



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

January 10, 2011

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

Dear Committee Members:

Re: Common Council File Number 101148

The following classifications and pay levels were approved by the Board of Fire and Police Commissioners on January 10, 2011:

In the Fire Department,

One new position was recommended for classification to Battalion Chief, Pay Range 863.
One new position was recommended for classification to Fire Captain, Pay Range 857.
Two positions of Deputy Chief, Fire, Pay Range 865 were recommended for elimination.
One position of Paramedic Field Lieutenant, PR 856 was recommended for reclassification to Fire Lieutenant, Pay Range 856.

In the Police Department,

One vacant position of Police Buildings and Fleet Manager is recommended for reclassification to Police Facilities Manager, Salary Grade 10.

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: 2 Job Evaluation Report
1 Fiscal Note

C: Mark Nicolini, Jennifer Meyer, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado,
Michael Tobin, Fire Chief Mark Rohlfing, Deputy Chief, Fire Michael Romas, Bobbie R. Webber,
Juliet Battle, Chief of Police Edward Flynn, Assistant chief of Police Monica Ray
200 East Wells Street, Room 706, Milwaukee, WI 53202 • Phone (414) 286-3751, FAX 286-0800, TDD 286-2960
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JOB EVALUATION REPORT

Fire and Police Commission Meeting: January 6, 2011

Department: Fire

This is the second of two reports regarding a reorganization in the Fire Department.

| Current | Recommendation |
|--|---|
| New Position | Battalion Chief, Fire PR 863 (\$73,592 - \$89,370) |
| New Position | Fire Captain PR 857 (\$67,839 - \$82,289) |
| Deputy Chief, Fire Two Positions PR 865 (\$82,683 - \$100,435) | Eliminate Two Positions of Deputy Chief, Fire |
| Paramedic Field Lieutenant PR 856 (\$60,434 - \$70,509) | Fire Lieutenant PR 856 (\$60,434 - \$70,509) |

Background

The Department of Employee Relations originally received a request in August of 2010 from the Fire and Police Commission and Fire Chief Mark Rohlfing to review a proposed reorganization of the Fire Department. The department later indicated it would like to make additional changes as part of this reorganization. A first report was submitted to the Fire and Police Commission on December 2, 2010. The report included recommendations to reclassify one position of Assistant Fire Chief, create two new positions of Assistant Fire Chief, and eliminate two positions of Deputy Chief, Fire. The first report was approved by the Fire and Police Commission on December 2, 2010, by the Finance and Personnel Committee on December 16, 2010 and by the Common Council on December 21, 2010.

In December of 2010 the Department of Employee Relations received a further request from the Fire and Police Commission and Fire Chief Rohlfing to review proposed changes to finalize the reorganization. The recommendations in this report are listed above. If these recommendations are approved, then the combined list of changes from both reports would be as follows:

| Current | Recommendation |
|--|---|
| Assistant Fire Chief One Position PR 867 (\$110,434 - \$134,202) | Assistant Fire Chief Three Positions SG 16 (\$95,030 - \$133,049) |
| Two New Positions | |
| New Position | Battalion Chief, Fire PR 863 (\$73,592 - \$89,370) |
| New Position | Fire Captain PR 857 (\$67,839 - \$82,289) |
| Deputy Chief, Fire Four Positions PR 865 (\$82,683 - \$100,435) | Eliminate Four Positions of Deputy Chief, Fire |
| Paramedic Field Lieutenant PR 856 (\$60,434 - \$70,509) | Fire Lieutenant PR 856 (\$60,434 - \$70,509) |

Please see attached organizational chart which includes these changes.

The department has indicated that these changes will increase accountability and improve effectiveness and service. In studying this request staff reviewed updated job descriptions and

organizational charts and held discussions with Fire Chief Mark Rohlfing, Michael Romas, Deputy Chief, Fire; Juliet Battle, Fire Personnel Officer; and Jennifer Meyer, Fiscal Planning Specialist.

Changes and Analysis

The additional changes within the Fire Department include creating one Battalion Chief, Fire in Pay Range 863, and one Fire Captain in Pay Range 857; eliminating two positions of Deputy Chief, Fire; and reclassifying one position of Paramedic Field Lieutenant in Pay Range 856 to Fire Lieutenant in Pay Range 856. For clarification purposes we are also recommending two administrative changes to the Positions Ordinance. The first is to change the order of the Bureaus and list the Support Bureau first. The Support Bureau includes the position of Fire Chief and would make the listing for the Fire Department consistent with other City Departments in the Positions Ordinance. The second change is to delete the working title of Fire Lieutenant/Fire Investigator (D) in the Fire Cause Investigation Unit and the accompanying footnote "(D) Position authority and funding subject to Economic Stimulus Grant" which is no longer needed; and add the official title of Fire Lieutenant.

Battalion Chief, Fire, PR 863 – Construction and Maintenance Division

The basic function of this new position will be to oversee the maintenance and repairs to all Department apparatus and facilities. Duties and responsibilities include working with vendors and other City agencies to procure services and equipment; creating capital improvement plans for apparatus purchases and facilities replacement; creating and overseeing budgets for operating and equipment accounts; creating tracking procedures for commodity and labor usages as well as loss prevention; ensuring all facilities used by the Department are properly maintained; researching and exploring cost-saving procedures/products related to apparatus and facilities; working with the Labor Negotiators in regards to union contracts for shop personnel; supervising fire station remodeling and design, and apparatus specifications and design; researching, documenting, and presenting arguments to various City committees; and working as a Battalion Chief in the Firefighting Division and as a member of the incident command team at major incidents. This position will directly supervise one position of Fire Equipment Repairs Manager and have responsibility for 24 positions.

This new position will report to the Assistant Fire Chief in charge of the Support Bureau which is one of three new positions of Assistant Fire Chief created in the first reorganization report. In the past this function was performed by a Deputy Chief, Fire who reported to the Assistant Fire Chief and Fire Chief. The Department indicated that this new structure would improve operational controls and increase efficiency and accountability.

Fire Captain, PR 857 – Fire Investigation Unit

The basic function of this position will be to respond to first alarms, greater alarms, incidents where there is a significant injury to a firefighter or civilian, or when a fire involves a fatality; perform an investigation to determine fire origin and cause; be responsible for the final review of an investigation and the reports; and be responsible for the development and writing of the policies and procedures for the Fire Investigation Unit. Duties and responsibilities will include supervising, coordinating, and assisting assigned company personnel in fire and emergency incidents, and coordinating the Milwaukee Fire Department and Milwaukee Police Department (MPD) on scene communications; investigating fire origin and cause with MPD arson detectives; observing fire scene operations, documenting fire patterns/damage and performing other tasks related to fire investigations; providing court room testimony; representing the Department in fire prevention programs; performing fire inspections and pre-incident fire planning; attending various meetings including Juvenile Firesetter, Neighborhood Services in relation to vacant and abandoned buildings, and community meetings; reviewing fires occurring in surrounding communities; and providing arson detection training to new firefighters during their recruit training.

The Department indicated that creating a Fire Captain to oversee the Fire Investigation Unit would more fully staff the Unit and enable the Department to follow up on every scene, work with the MPD on all cases, and make arson investigation a priority. If the recommendations in this report are approved there would be three positions in the Fire Investigation Unit (one Fire Captain and two Fire Lieutenants). With three positions the Department would be able to have each member work a 24 hour shift on a rotating basis. The Department indicated that a pilot program in 2010 resulted in a greater arrest and conviction rate of individuals responsible for arson; reports being written for specific incidents such as when there is a fatality, property loss greater than \$500, or a significant injury; and an opportunity for building good working relationships with the MPD Arson Team, the Office of the State Fire Marshal, Milwaukee County District Attorney's Office, and the Federal Bureau of Alcohol, Tobacco, Firearms, and Explosives.

Fire Lieutenant, PR 856 - Fire Cause Investigation Unit

As part of this reorganization the Department wishes to reclassify one vacant position of Paramedic Field Lieutenant in Pay Range 856 to Fire Lieutenant in Pay Range 856 and assign the position to the Fire Cause Investigation Unit. With this reclassification and assignment as referenced above, there would be three positions in the Fire Cause Investigation Unit. Historically, when a position of Paramedic Field Lieutenant has become vacant it is reclassified to Fire Lieutenant per a footnote in the Salary Ordinance pertaining to the titles of "Paramedic Field Lieutenant" and Fire Paramedic Field Lieutenant". Generally, the Positions Ordinance changes would be handled administratively but since this position is to be reassigned to a different Unit we are including the recommendation in this report.

Recommendation

We therefore recommend approval of this second stage of the reorganization in the Fire Department which includes creating one position of Battalion Chief, Fire in Pay Range 863 and one position of Fire Captain in Pay Range 857; eliminating two positions of Deputy Chief, Fire in Pay Range 865; and reclassifying one position of Paramedic Field Lieutenant in Pay Range 856 to Fire Lieutenant in Pay Range 856. We further recommend the two administrative changes to the Positions Ordinance of reordering the Bureaus; and deleting the working title of "Fire Lieutenant/Fire Investigator (D)" and the accompanying footnote (D), and adding the title "Fire Lieutenant".

Actions Required – Effective Pay Period 3, 2011 (January 23, 2011)

In the Positions Ordinance, under Fire Department, move the Support Bureau Decision Unit so that it is listed first. Under the Support Bureau Decision Unit, Administrative Division, delete one position of "Deputy Chief, Fire", and under Construction and Maintenance Division, add one position of "Battalion Chief, Fire". Under the Operations Bureau Decision Unit, Paramedic Service, delete one position of "Deputy Chief, Fire" and one position of "Paramedic Field Lieutenant (I)/Fire Paramedic Field Lieutenant (I)"; and under the Fire Cause Investigation Unit delete one position of "Fire Lieutenant/Fire Investigator (D)" and footnote (D) in its entirety, and add one position of "Fire Captain" and two positions of "Fire Lieutenant".

Prepared By:

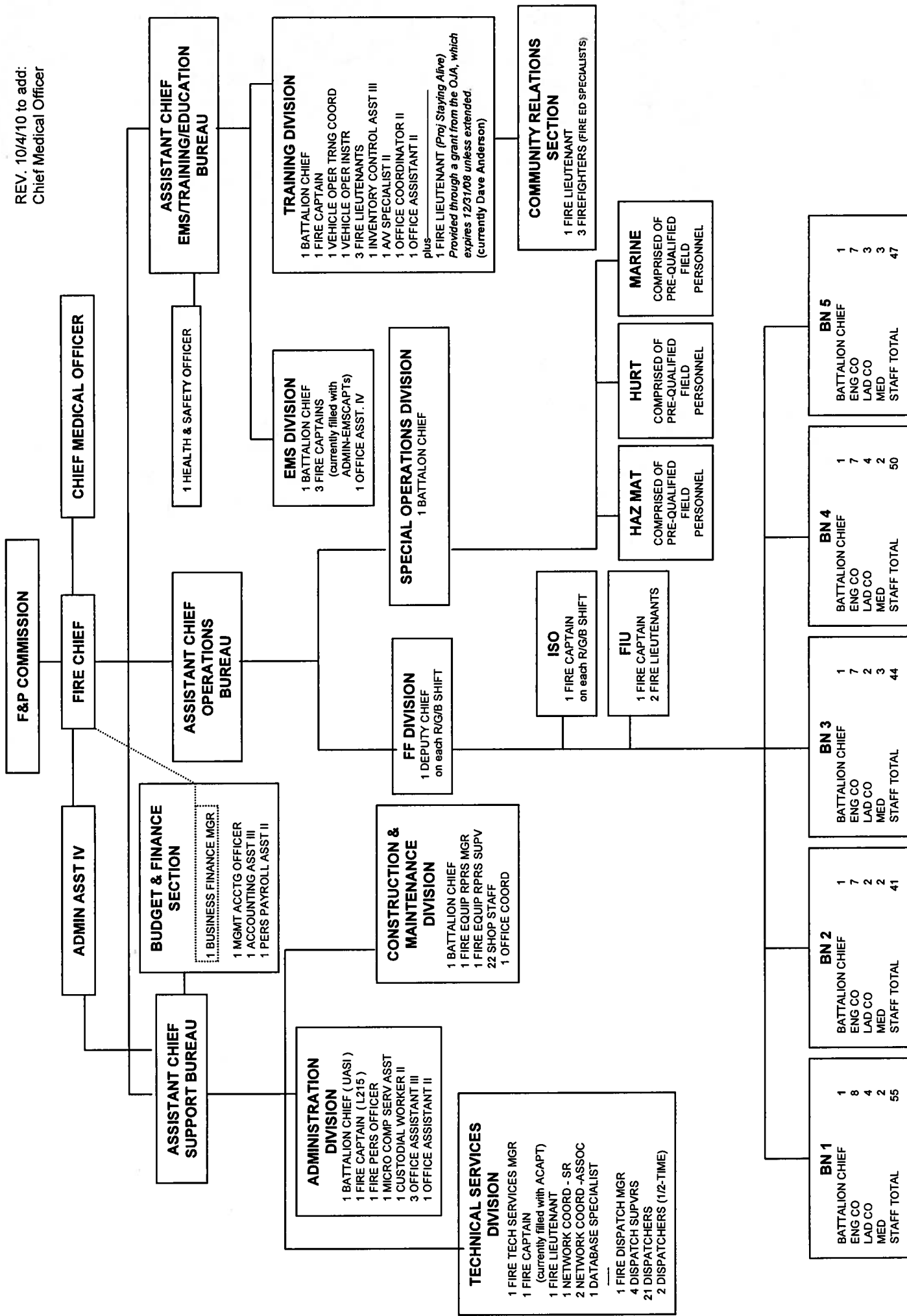

Sarah Trotter, Human Resources Representative

Reviewed By:


Andrea Knickerbocker, Human Resources Manager

Reviewed By:


Maria Monteagudo, Employee Relations Director



JOB EVALUATION REPORT

Fire & Police Commission Meeting: January 6, 2011

This report recommends appropriate classification and compensation levels for one position created or changed in conjunction with the implementation of the 2011 City of Milwaukee budget. This report contains recommendations for positions in the Police Department.

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

POLICE DEPARTMENT

| Current | Request | Recommendation |
|--|---|---|
| Police Buildings and Fleet Manager SG 10 (\$64,805 to \$90,728) Vacant | Police Building Maintenance Manager SG 10 (\$64,805 to \$90,728) | Police Facilities Manager SG 10 (\$64,805 to \$90,728) |

Action Required

In the Salary Ordinance, under Salary Grade 10, delete the title "Police Buildings and Fleet Manager" and add the title "Police Facilities Manager."

In the Positions Ordinance, under Police Department, Integrated Justice Services Division, Facilities Services Section, delete one position of "Police Buildings and Fleet Manager" and add one position of "Police Facilities Manager."

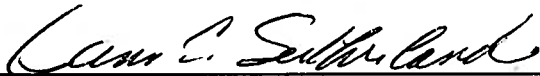
| | | |
|------------------------|-------------------------------------|-------|
| Current: | Police Buildings and Fleet Manager | SG 10 |
| Request: | Police Building Maintenance Manager | SG 10 |
| Recommendation: | Police Facilities Manager | SG 10 |


Police Chief Flynn has requested that the position of Police Buildings and Fleet Manager, SG 10, be retitled to more accurately reflect the duties and responsibilities of this position. Working under the general direction of Assistant Chief Monica Ray, this position has responsibility for planning, managing, and directing all repairs, remodeling, and maintenance required for 15 buildings used by the Milwaukee Police Department, comprising 877,000 square feet. In addition, the position manages the printing services and stores services for the Department.

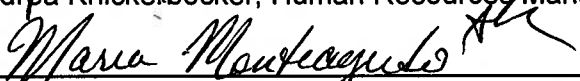
The position under study directly supervises an Assistant Building Maintenance Manager, four Building Maintenance Supervisors II, and a Printing and Stores Supervisor. In addition, the position provides administrative guidance to the Police Fleet Manager. The position under study has been restructured recently and no longer has responsibility for day-to-day management of the Department's fleet. One position of Police Fleet Manager in Salary Grade 07 has assumed overall responsibility for the management of the department's fleet including a budget of \$3.9 M and responsibility for 28 employees. All together, there are approximately 95 employees in the combined areas of building maintenance, fleet services, printing operations, and stores operations for which the position under study has responsibility.

It is recommended that the title of this position be changed to more accurately reflect its primary responsibility, which is facilities management. The position now requires an engineering degree or an equivalent experience related to building renovations, which is a higher level of education. Salary survey information from the Bureau of Labor Statistics confirms that the Department should be able to recruit a well qualified individual for this job at the current range \$64,805 to \$90,728 annually associated with SG 10.

We therefore recommend that the position of Police Buildings and Fleet Manager in Salary Grade 10, be retitled to Police Facilities Manager in Salary Grade 10.

Prepared by: 
Laura Sutherland, Human Resources Representative

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director