



Police Department

Edward A. Flynn
Chief of Police

August 11, 2010

The Honorable
Fire and Police Commissioners
200 E. Wells Street, Room 706
Milwaukee, WI 53202

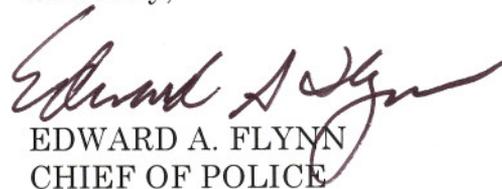
RE: Request for Communication Systems Manager Examination and Eligibility List

Dear Commissioners:

Attached is a job description for the Communications Systems Manager position assigned to the Information Technology Division, currently occupied by Deborah Wilichowski. Ms. Wilichowski has notified the Department of her intent to transfer to another City department.

I, therefore, respectfully request that your Honorable Commission prepare an examination and provide an eligibility list for the position of Communications Systems Manager as soon as practical. Milwaukee Police Department representatives are available to assist the Commission staff with this matter.

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:vw
Attachment

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common 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: 02/11/09	2. Present Incumbent: VACANT	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
3. Date Filled:	4. Previous Incumbent: SAMUEL STEFFAN	If YES, indicate underfill title in box 10.	
5. Department: Police Department		Bureau: Administration Division: Technical Comm	Unit: Section: Communications Systems
6. Work Location: 4733 W. Vliet Street		Telephone: 935-7473 Email:	Work Schedule: Hours: 8:00A-4:00P / Days: 5
7. Represented by a Union? NO	8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, chose a Local: None		9. FLSA Status: NON-EXEMPT
10.	Official Title: Communication Systems Manager	Pay Range 09	Job Code
	Underfill Title (if applicable):		
	Requested Title (if applicable):		
	Recommended Title (DER Use Only):	Approved by: _____ Date:	

11. BASIC FUNCTION OF POSITION:

Manage and direct the operations, maintenance, repair, installation, and upgrading of radio communications systems utilized by Police, Fire and Public Works Departments. Further, design, propose, implement, integrate, and assist in new wireless communications systems for City-wide utilization. Maintain FCC frequency license records and ensure the department is current.

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
35	• Radio Communications Infrastructure Delivery: Manage all radio communications and wireless data systems within the City of Milwaukee. Set standards for the installation, maintenance, repair, and modification of wireless infrastructure. Maintain FCC frequency license records and ensure the department is current.
25	• Radio Interoperability: Define and design methods and systems to allow disparate radio systems to communicate amongst each other. Interact with local, State, and Federal agencies to determine interagency information sharing requirements. Constantly refine and modify interoperability infrastructure to improve exchange of information. Shepard changes in Federal radio rules, regulations, and procedures to allow better utilization of radio spectrum for interoperability.
20	• Next Generation Technology: Maintain active participation with various radio industry groups to keep abreast with new and emerging wireless technologies. Design and implement pilot projects to demonstrate advances in the radio field. Maintain involvement with user groups to steer and direct future communication capabilities towards achievable goals.
10	• Public Safety Answering Point (PSAP) Support: Monitor functionality of E911 infrastructure and facilitate repairs of any major failures. Coordinate the interaction of multiple systems in operation in a PSAP. Manage operation of radio dispatching consoles. Provide disaster recovery management of major outages and degradations of PSAP operation. Engineer/design enhancements to the Milwaukee PSAP to accommodate regional dispatching/interoperability capabilities.
10	• Section Administration: Manage the efficient operation of the Communications Systems Section to deliver expected services. Define and implement procedures and standards to assure employees attain consistent,

% of Time	ESSENTIAL FUNCTION
	reproduceable goals and results. Manage the budget of the Communications Systems Section. Develop new procedures to address changing radio infrastructure and use expectations. Responsible for employee safety and compliance with applicable OSHA regulations.
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B. PERIPHERAL DUTIES:

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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Captain Andra Williams

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Position will function as manager in charge of the Communications Systems Section, who will report directly to the Captain of the Technical Communications Division. This position will receive general direction, and is expected to function with limited supervision. This position is self motivated.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 14.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

<ul style="list-style-type: none"> a. Assign duties b. Outline methods c. Direct work in progress d. Check or inspect completed work 	<ul style="list-style-type: none"> e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals h. Take disciplinary action or effectively recommend such 	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Communications Supervisor	a, b, c, d, e, f, g, h
1	Office Assistant IV	a, b, c, d, e, f, g, h,
10	Electronic Technician	a, b, c, d, e, f, g, h,
2	Electronic Technician Assistant	a, b, c, d, e, f, g, h

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Advanced education or degree in electrical engineering or electronics technology and two years of experience installing, repairing and maintaining communications and ancillary equipment. Minimum of 5 years supervision and oversight in communications systems.

ii. Knowledge, Skills and Abilities:

Demonstrated ability to manage projects. Demonstrate superior knowledge and understanding of radio communication systems and how they interact with various subsystems and users. Strong knowledge of radio interference causes and resolutions. Good computer skills including word processing, database utilization and equipment programming.

iii. Certifications, Licenses, Registrations:

Possession of a valid General Class or higher Federal Communications Commission Radio Telephone Operators License and Wisconsin State Drivers License.

iv. Other Requirements:

Must not be color blind being that wiring and electronic components are color coded.

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 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 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 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 checked="" 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 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 checked="" 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 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: 10%**

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 type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input 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

<input type="checkbox"/>	above the surrounding noise level.
<input 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 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 type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input 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 type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input 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>): electronic and mechanical	
<input checked="" 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>): radio and communications test equipment	

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.)

Responsible for radio communication infrastructure and equipment valued at over \$22 million. Good written and oral skills. This position is required to respond to call for emergency service (system failure) after hours. Position may be exposed to electrical hazards (RF, high voltage and low voltage high energy). RF burn hazard possible around transmitting equipment. Able to comply with FCC OET Bulletin 65 radiation standards.

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

Signature of Department Head or Designated Representative