



Fire Department

Douglas A. Holton
Chief
Brian Glassel
Assistant Chief

September 24, 2008

To the Honorable
The Board of Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, Wisconsin 53202

RE: JOB STUDY

Dear Commissioners:

The Milwaukee Fire Department respectfully requests that one position of Audiovisual Specialist II, currently occupied by Darin C. Malkowski, be studied and classified to reflect the duties and responsibilities that have been added since this position was created in the 2004 Budget. This position has evolved from the original classification for Audiovisual Technician II, Pay Grade 290. The incumbent now handles development of video for the web as well as web-based distance learning, a widely-used new training tool.

A new responsibility is the management of the Department's Employee Identification Program and Personnel Accountability (PAT) System. These programs are used to identify and account for personnel at all emergencies.

I ask that this request be referred to the Department of Employee Relations for study. A copy of the Job Analysis Questionnaire is attached. Please contact Deputy Chief Gary Miller, Bureau of Administration, at 286-8944 directly with any questions. Thank you for your consideration in this matter.

Respectfully,


DOUGLAS A. HOLTON
Chief

DH/MEM/jb
Attachment
FPC\Reclass Job Study Request AVSP2 MALKOWSKI 9-08



Department of Employee Relations
Compensation Services Section
City Hall, Room 706
R. 05/16/07

**JOB ANALYSIS QUESTIONNAIRE
For City of Milwaukee Classification Studies**

Background and Purpose:

The purpose of this Questionnaire is to gather comprehensive information about jobs directly from individuals performing the work so that the Department of Employee Relations can consider all relevant information and make a fair and informed decision as to whether a change in classification is appropriate.

Thank you for taking the time to complete this Questionnaire. While the Questionnaire is somewhat lengthy, some sections may not apply to your job. Please keep in mind that the process of evaluating a job is quite complex and requires the analysis of a number of job-related factors. The items in this Questionnaire are designed to elicit the information needed for this analysis. Therefore, it is to your advantage to complete the Questionnaire as thoroughly and accurately as possible.

It is also important to note that the classification study process focuses entirely on the duties and responsibilities of the job and not on the job performance, amount of training, special talents and abilities, or other characteristics of the incumbent.

Employee Guidelines:

- This Questionnaire has been formatted to be completed "on-screen." Move your cursor to the first field, type and then tab to the next field. Please name and save this document if you cannot complete it at once.
- Answer each question as completely and as accurately as possible, yet in a concise manner. If a question is not applicable, please write "does not apply."
- Take the time to read through the entire Questionnaire before proceeding.
- You are permitted to complete the Questionnaire during regular working hours as long as it does not interfere with the performance of your job duties or providing service to your internal and external customers.
- Do not try to complete the entire Questionnaire all at once. Make notes on each section and then go back over your responses during the time you have to complete the information.
- Keep the Questionnaire at or near your work station or desk. As you are performing your job, you will think of additional information. Later, go back and review it and, if necessary, revise what you have written.
- Attach additional pages, if necessary.
- Forward the completed Questionnaire to your immediate supervisor for review, comments and signature.

If you have any questions or do not understand any part of the Questionnaire or need any assistance, contact either your supervisor or Andrea Knickerbocker, Human Resources Manager at 286-3387 (or Faranda Wragg, 286-3143) in the Department of Employee Relations.

When completed and reviewed by your supervisor, it should be sent to the Department of Employee Relations, City Hall, Room 706, and ATTN: Faranda Wragg.

1) EMPLOYEE INFORMATION

Name:	Darin C. Malkowski	Date:	
Official Job Title:	Audiovisual Specialist 2		
Working Title (if applicable):			
Department:	Fire	Division:	
Section:	Fire Department Bureau of Instruction and Training	Unit:	
Work Location (building):	Safety Academy	Telephone	286-5233 Office : 397-9340 Cell
Email Address:	dmalko@milwaukee.gov	Best time to contact: 8:30 am <input checked="" type="checkbox"/> pm <input type="checkbox"/>	
Time employed in current classification: 3 Years / 5 Months			
Immediate Supervisor: Name: Mike Jones Title: Deputy Chief Telephone number: 286-8971			

2) OUTLINE OF ORGANIZATION CHART

Using the outline below, please fill in the classifications of:

- a) your immediate supervisor
 - b) employees you work with and who also report to your supervisor
 - c) employees you supervise (attached a printed chart with the same information if you prefer)
- NOTE: In Line 3, list only those positions over which you have direct supervisory authority

(Line 1) Immediate Supervisor:	Deputy Chief Mike Jones
(Line 2) Yourself : Coworkers:	Darin Malkowski , , , , ,
(Line 3) Positions over which you have direct supervisory authority:	, , , , ,

3) PURPOSE OF WORK UNIT AND POSITION

What is the nature of services and programs provided by your work unit?

Training for the entire Milwaukee Fire Department as well as firefighter recruit Training. Community relations section in charge of public education is attached to this bureau as well.

Briefly describe what you consider the major purpose or objective of your position:

The major purpose or objective of my position is to record, produce, edit and duplicate informational training videos for the Fire Department and general public.

4) JOB CONTENT: TYPICAL DUTIES AND RESPONSIBILITIES

- In completing this section you may use the Job Description as a guide, but please make sure you describe the job as it is actually performed.

- In the spaces below, please identify the 3-5 major responsibility areas that comprise your job. Then below each major responsibility area describe the specific duties and responsibilities that are associated with that area. Also indicate the approximate percentage of time spent in each major responsibility area.
- List the most important responsibility area first, the second most important, and so forth.
- Begin each duty/responsibility statement with an action verb, such as "plans," "monitors," "supervises," "reviews," and the like.
- Do not list any duty or responsibility that requires less than 5% of the time.

30%	Major Responsibility Area: Video Production
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Specific duties within this responsibility area:

- a) Editing video using computerized Non-Linear video editing using AVID digital video editing system.
- b) Digitizing video, color correction, multi-track video layering, creating and EDL
- c) Animating text using AVID FX, photo retouching, graphic design, 2D/3D graphics, graphic animation, digital video effects, audio editing(sound enhancement and noise reduction)
- d) Creates DVD's which includes transferring, transcoding, authoring and duplication of video. CD/DVD mastering, managemnt of large audiovisual data files using audiovisual hard drives, SCSI optical storage devices and CD/DVD recordable media.
- e) Creates and compresses video for web based applications.
- f)

20%	Major Responsibility Area: Production
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Specific duties within this responsibility area:

- a) Videography of fire department training programs.
- b) Digital video recording and digitizing of field video footage, production music and photos.
- c) Scanning of photographs, ENG lighting, wireless microphone operation, and digital video mastering.
- d)
- e)
- f)

10%	Major Responsibility Area: Pre-Production
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Specific duties within this responsibility area:

- a) Evaluates production needs, sight survey, planning meetings, scheduling.
- b) Scrpit writing, story boards, outline, music selection.
- c) Scheduling cast and crew, acquisition of materials and supplies.
- d) Graphic design and routine maintenance of equipment and logging of videotapes.
- e)
- f)

10%	Major Responsibility Area: Photo ID Creation/Personal Accountability Tag System(PATS)
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Specific duties within this responsibility area:

- a) Photographs, creates, and distributes personal identification cards and Personal Accountability Tag System(PATS).
- b) Maintain the identification card database for all fire department employees.
- c) Maintain the Personal Accountability Tag identification card database for all fire department employees for use at emergencies.
- d)
- e)
- f)

10%	Major Responsibility Area: Emergency Recall
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Specific duties within this responsibility area:

- a) Recalled to emergency fire scenes to videotape and photograph fires, personnel and other items for department training and back up photographer for fire fatalities.
- b) On call after normal work hours
- c)
- d)
- e)
- f)

5) CHANGES IN THE POSITION'S RESPONSIBILITIES

Describe the principal changes which have occurred in the duties and responsibilities of your job since it was last classified or since you were hired into the position. Refer to responsibilities areas outlined above. Important: Describe how each change has impacted the position in terms of skills required, physical or mental effort, responsibility level, and working conditions.

Duty/Respon. No. 1	Video Production: Development of video for the web as well as web based distance learning.
Duty/Respon. No. 2	Production: An increase in video training needs ranging from dvd distribution, web based, and hands on coverage. Increased deadlines requiring faster turn around for projects. Consulting managers on price bidding for equipment purchasing. Expanding still photography duties, including portraits, picture framing and photos for graphic design and department marketing. The ability to don firefighting turnout gear is essential.
Duty/Respon. No. 3	Pre-Production: Graphic design for projects other than video production have been requested. This duty has added new responsibilities for the Audiovisual Specialist that had not been originally required.
Duty/Respon. No. 4	Photo ID Creation: Photographs, creates, and distributes personal identification cards. Maintain the identification card database for all fire department employees. Maintain the Personal Accountability Tag identification card database for all fire department employees for use at emergencies. This duty has added new responsibilities and private information management for the Audiovisual Specialist that had not been originally required.
Duty/Respon. No. 5	Emergency Recall: Recalled to emergency fire scenes to videotape and photograph fires, personnel and other items for department training. On call after normal work hours. Upon arrival to an emergency fire or other situations can be very hazardous and gruesome at times. The ability to walk great distances and be on your feet for potentially long periods of time is very important. The ability to don firefighting turnout gear is essential. Back up photographer for fire fatalities. This duty has added new responsibilities and private information management for the Audiovisual Specialist that had not been originally required.
Duty/Respon. No. 6	The ability to don, wear and function an Self Contained Breathing Apparatus(SCBA). Enter hazardous environments and video tape recruits for evaluation and documentation of training. Documentation is kept in the event of a wrongful dismissal complaint.
Duty/Respon. No.	
Duty/Respon. No.	
Duty/Respon. No.	
Duty/Respon. No.	

6) LEAD WORKER RESPONSIBILITIES

Lead workers function in a "lead" capacity for a group of employees working on a project or on a regular assigned basis

and typically spend a substantial portion of their time performing the same or similar duties as those they are leading. Lead worker duties may include those listed below in Item C.

- a) Do you ever act as a lead worker for other employees? Yes No
- b) What proportion of your time do you spend on lead worker responsibilities? **5%**
- c) Type of direction provided. Check each of the phrases below which describe the kind of direction this position is required to exercise independently:

- | | |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Train employees | <input checked="" type="checkbox"/> Set work priorities |
| <input type="checkbox"/> Assign/lay out work for employees | <input checked="" type="checkbox"/> Balance the work among employees |
| <input checked="" type="checkbox"/> Answer questions | <input type="checkbox"/> Schedule work |
| <input checked="" type="checkbox"/> Monitor work in progress | <input type="checkbox"/> Make reports to managers/supervisors |
| <input checked="" type="checkbox"/> Provide direction | <input type="checkbox"/> Provide general input on employee performance to manager/supervisor |
| <input type="checkbox"/> Review work products/results | |

7) SUPERVISION EXERCISED

- a) Do you formally supervise other employees Yes No
- b) What is the **total number** of employees for whom you are responsible, directly and indirectly? **Does not apply**
- c) List below the job titles of the people who report **directly** to you and the number of employees within each title:

TITLE	No. of Employees

- d) What proportion of your time do you spend in supervisory duties and/or planning or reviewing the work of others? **Does not apply %**
- e) Type of Supervision
Check each of the phrases below which describe the kind of supervision this position is required to exercise independently:

General Supervision	Employment Decisions	Performance Management
<input type="checkbox"/> Plan work, establish priorities	<input type="checkbox"/> Make hiring recommendations	<input type="checkbox"/> Prepare probationary report
<input type="checkbox"/> Assign work, add or delete duties	<input type="checkbox"/> Make final decision on hiring	<input type="checkbox"/> Prepare performance evaluation
<input type="checkbox"/> Instruct and train in methods and procedures	<input type="checkbox"/> Make promotional recommendations	<input type="checkbox"/> Make recommendations regarding unsatisfactory performance
<input type="checkbox"/> Check/inspect completed work	<input type="checkbox"/> Make final decisions on promotions	<input type="checkbox"/> Prepare performance/job improvement plan
<input type="checkbox"/> Respond to complaints	<input type="checkbox"/> Recommend transfer /reassignment	<input type="checkbox"/> Recommend disciplinary action
<input type="checkbox"/> Respond to grievances (Step 1)	<input type="checkbox"/> Other:	<input type="checkbox"/> Recommend termination
<input type="checkbox"/> Other:		<input type="checkbox"/> Other:

8) SUPERVISION RECEIVED

- a) To what extent are your work assignments and methods outlined, reviewed, and approved by your Supervisor?
Usually there is a general outline and then left to the discretion of the Audio Visual Specialist
- b) Do you establish your own work priorities or are they established for you? If established by others, please identify them by job title.
Work priorities are established 50/50 between immediate supervisor and myself.
- c) List positions, other than your immediate supervisor, that provide you with advice, counsel, or functional guidance,

and briefly discuss the nature and purpose of that guidance.

Battalion Chief, Fire Captain, Fire Lieutenant's, and Vehicle Operations Officers of the Training Bureau. The nature of their guidance usually has to do with some of the basic essentials of firefighting that would be unknown to me. The purpose of that guidance, would be to assist me in the production of fire department training so that everything involved is within standard operating procedures of the Milwaukee Fire Department.

9) DECISION AUTHORITY/RECOMMENDATION AREAS

List responsibilities or activities for which you have full decision-making authority to implement (approval of others not required):

- a) The type of video equipment and photography equipment that is purchased
- b) Style and creative look to any videos produced(of course the Chief has final approval authority)
- c)

List responsibilities or activities for which you make recommendations to a supervisor for final decision:

- a) Updating video systems and equipment
- b) Content of videos
- c)

10) PROCEDURES/GUIDELINES AVAILABLE

What precedents, rules, instructions or procedures are available to guide or influence most of your job-related duties (i.e., policies, reference manuals, handbooks, legislation, regulations...)?

Milwaukee Fire Department Training Manual, Essential of Firefighting.

To what extent would you have the freedom to change or make recommendations to modify such procedures or guidelines?

None

In what ways and how frequently is independent thinking required in originating new or improved operating/administrative strategies, procedures or plans? *Please be specific and provide examples of when you have done so.*

Frequently. The questions always arise of how can the Fire Department be reached better for training. First, Implementing DVD video into the department. Also, creating digital video options for the department as well as for the internet. Currently I am starting to be involved in distance learning for the department.

11) PROBLEM SOLVING

Identify the most routine and the most complex problems or issues you face while performing the duties of your position.

a) Routine problems:

The ability to satisfy all of the audiovisual needs of the Milwaukee Fire Department. 36 Firehouses and 4 Bureau locations.

b) Most complex problems:

Managing time with all of the responsibilities and priorities that come through the AV office. Also, Creating a good product without putting myself in harms way or in the way of other Fire Department activities.

c) To what extent are you able to identify, develop and implement alternative work methods to deal with unusual circumstances in your work? *Please provide examples.*

In various situations on an emergency fire scene or training excersise alternative work methods are key in obtaining the correct information, camera angle and video documentation. Example: While at a live fire training exercise I must be aware of live fire, smoke and other obstructions the will either cause me harm or be intrusive to the training that is being carried out. While donning full firefighting turn out gear and staying a little out of the way the footage gathered must not be compromised for the lack of thinking while my duties are carried out. Some shots can be aquired with staying back from the action but most of the time getting close to the action is required to properly gather the video.

12) CONTACTS WITH OTHERS

Describe the purpose and frequency (daily, weekly, monthly, etc.) of any recurring contacts you have with others both within and outside your immediate work group. Give examples of specific kinds of people contacted (indicate job function or title) and indicate the purpose and frequency of those contacts.

a) Contacts with other employees within your Department other than the people you supervise:

Work With	Purpose of Contact	Frequency
Fire Chief and the Adminisiration Bureau	Promotions, Purchasing, Training Videos, Equipment Recommendations, Equipment Replacement	Very Often
Firefighting Division-Deputy Chief	Training Videos, Equipment Replacement, ID Cards, PATS Cards	Very Often
Special Operations Bureau-Deputy Chief	Training Videos, Equipment Replacement, Distance Learning	Very Often

b) Contacts with employees in other City departments, elected officials, Mayor's Office:

Work With	Purpose of Contact	Frequency
Police Department-Deputy Inspector, Lieutenants. PIO	Training Videos Assistance, Videography, DVD/CD Duplication, Video Transfers	Moderate
City Channel 25- Production Manager	Videography, Deliver videos fro broadcasting	Moderate
City of Milwaukee Department of Employee Relations-Managers Fire and Police Commission	Combined Giving Campaign Video Production Promotional Exam Development, Recruiting Campaigns Promotional Exam Development, Recruiting Campaigns	Seldom Very Often Very Often

c) Contacts with persons outside the City, including the media:

Work With	Purpose of Contact	Frequency
Channel 4	Video of Breaking News	Seldom
Channel 58	Video of Breaking News	Seldom
Flight for Life	Training Video	Seldom

Work With	Purpose of Contact	Frequency
Medical College of Wisconsin- Medical Directors Project Ujima/Childrens Hospital	Video recording of training Video production of training videos	Often Seldom

d) Other than subordinates, to whom do you provide professional advice and/or guidance?

Advice/Guidance To	Purpose of Advice/Guidance	Frequency
Survive Alive House and its Commity	Equipment for AV presentations in the Survive Alive House	Moderate
WI Medical College	Equipment for video production	Seldom
Immediate Supervisor	Recommend equipment upgrades, price bidding with vendors	Often

e) Does your job require you to work in unpleasant work situations where it is necessary to deal with upset, hostile or threatening individuals?

Type of Person (Client, citizen, other)	Reason for Interaction	Frequency
Client/Co-Workers	Unrealistic deadlines when given a job assignment	Very Often
Citizen	Photographing an emergency while on scene	Seldom

13) IMPACT OF POSITION

Identify any relevant information that may help measure the impact and accountability of your position using the following criteria:

- a) Responsibility for people (other than subordinates): None
- b) Total operating and/or program budget for which you are accountable:
- c) Responsibility for equipment or materials: Yes
- d) Responsibility for program development or implementation:
- e) Responsibility for policy development or implementation: None
- f) Responsibility for management of data or information: Yes

14) CONSEQUENCE OF ERRORS

- a) What types of problems could occur from errors made in the course of your work? (For example, loss of time or money, inconvenience to others, inaccurate reports, etc.)

Incorrect facts present in a training video, not enough pictures of an incident, unsatisfactory production/post-production time.

- b) How quickly, or how likely, would errors in your work be detected? (For example, are errors typically identified by routine check of your work, or would errors probably not be noticed until they affected other departments or the public?)

The errors would typically be identified very quickly through routine check by my managers.

15) EDUCATIONAL REQUIREMENTS

Using the categories below, please check the level of formal education or equivalent knowledge and skill that you believe is the minimum required to perform satisfactorily in your job. State what you think is minimally required, not your own educational level. This type of knowledge and skill would typically be attained through educational institutions rather than on-the-job experience.

	Formal Schooling	Equivalent To
<input checked="" type="checkbox"/>	3-4 years of high school	Vocational or business skills, such as typing, shorthand, mechanics, drafting
<input checked="" type="checkbox"/>	1-2 years university, community college, business school, trade or technical school	More advanced knowledge of vocational or business field, including full apprenticeships
<input type="checkbox"/>	College graduation	Advanced training in a field of study such as chemistry, business, accounting, engineering, etc.
<input type="checkbox"/>	Master's degree	Advanced professional training in a well-defined field or study such as engineering, business, science, accounting
<input type="checkbox"/>	Master's degree, plus considerable additional formal education	Same as above, but more extensive in-depth study
<input type="checkbox"/>	Doctoral degree, law degree (J.D.), medical degree (M.D.)	Extensive, advanced study, including the conduct of significant, original research

16) EXPERIENCE REQUIREMENTS

- a) In your estimation, what is the minimum amount and type of experience required for a person possessing the minimum educational requirements to perform your job satisfactorily?

Type of Experience	Minimum Time Required	
Associates Degree in Television Production	3 Years	Months
Professional Experience	6 Years	Months
	Years	Months

- b) What special work skills are required to enter your job?

The ability to work indepently, communicate effectively, and work within an potenal dangerous emergency incident scene in a professional manner. You must have effective interpersonal skills, work under stressful situations, and have creative ability. Knowledge of Identification data recording programs and badging equipment. Must have experience working and negotiating with audio visual equipment vendors or suppliers and good book keeping skills for the budget for your department

- c) What special knowledge of laws, codes, or regulations are required to enter you job? (Not what you know now.)

Open records law. Video can be subpoenaed

- d) Assuming that an individual has the necessary background, how long would it take for a person to be able to perform all assigned tasks competently?

One and a half years.

- e) List any officially recognized certifications, licenses, authorizations to practice a trade or profession, or other required qualifications necessary for persons entering your job classification.

17) WORKING CONDITIONS

a) Please indicate the reason(s) and approximate percentage of time devoted to field work.

% of Time	Reasons
60%	Taping training videos, responding to emergency scenes.
20%	Delivering AV equipment to the field.
20%	Responding to emergency scenes.

b) Do you encounter any unpleasant, disagreeable, or potentially hazardous working conditions in the normal course of your work? (Examples: air contamination, high or low temperatures, intense or continuous noise, driving a City vehicle, exposure to hazardous materials or diseases.) Please list those which you are exposed and the approximate percent of time you are exposed to that condition:

% of Time	Reasons
40%	Driving a city vehicle.
30%	Air contamination.
10%	Extreme High and Low Temperatures.
10%	Intense or Continuous Noise at Emergency scenes.
10%	Hazardous Materials.

18) GENERAL COMMENTS

Please provide any other information not previously discussed that will help us understand the responsibilities of your position.

The position of Audiovisual Specialist 2, is a very eclectic job. It requires having expertise video production skills as well photography skills. Responsibilities ranging from producing, writing, directing, lighting, audio mixing, videography, editing, compressing video for the internet and web based applications, distance learning, dvd authoring, dvd duplication, still photography, picture framing, portrait photography, graphic design, identification card creation, basic computer information technology, properly operating video projectors, inventory control, budgetary duties, acquiring price quotes from city vendors, set up and delivery of televisions and dvd players.

Describe any other factors or aspects of your job that should be considered in evaluating or comparing your classification with others.

When being subject to recall for an emergency situation can be very stressful at times. Upon arrival to the scene you may be responding to a house fire, car accident or fire fatality. The fire fatality requires me to videotape/photograph the entire scene including those who perished in the fire. This information is put into the final fire fatality report, and is part of the public records. The Audiovisual Specialist position with the Milwaukee Fire Department is more than a videographer and video editor position with many different aspects that make up the job and is very unique. Other Audiovisual positions within the city do not require the talent, knowledge, skill, effort and professionalism with which the Fire Department demands.

19) SIGNATURE

To the best of my knowledge, I certify that these answers are my own, accurate and complete.

Signature Darin C Malkowski

Date 7-2-08

SUPERVISOR REVIEW AND COMMENTS

It is important that you, the supervisor, review this Questionnaire, since you may have a different perspective of the job described. Do not change the incumbent's description of the job in the Questionnaire itself. Please remember that this Questionnaire is intended solely for the purpose of describing the classification in question accurately. The information provided on the previous pages is not to be used for purposes of evaluating the individual's performance nor should your comments be addressed to this subject.

It is particularly important that you review the percentages assigned to the typical duties and responsibilities under Item Number 4, "Job Content: Typical Duties and Responsibilities." If this section is not complete, please fill in the blanks when you review the Questionnaire with the incumbent. If you disagree with any information provided or believe some information has not been included on the Questionnaire, indicate below the question number and your response.

Question Number	Comments
6	The incumbent does in fact act as lead worker whenever a video project is being produced. All those involved must listen to the incumbent as he is the expert on how video projects are to be completed.
11	The incumbent has very good problem solving skills and has proven to be very inovative with the duties assigned to him as well as the new responsibilities that have been established.
12	The incumbent has played a key role in assisting other agencies within the City of Milwaukee. As well as outside agencies. Agencies including The Department of Employee Relations, Milwaukee Police Department, The City of Milwaukee Health Department, Combined Giving Campaign, Flight For Life and The Medical College of Wisconsin. Each interaction with these agencies the incumbent has proven to go above and beyond the typical responsibilites of the position and is an excellent ambassador for The Milwaukee Fire Department and The City of Milwaukee.
17	The incumbent working conditions can vary on any given day or time. Typically the duties and responsibilities are performed in a controlled enviornment. The enviornments though controlled may still have hazards including live fire, smoke, intense heat and hazardous materials. While the incumbent is being recalled to a emergency scene the same conditions apply only that there is no control and the conditions may pose to be a greater challenge to the incumbent. So caution and safety is always a concern when the duties are being performed.

Have there been any significant changes in duties and responsibilities that have affected the work of this position since it was last reviewed by the Department of Employee Relations, or since the current incumbent assumed the job?

Photographs, creates, and distributes personal identification cards. Maintain the identification card database for all fire department employees. Maintain the Personal Accountability Tag identification card database for all fire department employees for use at emergencies. This duty has added new responsibilities and private information management for the Audiovisual Specialist that had not been originally required.

Recalled to emergency fire scenes to videotape and photograph fires, personnel and other items for department training. On call after normal work hours. Upon arrival to an emergency fire or other situations can be very hazardous and gruesome at times. The ability to walk great distances and be on your feet for potentially long periods of time is very important. The ability to don firefighting turnout gear is essential. Back up photographer for fire fatalities. This duty has added new responsibilities and private information management for the Audiovisual Specialist that had not been originally required.

The ability to don, wear and function an Self Contained Breathing Apparatus(SCBA). Enter hazardous environments and video tape recruits for evaluation and documentation of training. Documentation is kept in the event of a wrongful dismissal complaint.

What effects, if any, would the creation, reclassification, or reallocation of this position have upon the structure of the division and work of other positions within the unit?

None

Please check the appropriate statement:

I agree with the incumbent's Questionnaire as written.

The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

Supervisor's Signature: Michael Jones

Title: Deputy Chief

Date: July 2, 2008

I have noted the modifications made by my supervisor in the Comments Section above.

Employee's Signature: Darin C Malkowski

Date: 7-2-08

WHEN COMPLETED, PLEASE RETURN TO:

**Department of Employee Relations
Compensation Services Section
City Hall, Room 706
ATTN: Faranda Wragg**