



Police Department

Edward A. Flynn
Chief of Police

August 6, 2010

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

RE: RECLASSIFICATION REQUEST

Dear Commissioners:

Attached is the job description and job analysis questionnaire for the position of Electronic Technician Assistant. The Electronic Technician Assistant position is currently assigned to the Communications Maintenance Section.

Since the position of Electronic Technician Assistant was created in 2006, the duties and responsibilities have increased. The Electronic Technician Assistant position was created to assist Electronic Technicians with the installation of mobile data computers used by both the Police and Fire Departments. The Electronic Technician Assistants are now responsible for complete squad installations, ordering, and stocking equipment.

Due to the expanded and additional complex duties the Electronic Technician Assistants perform, a title change from Electronic Technician Assistant to Installer would be a more accurate description of the duties and responsibilities that are performed. In addition, I request that a compensation study is conducted to determine if this position is properly classified in Pay Range 235.

I, therefore, request that this classification request be referred to the Department of Employee Relations (DER) for study. Department representatives are prepared to assist DER staff with this classification process.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

Attachments
EAF:rn

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____	
City Service _____	Finance _____
Commission: _____	Committee: _____
Fire & Police _____	Common _____
Commission: _____	Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: June 28, 2010	2. Present Incumbent: Standard	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled: May 18, 2009	4. Previous Incumbent:	If YES, indicate underfill title in box 10.		
5. Department: Police Department	Bureau: Administration Division: Facilities Services	Unit: Section: Garage		
6. Work Location: 331 46	Telephone: 414-935-7512 Email:	Work Schedule: Hours: 40 / Days: 5		
7. Represented by a Union? YES	8. Bargaining Unit: Local 218, Aleasp, Police Support Serv If in District Council 48, chose a Local: None	9. FLSA Status: NON-EXEMPT		
10.	Official Title: Electronic Technician Assistant	Pay Range 235	Job Code 0881PD	EEO Code
	Underfill Title (if applicable):			
	Requested Title (if applicable):			
	Recommended Title (DER Use Only):	Approved by: _____		
		Date: _____		

11. BASIC FUNCTION OF POSITION:

Installation, troubleshooting, and field repair of radio systems including mobile radios, mobile computers, mobile in-car video systems, license plate readers, and other job-related equipment inside city vehicles.

12. DESCRIPTION OF JOB (Check if description applies to Official Title or Underfill Title A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
25	• Install job-related equipment into city vehicles.
25	• Installation of electrical wiring, connecting electrical fittings, drilling holes, and performing all physical tasks associated with modifying vehicles for the acceptance of job-related components.
5	• Perform multi-point inspection of vehicles before release to Vehicle Services.
5	• Work with equipment vendors to facilitate necessary equipment updates and the correction of any issues.
5	• Obtain and maintain manufacturer certification for the emergency light bars, mobile video recording systems, and license plate reader equipment.
15	• Manufacture cable assemblies and sub assemblies as necessary for mobile vehicle installations.
	•
	•
	•
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	• Pick up and deliver job-related equipment using city vehicles.
5	• Maintain sufficient stock levels of installation hardware.
5	• Troubleshoot and diagnose mobile equipment problems.
5	• Assist Electronic Technician Supervisor and Electronic Technicians in the testing, configuration, and

principles, including use of a multimeter. Must be able to work with electrical wiring and cabling.

iii. Certifications, Licenses, Registrations:

Obtain and maintain manufacturer certification for the installation and maintenance of the emergency light bars, mobile video recording systems, and license plate reader equipment.

iv. Other Requirements:

Valid, Class D, drivers license at the time of appointment and throughout employment. A Class B CDL driver's license, without air brake restriction, is preferred.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input checked="" type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input checked="" type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 5%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input checked="" type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): Screwdrivers, pliers, crimping tools, wrenches, sockets, files, soldering iron, power hand tools, etc.	
<input type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other (<i>please list</i>):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate:

Signature of Department Head or Designated Representative



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:	Daryl Borzych, Ed Przyczkowski Sr., Ed Przyczkowski Jr.	Date:	June 28 th , 2010
Official Job Title:	Electronic Technician Assistant		
Working Title (if applicable):			
Department:	Milwaukee Police	Division:	Communications
Section:	Maintenance	Unit:	
Work Location (building):	4733 West Vliet Street (331 46)	Telephone:	414-935-7473
Email Address:		Best time to contact:	8:00 am <input checked="" type="checkbox"/> pm <input type="checkbox"/>
Time employed in current classification: 1 Years / 1 Months			
Immediate Supervisor:			
Name: David Go			
Title: Electronic Technician Foreman			
Telephone number: 414-935-7475			

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:	ETF David Go
(Line 2) Yourself : Coworkers:	ETS Ed Przyczkowski Sr. ETS Ed Przyczkowski Jr., ETS Daryl Borzych,
(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?

Installation, troubleshooting and field repair of mobile radio systems and safety equipment.

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

Installation and maintenance of mobile equipment in city vehicles.

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.

25%	Major Responsibility Area: Installation of mobile equipment into city vehicles.
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Specific duties within this responsibility area:

- Install mobile two way radios.
- Install mobile computer equipment.
- Install mobile camera recording equipment.
- Install emergency light bars.
- Install license plate reader equipment.
- Install prisoner partition.
- Install shotgun rack.

25%	Major Responsibility Area: Installation of electrical wiring, connecting electrical fittings, drilling holes, and performing all physical tasks associated with modifying vehicles for the acceptance of job-related components.
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Specific duties within this responsibility area:

- Maintain proper installation standards to ensure safe and efficient mobile equipment implementation.
- Use of proper tools and techniques to prolong shop equipment life and reduce installation rework.
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15%	Major Responsibility Area: Manufacture cable assemblies and sub assemblies necessary for mobile vehicle installations.
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Specific duties within this responsibility area:

- Determine the necessary cable assemblies and develop a shop standard for their construction.
- Determine the amount of cable assemblies necessary and order and maintain stock of the necessary components.
- Maintain a minimum number of cable assemblies and manufacture more when necessary.
- Execute design changes to the cable assemblies when necessary.
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5%	Major Responsibility Area: Work with equipment vendors to facilitate necessary equipment updates and the correction of any issues.
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Specific duties within this responsibility area:

- Obtain and maintain manufacturer certification for the emergency light bars, mobile video recording systems, and license plate reader.
- Obtain current product information as necessary.
-
-
-
-

5%	Major Responsibility Area: Perform multi point inspection of vehicles before release to Vehicle Services.
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Specific duties within this responsibility area:

- Determine all aspects of the installation process that require validation per vehicle.

- b) Create a vehicle-specific list of mobile installation validation points.
- c) Create and execute the installation validation checkoff list for each vehicle type.
- 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.	Obtaining and maintaining manufacturer certification for the emergency light bars, mobile video recording systems, and license plate reader has placed an additional demand upon the Electronic Technician Assistants. This type of certification process requires the worker to absorb large amounts of information in a short period of time. The increased responsibility that this certification provides is due to the fact that only three individuals in the entire department have this certification and are the only technicians allowed to work on the associated equipment.
Duty/Respon. No.	The additional installation of the emergency light bar, mobile video recording system, license plate reader, prisoner cage divider, light flashers, and shotgun mount has increased the work load of the Electronic Technician Assistant extensively. The ETA's were originally hired to install only the mobile radios and computer equipment for the department.
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 type="checkbox"/> Set work priorities
<input type="checkbox"/> Assign/lay out work for employees	<input checked="" type="checkbox"/> Balance the work among employees

- Answer questions
- Monitor work in progress
- Provide direction
- Review work products/results

- Schedule work
- Make reports to managers/supervisors
- Provide general input on employee performance to manager/supervisor

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? **0**
- 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?
5%
- 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"/> Assign work, add or delete duties <input checked="" type="checkbox"/> Instruct and train in methods and procedures <input checked="" type="checkbox"/> Check/inspect completed work <input checked="" type="checkbox"/> Respond to complaints <input checked="" type="checkbox"/> Respond to grievances (Step 1) <input type="checkbox"/> Other:	<input type="checkbox"/> Make hiring recommendations <input type="checkbox"/> Make final decision on hiring <input type="checkbox"/> Make promotional recommendations <input type="checkbox"/> Make final decisions on promotions <input type="checkbox"/> Recommend transfer /reassignment <input type="checkbox"/> Other:	<input type="checkbox"/> Prepare probationary report <input type="checkbox"/> Prepare performance evaluation <input type="checkbox"/> Make recommendations regarding unsatisfactory performance <input type="checkbox"/> Prepare performance/job improvement plan <input type="checkbox"/> Recommend disciplinary action <input type="checkbox"/> Recommend termination <input type="checkbox"/> Other:

8) SUPERVISION RECEIVED

- a) To what extent are your work assignments and methods outlined, reviewed, and approved by your Supervisor?

Employee work priorities are determined by the communications Maintenance Manager and relayed through the Electronic Technician Foreman.
- b) Do you establish your own work priorities or are they established for you? If established by others, please identify them by job title.

Employee work priorities are determined by management staff.
- 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.

Electronic Technician Assistants work with Vehicle Services to coordinate equipment revisions, problem resolution, and delivery schedule notification.

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) Determination of appropriate installation sub assembly levels.
- b) Determination of appropriate installation material stock levels.
- c) Determination and resolution of ill-suited and/or problematic mobile equipment.

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

- a) Make recommendations of necessary tooling or equipment for the installation process.
- b) Make time-saving recommendations to streamline the installation process.
- c) Make recommendations to eliminate or replace ill-suited mobile installation equipment.

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...)?

Although the Milwaukee Police Department's SOP directs the employee's actions and responsibilities to the Department, there are no documents that aid an Electronic Technician Assitant to perform job-related duties. The only documentation available would be through a vendor or manufacturer.

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

The procedures for the installation of mobile camera recording equipment, emergency light bars, headlight and tail light flashers, and license plate readers have been developed solely by the Electronic Technician Assistants and are therefore open for augmentation by the ETA's.

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.*

All of the existing procedures in place for the installation of every piece of mobile equipment used by MPD since May 2009 has been developed by the ETA staff. They are therefore free to modify and streamline their procedure as necessary.

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:

Each new vehicle year introduces changes to the previous installation procedure due to manufacturing changes. A workable installation solution must therefore be developed for each successive installation year.

- b) Most complex problems:

Early in the 2009 installation season a problem with the Ford Crown Victoria headlight flaser surfaced. Due to a

manufacturing defect in the headlight flasher, power could be unintentionally back-fed into the vehicles lighting system and cause a fire. The ETA's identified the problem and devised a simple solution that could be simply added to each vehicle that was outfitted with the defective headlight flasher, thereby eliminating the problem and resulting fire hazzard.

- 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.*

The ETA's developed a cost effective, simple solution to physically mount the mobile camera recording equipment into the trunk of the Department's 2009 Crown Victoria vehicles. The mobile video recorder was not available at the beginning of the 2009 vehicle installation season and subsiquently were added to the list of installation equipment.

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
Vehicle Services	Vehicle acquisition and problem resolution.	5-10 times a week
Data Services	Mobile data equipment acquisition and problem resolution.	3-4 times a week.

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

Work With	Purpose of Contact	Frequency
DPW Municipal Garage	To facilitate the dismantling of used mobile equipment from decomissioned City owned vehicles	Twice a month.

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

Work With	Purpose of Contact	Frequency
Vendors and Manufacturers	Equipment acquisition and problem resolution.	3-5 times a week.

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

Advice/Guidance To	Purpose of Advice/Guidance	Frequency

- 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

Type of Person <i>(Client, citizen, other)</i>	Reason for Interaction	Frequency
	Does Not Apply	

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): Does Not Apply
- b) Total operating and/or program budget for which you are accountable: Does Not Apply
- c) Responsibility for equipment or materials: Responsible for ordering raw materials and equipment.
- d) Responsibility for program development or implementation: Does Not Apply
- e) Responsibility for policy development or implementation: Does Not Apply
- f) Responsibility for management of data or information: Responsible for the gathering of equipment information, such as equipment serial numbers, inventory numbers, completed vehicle numbers, etc. and the dispersal of said information to the responsible parties.

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 installation of mobile equipment could cause injury to occupants in the event of a vehicle crash. Improper installation of mobile equipment could cause unnecessary vehicle down 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?)

Errors in the installation of mobile vehicle equipment would be identified through the use of a complete check list for each vehicle before it leaves the installation shop.

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.

	Formal Schooling	Equivalent To
		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	
	Years	Months
Mobile electronic equipment installation	5 Years	Months
Mobile two-way radio equipment installation	2 Years	Months
	Years	Months

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

An applicant must possess an extensive knowledge of common mobile electronic standards and practices specifically relating to two-way radio and mobile emergency equipment installation and troubleshooting.

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

Residency in the City of Milwaukee within six months of appointment and throughout employment.

- 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?

Six months to a year.

- 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.

Must possess a valid Wisconsin driver's license and a clean criminal background.

17) WORKING CONDITIONS

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

% of Time	Reasons
5	Resolution of mobile equipment problems, vendor training, and dismantling of mobile vehicle equipment.

- 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
-----------	---------

% of Time	Reasons
90	Due to the nature of the work, the amount of people that pass through the facility, and the design of the Milwaukee Police Radio Shop, where the ETA's are based, it is necessary for the workers to be exposed to air contamination, high and low temperatures, intense or continuous noise, driving a City vehicle, and exposure to hazardous materials and diseases.

18) GENERAL COMMENTS

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

An Electronic Technician Assistant is responsible for the installation of every piece of mobile equipment presently deployed in Milwaukee Police Department patrol vehicles. The absence of these technicians would render the Milwaukee Police Department unable to install and service the majority of key mobile electronic equipment without the assistance of outside vendors. The ETA's also perform this service at an extremely reduced cost as well.

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

At the time that the Electronic Technician Assistant's were hired back in May 2009, the responsibilities and the physical demands of the ETA was significantly less that what is expected of an ETA currently. The Milwaukee Police Department previously sent the installation of their mobile camera equipment, safety light bars, headlight and taillight flashers, vehicle partitions, license plate readers, rear plastic seats, and shotgun mounts out for installation at a third party installation facility. It was decided shortly after the hiring of the ETA's that this work would be completed by the new assitants without any further compensation for their additional work load and technical requirements placed upon them. That said, it should also be noted that both Ed Przyczkowski Sr. & Jr. were hired from the third party shop that performed all of the tasks listed above. They made a higher wage than what they were hired at by the Milwaukee Police Department. Because of their experience and quality of work that they produce, they should have been hired at the top end of their pay range. They were not informed that they were to be hired at the bottom of their pay range until the day that they were sworn in. Ed Przyczkowski Sr. & Jr. could not decline the ETA positions since they had effectively closed down the shop from where they had previously worked at. It would only be a responsible and proper action for the City of Milwaukee to reclassify and further compensate the Electronic Technician Assistants for the hard work that they have faithfully performed over this past year.

19) SIGNATURE

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

Signature

Date

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?

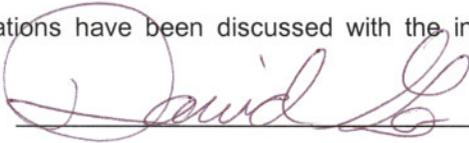
The reclassification of the Electronic Technician Assistant position would not have a single negative impact upon the division of work within other positions of the Milwaukee Police Radio Shop.

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: 

Title: Electronic Technician Foreman

Date: 8-19-2010

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

Employee's Signature: _____

Date: _____

WHEN COMPLETED, PLEASE RETURN TO:

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