

Job Evaluation Report

City Service Commission Meeting: June 22, 2021

Fire and Police Commission

Current	Recommended
Program Assistant II PR 5FN (\$40,516 - \$48,248) FN: Recruitment rate is \$42,539 (One Position)	Administrative Support Specialist PR 2DN (\$42,500 - \$59,498) FN: Recruitment flexibility at any point in the range with DER approval (Two Positions)
Program Assistant III PR 5IN (\$46,347 - \$54,669) FN: Recruitment is at \$47,779 (One Position)	

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

Background

The Department of Employee Relations (DER) has received a request from the Fire and Police Commission (FPC) to reclassify one position of Program Assistant II in Pay Range 5FN (\$40,516 - \$ 48,248 with a recruitment rate of \$42,539) and one position of Program Assistant III in Pay Range 5IN (\$46,347 - \$54,669 with a recruitment rate of \$47,779) to reflect the responsibility level and requirements of these two positions. New job descriptions were provided and discussions were held with Kyle Mirehouse, Emergency Management and Communications Director, and Leon Todd, Fire and Police Commission Executive Director.

Current	Program Assistant II	PR 5FN (\$40,516 - \$ 48,248) FN: Recruitment rate is \$42,539	One Position
Recommended	Administrative Support Specialist	PR 2DN (\$42,500 - \$59,498) FN: Recruitment flexibility at any point with DER approval	One Position

This position will be responsible for providing administrative support to the Emergency Management and Communications Director as well as the Fire and Police Commission Investigators and Auditors. Duties and responsibilities include:

- 60% Provides administrative support to the Emergency Management Training and Exercise program; schedules meetings, prepares agendas, takes minutes, and prepares meeting summaries; distributes required materials for meetings and presentations; assists with research and monitoring of national trends in emergency management and homeland security; assists with evaluation and application of emergency communication systems; assists with research and applications for grants to support emergency management and homeland security; and acts as primary/deputy emergency operations center (EOC) manager during emergency responses.
- 25% Coordinate with elected officials and cabinet members on emergency preparedness and response activities; and coordinates with all city department leaders on emergency preparedness and response activities.
- 15% Assist with community outreach; assist with Common Council and/or committee meetings as needed; and other duties as assigned.

Minimum requirements include two years of progressively responsible experience in administrative work, including performing duties closely related to those listed above; and two years of experience with law enforcement, fire services, homeland security, emergency management, business continuity, emergency services, and/or government policy. Equivalent combinations of education and experience may also be considered.

Current	Program Assistant III	PR 51N (\$46,347 - \$54,669) FN: Recruitment is at \$47,779	One Position
Recommended	Administrative Support Specialist	PR 2DN (\$42,500 - \$59,498) FN: Recruitment flexibility at any point with DER approval	One Position

This position serves as the confidential assistant to the Executive Director and prepares for review and approval the annual department operating budget, manages department accounts and records, directs and ensures the monitoring of police and fire payrolls, and functions as the personnel support to the Chief of Staff. Duties and responsibilities include:

- 35% Prepare budget documents, required reports and supporting documentation; performs on-going monitoring and maintenance of financial, salary, and special accounts; provide budget projections of salaries and expenditures; administer department accounts, requisitions, purchase orders, payments, IRIs to and from the department, and petty cash; maintain accounts payable records and determine best data collection and tracking processes; prepare fund transfers and carry-over requests; and provide the Executive Director with regular status reports.
- 25% Review specifications, meet with vendors and plan purchase of materials, services and equipment; administer departmental ProCard program by confirming purchases and ensuring compliance with program controls; prepare RFPs, purchase orders, vouchers, and other purchasing documents, track requisitions and monitor contract expiration dates; and provide the Executive Director with regular status reports.
- 15% Provide updates to the Executive Director regarding office matters; oversee office resources by ordering supplies and maintaining inventory; oversee department records by creating and maintaining financial, budgetary, and personnel files, and update/ create record retention schedules and procedures; ensure coverage of front desk operations; and oversee work product of payroll clerk and Program Assistant I.
- 10% Provide new employee orientation and training on Time Entry, HCM, and FMIS as needed, and monitor employee payroll; process new employee, vacancy, promotion, transfer, and retirement requests; answer/ resolve payroll inquires and discrepancies; create and maintain employee personnel records; process pay progression, promotions, demotions, and leaves of absence; track FMLA; run HRMS inquiries; and create and update job descriptions for the Executive Director.
- 5% Function as a personal and confidential assistant to the Executive Director; initiate and compose general and confidential correspondence, reports and special projects.
- 5% Monitor personnel transactions; serve as a resource person for Fire and Police Departments regarding issues affecting position authority and Commission procedures; and liaison with other City of Milwaukee departments regarding Commission business.
- 5% Serve as a backup for the Program Assistant I in preparing for and attending Commission meetings and conducting post-meeting procedures; also back up some of the functions of the Paralegal position.

Minimum requirements include a bachelor's degree in business administration or a minimum of four years of progressively responsible experience performing administrative work including accounting, office administration, budgeting and personnel functions.

Analysis and Recommendation

Both of these positions in the FPC have responsibility for managing higher level administrative support functions:

- The Administrative Support Specialist reporting to Emergency Management and Communications Director provides administrative support to emergency preparedness exercises; assists with research and evaluation of emergency communications systems, and assists with applications for grants to support emergency management and homeland security; and functions as the assistant to the Emergency Management and Communications Director.
- The Administrative Support Specialist reporting to the Fire and Police Commission Executive Director provides support to the department's budget process; monitoring departmental accounts and contracts; manages purchasing related processes including accounts payable, RFP's, and purchase orders; maintains department financial, budgetary and personnel files; provides orientation and training for new departmental staff; prepares job descriptions; serves as a resource for Fire and Police Departments regarding issues affecting position authority and Commission procedures; prepares confidential correspondence and reports; completes special projects; and functions as the assistant to the Executive Director.

The recommended level of Pay Range 2DN (\$42,500 - \$59,498) is appropriate as it includes other professional positions with responsibility for managing administrative functions such as the Administrative Support Specialist to the Commissioner-Public Works, the Business Services Specialists in DPW-Administrative Services and DPW-Water Works, and the Test Administration Coordinators in the FPC and DER.

Based upon the duties and responsibilities of these positions in the FPC and the comparison to other city positions with responsibility for managing higher level administrative functions, the report recommends reclassifying these positions to Administrative Support Specialist in Pay Range 2DN (\$42,500 - \$59,498). To assist the FPC in recruiting a highly qualified candidate for the vacant position in the Emergency Management Section, this report also recommends recruitment flexibility at any point in the range with DER approval.

Action Required – Effective Pay Period 15, 2021 (July 11, 2021)

In the Salary Ordinance

Under Pay Range 2DN

Create footnotes (20) and (40) and add to 'Administrative Support Specialist'

(20) Recruitment may be at any point in the range based on experience and credentials with the approval of DER

(40) Recruitment may be at any point in the range based on experience and credentials with the approval of DER

In the Positions Ordinance

Under Fire and Police Commission, Administration:

Delete one position of 'Program Assistant III' and add one position of 'Administrative Support Specialist'

Under Fire and Police Commission, Emergency Management:

Delete one position of 'Program Assistant II' and add one position of 'Administrative Support Specialist'

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