



**CITY OF MILWAUKEE**  
 DEPARTMENT OF EMPLOYEE RELATIONS

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

From: Maria Monteagudo  
 Employee Relations Director  
 Department of Employee Relations  
 City of Milwaukee

Date: November 16, 2018

Re: Common Council File No. 181009

Dear Committee Members:

The following classifications and pay recommendations were submitted to the City Service Commission meeting on November 13, 2018.

**Department of Neighborhood Services**

Current	Recommendation
Create a new Fire Protection Section in the Department of Neighborhood Services utilizing the current positions of (1) Plumbing Inspection Supervisor, (1) Fire Protection Engineer III, (4) Sprinkler Construction Inspectors, and (1) Office Assistant III.	
Plumbing Inspection Supervisor PR 1GX (\$66,435 - \$93,010) One Position	Fire Protection Engineer Supervisor PR 1GX (\$66,435 - \$93,010) One Position

Respectfully submitted,

Maria Monteagudo  
 Employee Relations Director

Attachments: Job Evaluation Report  
 Fiscal Note

C: Preston Cole, Tom Mishefske, Richard Paur, La'Neka Horton, Emily McKeown, Dennis Yaccarino, Nicole Fleck, Eric Pearson

**JOB EVALUATION REPORT**

City Service Commission Meeting: November 13, 2018

**Department of Neighborhood Services**

Current	Recommendation
Create a new Fire Protection Section in the Department of Neighborhood Services utilizing the current positions of (1) Plumbing Inspection Supervisor, (1) Fire Protection Engineer III, (4) Sprinkler Construction Inspectors, and (1) Office Assistant III.	
Plumbing Inspection Supervisor PR 1GX (\$66,435 - \$93,010) One Position	Fire Protection Engineer Supervisor PR 1GX (\$66,435 - \$93,010) One Position

**Background**

Preston Cole, Commissioner – Building Inspection wishes to create a new Fire Protection Section within the department and move six current positions in the department into this new section as follows:

- (1) Plumbing Inspection Supervisor
- (1) Fire Protection Engineer III
- (4) Sprinkler Construction Inspectors
- (1) Office Assistant III

In addition, the department has requested a title change for the position of Plumbing Inspection Supervisor that will lead this new section. The department indicated that with the increase in the volume of construction there is a large backlog of fire plan reviews. They wish to have this new Fire Protection Section be dedicated to these functions to address the current backlog and help prevent backlogs in the future. In studying this request, job descriptions were analyzed and discussions were held with Richard Paur, Building Construction Inspection Division Manager, and La’Neka Horton, DNS Personnel Officer.

**Title Change Request**

This position will develop, plan, and coordinate all inspection and plan review services. Its duties and responsibilities are to:

- 25% Coordinate and supervise the plan reviews performed by the Fire Protection Engineer.
- 20% Coordinate and supervise inspectional services for the Fire Protection Section which include fire sprinkler systems, suppression systems, and standpipe systems.
- 15% Perform staff evaluations and performance reviews.  
Evaluate and adjust inspector and district workload as necessary.  
Monitor the workload of the Fire Protection Engineer and provide assistance to lessen excessive backlogs.
- 10% Meet with staff to review plans and projects to provide code interpretation and direction.
- 5% Review permits, records, and other section documents and ensure they are complete, accurate, and compliant with DNS policy in a timely manner.
- 5% Identify improvements and changes needed in ordinances, policies, and code provisions and draft suggested changes for review.
- 5% Provide in-person and telephone assistance to customers.

- 5% Represent DNS at governmental forums, community meetings, the Board of Standards and Appeals, and Municipal Court as necessary.
- 5% Conduct fire protection plan reviews during peak times.
- 5% Perform other job-related tasks as assigned.

Minimum requirements include a bachelor's degree or higher in fire protection engineering or a closely related field; and three to five years' experience in the field of fire protection systems or similar area. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division for purposes of recruitment.

This position, much like the Plumbing Inspection Supervisor and Electrical Inspection Supervisor, will oversee a section within the Department of Neighborhood Services. All three positions have a similar level of duties and responsibilities. They all supervise a group of employees, coordinate inspectional services, represent the department for matters pertaining to their given section, and identify changes needed to ordinances or procedures. As this position will oversee the new Fire Protection Section including the review of fire plans we agree with a new title and recommend Fire Protection Engineer Supervisor in Pay Range 1GX (\$66,435 - \$93,010).

**Recommendation**

We therefore recommend that a new Fire Protection Section be created as follows and that one position of Plumbing Inspection Supervisor in Pay Range 1GX (\$66,435 - \$93,010) be reclassified to Fire Protection Engineer Supervisor in Pay Range 1GX (\$66,435 - \$93,010). We further recommend that this position continue to have recruitment at any point in the range with the approval of DER and the Chair of Finance & Personnel.

Fire Protection Section

Fire Protection Engineer Supervisor.....	1
Fire Protection Engineer III.....	1
Sprinkler Construction Inspectors.....	4
Office Assistant III.....	1

**Action Required – Effective Pay Period 25, 2018 (December 2, 2018)**

In the Salary Ordinance

Under Pay Range 1GX:

Add the title “Fire Protection Engineer Supervisor (2)”.

In the Positions Ordinance

Under Department of Neighborhood Services, Electrical Inspection Section:

Delete one position of “Fire Protection Engineer III”.

Under Department of Neighborhood Services, create a Fire Protection Section.

Under Department of Neighborhood Services, Fire Protection Section:

Add one position of “Fire Protection Engineer Supervisor (X)”.

Add one position of “Fire Protection Engineer III”.

Add four positions of “Sprinkler Construction Inspector (X)”.

Add one position of “Office Assistant III”.

Under Department of Neighborhood Services, Plumbing Inspection Section:

Delete one position of "Plumbing Inspection Supervisor (X)".

Delete four positions of "Sprinkler Construction Inspector (X)".

Delete one position of "Office Assistant III".

Prepared by: *Derek Reilly*  
Derek Reilly, Human Resources Analyst

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

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



# City of Milwaukee Fiscal Impact Statement

## A

**Date** 11/16/18 **File Number** 181009  
**Subject** Classification and pay recommendations submitted to the City Service Commission for November 13, 2018 meeting.

## B

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

## C

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

## D

- This Note**  Was requested by committee chair.

## E

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

**F**

Assumptions used in arriving at fiscal estimate.

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**G**

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

**H**

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

1-3 Years     3-5 Years

1-3 Years     3-5 Years

1-3 Years     3-5 Years

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**I**

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

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**J**

Additional information.

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**Department of Employee Relations  
Fiscal Note Spreadsheet**

City Service Commission Meeting of November 13, 2018  
Finance and Personnel Committee Meeting of November 21, 2018

**NEW COSTS FOR 2018**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
7	Neighborhood Services	Create New Section	N/A	Fire Protection Section	N/A	N/A	N/A	N/A	Utilize Current Positions	
1	Neighborhood Services	Plumbing Inspection Supervisor	1GX	Fire Protection Engineer Supervisor	1GX	N/A	N/A	N/A Title Change Only		
8								\$0	\$0	\$0

Assume effective date is Pay Period 25, 2018 (December 2, 2018).

**NEW COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
7	Neighborhood Services	Create New Section	N/A	Fire Protection Section	N/A	N/A	N/A	N/A	Utilize Current Positions	
1	Neighborhood Services	Plumbing Inspection Supervisor	1GX	Fire Protection Engineer Supervisor	1GX	N/A	N/A	N/A Title Change Only		
8								\$0	\$0	\$0