



Department of Employee Relations

September 5, 2008

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

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

Dear Committee Members:

Re: Common Council File Number 080525

The following classifications and pay levels were approved by the Board of Fire and Police Commissioners on September 4, 2008:

In the Police Department:

Two positions of Document Examiner, PR 808 were reclassified to Forensic Video Examiner, PR 808.

One position of Printing and Stores Supervisor, SG 005 was reclassified to Printing, Stores and Building Services Supervisor, SG 005.

The job evaluation report covering the above position, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,

  
Maria Monteagudo  
Employee Relations Director

MM:fcw

Attachment: 2 Job Evaluation Reports  
Fiscal Note

C: Mark Nicolini, Jennifer Meyer, Marianne Walsh, Troy Hamblin, Betty Schraith, Joe Alvarado, Michael Tobin, Chief of Police Edward Flynn, Assistant Chief of Police Dale Schunk, Assistant Chief of Police Monica Ray, Captain of Police Diane Rowe, Valarie Williams, Gordon Gregg, Raymond Oelke, Catherine Williams, and John Balcerzak, MPA Local #21.

**JOB EVALUATION REPORT**

Fire and Police Commission Meeting Date: September 4, 2008

Department: Police Department

Current	Request	Recommendation
Document Examiner 2 positions Pay Range 808 (\$63,014 - \$68,096) Incumbents: Catherine Williams & One vacant position.	Forensic Video Analyst 2 positions Pay Range 808 (\$63,014 - \$68,096)	Forensic Video Examiner 2 positions Pay Range 808 (\$63,014 - \$68,096)

**Action Required**

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Identification Division, delete two positions of "Document Examiner" and add two positions of "Forensic Video Examiner".

**Background**

In a letter dated November 8, 2008, Nannette Hegerty, former Chief of Police, requested the title for two of the three positions of Document Examiner in Pay Range 808 be changed to Forensic Video Analyst due to changes in duties and responsibilities. Job Descriptions were reviewed and discussions were held with Diana Rowe, Captain of Police; and Valarie Williams, Police Personnel Administrator.

**Duties and Responsibilities**

The basic function of this position is to perform forensic video examination of analog (VHS) and digital video evidence including moving and still photo images recovered from closed circuit television surveillance systems and camcorders; maintain case note documentation regarding evidence examined, assist federal, state, and municipal law enforcement agencies; perform maintenance on equipment and computers used; and maintain statistics and archives. Specific duties, responsibilities and requirements include the following:

- 40% Examine closed circuit television surveillance system and camcorder surveillance video footage for relevant images; isolate, slow down, enlarge, and clarify any relevant views; create copies of images for media release, investigators and attorneys; and create still photographic images for investigators and attorneys.
- 25% Document work performed in technical case notes that can be understood by other analysts for case review and to assist in subsequent proceedings; archive projects digitized into the Avid Video Evidence Case Management System; copy media for training aids; and maintain statistics regarding the numbers of forensic video and document examination cases worked.

- 25% Inspect portable VCR units used in the field and correct any deficiencies; perform maintenance on the Avid Video Evidence Case Management System and the stand alone computer; schedule any outsourced maintenance of the video cassette recorders; order supplies; and research and recommend changes in equipment and procedures.
- 10% Train and instruct others on forensic video examination; and review work product and case notes.

Requirements for the positions include two years of continuous service performing Identification Technician duties with at least one year as an Identification Technician or higher level related position assigned to the Identification Division.

### Analysis

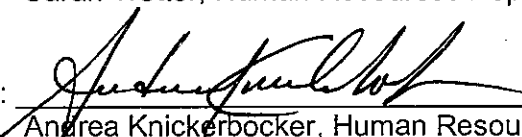
The work in the Document Examination Section has changed extensively over the past several years due to changes in technology. For example many more places of business have video recording devices and closed circuit televisions. Consequently, recordings from these devices are more frequently involved in criminal investigations. The Department indicated that currently there is still enough document examination work to continue having one position with the title of Document Examiner. The trend, however, is that more and more work is video related. The Department currently has one incumbent performing document examination, one incumbent performing video examination, and one vacant position that they plan to fill and have perform video examination.


The requested title change will more accurately describe the work that is being performed. We recommend the title of "Forensic Video Examiner" instead of "Forensic Video Analyst" since the term "Analyst" implies a more in-depth analysis of the evidence. The term "Examiner" is more consistent with the duties and responsibilities of the position and is parallel with the "Document Examiner" title.

### Recommendation

Based on the above analysis we recommend the title of two positions of Document Examiner in Pay Range 808 be changed to Forensic Video Examiner in Pay Range 808.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

Fire and Police Commission Meeting Date: September 4, 2008

Department: Police Department

Current	Request	Recommendation
Printing and Stores Supervisor Salary Grade 05 (\$47,109 - \$65,957) Current Rate: \$65,957 Incumbent: Raymond Oelke	Police Printing & Facilities Manager Salary Grade: To be Determined	Printing, Stores, and Building Services Supervisor Salary Grade 05 (\$47,109 - \$65,957) No Change
<p><b>Rationale:</b>                      A change in title only is recommended for the Printing and Stores Supervisor position. The position has experienced some changes in duties but not in the level of work being performed. To reflect the duties relating to building services we recommend a change in title to Printing, Stores, and Building Services Supervisor.</p>		

**Action Required**

In the Salary Ordinance, under Salary Grade 005, delete the title "Printing and Stores Supervisor" and add the title "Printing, Stores, and Building Services Supervisor".

In the Positions Ordinance, under Police Department, Community Services Division; Printing and Stores Section, delete one position of "Printing and Stores Supervisor" and add one position of "Printing, Stores, and Building Services Supervisor".

**Background**

In a letter dated September 19, 2005, Nanette Hegerty, Chief of Police, requested that the position of Printing and Stores Supervisor in the Printing and Stores Section of the Facilities Services Division be studied for reclassification. A Job Analysis Questionnaire was completed and discussions were held with the incumbent; Gordon Gregg, Police Buildings and Fleet Manager; Valarie Williams, Police Department Personnel Administrator; and Assistant Chief Monica Ray. Further supplementary information provided by the incumbent and the immediate supervisor was also reviewed.

**Duties and Responsibilities**

The basic function of this position is to manage the Printing and Stores Section and the maintenance operations at the Police and Fire Training Academy facility; be responsible for supervision of custodian employees assigned to this facility, the Department's production staff, and the Department's office supply procurement section (Stores); serve as the Department's liaison to personnel from the Department of Public Works for scheduling work projects at the Training Academy; coordinate the production/design of all printed materials as well as the electronic media for the Department and other City departments, and state and county agencies; and submit operating expenses to the Police Buildings and Fleet Manager. Specific duties, responsibilities and requirements include the following:

- 40% Personnel Supervision  
Responsible for the supervision of ten employees including first and second shift maintenance personnel. This includes performance reviews, staff development, and scheduling and prioritizing work assignments.
- 25% Printing Production Coordination and Administration  
Coordinate the layout, design, and production for all printed materials utilized by various City, State, and County agencies; direct the design, layout formulation, and reproduction of appropriate levels of stock which includes report forms and brochures; responsible for the coordination and production of the annual report, quarterly newsletter, and Milwaukee's Top 10 Most Wanted List, printed and electronic media materials and documents, large format printing, and offset design.
- 20% Facilities Administration  
Responsible for the maintenance of the Training Academy building including the adjacent outdoor Fire Department training facility (total of 192,000 square feet of occupied space), communications on an ongoing basis with personnel from the Department of Public Works to coordinate work/repair projects that impact daily operations, and maintenance and proper operations of all physical equipment; establishes work projects and layouts with other City Departments; coordinates facility activities, gym set-ups, and special events with outside agencies assuring proper maintenance procedures are performed.
- 10% Budget Management  
Responsible for the preparation and development of the annual budget including allocations for equipment, capital expenditures, supplies and projections for future costs for the four operating units of Printing, Stores, Graphic Design, and Building Maintenance; and establishes budget controls to ensure compliance within approved annual budget allocation for the operating units under direct supervision.
- 5% Other Duties  
Perform other related assignments directed by the Chief of Police, Assistant Chief of Police, Deputy Chief of Police, and other command staff.

Requirements include a Bachelor of Arts Degree in Commercial Arts and Printing and Publication; five years of broad and extensive employment related training and experience in printing, design, procurement and building maintenance management; and four years of experience in four color offset process printing. Other requirements include proficiency in electronic desktop publishing, prepress preparation, and the OS 10 Operating System; and knowledge of various software applications for graphic design and layout.

### **Changes in the Position**

Due to reorganization in 2004, this position took on responsibility for overseeing maintenance at the Police Safety Academy building facility which consists of 230,000 square feet. Changes include the following:

- Supervise five additional employees who are Custodial Workers. This includes employee training, performance evaluations, and daily attendance entries. Since these employees work different shifts the schedule for this position has been adjusted.
- Oversee maintenance of the facility which includes weekly meetings with contractors on renovation projects.
- Serve as the Police Department's on-site contact for managers, engineers and other personnel from the Department of Public Works for the monitoring and scheduling of capital improvements and other work projects.
- Receive requests for printing and design from other city departments and outside agencies. Required to serve on various committees regarding printing and design services.

### **Analysis**

This position was last studied in 1999 when it was reclassified from Salary Grade 03 to Salary Grade 05. The reclassification was in recognition of a broadening of the duties and responsibilities from that of a working print shop supervisor to a supervisor that has a greater role in the implementation of programs and initiatives related to the core functions of the department. This included researching and implementing changes in technology, implementing the communication aspects of crime prevention and law enforcement, and supervising a position of Graphic Designer II.

The position under study is unique in that it oversees the function of a Print Shop, some stores operations, and some custodial and maintenance functions. In making comparisons to other positions in the City we focused on those with duties that are new to this position to gauge the level of responsibility.

As indicated earlier the standard is not only whether or not there have been changes in the duties and responsibilities but whether the changes increase the level of responsibility. For example, the supervision of five Custodial Workers is an increase in the amount of supervisory responsibility but is not an increase in level of responsibility. The position that previously had responsibility for supervision of the custodial staff and oversight of maintenance at the Police and Fire Training Academy was a Building Services Supervisor in Salary Grade 02. The basic function of the position was, under the general direction of the Management Facilities Engineer, to direct, supervise, and coordinate all maintenance and custodial activities in City owned buildings.

In studying this position, comparisons were made to several other positions in the Police Department and other City Departments. We focused on positions that had the duties and functions of the changes listed above including the following:

#### Building Services Supervisor II, Salary Grade 04

The basic function of this position, under the general direction of the Management Facilities Engineer, is to schedule all necessary custodial and maintenance activities for City Hall and the Zeidler Municipal Building, directly supervise four Custodial Workers III, and indirectly supervise 22 Custodial Workers II and two Maintenance Technicians. Specific duties include administering contracts with outside service providers for specialized cleaning services such as blinds and large-scale carpet cleaning; coordinating and monitoring requests for custodial services, maintenance work, and security; training staff on work procedures and the proper use

of equipment and cleaning materials; assisting in the research of new cleaning techniques and products; and initiating needed building repairs.

Building Maintenance Supervisor II, Salary Grade 05

The basic function of this position is to, under the direction of the Building Maintenance Manager, have primary responsibility for the supervision of custodial and maintenance personnel, and for the mechanical operations in the Library system. Specific duties include planning, assigning, prioritizing, and laying out work schedules for routine, emergency, and preventive maintenance and repairs for all buildings, grounds, and equipment; obtaining estimates, monitoring contracted projects, and coordinating outside contractor services; coordinating, planning, and providing supervision for the Facilities Controls Specialist, Heating and Ventilating Mechanics, and assigned custodial workers; and preparing reports and budget requests and maintaining records. Serve as a backup to the Building Maintenance Manager.

Inventory Services Manager, Salary Grade 06

The basic function of this position is to supervise the stores operations for the Infrastructure Services Division and oversee the procurement, storage, and disbursement of all general construction materials, signage, street lighting fixtures, cables, traffic signal fixtures, services and repairs. Specific duties include responsibility for a staff of 17; reviewing, processing and authorizing material purchases and requisitions, commodity service releases, Procard purchases, and service orders; supervising, coordinating and conducting daily inventory counts, directing personnel in confirming variances, investigating causes and correcting variances; monitoring and programming the centralized building security system, reviewing access records, serving as the contact person for the building complex including maintenance, emergency evacuation, and building inspections, and coordinating the disposal of all hazardous waste and the sale and/or disposal of scrap material; and coordinating overall efforts to reduce inventory and develop innovative systems to advance and streamline the stores operations.

Building Maintenance Manager, Salary Grade 07

The basic function of this position is to, under the direction of the Business Operations Manager, administer and control all activities pertaining to the maintenance, repair, and operation of all thirteen Library buildings, their grounds, and related equipment. Specific duties include directing and supervising building supervisors, a carpenter, electrician and controls specialist, mechanics and custodians; planning, assigning, prioritizing, and scheduling routine, emergency, and preventive maintenance activities; monitoring renovations, construction, and maintenance projects; working with engineers, architects and contractors to ensure equality of work, cost control, and to protect the interests of the Library; working with the Business Operations Manager to develop specifications for contracted services and maintain annual service agreements; developing and maintaining a preventive maintenance and work order system; researching, conducting analyses, and preparing reports and budget requests; and serving as a liaison with other City departments such as Public Works, Fire and Police in carrying out department activities.

Document Services Manager, Salary Grade 07

The basic function of this position is to develop, coordinate, implement and manage the activities of the Document Services Section of the Department of Administration-Business Operations and assist in the monitoring of and compliance with City-wide standards for records management. Specific duties include supervising the printing and microfilm/record storage/imaging production centers; negotiating work projects and agreements for other services with city departments; overseeing major projects, general production, and scheduling systems; monitoring cost structure and operational needs of center; and supervising staff and

implementing and developing long range operational and program goals (30%); supervising and developing the citywide optical imaging system program, researching and working with vendors to identify appropriate network, production system, and end-user hardware and software components (20%); Overseeing, developing, and maintaining the city records program; providing consultation to City departments on records management; monitoring department compliance with records laws; serving as liaison to City Records Committee and State Records Board; and supervising archival records program. (15%); functioning as technology administrator and consultant for the section; monitoring and maintaining business services; and coordinating external technical services (15%); Interviewing and selecting new employees for Document Services Section, delegating responsibility for training, monitoring progress, and recommending for approval (10%); coordinating and is responsible for facility renovations, documenting staff development, monitoring and developing budget, personnel issues, business plans, and rate structures for services and products (5%); and performing other duties as necessary and/or assigned (5%).

### Comparison to Other Positions in the City Service

Job Title	Salary Grade	Range
Building Services Supervisor II	04	\$44,194 - \$61,871
Building Maintenance Supervisor II	05	\$47,109 - \$65,957
<b>Printing and Stores Supervisor</b>	<b>05</b>	<b>\$47,109 - \$65,957</b>
Inventory Services Manager	06	\$50,206 - \$70,295
Building Maintenance Manager	07	\$53,519 - \$74,922
Document Services Manager	07	\$53,519 - \$74,922

In comparing the position under study to those listed above we found that the Building Maintenance Supervisor II in Salary Grade 05 at the Library does not have responsibility for the Print Shop but it does supervise both custodial and maintenance personnel, and has responsibility for mechanical operations, obtaining estimates, and monitoring contracted projects. Like the position under study it also coordinates outside contractor services, prepares reports and budget requests, and maintains records. The changes listed above, such as overseeing the maintenance of the Police and Fire Training Facility and serving as an onsite contact for DPW personnel to monitor and schedule capital improvements projects, are changes for the position but do not increase the level of responsibility.

Another comparison was made to the position of Inventory Services Manager in Salary Grade 06. This position also has responsibility for a large building which includes an extensive inventory for the Infrastructure Services Division of the Department of Public Works. This position is stronger as it supervises a staff of 17 and oversees the procurement, storage, and disbursement of all general construction materials, signage, street lighting fixtures, cables, traffic signal fixtures, services, and repairs. This position also monitors and programs the centralized building security system.

Comparisons to other related positions in Salary Grade 07 also indicated that they have higher level duties. The Building Maintenance Manager in the Library has responsibility to administer and control all activities pertaining to the maintenance, repair, and operation of all 13 Library buildings, their grounds, and related equipment. The Document Services Manager has broader citywide responsibilities including supervising the printing and microfilm/record storage/imaging

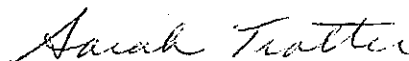



production centers; supervising and developing the citywide optical imaging system program; and overseeing, developing and maintaining the city records program.

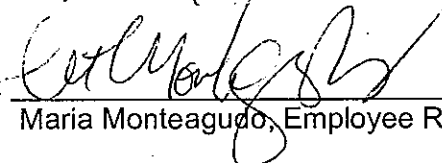
In conclusion, although there have been some changes to this position under study, the changes are not higher in level, therefore no change in salary grade is recommended. The Department also requested a change in title to Police Printing and Facilities Manager. We agree that the title should be changed to reflect the duties related to custodial and maintenance functions. Similar to other related positions in the City we recommend the title of Printing, Stores, and Building Services Supervisor.

**Recommendation**

Based on the above analysis we recommend a change in title only to Printing, Stores, and Building Services Supervisor.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director