



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

January 4, 2010

Fire and Police Commission  
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the classification of two new positions titled Fire Education Specialist 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: Acting Chief Michael L. Jones  
Juliet Lee Battle  
Richard Abelson (DC48)

**JOB EVALUATION REPORT**

Fire and Police Commission Meeting Date: January 7, 2010

This report recommends the appropriate classification and compensation level for two new positions in the Milwaukee Fire Department (MFD). In reviewing these positions staff analyzed a new job description and held discussions with management representatives from MFD.

**FIRE DEPARTMENT**

Current	Request	Recommendation
Two New Positions	Community Education Specialist Salary Grade 04 (\$44,194 - \$61,871)	Fire Education Specialist Pay Range 530 (\$41,495 - \$46,975)

**Action Required**

In the Salary Ordinance, under Pay Range 530, add the title “Fire Education Specialist.”

In the Positions Ordinance, under Fire Department, Supporting Services Decision Unit, Instruction and Training Bureau, delete two positions of “Community Education Specialist” and add two positions of “Fire Education Specialist.”

**Background**

In a letter dated December 9, 2009, Michael L. Jones, Acting Chief, requested two new positions in the Bureau of Instruction and Training be studied and classified as Community Education Specialists in Salary Grade 04.

**Duties and Responsibilities**

The basic function of this positions is to provide fire safety information in the form of fire safety programs, fire extinguisher training programs, and research and development; and assist with department in-service training and any other duties deemed necessary by the Deputy Chief, Bureau of Instruction and Training. The duties and responsibilities are as follows:

- 50% Administer fire education safety programs
- 15% Screen and handle customer service type phone calls
- 10% Conduct safety seminars
- 5% Perform fire extinguisher training
- 5% Staff Milwaukee Fire Department booths at various events
- 5% Assist with evacuation planning of businesses and residences
- 5% Assist the F.O.C.U.S. Coordinator
- 5% Perform blood pressure screening for the general public

Requirements for this position include some experience in customer service; first responder training; an ability to speak publicly, teach, and effectively communicate with the general public including children through senior citizens, and effectively work with school administrators, private sector businesses, and non-profit agencies; and

knowledge of various computer software programs including MSWord, Excel, PowerPoint, and some form of database software.

### **Analysis**

The Department has indicated that these two positions will serve as public relations representatives for MFD and will disseminate MFD information with a special emphasis on information related to fire safety and fire behavior. In order to classify this position, comparisons were made to other positions in the City including the following:

#### Communicable Disease Specialist in Pay Range 530 (\$41,495-\$46,975)

These positions in the Health Department contact clients who may have been exposed to HIV or sexually transmitted diseases with the intent to interview and provide education, prevention information, risk reduction counseling and referral services. They also educate and train local health care providers on case detection, intervention techniques, quality assurance standards and data collection tools. These positions facilitate presentations and workshops to multidisciplinary community groups. They are responsible for assisting with the development and evaluation of educational materials, resources and programs. The positions require a Public Health, Health Education or related Bachelor's Degree.

#### Public Health Educator II, PR 593 (\$44,357-\$53,967)

These positions in the Health Department develop and implement health education prevention programs. They serve as a health education resource to other Health department staff, Milwaukee Public schools, and for the Milwaukee community. They determine community health promotion strategies, conduct needs assessments, and determine the effectiveness of programs. The positions require a Public Health, Health Education or related Bachelor's Degree and one year of experience providing professional health education. These positions work in a number of programmatic areas in the Health department including Injury and Violence Prevention and Lead Poisoning Prevention.

In comparing these new Fire department positions to the Health department positions listed above, it appears that the duties and responsibilities are more closely related to those of the Communicable Disease Specialist. The Communicable Disease Specialist provides education and counseling as well as facilitates presentations and workshops. In contrast the Public Health Educator II is responsible for developing, designing, and implementing health education prevention programs for the Milwaukee Health department and serving as a public health education resource for the Milwaukee Public Schools and community organizations.

Fire department managers have indicated that these two new positions will be responsible for conducting fire safety programs, fire extinguisher training for the public and will assist with department in-service training. The department has further indicated that these positions will be responsible for delivering training that has been developed by the Lieutenant in the Bureau of Instruction and Training. As these new positions will be responsible for implementing public fire safety programs that have been designed by higher level staff within the Bureau of Instruction and Training, it would appear appropriate to classify these positions at a level consistent with the Communicable Disease Specialist in Pay Range 530.

**Recommendation**

Based on the above analysis we recommend this position be classified as Fire Education Specialist in Pay Range 530.

Prepared by: Sarah Trotter *st*  
Sarah Trotter, Human Resources Representative

Reviewed by: *M. Montea*  
Maria Montea, Employee Relations Director