



Department of Employee Relations

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REVISED 6/10/2022

Job Evaluation Report

Fire and Police Commission Meeting: June 16, 2022

The Department of Employee Relations (DER) presents this report to classify three new positions in the Milwaukee Fire Department (MFD). This report also brings one position within the Fire Department in alignment with a position within general City through actions of CSC. Job descriptions were provided and discussions were held with department representatives.

Fire Department

Current	Recommended
New Position (One Position)	Fire Compliance Officer PR 2HX (\$55,962 - \$78,342) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)
New Position (Three Positions)	EMS Supervisor PR 4JN (\$87,050 - \$105,504) (Three Positions)
New Position (One Position)	EMS Instructor Coordinator PR 4JN (\$87,050 - \$105,504) (One Position)
Business Finance Manager PR 1FX (\$63,585 - \$89,016) (One Position)	Business Finance Manager PR 1FX (\$63,585 - \$89,016) Recruitment is at \$69,000. FN: Appointment may be at any rate in the pay range with the approval of DER.

Note: The rates for the sworn Fire positions in this report are for those who are hired on or after October 3, 2011. The rates for residents in non-sworn positions in this report receive a rate that is 3% higher.

Current	New Position	One Position
Recommended	Fire Compliance Officer	PR 2HX (\$55,962 - \$78,342) FN: Appointment may be at any rate in the pay range with the approval of DER.

Primary duties for this position are to assess, analyze, and investigate complaints originating externally or internally. These complaints comprise of, but not limited to, alleged misconduct, violations of department rules and codes of conduct, policies, and procedures of members of the Milwaukee Fire Department (MFD). Duties and responsibilities include:

- 40% Receives complaints and investigates through interviews, analyzing documents, and reviewing rules, policies, and procedures. Maintains all records of investigation, including written and oral.
- 20% Prepares reports of investigative findings.

- 10% Creates internal investigative procedures consistent with laws, Fire and Police Commission rules, and MFD policies.
- 10% Upon the completion of an investigation, make policy, procedure, disciplinary, and risk management recommendations to the Fire Chief.
- 5% Prepares reports at the request of the Fire and Police Commission.
- 5% Communicates with the public regarding investigative findings.
- 5% Updates internal policies to maintain consistency with the current Milwaukee Professional Fire Fighters (Local 2150 contract).

Minimum qualifications include a bachelor’s degree in criminal justice or a related field from an accredited college or university; five years’ of experience investigating local, state, or federal offences concerning, but not limited to, administrative rule violations, matters of employment and/or labor laws, misconduct, and other related complex civil or criminal violations; and significant internal auditing experience and the ability to assess and counsel department managers on risk management. Equivalent combinations of education and experience may be considered.

The responsibilities of this new position are comparable in nature of work and level of responsibility to those of the Fire and Police Commission Compliance Auditor in Pay Range 2HX. The Fire and Police Commission Compliance Auditor is to identify risk indicators in the Police and Fire Departments’ processes and operations; to conduct research and analysis of public safety issues; and to draft policies and auditing plans of Fire and Police Department operations.

Based upon this comparison, this report recommends classifying this position as a Fire Compliance Officer in Pay Range 2HX (\$55,962 - \$78,342) with ability to recruit at any rate in the pay range with the approval of DER.

Current	New Positions		Three Positions
Recommended	EMS Supervisor	PR 4JN (\$87,050 - \$105,504)	Three Positions

Primary duties for this position are to ensure the delivery of high-quality medical services (EMS) through the management of the Continuous Quality Improvement Program (CQIP) for the department’s EMS system via daily audits of the reporting and documentation practices of advanced life support (ALS) and basic life support (BLS) field companies, ensuring compliance with local, state, and federal regulations, the department’s Standard Operating Guidelines, and all other written protocols. While functioning as the representative of the Deputy Chief – EMS, remediation of members’ actions is conducted, and appropriate training is recommended to the department’s Education Coordinator. Duties and responsibilities include:

- 40% Conducts daily audits of system documentation for completeness and compliance with established MFD Standard Operating Guidelines, Office of Emergency Management (OEM) EMS policies, as well as other established guidelines and medical protocols, remediating members to ensure high quality documentation. Refers infractions or breaches of protocol that may lead to discipline to the Deputy Chief – EMS. Evaluates DOA-100 form for appropriate routing.
- 15% Reviews complaints and concerns at the request of the Deputy Chief of EMS or Assistant Chief of Support for compliance with MFD, OEM, and Department of Health Services (DHS) guidelines.
- 10% Performs contact tracing on incidents in which members have been exposed to patients or other department members who have tested positive for COVID, creating and retaining records of quarantine and exposures.
- 10% Serves as the EMS liaison between MFD EMS, private ambulance companies, hospitals, and other response agencies. Serves as liaison with EMS system partners to investigate potential

- system problems and coordinate interagency actions. Serves as the MFD’s Continuous Quality Improvement Process Coordinator at meetings/events, facilitating other MFD members to attend as may be required.
- 7% Responds to major events (active shooters, third alarms, multi-MED unit responses, etc.) as the EMS branch leader. Administers EMS responses for special events, including Paramedic Bike Response.
- 6% Monitors intern paramedic progress to full practice status, suggesting staffing modifications.
- 6% Performs follow-up on community paramedic patients who require services beyond normal business hours.
- 3% Participates in the research and development of EMS Standard Operating Guidelines and medical protocols. In conjunction with the Fire Health and Safety Manager, develops and implements procedures to reduce injuries involving patient care and movement.
- 3% Facilitates the distribution of controlled drugs and replacement EMS equipment to field companies under direction of the EMS Technical Resource Specialist.

Minimum qualifications include twelve (12) months of leadership experience at the rank of Fire Lieutenant (similar leadership experience may be considered); successful completion of an NREMT paramedic curriculum: and experience in the company officer role on a MED unit.

The responsibilities and requirement of this new sworn position are consistent with the rank of Administrative Fire Captain in Pay Range 4JN. This report therefore classifies this new position as an EMS Supervisor in Pay Range 4JN (\$87,050 - \$105,504).

Current	New Position		One Position
Recommended	EMS Instructor Coordinator	PR 4JN (\$87,050 - \$105,504)	One Position

Primary duties for this position are to coordinate the delivery of initial training to include, but not be limited to, EMT-basic curriculum to students within the department’s EMS training center, as well as EMS level I and II instructor training, monitoring and recommending licensure promotion for departmental instructor coordinators, and facilitating the scheduling of classes, clinical rotations, and instructors for lecture and practical skills evolutions. Duties and responsibilities include:

- 65% Provides, coordinates, and monitors initial EMT training for students. Delivers CPR training and testing under AHA guidelines. Manages certification and licensing interfaces with National Registry of Emergency Medical Technicians (NREMT) for compliance with national certification standards. Monitors Commission on Accreditation of Allied Health Education Programs (CAAHEP) Standards & Guidelines to ensure compliance with national expectations.
- 10% Recruits, trains, and facilitates licensing for a staff of individuals licensed by the State of Wisconsin as Emergency Medical Service (EMS) Instructor I and II. Actively engages in mentoring one or two department members each year to advance to the EMS Instructor II level. Maintains list of department members eligible to perform as proctors, and those licensed as EMS Instructor I and II.
- 5% Coordinates scheduling for facilities and EMS instructors including lecturers, clinical rotations, and testing. Creates, verifies, and manages classes in Wisconsin electronic licensing system. Assists in the development and execution of EMS-related exercises.
- 5% Maintains records of course student academic performance, instructor evaluations, and dispute resolutions.
- 5% Supervises, monitors, and evaluates course curriculum and instructor performance.
- 4% Assists EMS Education Coordinator as requested with supplemental educational projects, such as continuing education and American Heart Association courses including CPR, ACLS and PALS.
- 3% Develops and maintains electronic forms for academic and interdepartmental recordkeeping.

3% Monitors developments from the Wisconsin EMS Board Subcommittee on Education, and the Wisconsin Technical College System EMS Training Center Advisory Council.

Minimum requirements include successful leadership of at least one EMT-basic cohort; completion of Fire Lieutenant requirements for the MFD Professional Development Program (PDP); and an associate degree or higher is preferred.

The responsibilities and requirement of this new sworn position are consistent with the rank of Administrative Fire Captain in Pay Range 4JN. This report therefore classifies this new position as an EMS Instructor Coordinator in Pay Range 4JN (\$87,050 - \$105,504).

Current	Business Finance Manager	PR 1FX (\$63,585 - \$89,016)	One Position
Recommended	Business Finance Manager	PR 1FX (\$63,585 - \$89,016) Recruitment is at \$69,000. FN: Appointment may be at any rate in the pay range with the approval of DER.	One Position

The primary duty of this position is to administer budget, including analyzing budget, developing budget strategy, conducting research, and developing and implementing cost control functions, as well as administer all financial aspects of the department, including purchasing, accounts payable, accounts receivable/invoices, and inventory controls. This position is also responsible for monitoring departmental expenditures and revenues of all operational, capital, and grant budgets while working in a team to complement efforts of management, bureau and division chiefs, and other fire department personnel.

Duties and responsibilities include:

- 20% Responsible for the management and oversight of all aspects of the fire department’s financial operations, including O&M, capital, and various grant budgets.
- 15% Responsible for budget, fiscal policy, assisting with strategic planning and development, and communicating performances to the Chief for reporting accountability in management (AIM) to the Mayor.
- 15% Responsible for developing and preparing grant applications, coordinating the implementation and administration of the grants, and all grant-related budgeting and financial requirements.
- 10% Works with senior management team on department strategic planning.
- 10% Manages audits, productivity, and other studies in order to identify productivity, performance, and cost savings opportunities through innovative management concepts and best practices.
- 10% Develops and administers budget policy and procedures through budget research, auditing and analyzing historical performance, and evaluating future opportunities. Works in concert with management to plan and develop annual budget requests.
- 10% Develops revenue and capital budget forecasts; acts as liaison on all capital projects, including evaluating proposals, monitoring progress, and reporting expenditures; and conducts or participates in research to determine appropriate investment of capital items, including apparatus and buildings.
- 5% Periodically conducts internal audit functions as request of the Chief when it becomes essential to assess and evaluate the performance, efficiency, and effectiveness of department initiatives.
- 5% Researches and analyzes budgets of fire departments of communities of similar size, organization, and structure to Milwaukee for the purpose of developing innovative management concepts and best practices.

Minimum qualifications include a bachelor’s degree in business administration, accounting, finance or a related field from an accredited college or university and five years of progressively responsible professional experience in budget, financial management or policy/productivity analysis.

This report recommends that this classification of Business Finance Manager in the Milwaukee Fire Department is to be consistent with the classification for a Business Finance Manager in the Department of Employee Relations, and have an effective recruitment rate of \$69,000 with recruitment flexibility at any point in the range with DER approval. We further recommend that this change be effective on the same date as the Department of Employee Relations change.

Action Required – Effective Pay Period 1, 2022 (December 26, 2021)*

***Effective date for Business Finance Manager to be Pay Period 6, 2022 (March 6, 2022)**

In the Salary Ordinance:

Under Pay Range 2HX:

- Add the title ‘Fire Compliance Officer’.
- Apply footnotes (1) and (8) to the title ‘Fire Compliance Officer’.

Under Pay Range 4JN:

- Add the title ‘EMS Supervisor’.
- Add the title ‘EMS Instructor Coordinator’.

Under Pay Range 1FX:

- Create footnotes (12) and (24)

(12) Recruitment is at:

Biweekly	2,653.85
Annual	69,000.10

(24) Recruitment is at:

Biweekly	2,733.47
Annual	71,070.22

- Apply footnotes (10) (12) (22) and (24) to the title ‘Business Finance Manager’.

In the Positions Ordinance:

Under Fire Department, Support Services Bureau Decision Unit:

- Delete one position ‘Investigative Compliance Officer’
- Add one position ‘Fire Compliance Officer’

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