City of Milwaukee

Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

May 1, 2009

Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the reclassification of one position titled Fire Dispatch Supervisor 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 Douglas Holton
Fire Deputy Chief, Gary Miller
Mary McDougall
Gary Hogue

200 East Wells Street, Room 706, Milwaukee, WI 53202 • Phone (414) 286-3751, FAX 286-0800, TDD 286-2960
Employee Benefits, Room 701 • Medical Benefits Phone (414) 286-3184 • Worker's Compensation Phone (414) 286-2020, Fax 286-2106
Labor Relations, Room 701 • Labor Relations Phone (414) 286-2357, Fax 286-0900
Testing Fax (414) 286-5059 www.milwaukee.gov/der

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: May 7, 2009

This report recommends the appropriate classification and compensation level for a position of Fire Dispatch Supervisor in Salary Grade 004 that has taken on a completely different function in the Department. In a letter dated March 27, 2008, Douglas Holton, Fire Chief, indicated that the incumbent of this position has developed and utilized skills that have greatly assisted their work in the areas of enhanced record management and consolidation of various database technologies into a single enterprise-based system.

FIRE DEPARTMENT

Current	Request	Recommendation
Fire Dispatch Supervisor SG 004 ($44,194 - $61,871) Incumbent: Gary Hogue Current Rate: $61,871	Network Coordinator - Senior SG 006: ($50,206 - $70,295)	Network Coordinator - Senior SG 006: ($50,206 - $70,295) New Rate: $63,727

Network Coordinator – Senior

The basic function of this position is to be responsible for maintaining and developing web-based applications. This includes project planning and management, programming, SQL coding, expert level system analysis, quality assurance, system maintenance, and insuring that industry standards are followed. The duties and responsibilities are as follows:

80% Design, develop, and maintain web-based applications using PHP, Apache, Relational Database Management Systems (RDMS) such as Oracle, MySQL, PostgreSQL, Sybase and SQLServer, Javascript, and Linux; maintain and monitor backup/recovery of web server systems/applications/data; optimize SQL queries; recommend RDMS tuning; monitor system/application logs; and write scripts (bin/bash).

20% Research new technologies associated with web-based applications, develop testing procedures, test new applications and technologies, and recommend implementation of new or improved technologies and applications.

Requirements for this position include at least three years of experience in PHP programming in an object-oriented environment, and in Linux server administration; at least two years of experience with computer based mapping/AVL; a strong knowledge of HTTP(S), HTML, PHP, CSS, XML, Javascript, TCP/IP, Proxies, FTP, Shell Operations, Scripting, Apache and RDMS; an ability to write efficient SQL queries against enterprise level RDMS; and familiarity with virtualization of operating systems. It is desirable to have experience with Red Hat Linux server administration and familiarity with virtualization of Red Hat Linux operating systems.

Analysis:
The Department indicated that this position will be in the Automation Section of the Administration Division. To classify this position we reviewed the specifications for this job series and made comparisons to other positions in the City. The specification for the Job Family of Network Installation, Operation and Maintenance indicates that these positions install, maintain, monitor, and operate a local area or wide area network (LAN or WAN) on a day to day basis. These positions also evaluate vendor products in hardware, software, and telecommunications equipment and recommend purchases consistent with their Department's short and long term objectives; recommend and implement LAN policies and standards and ensure adherence to security procedures; maintain contact with outside organizations in maintaining, servicing, and/or purchasing LAN; and train users on LAN/WAN operations and procedures.

Within this Job Family is the Network Coordinator Series. This series is for professional information technology (IT) employees who perform all the day-to-day work required to run a LAN. The defining characteristic of positions in this series is that they typically work under the direction of a higher level network administrator or IT manager. The series is structured as follows;

Network Coordinator – Assistant in Salary Grade 002 ($38,902 - $54,455)

Network Coordinator – Associate in Salary Grade 004 ($44,194 - $61,871)

Network Coordinator – Senior in Salary Grade 006 ($50,206 – $70,295)

Other positions in the City that were reviewed include the following:

Network Coordinator - Associate in Salary Grade 004 in the Fire Department
The basic function of these two positions is to manage activities related to the Fire Department's Records Management System for fire house work stations and mobile units; support the microcomputer local area network (LAN); and maintain and troubleshoot Microsoft Windows operating systems, both at the desktop and server levels. These positions support over 1,000 users and more than 159 LAN connections.

Network Coordinator - Senior in Salary Grade 006 in the Department of Public Works – Water Works
The basic function of this position is, under the direction of the Water Network Manager, to manage the daily operations of the Milwaukee Water Works 32 server computer network which supports critical systems such as billing, customer service, geographic information, and standard software; provides system support and documentation; and manages the workload and priorities of Network Coordinator – Associates.

Network Coordinator – Senior in Salary Grade 006 in the Police Department
The basic function of this position is responsibility for assisting in the development and support of the Department's LAN, hardware, software, and server/web based applications. Duties include managing the daily operation of the network hardware and software for all Police locations; installing and configuring network equipment; and troubleshooting hardware and software issues. This position supervises three positions of Computer Operator II.

A review of the duties and responsibilities, including supervision of two positions of Network Coordinator – Associate in Salary Grade 004, indicates that the classification of Network Coordinator – Senior in Salary Grade 006 would be the best fit. In comparison to other positions that were reviewed, the position under study will have more emphasis on design but the overall duties and responsibilities are consistent with the job specification and the duties and responsibilities of other Network Coordinator–Senior positions.

We therefore recommend this position of Fire Dispatch Supervisor in Salary Grade 004 be reclassified to Network Coordinator – Senior in Salary Grade 006.

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteagudo
Maria Monteagudo, Employee Relations Director