



Department of Employee Relations

Tom Barrett
Mayor

Marla Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

April 2, 2012

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

Dear Committee Members:

Re: Common Council File Number 111466

The following classifications and pay levels will be submitted to the Board of Fire and Police Commissioners on **April 5, 2012**. We recommend these changes subject to approval by the Board of Fire and Police Commissioners.

In the Fire Department,

One position of Office Assistant III, PR 6FN is recommended for reclassification to Database Specialist, PR 5GN.

The following classification and pay levels were approved by the Board of Fire and Police Commissioners on **March 15, 2012**:

In the Police Department,

Two new positions were classified as Crime Analyst, PR 2GN.

One position of Assistant Chief of Police, PR 4R was recommended for reclassification to an Inspector of Police, PR 4Q.

One position of Audiovisual Specialist II, PR 3CN was recommended for reclassification to Media Producer, PR 2EN.

The job evaluation report and letter covering the above positions, including the necessary Salary and Positions Ordinance amendments, are attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachment: 4 Job Evaluation Reports
2 Fiscal Notes

C: Mark Nicolini, Jennifer Meyer, James Carroll, Troy Hamblin, Nicole Fleck, Victoria Robertson, Michael Tobin, Fire Chief Mark Rohlfing, Assistant Fire Chief Gerard Washington, Deborah Wilichowski, Juliet Battle, Chief of Police Edward Flynn, Assistant Chief of Police John Hagen, Chief of Staff Joel Plant, Deputy Inspector Ramon Galaviz, Captain Victor Beecher, Anne Schwartz, Valarie Williams, Pamela Roberts and John Whitman (ALEASP)

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: April 5, 2012

Milwaukee Fire Department

Present	Requested	Recommended
Office Assistant III PR 6FN (\$33,865 – 37,464)	Information Technology Specialist PR 3GN (\$39,522-47,065)	Database Specialist PR 5GN (\$40,589 – 48,721)

Action Required

In the Positions Ordinance, under Fire Department, Support Services Bureau Decision Unit, Administration Division, eliminate one position of Office Assistant III and in lieu thereof, add one position of Database Specialist in the Technical Services Division of the Fire department’s Support Services Bureau Decision Unit.

Background

Fire Chief Rohlfing has requested that a position of Office Assistant III be studied to determine its appropriate title and pay level in conjunction with a reorganization of functions. In studying this request, the following documents were reviewed: an initial job description for the position and a revised description, both of which were written by the Fire Department with assistance from Employee Relations; work products from the employee performing the job; information regarding the National Fire Incident Reporting System provided on its website; and job descriptions for other positions within City government performing similar work; job descriptions from other fire departments for positions performing similar work; and occupational information from the Department of Labor.

In addition, the employee performing the job was interviewed at her worksite and discussions were held with Deborah Wilichowski, Fire Technical Services Manager, the employee’s immediate supervisor. Discussions with Ms. Wilichowski resulted in a revised job description for the position which provides a more comprehensive and accurate description of the position’s duties and responsibilities than initially presented.

Duties and Responsibilities

The basic responsibility of this position, which requires about two-third’s of the position’s time, is to administer the Records Management System (RMS) for the Milwaukee Fire Department (MFD), ensuring that the Department is compliance with standards set by the National Fire Incident Reporting System (NFIRS) when submitting data to the Department of Homeland Security.

Duties associated with this area of responsibility include the following:

- Writing database queries
- Auditing fire reports completed by company officers for thoroughness and adherence to standards
- Verifying informaiton submitted in fire reports

- Extracting fire report data and formatting it for upload to the Department of Homeland Security
- Uploading all MFD fire report data to the Department of Homeland Security
- Responding to open records requests and writing queries to retrieve data

In addition, the employee performing the job also conducts group training sessions in using the System and provides one-on-one coaching as needed. As with almost all employees who perform work associated with information technology, the employee must continually learn new information related to the software.

This position is also responsible for providing technical support to Fire Department employees and includes such duties as trouble shooting issues with personal computer hardware and software; installing software updates; and setting up new personal computers. This position is also responsible for administering the Department's email system, which includes creating and deactivating email accounts, maintaining distribution groups, resetting passwords, and the like. Office administration duties, which account for a minor part of the position's time, include maintaining a detailed database of IT hardware used in 36 engine houses; purchasing toner for all printers and FAX machines in the Fire Department; creating, printing, binding, and distributing day books to all fire houses on an annual basis; and processing work orders for repairing and installing computer and communications equipment.

Knowledge, Skills, Abilities, and Attributes

This job analysis, which was conducted to recommend an appropriate title and pay level, indicates that successful performance of the job requires approximately four years of experience working with a data base system at the level described above and the ability to troubleshoot personal computer hardware and software. Since equivalent combinations of education and experience are almost always applicable, an individual could have an associate's degree in information technology, for example, and two years of work experience. The Staffing Division has not assessed these requirements for purposes of recruitment and hiring.

In the field of information technology, the particular set of knowledge, skills, abilities, and attributes of the employee performing the job very often has a significant impact upon the level of work performed. For that reason, it is not only appropriate to discuss the requirements of the job, apart from the person holding the job, but to also take into consideration the knowledge, skills, abilities, and attributes of the employee performing the work. Prior to working with the Records Management System in the Fire Department, the employee filling the job, Ms Amber Lawson, was employed as a database analyst and project leader for IBM for a period of eight years. In addition, as of December 2011, she had earned 94 college credits and attained certification as a Microsoft Certified Engineer Plus Internet (MCSE+I). This work experience and knowledge/skills enabled Ms Lawson to perform the duties associated with maintaining the Fire Department's Records Management Database.

Analysis

It is apparent that the nature of work performed by this position no longer conforms to that of an Office Assistant and now falls within the broad occupation of information technology. In terms of comparisons within City government, there are two other Database Specialists in the City's employ at this time—one in the Department of City Development (DCD), and another in the Milwaukee Fire Department. The position in DCD administers all data bases associated with real estate and redevelopment acquisitions, dispositions, inventory, and property management.

The position in the Fire Department supports the daily administration of TeleStaff, the Fire Department's staffing software.

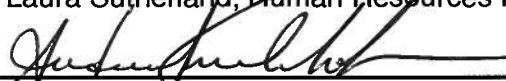
The Fire Department's "TeleStaff administrator" administers the interface configuration with the Computer-Aided Dispatch; administers the Telestaff configuration based upon staffing rules; maintains all data related to personnel transactions; works with colleagues who administer the Computer Aided Dispatch System and Records Management System as to what data is shared between these database systems; provides training to staff; tests upgrades to the software; and performs other duties related to information technology. The requirements for this position, as stated in the most recent job announcement, are an associate's degree in information technology or closely related field or a minimum of two years of experience administering the day-to-day functions of a database system.

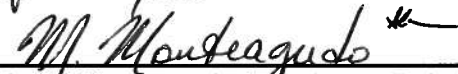
The classification of Information Technology Specialist, which was requested by the Department, is associated with two positions in the City's Department of Information Technology Management (ITMD) who provide first-line customer support for users of the the City's financial and human resources systems and work on projects related to the maintenance and upgrade of these large systems. It therefore appears that the classification of Database Specialist is more appropriate for the position under study than that of Information Technology Specialist.

Recommendation

Both the nature of work and level of work performed by two other Database Specialists, particularly the currently existing Database Specialist in the Fire Department, are comparable to the position under study. It is therefore recommended that the position under study be reclassified from from Office Assistant III to Database Specialist, PR 5GN.

Prepared by: 
Laura Sutherland, 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: March 15, 2012

Department: Police

Present	Request	Recommendation
Two New Positions	Crime Analyst PR 2GN \$50,206 - \$70,295	Crime Analyst PR 2GN \$50,206 - \$70,295
<p>Rationale: The nature of work and level of work performed by these positions, as indicated in a job description created by the Milwaukee Police Department, and reviewed by the Department of Employee Relations, is the same as that of the established job classification of Crime Analyst. With the addition of these two positions, the Police Department will employ a total of four Crime Analysts.</p>		

No Action Required

Background

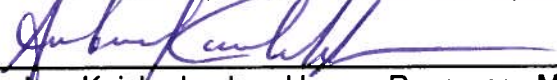
On February 2, Employee Relations received a communication from Chief Edward Flynn to assess the appropriate job title and pay level for two new positions of Crime Analyst that will be assigned to the Intelligence Fusion Center. These positions were included in the Department's 2012 budget.

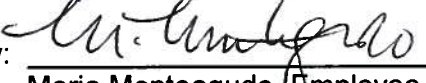
A review of the job description submitted for these positions indicates that they will perform the same work as two other Crime Analysts namely collecting, analyzing, disseminating, and evaluating crime data to discover developing trends, patterns, and changes in criminal activity, using mapping and other analytical software.

The requirements of the job are a master's degree in geography, public policy or related field of study with a concentration in statistics and research methods; the ability to use quantitative and qualitative research methods; and one year of work experience conducting research using complex statistical analysis and statistical software such as SPSS or SAS. Equivalent combinations of education and experience are acceptable. Knowledge of police computer systems and certification from International Association of Crime Analysts (IACA) as a Certified Law Enforcement Analyst are desirable.

Since these new positions will perform the same work as that of two presently existing Crime Analysts and require the same level of education and work experience as those positions, it is recommended that these new positions be classified as Crime Analysts in Pay Range 2GN.

Prepared by: 
 Laura Sutherland, 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: March 15, 2012

Department: Police

Current	Request	Recommended
Assistant Chief of Police PR 4R (\$95,030 - \$133,049) Vacant	Inspector of Police PR 4Q (\$83,653 - \$117,118)	Inspector of Police PR 4Q (\$83,653 - \$117,118)

Action Required – Effective Pay Period 9, 2012 (April 15, 2012)

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Professional Standards Bureau, Office of Assistant Chief, delete one position of “Assistant Chief of Police” and under Administration Bureau, add one position of “Inspector of Police”.

Background

The Department of Employee Relations received a letter dated January 17, 2012 from Michael Tobin, Fire and Police Commission Executive Director, requesting a reclassification study of one position of Assistant Chief of Police to be downgraded to an Inspector of Police as a part of reorganization within the Police Department. The department submitted a new job description and discussions were held with Joel Plant, Chief of Staff for the Police Department, Valarie Williams, Police Personnel Administrator, and Mike Tobin, Fire and Police Commission Executive Director.

The Chief of Police has requested changes to the department executive level command staff structure that coincide with this request to downgrade one position of Assistant Chief of Police to Inspector of Police. The Chief has proposed reducing the current four major functional areas of the department to three: Administration Bureau, Neighborhood Policing Bureau and Criminal Investigation Bureau.

With this reorganization each Bureau will be headed by an Assistant Chief and will have an Inspector of Police as the second in command. Currently both the Neighborhood Policing Bureau and the Criminal Investigation Bureau have this structure. With this reclassification of a vacant Assistant Chief of Police, the Administration Bureau will also have an Inspector of Police as a designated second in command.

Duties and Responsibilities

As Administration Bureau Commanding Officer, this position has supervisory responsibility for all Administration Bureau functions. This Inspector of Police is responsible for effective and efficient use of personnel resources and equipment allocated to the Bureau for the purpose of providing cost effective efficient administrative support services to the entire department. Duties and responsibilities include:

- Management of the administrative bureau, deployment of personnel resources and equipment to provide required administrative support services to the entire department.
- Monitor and hold to account subordinate commanding officers and supervisors to ensure that directives of the Assistant Chief of Police are properly carried out, that productivity standards


are maintained or improved, and that appropriate administrative support services are provided to the department as required.

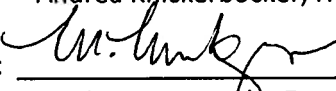
- Plan and develop initiatives to efficiencies in the allocation of personnel resources and equipment assigned to the bureau. Devise ways and means of recording/reporting data and information useful to the Chief and department commanders/supervisors in furthering the department's objectives and foster cooperation between the bureaus and units of the department – as well as other city department and agencies – that interact with the Administration Bureau.
- Represent the Chief before elected/appointed Boards/Commissions/Committees as directed by the Chief of Police
- Preserve public peace and order, the prevention and detection of crime, the apprehension of offenders, the protection of persons and property, and the enforcement of the laws of the State and Ordinances of the City.

Analysis/Recommendation

The duties and responsibilities of this new Inspector of Police are comparable to those of the current Inspectors of Police who serve as the designated second in command for the Neighborhood Policing Bureau and the Criminal Investigation Bureau.

It is therefore recommended that one Assistant Chief of Police be reclassified to Inspector of Police as requested by the Chief.

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: March 15, 2012
 Department: Police Department

Current	Request	Recommendation
Audiovisual Specialist II PR 3CN (\$34,776 - \$38,484)*	To Be Studied	Media Producer PR 2EN (\$44,194 - \$61,871) Recruitment at \$48,133

*2006 Rates

Action Required

In the Salary Ordinance, under Pay Range 2EN, add the title "Media Producer" with the footnote designation "10".

In the Positions Ordinance, Police Department, Administrative Services Decision Unit, Training Division, Audio Visual Section, delete one position of "Audiovisual Specialist II" and add one position of "Media Producer".

Background

The Fire and Police Commission forwarded a letter from the Milwaukee Police Department (MPD) regarding a request to study one position of Audiovisual Specialist II for proper classification. A job description, questionnaire and other materials were provided and discussions were held with the incumbent; his direct supervisor, Captain Victor Beecher; Deputy Inspector Ramon Galaviz; Anne Schwartz, Public Relations Manager; and Valarie Williams, Police Department Personnel Administrator.

Duties and Responsibilities

The basic function of this position is to provide technical support for presentations and presentation equipment; document training and department operations through photographs and video, produce web and television videos of press conferences and public affairs events; and research, create and develop various techniques used in presenting informative video training for police personnel and for the public. The duties and responsibilities include the following:

60% Video Production

- Pre-Production – perform a production needs evaluation; conduct planning meetings; perform scheduling, script writing, storyboarding, outlining, music selection, copyright clearances, and support material research; schedule cast and crew; obtain actor releases; acquire materials and supplies; perform set design and lighting design; and secure equipment.
- Production – direct video productions including blocking, lighting, and sound; operate video camera; and incorporate external media including photographs, slides and other collateral and hard copy.

- Post Production with Digital Non-Linear Editing which requires the ingesting of raw video into the computer, editing and trimming selections, signal processing and enhancing, audio mixing, title creation, photo retouching, graphic creation, and sound enhancing and mixing; CD/DVD mastering and authoring; and web posting and network distribution.
- 30% Media/Public Affairs – support the Office of the Chief and the Media and Communications Section with public outreach; provide setup and support for press conferences and other media events; photograph and document media coverage; provide video and photo support to communicate information both within the Police Department and to the public; and arrange for videos to be available online and through Time Warner On Demand.
- 10% Other Responsibilities – provide technical support and routine maintenance on audiovisual systems and production equipment; provide training on how to operate equipment properly and information and suggestions on operational capabilities; assist in managing an annual budget of \$25,000 to purchase equipment and parts; maintain and control and inventory of Department equipment that is valued at \$250,000; research or attend training/sales seminars on new technology, upgrades, and repair techniques; and assist with event planning and logistics.

Requirements for this position include a Bachelor's Degree in Communications, Media Relations, Advertising, Journalism or related field or an Associate's Degree in Electronics, Visual Arts, Video/Television/Film Production or related field; four years of experience in professional video production, working with an advertising agency or television/print new outlet; proficiency with video production and photograph editing software; knowledge of audio, video, and computer cables, wireless communications, and the use of social media; and an ability to communicate effectively, both orally and in writing, using tact and diplomacy and maintain a high level of confidentiality.

Changes in the Position

The changes in the position include the following:

- More emphasis on public relations and providing support to the Office of the Chief. Works closely with the Public Relations Manager and provides support for media inquiries and news conferences. Coordinates onsite activities for press conferences and records them to send to the media; edits and uploads video to the website and other media outlets; and works directly with members of the media, dignitaries, and MPD command staff.
- Photographs training, special events and Police Officers on the street.
- Manages social media including the Facebook and YouTube.
- Maintains all audiovisual equipment at the Safety Academy and provides setup and tear down of any requested audiovisual equipment.

Comparison to Other Positions

To study this position, comparisons were made to several other positions in the City including the following. Please note that not all requirements have been assessed for staffing purposes and equivalent combinations of education and experience may be considered.

Public Relations Manager in PR 2JX (\$60,809 - \$85,129) (Police Department)

Promotes positive public relations of the MPD through internal and external communications; coordinates local, state and national media relations and serves as a media resource for MPD Divisions; maintains news media contacts and responds to scenes of critical incidents; supervises the release of sensitive information; writes and designs news releases, brochures, reports and other public information materials; oversee MPD's website; serves as a liaison with the Mayor's Office, Common Council/City Clerk's Office, and other City Departments, citizens and community groups; and serves on task forces and committees, and attends meetings as assigned by the Chief of Police or Assistant Chief of Police to represent MPD. Requirements include a Bachelor's Degree in Journalism, Public Relations, Mass Communications, or related field and five years of experience in the media as a reporter or editor and as an Account Supervisor or Communications Director.

City Channel Manager in PR 1CX (\$50,206 - \$70,295) (Common Council/City Clerk)

Supervises the programming and production for the City of Milwaukee cable television channel and other video programs related to City business; hires, supervises, and evaluates a staff of four to ensure proper staffing levels for all productions and telecasts; develops, reviews, and approves program plans and outlines; reviews and approves production budgets, scripts, program content, and other aspects of production; prepares studio budget; evaluates maintenance needs and writes specifications for equipment supplies and service requisitions; prepares program and staffing schedules; and in conjunction with the Publications and Information Manager develops production policies and procedures. Requirements include a Bachelor's Degree in Communications, Journalism, or related field and three years of experience in television production, some of which involved overall responsibility for results.

Public Relations Supervisor in PR 1CX (\$50,206 - \$70,295) (Common Council/City Clerk)

Assists in the management of all public relations and publications functions of the Public Information Division of the Common Council/City Clerk's Office; writes scripts and performs on air television hosting and reporting duties for programming on City Channel 25; writes new releases, newsletters, speeches, brochures, flyers, reports and promotional materials; maintains news media contacts, arranges news conferences and disseminates information to the news media and the public through E-notify; provides digital/film photography and photographic services; provides public relations advice and counsel; and supervises two positions of Graphic Designer. Requirements include a Bachelor's Degree in Journalism, Mass Communications, or related field and three years of related experience.

Production Services Coordinator in PR 2EX (\$44,194 - \$61,871) (Former Position in Common Council/City Clerk)

Works with City departments and agencies to develop informational video programs for use on the City's cable television channel and other City related purposes; researches and writes video program outlines, scripts and other program documents; acts as on-camera reporter, interviewer, moderator or voice-over announcer; coordinates City departments and personnel to complete program production requirements; and prepares reports or presentations on programming goals, objectives, and results. Requirements include a Bachelor's Degree in Mass Communications, Journalism, Communications, or related field; three years of experience in television scripting or reporting; and experience in program length productions.

Television Production Specialist II in PR 3EN (\$36,216 - \$44,277) (Common Council/City Clerk)

Under supervision of the City Channel Manager supervises the telecast of public meetings, events or other video productions on the City Cable Channel; coordinates video production services for City departments and agencies including assisting with script development, coordinating production activities, directing actual production and/or editing as needed; provides direction and handles production responsibilities for operating control rooms, text and graphic generators, automated layback equipment, duplication equipment, lighting equipment, portable production equipment and audio equipment; and organize and maintain production and video libraries and files in accordance with the records retention schedule. Requirements include two years of television production experience with some experience in live television production; and one year of experience in shooting, directing, producing, or editing program length video productions. An Associate's Degree in Television Production, Mass Communications or related field and/or experience in governmental or educational productions is preferred.

Production Technician in PR 3CN (\$36,538 - \$41,311) (Common Council/City Clerk)

Operates and maintains a variety of television production equipment used to telecast City and County government meetings and programs on the City's cable channel and other City-related video productions; assemble, operate and maintain all equipment involved in the telecast of meetings including remote camera equipment, audio equipment, additional video or presentation equipment and sound systems; operate the Master Control area which includes recording, editing, and scheduling the playback of meetings and other programming events; Operate a personal computer (PC) based webcasting system which provides live and archived meeting footage and a PC based text message system which requires the use of Photoshop, Paint Shop Pro and other related graphics software. Requirements include an Associate's Degree in Television Production or two years of professional video production experience with some experience in live production.

A table of related positions is shown below:

Classification	Pay Range	Department
Permits and Communications Manager	2JX (\$60,809 - \$85,129)	Public Works
Public Relations Manager	2JX (\$60,809 - \$85,129)	Police
Police Audiovisual Specialist	4K (813) (\$69,841 - \$84,609)	Police
City Channel Manager	1CX (\$50,206 - \$70,295)	Common Council/City Clerk's Office
Public Relations Supervisor	1CX (\$50,206 - \$70,295)	Common Council/City Clerk's Office
Television Production Specialist II	3EN (\$36,216 - \$44,277)	Common Council/City Clerk
Audiovisual Specialist II	3CN (\$36,538 - \$41,311)	Fire
Audiovisual Specialist II (ALEASP Rate)	3CN (\$34,776 - \$38,484)	Police
Production Technician	3CN (\$36,538 - \$41,311)	Common Council/City Clerk
Audiovisual Specialist I	3BN (\$32,290 - \$39,875) Recruitment \$35,363	Underfill Title

Audiovisual Specialist I (ALEASP Rate)	3BN (\$33,326 - \$36,718)	Underfill Title
Television Production Specialist I	3BN (\$32,290 - \$39,875) Recruitment \$35,363	Underfill Title

Analysis

This position under study is in the Training Division of the MPD. The basic function previously was to produce and record video and audio informational and training presentations for the MPD from the concept of an idea to the finished product. Duties included researching, creating, and developing informative video training materials for police personnel and the public; attending to emergency requests for assistance including preparing audio and video surveillance tapes, duplicating evidence tapes for courtroom proceedings, setting up audiovisual equipment, and troubleshooting problems with equipment; maintaining an inventory of audiovisual equipment and supplies; instructing police personnel in proper care use of equipment; and performing routine maintenance and minor repairs on equipment. Requirements included a Bachelor's Degree in Communications including visual communications, Media Studies or related field and one year of experience in studio and field video production including digital editing experience or an Associate's Degree in Television Production and two years of experience in studio and field video production, including digital editing experience.

The current position continues to perform these duties but now has worked to significantly update the Department's equipment and provide a higher quality finished product. This is reflected in the fact that the position now produces videos for the Department of Justice that are shown throughout the State of Wisconsin. The MPD receives \$25,000 annually for this position's time and work on this project and the money has been used to purchase the updated equipment. The position also spends more time (30%) on work related to media and public relations. The position works closely with the Public Relations Manager to help with public outreach, provide setup and support for press conferences, and provide video and photographs to help communicate information within the MPD and to the public. The position has also implemented the use of social media to help with MPD communications.

The role of this position has expanded and changed dramatically from primarily a technical position to primarily a professional position that requires not only up-to-date skills in video production and photography but also an ability to work directly with members of the media, dignitaries and MPD command staff in a professional way using good judgment and communication skills including tact and diplomacy.

A comparison to other positions indicates that this position is stronger than some of the other technical positions such as Production Technician in Pay Range 3CN and Television Production Specialist II in Pay Range 3EN. It is not as strong as the Public Relations Manager in Pay Range 2JX as the Public Relations Manager has broad oversight responsibility for public relations at the MPD. The City Channel Manager and the Public Relations Supervisor in 1CX are also stronger as these two positions are managers with supervisory responsibilities. These positions also must work with members of the media, dignitaries, elected officials, and high level City personnel.

The position under study has some similar duties to the former position of Production Services Coordinator in Pay Range 2EX as both positions develop informational video programs. The position under study has more responsibility for the actual production of a video from the


beginning to the end but the Production Services Coordinator had to research, write and develop programs on a variety of topics for several different departments; work with personnel from throughout the City including department heads and elected officials; and on a regular basis serve as the on-camera reporter, interviewer, and moderator.


Based on the changes listed above and comparisons to other positions in the Police Department and City-wide we recommend Pay Range 2EN. This is the same rate of pay as Pay Range 2EX but indicates a position is nonexempt. Since this position is somewhat of a hybrid between a high level technical position and an exempt professional position we would recommend that the position be classified as nonexempt under the Fair Labor Standards Act (FLSA). We also recommend a recruitment rate of \$48,133, the same as for another position in the pay range, to assist with recruitment in the future. While this recommendation provides a significant increase in pay the change in scope, breadth, and level of responsibility could suggest the creation of a new position rather than a reclassification. Further, the percentage increase is also made higher since the position is currently paid 2006 rates.

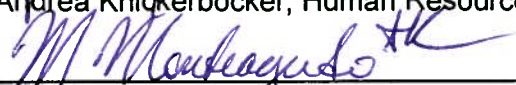
We recommend the title Media Producer. This title reflects the primary function of producing a variety of media, such as videos and photographs, to communicate various messages from the Department.

Recommendation

Based on the analysis above we recommend this position of Audiovisual Specialist II in Pay Range 3BN be reclassified to Media Producer in Pay Range 2EN with a recruitment rate of \$48,133.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director