



Department of Employee Relations

December 9, 2002

John O. Norquist
Mayor

Jeffrey Hansen
Director

Florence Dukes
Deputy Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Manager

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

Dear Committee Members: Re: Common Council File Number 020667

The following classification and pay levels were approved by the Board of Fire and Police Commissioner on December 5, 2002, for four new positions in the Fire Department's budget for 2003.

One position was classified as Administrative Fire Lieutenant, Pay Range 856, and three positions were classified as Administrative Captain-EMS, Pay Range 857.

The job evaluation report containing the necessary Salary and Positions Ordinance amendments is attached.

Sincerely,

Florence H. Dukes
Employee Relations Director

FHD:pb

Attachments: Job Evaluation Report
 Fiscal Note

c: Chief William Wentlandt, Jr., Joseph Czarnecki, Frank Forbes, Laura Engan and Gregory Gracz

JOB EVALUATION REPORT

Fire & Police Commission Meeting: December 5, 2002

This report recommends appropriate classifications and compensation levels for 4 new positions approved by the Mayor and Common Council in the Fire Department's budget for 2003.

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from the Fire Department. The following chart summarizes the recommended changes.

Current	Requested	Recommended
3 positions of Firefighter PR 850 \$28,276-\$47,712	1 position of Administrative Fire Lieutenant PR 856 \$45,590-\$53,237	1 position of Administrative Fire Lieutenant PR 856 \$45,590-\$53,237
3 positions of Paramedic Lieutenant PR 856 \$45,590-\$53,237	3 positions of Administrative Captain-EMS PR 857 \$51,211-\$62,178	3 positions of Administrative Captain-EMS PR 857 \$51,211-\$62,178

Action Required (effective Pay Period 1, 2003 – December 22, 2002):

In the Salary Ordinance, under Pay Range 857, add the title "Administrative Captain-EMS 1/ 2/."

In the Positions Ordinance, under Fire Department, Firefighting Division Decision Unit, delete one position of Administrative Lieutenant and add one position of Administrative Fire Lieutenant. Under Paramedic Service, delete three positions of Administrative Captain and add three positions of Administrative Captain-EMS.

Duties, Responsibilities and Recommendations:

Current:	3 positions of Firefighter	PR 850
Requested:	Administrative Fire Lieutenant	PR 856
Recommended:	Administrative Fire Lieutenant	PR 856

The function of this position is to complete duties, activities, and projects assigned by the Chief. This includes maintaining a confidential working relationship. Duties and responsibilities include:

- 50% Work on special projects as deemed necessary by the Chief. Plan, research, organize, and implement projects. Maintain communications with the Chief.
- 20% Assess new opportunities, techniques, and approaches so that the department continues to grow and improve.
- 10% Assist and act as a liaison between the Chief and department bureau heads in matters relating to the Office of the Chief.
- 10% Act as a liaison between various state, county, and city officials and emergency government branches in matters relating to the Office of the Chief.
- 5% Assume the responsibilities of the department's Public Information Officer.
- 5% Assist the Chief at alarms in the operation of the Incident command System (ICS) as directed. This includes but is not limited to Staging, EMS Section, Safety Officer, Radio Communication, and Sector Operations. Must have a working knowledge of the ICS. Must comply with the Milwaukee Fire Department Rules and Regulations.

Individual filling this position must meet qualifications for eligibility established by the City of Milwaukee Fire and Police Commission. Must have working knowledge regarding Bureau of Administration and department operations. Position requires a working knowledge of computer software applications and ability to do research. Individual must have the skill to train others. Individual must possess a thorough knowledge of the streets in and around the city in order to efficiently and safely respond to alarms or conduct official department business. Position requires

good communication skills and the ability to relate well with both non-department and department personnel. Must have a high level of initiative, be of high moral character, and be able to think originally and constructively.

This new position will serve the role of staff assistant to the Fire Chief. The position will take on duties and special projects as directed by the Fire Chief. The position will conduct research and be responsive to critical issues facing the department. Initial projects with which the position will be involved include identification of community liaisons to assist the Fire department in its recruitment efforts and an analysis of national safety standards in comparison to the Fire Department safety standards and practices.

Historically, staff assistance to the Fire Chief had been provided via three 24-hour shift Firefighter positions. These positions have been eliminated. This new position of Administrative Lieutenant will serve in a 40 hour a week position.

The duties and responsibilities of the position are similar in scope and responsibility to those of other Administrative Fire Lieutenants. We therefore recommend this new position be classified as Administrative Fire Lieutenant in PR 856.

Current:	3 positions of Paramedic Lieutenant	PR 856
Requested:	3 positions of Administrative Captain-EMS	PR 857
Recommended:	3 positions of Administrative Captain-EMS	PR 857

The 2003 budget eliminates 3 positions of Paramedic Lieutenant, PR 856, (24-hour shift positions). In their stead are created three position of Administrative Captain, PR 857, in Emergency Medical Services (EMS). These positions will serve distinct functions within EMS including Transport Coordinator, Training Coordinator, and Continuous Quality Improvement Coordinator. These new positions will work 40-hour weeks on an on-call basis. Job duties and responsibilities for the three positions follow:

**Administrative Captain-EMS
Emergency Medical Services-Transport Coordinator**

The primary duty of this position is to manage the Advanced Life Support (Paramedic) and Basic Life Support (Fire Squad) transport operations. This includes monitoring department transport operations for compliance with Emergency Medical Services (EMS) Standard Operating Guidelines and written protocols, and the City of Milwaukee EMS System Handbook of Operations. Secondary duties include referral and recommendations to the Deputy Chief – EMS Coordinator when operational problems are identified, assistance in the development of EMS Standard Operating Guidelines, and providing education on the EMS system to department personnel, other EMS system providers, and the public. Duties and responsibilities include:

- 25% Serve as liaison with EMS system providers, both City of Milwaukee and Milwaukee County, to coordinate EMS system transport operations.
- 15% Perform data analysis to identify trends in the EMS system.
- 10% Conduct regular audits of system documentation to assure completeness and compliance with established Standard Operating Guidelines and medical protocols.
- 10% Prepare monthly, quarterly, and annual reports capturing EMS transport activities.
- 10% Participate in the research and development of EMS Standard Operating Guidelines and medical protocols.
- 10% Perform field observations to assess quality of EMS transport operations.
- 5% Inspect all modular paramedic units, PFR companies, and fire squads on a quarterly basis to ensure proper maintenance of apparatus and equipment. Inspects all BLS companies' first aid kits and EMS supplies on an annual basis.

- 5% Ensure timely submission of MED unit and Fire Squad reports and records.
- 5% Assist in planning, scheduling and implementing EMS training programs. Responds to alarms, per department dispatch protocols, and supervises EMS-related activities.
- 5% Participate in public relations assignments. Attends special team meetings as requested to assist in the planning of EMS operations at incidents.
Assume some of the responsibilities of the Battalion Chief in his/her absence.
Must comply with the requirements of the Milwaukee Fire Department Rules and Regulations.

Position requires a current State of Wisconsin Emergency Medical Technician – Paramedic license. Individual must have practice status recognized by the Medical Director - Milwaukee County EMS. Incumbent must become qualified as a CPR instructor. Position requires a working knowledge of computer operations and database management. Position requires good communication skills, the ability to work effectively with other people, and the ability to function independently and solve problems. Individual must possess organizational and management skills, exhibit a high degree of professionalism, and maintain confidentiality of bureau records and projects.

**Administrative Captain-EMS
Emergency Medical Services-Training Coordinator**

The primary duty of this position is to develop, coordinate, and implement ongoing emergency medical services (EMS) related training for department personnel. The secondary duty is to identify public education needs related to emergency medical services and community health, and to develop and coordinate public education programs to address these needs. Duties and responsibilities include:

- 30% Develop course curriculum, materials, and schedule for all required areas of EMS training.
- 30% Perform as lead instructor for EMS related training programs.
- 20% Identify public education needs. Develop and coordinate public education programs to address these needs. Schedule and participate in public education programs.
- 10% Participate in the research and development of EMS Standard Operating Guidelines and medical protocols.
- 5% Develop methods to measure and evaluate student performance, instructor performance, and course curricula.
- 5% Coordinate the procurement of required course materials.
Assumes some of the responsibilities of the Battalion Chief in his/her absence.
Must comply with the requirements of the Milwaukee Fire Department Rules and Regulations.

Position requires a current State of Wisconsin Emergency Medical Technician – Paramedic license. Individual must have practice status recognized by the Medical Director - Milwaukee County EMS. Incumbent must obtain recognition as an EMT-B Instructor Coordinator by the State of Wisconsin Department of Health and Family Services. Incumbent must become qualified as a CPR instructor. Position requires a working knowledge of computer operations and database management. Position requires good communication skills, the ability to work effectively with other people, and the ability to function independently and solve problems. Individual must possess organizational and management skills, exhibit a high degree of professionalism, and maintain confidentiality of bureau records and projects.

**Administrative Captain-EMS
Emergency Medical Services-Continuous Quality Improvement Coordinator**

The primary duty of this position is to manage and provide ongoing evaluation of the Continuous Quality Improvement Program for the department's Emergency Medical Services (EMS) system. This includes

monitoring the EMS system's operations for compliance with State and Federal regulations, the department's Standard Operating Guidelines, and written protocols. Secondary duties include referral and recommendations to the Deputy Chief – EMS Coordinator when problems or potential risk situations are identified, assistance in the development of EMS Standard Operating Guidelines, and participation in the development of educational programs aimed at improving the quality of emergency medical services provided by the department. Duties and responsibilities include:

- 20% Conduct regular audits of system documentation to assure completeness and compliance with established Standard Operating Guidelines and medical protocols.
 - 20% Serve as liaison with EMS system providers to investigate potential system problems and coordinate interagency actions.
 - 15% Perform data analysis to identify trends in the EMS system.
 - 15% Upon receipt of an expressed complaint or concern, gather all available information and develop an appropriate response.
 - 10% Participate in the research and development of EMS Standard Operating Guidelines and medical protocols.
 - 10% Assist in planning, scheduling and implementing EMS training programs.
 - 5% Develop and implement customer satisfaction surveys. Organize data collected from surveys and prepare report to indicate areas of customer satisfaction/dissatisfaction.
 - 5% Participate in public relations assignments.
- Assume some of the responsibilities of the Battalion Chief in his/her absence.
Must comply with the requirements of the Milwaukee Fire Department Rules and Regulations.

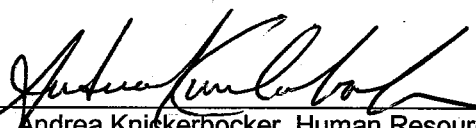
Position requires a current State of Wisconsin Emergency Medical Technician – Paramedic license. Individual must have practice status recognized by the Medical Director - Milwaukee County EMS. Position requires knowledge of the principles of Continuous Quality Improvement (CQI). Incumbent must become qualified as a CPR instructor. Position requires working knowledge of computer operations and database management. Position requires good communication skills, the ability to work effectively with other people, and the ability to function independently and solve problems. Individual must possess organizational and management skills; exhibit a high degree of professionalism, and maintain confidentiality of bureau records and projects.

These three newly created positions of Administrative Captain will provide critical managerial support in the areas of:

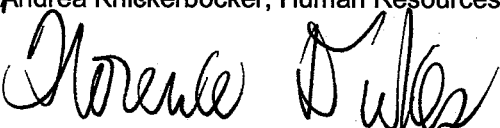
- Supervision and oversight of the department's paramedic and basic life support transport services
- EMS training coordination for new recruits and refresher courses for current employees and other public education activities
- EMS incident investigation, data analysis and policy development.

The duties and responsibilities of the positions are similar in scope and responsibility to those of other Administrative Fire Captains in the Fire department. We therefore recommend these three new positions be classified as Administrative Captain-EMS in PR 857.

Prepared By


Andrea Knickerbocker, Human Resources Manager

Reviewed By:


Florence Dukes, Employee Relations Director