

FIRE AND POLICE COMMISSION *Intradepartmental Correspondence*

May 4, 2009

TO: Fire and Police Commissioners

FROM: Renee Keinert, Program Assistant III

SUBJECT: Request to Rescind Previous Action

On April 2, 2009, you approved a request from Chief Flynn to reclassify, by name only, one new position of Document Examiner to Forensic Video Examiner. This request was approved on the basis that two other existing positions of Document Examiner had been similarly reclassified on September 4, 2008. However, since this was a new position in the 2009 budget, it should have been referred to the Department of Employee Relations (DER) first for proper classification. DER has studied this position in the meantime and has a report ready for your approval.

ACTION REQUIRED: Please rescind your previous action approving this reclassification and take new action regarding the report.

rk

Att.



Fire and Police Commission

Michael G. Tobin
Executive Director

Richard C. Cox
Chair
Carolina M. Stark
Vice-Chair
Ernesto A. Baca
Kathryn A. Hein
Paul X. Lor
Commissioners

April 9, 2009

Maria Monteagudo, Director
Department of Employee Relations
Personnel Division
City Hall - Room 706
200 E. Wells St.
Milwaukee, WI 53202

Dear Ms. Monteagudo:

Forwarded herewith is a copy of a communication received from Chief Edward Flynn, Milwaukee Police Department, requesting reclassification (name change only) for one new position of Document Examiner to Forensic Video Examiner

The Board of Fire and Police Commissioners, on April 2, 2009, approved Chief Flynn's request.

Sincerely,

Michael G. Tobin
Executive Director

MGT:rk

Att.

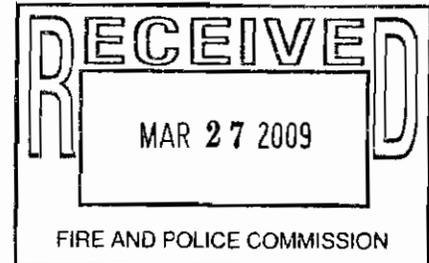


Police Department

Edward A. Flynn
Chief of Police

March 26, 2009

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



RE: RECLASSIFICATION REQUEST (NAME CHANGE ONLY)

Dear Commissioners:

In November 2007, our Department submitted a reclassification request (name change only) for two of the Document Examiner positions assigned to the Identification Division. Ordinance file number 080249 approved the name change from Document Examiner to Forensic Video Examiner. During the 2009 budget process, an additional position of Document Examiner was added to the Identification Division during 2009 budget process. I respectfully request that this position also be reclassified (name change only) to Forensic Video Examiner.

Digital technology is advancing very rapidly and a title change from Document Examiner to Forensic Video Examiner is a more accurate description of the duties and responsibilities that are performed.

Accordingly, I request that this reclassification request be referred to the Department of Employee Relations (DER). Department representatives are prepared to assist DER staff with this reclassification request.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

DALE T. SCHUNK
ASSISTANT CHIEF OF POLICE

Attachment

EAF:m



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

May 4, 2009

Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the classification of one position titled Document Examiner for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Maria Monteagudo
Director of Employee Relations

MM:fcw

Enclosures: Job Evaluation Report

c: Chief of Police Edward Flynn
Assistant Chief of Police Dale Schunk
Assistant Chief of Police Monica Ray
Valarie Williams
John Balcerzak, MPA (Local #21)

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: May 7, 2009
 Department: Police Department

Current	Request	Recommendation
Document Examiner Pay Range 808 (\$63,014 - \$68,096) One vacant position	Forensic Video Examiner Pay Range 808 (\$63,014 - \$68,096)	Forensic Video Examiner Pay Range 808 (\$63,014 - \$68,096)

Action Required

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Identification Division, delete one position of "Document Examiner" and add one position of "Forensic Video Examiner".

Background

In a letter dated March 26, 2009, Chief of Police Edward A. Flynn requested the title of one new position of Document Examiner in Pay Range 808 be changed to Forensic Video Examiner in Pay Range 808 due to changes in duties and responsibilities.

Duties and Responsibilities

The basic function of this position is to perform forensic video examination of analog (VHS) and digital video evidence including moving and still photo images recovered from closed circuit television surveillance systems and camcorders; maintain case note documentation regarding evidence examined, assist federal, state, and municipal law enforcement agencies; perform maintenance on equipment and computers used; and maintain statistics and archives.

Two positions of Document Examiner were previously retitled to Forensic Video Examiner at the September 4, 2008 meeting of the Fire & Police Commission. Our recommendation is therefore to retitle this new position of Document Examiner to Forensic Video Examiner in PR 808.

Recommendation

Based on the above analysis we recommend the title of the new position of Document Examiner in Pay Range 808 be changed to Forensic Video Examiner in Pay Range 808.

Prepared by: Andrea Knickerbocker et
 Andrea Knickerbocker, Human Resources Manager

Reviewed by: M. Montegudo
 Maria Montegudo, Employee Relations Director