Management	Mechanical Maintenance Supervisor	2	2	0
	Heating & Ventilating Mechanic III	1	1	0
	Heating & Ventilating Mechanic II	3	3	0
	Building Services Supervisor	1	1	0
	Custodial Worker III	2	2	0
	Custodial Worker II-City Laborer	2	2	0
	Custodial Worker I	2	2	0
	Inventory Assistant IV	1	1	0
	Electrical Services Supervisor II	2	2	0
	Electrical Mechanic	5	0	5
	Electrical Worker	2	2	0
	Equipment Mechanic I	1	1	0
	Carpenter Supervisor	2	2	0
	Carpenter	4	2	2
	Painter, Leadworker, House	2	2	0
	Painter	4	4	0
	Cement Finisher	2	2	0
Bricklayer, Buildings	2	2	0	

Auxiliary Vacancies in DPW as of March 22, 2002

	<u>Title</u>	<u># Authorized</u>	<u># Vacant</u>	<u># Filled</u>
	Mason Helper	2	2	0
	Bridge Laborer II	2	0	2
	Bridge Laborer I	2	2	0
	Laborer/Electrical Services	2	2	0
	Total	1,612	1,442	170
<u>Sewer Fund</u>				
Environmental	Engineering Drafting Technician II	2	0	2
	Public Information Coordinator	1	1	0
Underground	Sewer Services District Manager	1	1	0
	Sewer Operations Supervisor	1	1	0
	Sewer Crew Leader III	0	0	0
	Sewer Repair Crew Leader	3	3	0
	Sewer Crew Leader II	2	2	0
	Sewer Crew Leader I	6	6	0
	Sewer Laborer II	8	8	0
	Sewer Mason	2	2	0
	Sewer Laborer I	10	10	0
	Sewer Field Investigator	5	5	0
	Sewer Examiner II	3	3	0
	Sewer Examiner I	3	3	0
	Total	47	45	2
<u>Water Works</u>				
Business Operations	Special Assistant - Water (0.5 FTE)	1	0	1
	Accountant III (0.5 FTE)	1	0	1
	Water Meter Investigator	2	0	2
	Customer Serv. Rep. III (0.5 FTE)	2	0	2
	Water Revenue Collector	2	0	2
	Water Meter Field Supervisor	1	1	0
Plants-North	Sr.Wtr.Treatment Plant Oper.(.25 FTE)(A)	1	1	0
	Water Treatment Plant Oper. (.25 FTE)(A)	1	1	0
	Water Plant Laborer (0.5 FTE)	2	0	2
	Electrical Mech. Apprentice	1	0	1
Engineering				
Distribution	Water Distribution Laborer (0.5 FTE)	1	0	1
	Water Distr. Supvr. I (.33 FTE)	1	1	0
	Field Investigator (.33 FTE)	1	0	1
	Water Distr. Laborer (.33 FTE)	2	0	2
Water Quality	Water Chemist II (0.5 FTE)	1	0	1
	Plants Operation Manager	1	0	1
	Water Chemist II	3	0	3
Plants-South	Sr.Wtr.Treatment Plant Oper.(.25 FTE)(A)	1	1	0
	Wtr. Treatment Plant Oper. (.25 FTE)(A)	1	1	0
	Totals	26	6	20

*Note: Most of the auxiliary positions are used for the seasonal workforce.

Infrastructure & Forestry bring in seasonal in spring/summer; therefore positions will be vacant at this time

**Department of Public Works
Seasonal Positions
March 22, 2002**

Operations Division

Forestry Section

	Number	Call Date	Layoff Date
Urban Forestry Laborers (Aux.)	5	3/18/02	11/1/02
Urban Forestry Laborers (Aux.)	4	3/25/02	10/18/02
Urban Forestry Lab/City Lab. Seasonal (Aux.)	24	5/6/02	8/23/02
Urban Forestry Lab/City Lab. Seasonal (Aux.)	24	5/20/02	8/16/02

Sanitation/Fleet Services Section

Operations Driver/Worker (Aux.)	30	4/1/02	11/3/02
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Infrastructure Division

Streets and Bridges

Titled People (Crew Leaders)	7	3/18/02	11/22/02
Titled People (Crew Leaders and Special Laborer Titles)	46	4/15/02	11/22/02
Laborers (Mostly City Laborer Regulars and Seasonals)	35	4/26/02	11/22/02

Construction Section

Public Works Inspectors*	11	4/15/02	11/22/02
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Electrical Services

Laborers with Special Titles (Aux.)	5	3/18/02	12/1/02
Laborers with Special Titles (Aux.)	13	4/15/02	12/1/02
Laborers with Special Titles (Aux.)	10	4/26/02	12/1/02

Underground Operations

Laborers (Seasonal)	10	4/15/02	12/1/02
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*Roll back to Engineering Technicians

**Department of Public Works
Retirements Confirmed by ERS**

Forestry

Landscape and Irrigation Specialist

Buildings and Fleet

Custodial Worker I

Inventory Assistant IV

Infrastructure

Office Assistant II

Engineering Drafting Tech IV

Normal Retirement - Earliest 1) 55 years old and 30 years of service
 2) 55 years old and 15 years of service: 40% reduction

DeptID	Dept Name	Job Title	Yrs of Svc at End of 2002	Age at End of 2002
5140	DPW-ADMIN	ACCOUNTING ASSISTANT I	33.7	64.9
5140	DPW-ADMIN	PUBLIC WORKS COORD MGR	24.2	56.0
5140	DPW-ADMIN	DEPUTY COMM PUBLIC WORKS	37.6	56.2
5140	DPW-ADMIN	PERSONNEL PAYROLL ASST II	18.9	54.9
6610	DPW-ADMIN-PKG	PARKING CHECKER	16.8	55.1
6610	DPW-ADMIN-PKG	PARKING CHECKER	17.9	56.7
6610	DPW-ADMIN-PKG	COMMUNICATIONS ASSISTANT III	15.2	56.2
5231	DPWINF-ADM	CLERK STENO III - NR	39.2	57.5
5234	DPWINF-ADM	CLERK STENO III	19.2	66.8
5234	DPWINF-CON	ENGINEERING TECH IV	23.5	59.3
5234	DPWINF-CON	ENGINEERING TECH IV	37.5	56.9
5234	DPWINF-CON	MANAGEMENT CIVIL ENG - SR	38.4	58.7
5234	DPWINF-CON	ENGINEERING TECHNICIAN V	42.6	62.0
5234	DPWINF-CON	ENGINEER IN CHARGE	45.6	68.3
5234	DPWINF-CON	ENGINEER TECHNICIAN II	23.1	67.1
5234	DPWINF-CON	ENGINEERING TECHNICIAN V	44.0	62.7
5237	DPWINF-CON	ENGINEERING TECHNICIAN V	21.6	57.2
5237	DPWINF-ELE	ELECTRICAL MECHANIC	29.5	57.3
5237	DPWINF-ELE	ELECTRICAL MECHANIC	15.0	55.8
5237	DPWINF-ELE	LABORER (ELECT SERV)	24.6	55.6
5237	DPWINF-ELE	LIGHTING SERVICES MANAGER	36.5	54.9
5237	DPWINF-ELE	LABORER (ELECT SERV)	33.7	56.7
5237	DPWINF-ELE	CLERK III (FIELD)	33.8	68.3
5237	DPWINF-ELE	ELECTRICAL WORKER	20.6	56.2
5237	DPWINF-ELE	LABORER (ELECT SERV)	29.5	57.4
5237	DPWINF-ELE	ELECTRICAL WORKER	20.6	56.4
5237	DPWINF-ELE	ELECTRICAL MECHANIC	34.9	57.2
5237	DPWINF-ELE	ELECTRICAL WORKER	27.6	64.0
5237	DPWINF-ELE	LABORER (ELECT SERV)	29.6	55.1
5237	DPWINF-ELE	ELECTRICAL MECHANIC	17.1	55.8
5237	DPWINF-ELE	LABORER (ELECT SERV)	32.7	55.9
5237	DPWINF-ELE	ELECTRICAL MECHANIC	36.9	55.6
5237	DPWINF-ELE	ELECTRICAL MECHANIC	19.1	56.3
5237	DPWINF-ELE	ELECTRICAL MECHANIC	35.6	58.8
5238	DPWINF-SPT	ELECTRICAL SERVICES WELDER	33.7	56.7
5238	DPWINF-SPT	ELECTRICAL SERVICES WELDER	17.5	55.3
5238	DPWINF-SPT	INVENTORY ASSISTANT IV	34.6	54.9
5238	DPWINF-SPT	INVENTORY ASSISTANT II	36.4	57.0
5238	DPWINF-SPT	STORES SERVICES SUPERVR	32.8	57.5
5235	DPWINF-SPT	EQUIPMENT MECHANIC II	29.5	59.9
5235	DPWINF-STR	CEMENT FINISHER	35.6	60.5
5235	DPWINF-STR	PUBLIC WRKS INSPECTOR II	18.6	56.2
5235	DPWINF-STR	CITY LABORER (REG)	24.6	57.4

5235	DPWINF-STR	BRIDGE OPERATOR LEAD WRK	29.6	58.8
5235	DPWINF-STR	CEMENT FINISHER	37.5	56.4
5235	DPWINF-STR	CITY LABORER (REG)	36.7	55.7
5235	DPWINF-STR	BRIDGE OPERATOR	28.8	55.2
5235	DPWINF-STR	BRIDGE OPERATOR LEAD WRK	30.7	57.0
5235	DPWINF-STR	PAINTER, BRIDGE AND IRON	27.3	55.6
5235	DPWINF-STR	STREET REPAIR CREW LEADER	24.5	70.1
5235	DPWINF-STR	IRONWORKER	17.4	55.7
5235	DPWINF-STR	STREET REPAIR DISTRICT MGR	28.6	56.0
5235	DPWINF-STR	CITY LABORER (REG)	32.6	58.4
5235	DPWINF-STR	BRIDGE OPERATOR LEAD WRK	27.4	60.6
5235	DPWINF-STR	ASPHALT RAKER	36.4	55.0
5235	DPWINF-STR	STREET REPAIR SUPERVISOR	29.6	56.2
5235	DPWINF-STR	CARPENTER SUPERVISOR	28.5	62.9
5235	DPWINF-STR	CITY LABORER (REG)	28.6	55.9
5235	DPWINF-STR	PUBLIC WRKS INSPECTOR II	36.5	54.9
5233	DPWINF-STR	BRIDGE OPERATOR LEAD WRK	38.7	57.2
5233	DPWINF-TRN	CIVIL ENGINEER IV	37.5	55.1
5233	DPWINF-TRN	MANAGEMENT CIVIL ENG - SR	32.3	55.1
5233	DPWINF-TRN	TRANSPORTATION DESIGN MGR	33.0	55.6
5233	DPWINF-TRN	TRAF CONTROL ENGR V	18.1	60.7
5233	DPWINF-TRN	ENG DRAFTING TECH IV	35.2	56.5
5233	DPWINF-TRN	ENG DRAFTING TECH IV	35.1	55.0
5233	DPWINF-TRN	ENGINEERING TECHNICIAN V	34.7	55.9
5233	DPWINF-TRN	MANAGEMENT CIVIL ENG - SR	28.1	60.4
5233	DPWINF-TRN	ENGINEER TECHNICIAN VI	35.2	56.3
5233	DPWINF-TRN	DUPL EQUIP OPERATOR II	32.7	57.1
5233	DPWINF-TRN	ENGINEERING DRAFT TECH II	34.3	54.9
5233	DPWINF-TRN	CIVIL ENGINEER III	37.5	64.1
5233	DPWINF-TRN	CIVIL ENGINEER III	15.9	59.9
5451	DPWINF-TRN	ASSESSMENT TECHNICIAN II	17.6	55.4
5451	DPWSPT-AD	SECURITY GUARD	27.5	59.9
5451	DPWSPT-AD	BUILDINGS & FLEET DIRECTOR	15.7	58.1
5454	DPWSPT-AD	PROGRAM ASSISTANT I	22.8	59.2
5454	DPWSPT-DSN	ARCHITECT DESIGNER II	29.1	58.9
5454	DPWSPT-DSN	FACIL DESIGN & CONSTR MGR	30.4	56.7
5455	DPWSPT-DSN	MECHANICAL ENGINEER IV	29.6	55.8
5455	DPWSPT-FAC	PAINTER	26.5	62.1
5455	DPWSPT-FAC	ELECTRICAL SVC SUPVR II	36.6	55.2
5455	DPWSPT-FAC	ELECTRICAL MECHANIC	35.1	58.6
5455	DPWSPT-FAC	CARPENTER	24.5	64.9
5455	DPWSPT-FAC	BRICKLAYER, BUILDINGS	21.8	56.3
5455	DPWSPT-FAC	BRIDGE LABORER I	47.4	71.0
5455	DPWSPT-FAC	PAINTER	22.6	63.3
5455	DPWSPT-FAC	CARPENTER	21.8	55.5
5455	DPWSPT-FAC	CEMENT FINISHER	26.6	64.9
5455	DPWSPT-FAC	HEATING & VENT MECH II	23.0	55.8
5455	DPWSPT-FAC	HEATING & VENT MECH II	33.0	59.4
5455	DPWSPT-FAC	ELECTRICAL MECHANIC	35.5	54.9
5455	DPWSPT-FAC	CARPENTER	26.4	55.2

5455	DPWSPT-FAC	ELECTRICAL MECHANIC	19.6	55.3
5455	DPWSPT-FAC	CUSTODIAL WORKER III	29.1	56.3
5455	DPWSPT-FAC	LABORER (ELECT SERV)	35.4	60.4
5455	DPWSPT-FAC	CARPENTER	16.0	63.1
5455	DPWSPT-FAC	CARPENTER	18.2	57.5
5452	DPWSPT-FAC	PAINTER	15.8	64.9
5452	DPWSPT-FLT	VEHICLE SERVICES TECHNICIAN	28.4	57.5
5452	DPWSPT-FLT	PERSONNEL PAYROLL ASST II	30.1	58.2
5452	DPWSPT-FLT	VEHICLE SERV TECH - HEAVY	16.5	62.1
5452	DPWSPT-FLT	DIST COUNCIL 48 CONT ADMIN- 33	26.9	59.3
5452	DPWSPT-FLT	AUTOMTIVE BODY REP/PAINTING	19.6	57.4
5452	DPWSPT-FLT	AUTOMTIVE BODY REP/PAINTING	15.9	55.2
5452	DPWSPT-FLT	FLEET SERVICES MANAGER	28.4	57.7
5452	DPWSPT-FLT	VEHICLE SERV TECH - HEAVY	23.8	55.0
5452	DPWSPT-FLT	AUTO MECHANIC SPVR II	19.7	59.4
5452	DPWSPT-FLT	AUTO MAINTENANCE MECHANIC	20.0	60.9
5452	DPWSPT-FLT	FIELD SERVICE MECHANIC	26.2	55.8
5452	DPWSPT-FLT	VEHICLE SERV TECH - HEAVY	15.0	61.7
5452	DPWSPT-FLT	VEHICLE SERVICES TECHNICIAN	17.5	57.5
5452	DPWSPT-FLT	VEHICLE SERV TECH - HEAVY	24.9	61.3
5452	DPWSPT-FLT	GARAGE ATTENDANT	24.6	57.9
5452	DPWSPT-FLT	VEHICLE SERVICES TECHNICIAN	21.1	55.8
5452	DPWSPT-FLT	VEHICLE SERV TECH - HEAVY	23.5	56.2
5452	DPWSPT-FLT	VEHICLE SERV TECH - HEAVY	19.0	56.4
5452	DPWSPT-FLT	GARAGE ATTENDANT	17.5	56.6
5453	DPWSPT-FLT	FIELD SERVICE MECHANIC	22.8	56.4
5453	DPWSPT-OPS	TRUCK DRIVER (3-1/2T-)	29.6	56.8
5453	DPWSPT-OPS	TRUCK DRIVER (3-1/2T-)	34.3	59.5
5453	DPWSPT-OPS	TRUCK DRIVER (3-1/2T-)	34.7	55.7
5453	DPWSPT-OPS	TRCTR BLDZR ENDL D GRAD OP	15.5	57.9
5453	DPWSPT-OPS	DRIVER/WORKER	36.4	55.6
5453	DPWSPT-OPS	TRACTOR OP(UNDER 40 HP)	31.3	56.6
5453	DPWSPT-OPS	TRUCK DRIVER (3-1/2T-)	36.7	55.3
5453	DPWSPT-OPS	TRACTOR OP(UNDER 40 HP)	28.5	55.0
5453	DPWSPT-OPS	TRUCK DRIVER (3-1/2T-)	33.6	60.1
5453	DPWSPT-OPS	TRCTR BLDZR ENDL D GRAD OP	33.7	55.4
5453	DPWSPT-OPS	GARAGE CUSTODIAN	27.0	56.1
5458	DPWSPT-OPS	SPECIAL EQUIPMENT OPERATOR	34.6	56.0
5458	FORESTRY	URBAN FORESTRY LABORER	34.7	55.2
5458	FORESTRY	URBAN FORESTRY MANAGER	34.6	55.0
5458	FORESTRY	OFFICE ASSISTANT IV	18.3	56.0
5458	FORESTRY	URBAN FORESTRY LABORER	36.5	56.2
5458	FORESTRY	URBAN FORESTRY LABORER	27.4	58.6
5458	FORESTRY	URBAN FORESTRY LABORER	22.6	69.6
5458	FORESTRY	URBAN FORESTRY MANAGER	30.6	56.7
5457	SANITATION	DRIVER-LOADER	27.5	54.9
5457	SANITATION	DRIVER-LOADER	28.5	59.3
5457	SANITATION	SANITATION DISTRICT MGR	30.5	59.7
5457	SANITATION	SANITATION WORKER	34.9	55.1
5457	SANITATION	SANITATION WORKER	25.5	55.3

5457	SANITATION	FIELD HEADQUARTERS COORD	18.6	56.2
5457	SANITATION	SANITATION OPERATIONS MGR	40.7	60.4
5457	SANITATION	DRIVER-LOADER	19.6	58.1
5457	SANITATION	SANITATION WORKER	35.7	58.5
5457	SANITATION	ADMINISTRATIVE ASSISTANT I -NR	17.4	59.9
5457	SANITATION	SANITATION SUPERVISOR	33.6	55.6
5457	SANITATION	SANITATION WORKER	34.7	56.5
5457	SANITATION	SANITATION WORKER	32.7	55.2
5457	SANITATION	SANITATION WORKER	36.5	55.2
5457	SANITATION	SANITATION DISTRICT MGR	27.2	55.0
5457	SANITATION	SANITATION WORKER	33.3	59.7
5457	SANITATION	DRIVER-LOADER	20.6	57.9
5457	SANITATION	DRIVER-LOADER	27.5	58.8
5457	SANITATION	DRIVER-LOADER	17.5	55.8
5457	SANITATION	SANITATION WORKER	29.6	58.5
5457	SANITATION	SANITATION SUPERVISOR	17.5	56.8
5457	SANITATION	DRIVER-LOADER	35.7	55.1
5457	SANITATION	ADMINISTRATION & PROJ MGR	30.3	55.4
5457	SANITATION	SANITATION WORKER	32.3	55.8
5457	SANITATION	SANITATION WORKER	30.6	59.7
5457	SANITATION	SANITATION WORKER	33.3	59.1
5457	SANITATION	SANITATION WORKER	26.4	59.3
5457	SANITATION	SANITATION WORKER	33.7	59.3
5457	SANITATION	CART MAINTENANCE TECHNICIAN	36.7	56.4
5457	SANITATION	SANITATION WORKER	29.5	60.1
6831	SANITATION	DRIVER-LOADER	34.2	55.0
6831	SEWER-ENVR	CIVIL ENGINEER II	33.8	58.6
6831	SEWER-ENVR	STREET LIGHTING ENGINEER	32.9	56.2
6831	SEWER-ENVR	MANAGEMENT CIVIL ENG - SR	33.0	55.9
6832	SEWER-UNDE	SEWER LABORER I	32.3	56.4
6832	SEWER-UNDE	SEWER LABORER II	34.3	59.4
6832	SEWER-UNDE	SEWER LABORER I	23.5	56.1
6832	SEWER-UNDE	SEWER LABORER I	23.5	55.3
6832	SEWER-UNDE	SEWER SERVICES MANAGER	36.5	59.3
6832	SEWER-UNDE	SEWER CREW LEADER II	32.3	62.2
6832	SEWER-UNDE	SEWER LABORER II	32.3	65.4
6832	SEWER-UNDE	SEWER CREW LEADER II	38.6	57.3
6832	SEWER-UNDE	SEWER LABORER II	32.7	56.7
6832	SEWER-UNDE	SEWER MASON	24.4	56.0
6832	SEWER-UNDE	SEWER LABORER I	29.6	55.0
6832	SEWER-UNDE	SEWER CREW LEADER I	32.7	59.4
6832	SEWER-UNDE	SEWER EXAMINER I	35.3	58.0
6832	SEWER-UNDE	SEWER LABORER I	34.4	54.9
6832	SEWER-UNDE	SEWER LABORER I	29.6	57.4
	SEWER-UNDE	SEWER SERVICE DISTRICT MGR	34.6	57.6

DPW-WATER WORKS
2002 Retirement Eligibility

Division	Position Title	Years in 2002	
		Age	Service
Water	Hydrant Service Worker	70	26
Water	Meter Services Coordinator	68	14
Water	Special Assistant-Water	67	25
Water	Water Revenue Collector	65	33
Water	Meter Shop Utility Worker	65	33
Water	Water Plant Operator I	64	22
Water	Electrical Engineer III	64	11
Water	Water Distribution Supervisor I	63	41
Water	Management Accounting Specialist	62	12
Water	Civil Engineer III	62	26
Water	Office Assistant II	61	17
Water	Machinist I	61	15
Water	Accounting Assistant II	61	33
Water	Sr Water Treatment Plant Operator	61	17
Water	Pipe Year Crew Leader	60	14
Water	Water Chemist II	60	6
Water	Water Meter Technician I	60	40
Water	Customer Service Representative II	60	25
Water	Electrical Mechanic	60	12
Water	Office Assistant II	59	27
Water	Customer Service Representative III	58	13
Water	Personnel Payroll Assistant II	58	17
Water	Instrument Technician I	58	26
Water	Customer Service Representative III	58	12
Water	Water Meter Technician II	58	38
Water	Water Distribution Chief Repair Worker	58	33
Water	Distribution Repair Worker I	58	24
Water	Water Chemist II	58	3
Water	Utilities Services Liaison	57	18
Water	Water Treatment Plant Operator	57	6
Water	Machinist I	57	21
Water	Water Distribution Supervisor I	57	34
Water	Water Meter Technician II	57	11
Water	Clerk Stenographer III	57	11
Water	Water Distribution Chief Repair Worker	57	33
Water	Engineering Drafting Technician V	56	34
Water	Water Meter Technician I	56	22
Water	Water Distribution Chief Repair Worker	56	31
Water	Office Assistant II	56	15
Water	Customer Service Representative II	56	34
Water	Systems & Projects Manager	56	37
Water	Water Meter Investigator	56	25
Water	Water Meter Investigator	56	26
Water	Booster Station Operator	56	16
Water	Water Meter Specialist	56	32
Water	Water Distribution Laborer	55	29
Water	Teller-Water II	55	13
Water	Water System Operator in Charge	55	18
Water	Water Meter Specialist	55	18
Water	Accounting Assistant III	55	33
Water	Water Communication Center Supervisor	55	36
Water	Accounting Assistant II	55	37
Water	Field Investigator	55	29
Water	Sr Water Treatment Plant Operator	55	32
Water	Communication Assistant V	55	23
Water	Water Meter Technician I	55	17
Water	Water Plant Laborer	55	27
Water	Distribution Repair Worker I	55	29
Water	Water Distribution Laborer	55	36

59 Total Number of Positions Eligible

WAYNE F. WHITTOW
CITY TREASURER



OFFICE OF THE CITY TREASURER
MILWAUKEE, WISCONSIN

March 22, 2002

Alderman Fredrick G. Gordon, Chair
Finance and Personnel Committee
Milwaukee Common Council
City Hall, Room 205

RE: Reply to Request for Information and Input

Dear Ald. Gordon:

I am writing in response to your March 20th request for information and input regarding Common Council File Number 011627.

I suggest that the City implement a strict hiring freeze for a period of two months for all City departments and agencies. I do not believe that this would cause any undue hardship, as every department should have personnel trained to serve as backup, who could fill in on an interim basis for this short period of time, regardless of the job, as is done for sick leave and vacation coverage. During this two-month period, the Wisconsin legislature and governor would certainly finalize and adopt a State budget repair bill and the City would then know where it stands. This period would also allow more adequate time for the City to analyze its fiscal situation and develop and implement a long-term solution to address it. I caution against a knee jerk response, when all of the details of the fiscal situation are not yet known.

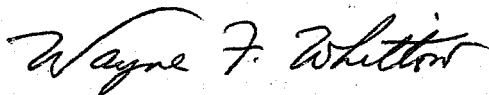
Information Response:

1. Please note that my department currently has only one position vacant, a Customer Service Representative I position in pay range 425 in the Collection Division, Customer Service Unit. I requested that the position be filled, but agreed to holding it vacant (reference Schedule A, February 27th Meeting, Request to Fill Vacant Position I.D. No. 2094).
2. Not applicable.

3. When I first took office in 1976, this department was authorized 40 full time positions and 57 seasonal positions. Many of the seasonal positions worked between one-third and one-half of the year. Today, the department is authorized 31 full time positions, 4 part time positions, and only 30 seasonal positions, for a total equivalent of 36.54 full time positions. I have taken prudent steps to reduce staffing, while maintaining and even improving upon customer service. I believe every position in my department is essential to providing the services required. If a position were not essential, I would not be requesting funding for it.
4. All of the work performed by my department is required under current Wisconsin State Statutes and City of Milwaukee Ordinances and Resolutions. I believe it is essential that the City continue to adequately staff and fund my department to assure that critical revenue collection and cash management functions are not impaired in any way, as this could worsen the fiscal crisis faced by the City.

If you need additional information, or have any questions on this submittal, do not hesitate to contact me directly at extension 2242.

Sincerely,



WAYNE F. WHITTOW
City Treasurer

WFW/JFK/me

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c: Sandy Rotar
Marianne Walsh
Kathy Marquardt



Board of Zoning Appeals

Chairman
Craig H. Zetley

Vice Chairman
Scott R. Winkler

Members
Henry P. Szymanski
Catherine M. Doyle
Roy B. Nabors

Alternates
Georgia M. Cameron
Donald Jackson

Secretary
Clifton W. Crump

March 21, 2002

Ald. Fred Gordon
Finance & Personnel Committee

Re: Ald. Gordon's March 20, 2002, Vacancies Request

The position of Program Assistant I in the Board of Zoning Appeals is vacant as of March 1, 2002. This position has been authorized to be filled at the Finance & Personnel Committee meeting on January 16, 2002. This position is expected to be filled in mid April.

The Board of Zoning Appeals positions are:

Chairman	1 position
Members	4 positions
Alternate Members	2 positions
Board Secretary	1 position
Program Assistant I	1 (vacant)
Clerk Steno III (half-time)	1 position
Office Asst. III (half-time)	1 position

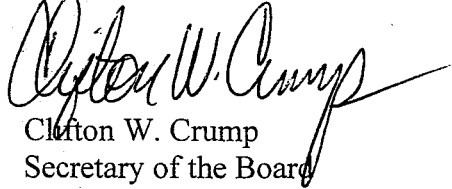
At the present time, no employees have applied for retirement.

In 1997, several initiatives were taken to streamline the application and board review process. The following has been accomplished:

- Reduced the time to process an average appeal from 15 weeks to 5 weeks.
- Reduced the time to render a written decision from 12 weeks to 1 week.
- Elimiated a perpetual case backlog of as many as 150 cases.
- Increased customer satisfaction with the process by increasings the level of communication between staff and customers.
- Improved the quality of public notice given to the community for each public hearing.

Based on the above and the Board's Rules of Procedure, the Program Assistant I position as well as all other board positions are essential to continue to expedite the zoning appeals process.

Sincerely,



Clifton W. Crump
Secretary of the Board

cc: Sandy Rotar, DOA-Budget
✓ Marianne Walsh, LRB
✓ Kathy Marquardt, F&P