

Department of Employee Relations

September 24, 2002

John O. Norquist

Jeffrey Hansen

Florence Dukes Deputy Director

Frank Forbes **Labor Negotiator**

Michael Brady **Employee Benefits Manag**

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

Dear Committee Members:

Re: Common Council File Number 011547

The following title change was approved by the Board of Fire and Police Commissioners on September 19, 2002.

In the Fire Department, one position of First Assistant Chief Engineer, Pay Range 867, was retitled to Assistant Fire Chief, Pay Range 867.

The job evaluation report containing the necessary Salary and Positions Ordinance amendments is attached.

Sincerely,

Employee Relations Director

JSH:pb

Attachments:

Job Evaluation Report

Fiscal Note

Acting Chief Dennis Michalowski Joseph Czarnezki

Frank Forbes Laura Engan

JOB EVALUATION REPORT

Fire & Police Commission Meeting Date: September 19, 2002

Incumbent: Dennis Michalowski Department: Fire Department

Present	Request
Title: First Assistant Chief Engineer	Title: Assistant Fire Chief
Salary: PR 867 (\$88,251 - \$107,224)	Salary: PR 867 (\$88,251 - \$107,224)
Current Rate: Not applicable	Source: Fire Department

Recommendation:

Title:

Assistant Fire Chief

Salary:

Pay Range 867

Rationale: This report recommends changing the title for the "First Assistant Chief Engineer" to "Assistant Fire Chief." The Fire Department believes that this title is more contemporary and better reflects the position's duties and responsibilities, and the Department of Employee Relations concurs. This position is second in command of the Milwaukee Fire Department and acts in the absence of the Fire Chief by assuming full command of the Fire Department. In addition, this position oversees the Department's Firefighting Division at all times. For these reasons, the title "Assistant Fire Chief" more accurately depicts the position's duties and responsibilities than the current title.

History: DER's records indicate that this position has always retained the title of "First Assistant Chief Engineer."

Action Required:

In the Salary Ordinance, under Pay Range 867, delete the title "First Assistant Chief Engineer $\underline{1}$ /" and add the title "Assistant Fire Chief $\underline{1}$ /."

In the Positions Ordinance, under Fire Department, Supporting Services Decision Unit, delete one position of "First Assistant Chief Engineer" and add one position of "Assistant Fire Chief."

Background:

On August 20, 2002, Fire and Police Commission Executive Director Joseph Czarnezki referred a communication to the Department of Employee Relations from Fire Chief Lawrence Gardner requesting a title change from "First Assistant Chief Engineer" to "Assistant Fire Chief" with no change in the pay allocation of Pay Range 867. A job description was provided and the request was discussed with Mary McDougall, Fire Personnel Officer. The Department of Employee Relations recommends this change because the new title more appropriately describes the scope of responsibilities of this position than the present title.

Prepared by: Kimbuly Mustler, Human Resources Representative

Reviewed by



Fire and Police Commission

September 24, 2002

Woody Welch Chairman Carla Y. Cross Vice-Chair

Eric Mandel Johnson Leonard J. Sobczak Ernesto A. Baca Commissioners

Joseph J. Czarnezki Executive Director

David Heard Public Relations Officer

Cassandra K. Scherer Examinations Supervisor

Steven Fronk Hearing Examiner

Jeffrey Hansen, Director Department of Employee Relations City Hall - Room 706 200 E. Wells St. Milwaukee, WI 53202

Dear Mr. Hansen:

Please be advised that the Fire and Police Commission, on September 19, 2002, approved your recommendation providing the following:

In the Salary Ordinance, under Pay Range 867, delete the title "First Assistant Chief Engineer 1/" and add the title "Assistant Fire Chief 1/."

In the Positions Ordinance, under Fire Department, Supporting Services Decision Unit, delete one position of "First Assistant Chief Engineer" and add one position of "Assistant Fire Chief."

Sincerely,

Joseph J. Czarnezki Executive Director

JJC:rk