



Department of Employee Relations

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Job Evaluation Report

Fire and Police Commission Meeting: May 16, 2024

Fire Department

Current	Recommended
Fire Cadet PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$33,110 (52 Positions)	Fire Cadet PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$37,114 (52 Positions)

Note: Residents receive a rate that is 3% higher.

Police Department

Current	Recommended
Police Aide PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$33,110 (32 Positions)	Police Aide PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$37,114 (32 Positions)

Note: Residents receive a rate that is 3% higher.

Background

This report is a continuation of the previous citywide Administrative Support market study. The previous citywide report stated that a full market and classification study for Fire Cadet and Police Aide titles would be completed after labor contracts in related titles had been settled. Since that time, the recruitments for Police Aide have continued to return reduced numbers of applicants and pay has been one of the indicators for lack of interest.

Both the Police Aide and Fire Cadet positions serve as important feeder positions for sworn roles of Police Officer and Firefighter. Given the new staffing level requirements included in Act 12, it more important than ever that recruitments for these titles produce robust groups of eligible candidates.

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. Job descriptions provided by departments were evaluated and discussions were held with Leon Todd, Fire and Police Commission Executive Director and departmental human resources administrators.

Fire Cadet

Current	Recommended
Fire Cadet PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$33,110 (52 Positions)	Fire Cadet PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$37,114 (52 Positions)

Fire Cadets are uniformed civilian employees who work in an apprentice-style program designed to prepare Cadets for a career as Milwaukee Firefighters. Duties include training, education, community relations, as well as fire house duties. The assignments are widely varied so that the Fire Cadet will gain a broad range of operational and administrative experience. Fire Cadets are required to meet established program criteria to complete a prescribed college curriculum in paramedicine and a physical fitness program prior to being considered for appointment to Firefighter.

These are paid positions that assist with various office support, fire station, and community service duties; recruitment activities; and special projects. Individuals in these positions will receive training towards achieving Firefighter Level 1 certification and Emergency Medical Technician (EMT) certification; and physical training and conditioning

Essential Functions:

Duties include, but are not limited to:

- Participate in and complete academic and physical training program in preparation for future Firefighter duties, including cultural competency classes and activities.
- Participate in classroom instruction and clinical medical rotations.
- Lift, carry and operate heavy tools and equipment.
- Perform maintenance of departmental equipment, buildings and grounds.
- Perform general housekeeping duties.
- Assist with safety education, community and recruitment events.
- Assist with special projects as assigned.

Note: This is a rigorous 2-year program that has physical and mental benchmarks that must be achieved to standards. Both initial and quarterly counseling sessions will be provided to each Fire Cadet.

Conditions of Employment:

- A 40-hour work week, with off-days by assignment.
- Work assignments include various Fire Department and training sites.
- Attain certification as a Nationally Registered EMT.
- Maintain licensure as a Wisconsin EMT.
- Successfully complete Wisconsin Firefighter 1 (National Fire Protection Association 1001) program.
- All candidates are subject to the COVID-19 vaccination requirements of the City of Milwaukee and every clinical partner of the Milwaukee Fire Department and Milwaukee Area Technical College.

Must complete 24 college credits in paramedicine prior to completion of the Fire Cadet program and maintain a minimum 3.3 GPA on applicable credits. May be subject to completion of complete paramedic training, certification & licensure prior to promotion.

Must adhere to the rules and regulations and code of conduct of the Milwaukee Fire Department

NOTE: Effective October 11, 2016, Fire Cadets will be subject to the residency requirement for the City of Milwaukee. This means that within six months of being hired, Fire Cadets must establish an actual and bona fide residence within 15 miles of the city of Milwaukee's jurisdictional border.

Minimum qualifications:

- Must be at least 17 years old at time of application deadline; and may not be more than 19 years old on the starting date of the Fire Cadet Class which is tentatively scheduled for August 19, 2024.
- Individuals after December 1, 2005 -or- born before August 19, 2004 do not qualify.

- Graduation from an accredited high school or completion of a General Education Development Certificate (G.E.D.), high school equivalency certificate, or State of Wisconsin home school certificate prior to July 1, 2024.
- Familiarity with web browsers such as Chrome, Edge, and Firefox, as well as phone or web-based email word processing systems such as MS Word and Outlook.
- Physically and academically able to perform Fire Cadet – and eventually Firefighter Paramedic – training and job duties.
- Must possess a valid State of Wisconsin driver’s license within six months of date of hire, and maintain a valid driver’s license throughout employment with the Department.
- Must not have been terminated / discharged or resigned with charges pending from either the Milwaukee Fire Department or Milwaukee Police Department within the last two years from the date of application.
- Must successfully pass a background investigation. Applicants who have failed a Milwaukee Fire Department background investigation, including appeal, may not apply for two years after the date of disqualification.
- Must successfully pass pre-employment medical and psychological evaluations, and drug screening.

External Comparators

Position	Minimum Qualifications	Pay Range
Job Title: Fire Cadet Employer: City of Oak Creek	<ul style="list-style-type: none"> • Anyone enrolled in high school or college and is considering a career in the fire service 	\$31,200 - \$37,440
Job Title: EMT Employer: Bell Ambulance	<ul style="list-style-type: none"> • Minimum of either a high school diploma or GED • Current/valid State of Wisconsin EMT-B license • Current/valid American Heart Association CPR (cardiopulmonary resuscitation) card or similar curriculum certification • Current/Valid Driver's License 	Cadet: \$35,360 EMT:\$43,680 - \$47,840
Job Title: EMT Employer: Milwaukee County	<ul style="list-style-type: none"> • Valid driver's license which must be maintained throughout employment • High School Diploma or GED equivalent is required • State of Wisconsin EMT certification required at time of application • CPR certification required at time of application 	\$44,658 - \$49,982

Market Data Comparison for Emergency Medical Technician from ERI

ERI defines an Emergency Medical Technician as a position that cares for and transports sick or injured patients to a medical facility, working as a member of an emergency medical team. Responds to instructions from emergency medical dispatcher, and drives specially equipped emergency vehicle to specified location. Monitors communication equipment to maintain contact with dispatcher. Removes or assists in removal of victims from scene of accident or catastrophe. Determines nature and extent of illness or injury, or magnitude of catastrophe, to establish first aid procedures to be followed or need for additional assistance, basing decisions on statements of people involved, examination of victim or victims, and knowledge of emergency medical practice. Administers prescribed first-aid treatment at site of emergency, or in specially equipped vehicle, performing such activities as application of splints, administration of oxygen or intravenous injections, treatment of minor wounds or abrasions, or administration of artificial resuscitation. This position requires certification as an EMT. Communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility. Assists in transfer of victims to treatment center. Assists treatment center admitting personnel to obtain and record information related to victims' vital statistics and circumstances of emergency. Maintains vehicles and medical and communication equipment and replenishes first-aid equipment and supplies. May assist in controlling crowds, protecting valuables, or performing other duties at scene of catastrophe. May assist professional medical personnel in emergency treatment administered at medical facility.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Emergency Medical Technician	Milwaukee, Wisconsin	Level 1	\$34,005	\$37,849	\$41,347
Emergency Medical Technician	Milwaukee, Wisconsin	Level 2	\$38,243	\$42,547	\$46,495
Emergency Medical Technician	Milwaukee, Wisconsin	Level 3	\$44,085	\$49,001	\$53,564

ERI as of January 1st, 2024

Police Aide

Current	Recommended
Police Aide PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$33,110 (32 Positions)	Police Aide PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$37,114 (32 Positions)

Police Aides are uniformed civilian employees who serve in an apprentice-style program designed to prepare them for a career as a Police Officer. Duties include administrative and clerical functions and processing of department arrestees. The assignments are widely varied so that the Police Aide will gain a broad range of operational and administrative experience. Police Aides are required to meet established criteria by completing a prescribed course of college curriculum and a physical fitness program prior to being considered for appointment to Police Officer.

Police Aides perform a variety of administrative, clerical and other support functions as prescribed by the supervisor. At no time is a Police Aide permitted to act independently while conducting law enforcement activities.

Essential Functions:

Duties include, but are not limited to:

- Participate in and complete academic and physical training program in preparation for future Police Officer duties, including cultural competency classes and activities.
- Answering and directing phone calls.
- Assisting citizens via telephone and in-person.
- Operating radio console.
- Performing administrative/clerical duties such as typing, filing, data entry.
- Assisting with special projects as assigned.
- Assist with safety education, community and recruitment events.

Conditions of Employment:

- A 40-hour work week, with off-days by assignment.
- Must complete 24 college credits and maintain a minimum 2.0 GPA on applicable credits
- Must adhere to the rules and regulations and code of conduct of the Milwaukee Police Department.

NOTE: Effective October 11, 2016, Police Aides will be subject to the residency requirement for the City of Milwaukee. This means that within six months of being hired, the candidates must establish an actual and bona fide residence within 15 miles of the city of Milwaukee's jurisdictional border.

Minimum qualifications:

- Must be at least 17 years old at time of the application deadline; and may not be more than 20 years old on the starting date of the Police Aide class which is scheduled for July 22, 2024.
- Individuals born after December 1, 2006 -or- born before July 22, 2003 do not qualify.

- Graduation from an accredited high school or completion of a G.E.D., high school equivalency certificate or State of Wisconsin home school certificate prior to July 1, 2024.
- United States citizenship, or must have resided in the United States for at least five years immediately prior to the date of application and be legally authorized to work for any employer in the United States. Non-citizen applicants should request information regarding Fire and Police Commission rules and citizenship requirements at time of application. [FPC Rule VI.4.(b). and Rule XI.2.(a)]
- Must possess a valid State of Wisconsin driver’s license within one year of date of hire, and at the time of appointment to Police Officer.
- Physically able to perform Police Aide – and eventually Police Officer – training and job duties.
- Must successfully pass a Milwaukee Police Department Background Investigation.
- Must successfully pass pre-employment medical and psychological evaluations, and drug screening.

External Comparators

Position	Minimum Qualifications	Pay Range
Job Title: Police Aide Employer: Marquette University	<ul style="list-style-type: none"> • High School graduation with a four-year cumulative high school grade point average of at least 2.0 upon graduation. • Must be at least 17 years old at time of application; and may not be more than 19 years old at time of appointment. • Must possess a valid State of Wisconsin driver’s license within one year of date of hire, and at the time of appointment to Police Officer. 	\$31,200
Job Title: Police Aide Employer: City of Oak Creek	<ul style="list-style-type: none"> • Must be 18 years of age or older at time of appointment. • Must possess a minimum of a high school diploma or the equivalent G.E.D. 	\$37,440 - \$44,928
Job Title: Police Aide Employer: Village of Menomonee Falls	<ul style="list-style-type: none"> • High school or equivalent required • Valid Wisconsin Driver’s License required by date of appointment • Must be at least 18 years of age 	\$41,600

Market Data Comparison for Security Aide from ERI

ERI defines a Security Aide as a position that compiles and records personal data about applicants and employees. Prepares badges, passes, and identification cards. Meets with applicants to obtain and verify information, such as name, date of birth, physical description, and (when appropriate) type of security clearance held. Assists manager in preparing required reports and keeping department records. Corresponds with law enforcement officials, previous employers, and other references to obtain applicant’s background for use in determining employment acceptability. Background information may include social, moral, national, and political background. Photographs new employees and may fingerprint workers and keep other supplemental identification systems. May keep records of badges issued, lost, and reissued. May issue temporary identification badges to visitors.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Security Aide	Milwaukee, Wisconsin	Level 1	\$35,829	\$39,112	\$41,794
Security Aide	Milwaukee, Wisconsin	Level 2	\$39,981	\$43,488	\$46,461
Security Aide	Milwaukee, Wisconsin	Level 3	\$45,504	\$49,384	\$52,790

ERI as of January 1, 2024

Comparison to Sworn Positions

Firefighter

Pay Range 850

	Academy							
Annual	\$38,413	\$51,217	\$53,269	\$59,036	\$64,817	\$71,193	\$78,224	\$85,240

- While in the Fire and Police Academy, an employee shall be paid at the Academy step. Upon graduation from the Fire and Police Academy, an employee shall move to step 1 of the pay range.
- An employee shall advance from step 1 to step 2 and also from step 2 to step 3 after completing eight months of active service in step 1 and step 2 respectively. All additional pay steps shall be attained upon completing one year of active service

Police Officer
Pay Range 801

	Academy					
Annual	\$47,674	\$63,565	\$69,523	\$77,234	\$80,191	\$84,744

- While in the Academy, an employee will be paid 75% of step 1. Upon graduation from the Fire and Police Academy, an employee will move to step 1.

Analysis and Recommendation

A comparison of the Police Aide and Fire Cadet titles indicate that there are many similarities in the overall objectives and types of duties and functions.

Both programs:

- Are intended for high school graduates or those who have obtained a G.E.D., high school equivalency certificate, or State of Wisconsin home school certificate prior to July 1, 2024
- Require applicants to be 17 to 19 (Fire Cadet) or 20 (Police Aide) years of age
- Require applicants to be interested in becoming a Police Officer or Firefighter
- Are approximately two years in length
- Involve education and training requirements (including completing 24 college credits)
- Provide a mentoring environment
- Include assignments at various Divisions within the Police or Fire Department that allow the individual the ability to learn about the different areas while performing administrative, office support and other functions.

There are some differences in the two programs. For example, there is more emphasis on strength and conditioning and specific course work for the Fire Cadets in Phase I of their program while Police Aides spend a higher percentage of time performing office and other support functions. Overall, though, the objectives, duties, and responsibilities are very similar.

Given that Police Aides receive onboarding and administrative task training from Police Department Office Assistant IIs (6DN \$40,826 - \$48,991) and in considering the minimum qualifications for the position, we recommend keeping the Police Aide title in pay range 6AN (\$36,421 - \$43,705) and increasing the recruitment rate to \$37,114.

Given the similarities in the programs and in considering the minimum qualifications for the position, we recommend keeping the Fire Cadet title in pay range 6AN (\$36,421 - \$43,705) and increasing the recruitment rate to \$37,114.

Action Required – Effective Pay Period 12, 2024 (May 26, 2024)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

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