



Police Department

Edward A. Flynn
Chief of Police

November 18, 2010

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

RE: RECLASSIFICATION

Dear Commissioners:

Attached is a job description for the Audiovisual Specialist II position assigned to the Training Division. I respectfully request that this position be studied for reclassification. This reclassification request is based on the expanded duties and responsibilities of this position resulting from a reorganization of the Training Division. This position functions as a multimedia producer and performs technical support for presentations, presentation equipment, photographs and records video to document training and department operations.

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

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:vs

Attachment

Cc: Captain Zibolski

F&pc/reclassificationsletters/audiovisual spec. II

JOB DESCRIPTION

FOR DER USE ONLY

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

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: June 15, 2010		2. Present Incumbent: Jon D. Rieman		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled: 9/21/2008		4. Previous Incumbent: Elizabeth Penlesky			
5. Department: Police Department		Bureau: Division:		Unit: Section:	
6. Work Location: 6680 N. Teutonia Avenue		Telephone: 414-935-7945 Email: JRIEMA@MILWAUKEE.GOV		Work Schedule: Hours: 8 AM- 4 PM / Days: M-F	
7. Represented by a Union? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: Local 218, Aleasp, Police Support Serv If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10.	Official Title: AUDIOVISUAL SPECIALIST II			Pay Range	Job Code
				505	02831
	Underfill Title (if applicable):				
Requested Title (if applicable):					EEO Code 304
Recommended Title (DER Use Only):			Approved by: _____		
			Date: _____		

11. BASIC FUNCTION OF POSITION:

The Audiovisual Specialist II provides technical support for presentations and presentation equipment, photographs and records video to document training and department operations, produces web and television videos of press conferences and public affairs events.

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
20%	• Post Production – digital non-linear editing, requires the ingest of raw video into computer, editing and trimming selections, signal processing and enhancing, audio mixing, title creation, photo retouching, graphic creation, sound enhancing and mixing. CD/DVD mastering and authoring, web posting and network distribution.
20%	• Production – Direct video production including blocking (where action happens), setup lighting, capture sound, operate video camera, incorporate external media including photographs, slides and other collateral and hard copy.
20%	• Pre-Production – production needs evaluation, planning meetings, scheduling, script writing, 8/11?

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	storyboarding, outlining, music selection, copyright clearances, support material research, cast and crew scheduling, actor releases, acquisition of materials and supplies, set design, lighting design and securing equipment.
10%	<ul style="list-style-type: none"> Media/Public Affairs – Provide setup and support for press conferences and other media related requests. Photograph and document media coverage.
10%	<ul style="list-style-type: none"> Maintenance Installations – Routine maintenance on audiovisual systems throughout the department and on production equipment. Make emergency repairs to field equipment. Install new equipment and check for operational problems.
5%	<ul style="list-style-type: none"> Training – provide training on proper equipment operations; provide suggestions and know-how on operational capabilities.
5%	<ul style="list-style-type: none"> Office Bookkeeping – Report writing on projects; grant writing, day-to-day operational bookkeeping, and budget management of \$25,000 annual section budget, equipment/parts ordering for maintaining \$250,000 of section equipment as well as for other department AV equipment.
5%	<ul style="list-style-type: none"> Research or attend training/sales seminars on new technology, upgrades and repair techniques and other duties as requested.
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	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	<ul style="list-style-type: none"> MEETINGS – Department operations meetings to stay current of department happenings to see how/where technology can play a role and implement those findings.
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	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Captain David Zibolski

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

Minimum supervision is required. Seek approvals/guidance when needed from the Captain. Incumbent works independently on projects and scheduling. Requests are filled based on timeline, priority and chain of command. Project requests are often directed by the Chief and Assistant Chiefs.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such
Number Supervised	Extent of Supervision Exercised
	<i>(Select those that apply from list above, a - h)</i>
	Job Title

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	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 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 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 checked="" 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 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 checked="" 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 checked="" 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:

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the 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:** _____%

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 type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input 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 checked="" type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/>	Commercial vehicle	<input 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 (please list): Saws, hammers, screw drivers, speciality electronics repair tools		
<input type="checkbox"/>	Office Machines (check all that apply): <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register		
<input type="checkbox"/>	Other (please list):		

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.)

This position has frequent contact with all levels of city, county, and state government as well as high-ranking officials of the Milwaukee Police Department and other outside agencies. The Audiovisual Specialist II must possess the creative ability to visualize a setting with talent for visual problem solving and have exceptional organizational skills and be detailed oriented. Excellent reading writing, grammar and spelling skills are necessary to compose and revise scripts. The incumbent must have the ability to work well under high-pressure stressful situations, as some assignments are impromptu with immediate deadlines. Ability to maintain composure when exposed to some realities of the police profession are essential when riding along with sworn officers for video production and will be exposing him or herself of some of the dangers of police work. Position requires individual to be on-call 24/7 including nights and holidays to meet the needs of this agency.

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



 Signature of Department Head or Designated Representative

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JOB DESCRIPTION

City Service
Commission

Finance
Committee

Fire & Pol
Commission

Common
Council

Instructions: Complete all sections except No. 11 and submit 3 copies.
After Action, copies to: Employee Relations, Department, and Incumbent.

1. Present Incumbent Eugene F. Groh		2. Date Prepared 08/29/02	
3. Date Filled	4. Previous Incumbent		
5. Department MILWAUKEE POLICE DEPARTMENT		Bureau Division Training Bureau	Unit Audio Visual/Graphic Section
6. Work Location Safety Academy - 6680 N. Teutonia Ave.		Telephone 935-7970	Schedule 8:00 a.m.-4:00 p.m.
7. Title, Pay Range, and Class Code	Present Title Video Electronic Technician		Pay Range 290
	Requested Title		Class Code 817
8. Represented? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		DO NOT COMPLETE THIS BLOCK 11. RECOMMENDED TITLE AND PAY RANGE: Same as Present <input type="checkbox"/> Change (Explain Below) <input type="checkbox"/> Date: _____ _____ Employee Relations Director	
9. Bargaining Unit ALEASP			
10. FLSA Status <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non exempt			

12. BASIC FUNCTION OF POSITION:
The Video Electronic Technician is responsible for the installation, repair, fabrication, and maintenance of all video communications and special equipment utilized by the Milwaukee Police Department. In addition, he/she will assist with video production preparation, special Training Bureau activities, equipment placement, and perform other job related duties as assigned.

13. DESCRIPTION OF JOB: (Describe the specific duties and responsibilities of the job as accurately and completely as possible. Use additional sheet if necessary.)

A. DUTIES AND RESPONSIBILITIES: (Break job into component parts as you would describe it to the incumbent. Indicate the approximate percentage of time devoted to each major task or group of related tasks. List the most important duties and responsibilities first. Include responsibilities related to employee safety and affirmative action goals for management positions.)

- 70% Install, repair, and maintain studio and field production video equipment including but not limited to the following: color television cameras, camcorders, video tape recorders, color television monitors, time base correctors, video processing amplifiers, video amplifiers, video and audio distribution systems, and any other electronic equipment normally found within a commercial or industrial television operation. In addition, the Video Electronic Technician will also install, repair, and maintain A/V equipment to include 16 mm and 35 mm projectors, overhead projectors, audio tape recorders, public address systems, and Powerpoint systems.
- 15% Assist in the preparation and production of video training presentations.
- 5% Assist with all other Training Bureau activities. These activities include graduations, special awards, special presentations, and various room preparations for video and A/V equipment.
- 5% Fabricate custom electronic equipment needed for special operations within the Department.
- 5% Perform other job related duties as assigned.

13. Description of Job (Continued)

B. Name and title of Immediate Supervisor Raymond C. Oelke

C. **SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision in work assignments and methods provided by the Printing and Stores Supervisor.

D. **SUPERVISION EXERCISED:**

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

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: (a) assign duties; (b) outline methods; (c) direct work in process; (d) check or inspect completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisals; (h) take disciplinary action or effectively recommend such.

N/A

E. **QUALIFICATIONS REQUIRED:** (Indicate the more important qualifications required for filling a vacancy—such as education, experience, knowledge, skills, and abilities, including specific physical abilities.)

Must have a high school diploma or certificate of high school equivalency, two years minimum education in job related studies at an approved technical institution, and three years minimum experience of proven verifiable employment in broadcast or industrial television engineering and maintenance. Must possess a valid Wisconsin driver's license.

Should possess a first class or general class Federal Communications operators license, Society of Broadcast Engineers, or Certified Electronics Technicians proficiency certification. Good mechanical skills and the ability to troubleshoot electronic circuits down to component level are necessary. Must have the ability to climb ladders and lift at least 50 pounds from the floor to bench and bench to cart, and to carry various equipment items from truck to building.

F. **SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or responsibility of the position, such as amount of budget or number and variety of items in warehouse or files, or special personality characteristics.)

The person in this position has frequent contact with personnel from all levels of the Milwaukee Police Department, other law enforcement agencies, and occasional contact with leaders and executives of city government, as well as the private sector. The Video Technician must possess the personality and skills to work with all these people and perform his or her duties under pressure, on short notice, and in less than ideal circumstances.

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



Signature of Department Head or Designated Representative



Signature of Incumbent

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	Requested Title		Class Code 817
8. Represented? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		DO NOT COMPLETE THIS BLOCK 11. RECOMMENDED TITLE AND PAY RANGE: Same as Present <input type="checkbox"/> Change (Explain Below) <input type="checkbox"/> Date: _____ _____ Employee Relations Director	
9. Bargaining Unit ALEASP			
10. FLSA Status <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non exempt			

12. BASIC FUNCTION OF POSITION:

The Video Electronic Technician is responsible for the installation, repair, fabrication, and maintenance of all video communications and special equipment utilized by the Milwaukee Police Department. In addition, he/she will assist with video production preparation, special Training Bureau activities, equipment placement, and perform other job related duties as assigned.

13. DESCRIPTION OF JOB: (Describe the specific duties and responsibilities of the job as accurately and completely as possible. Use additional sheet if necessary.)

A. DUTIES AND RESPONSIBILITIES: (Break job into component parts as you would describe it to the incumbent. Indicate the approximate percentage of time devoted to each major task or group of related tasks. List the most important duties and responsibilities first. Include responsibilities related to employee safety and affirmative action goals for management positions.)

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- 5% Perform other job related duties as assigned.

13. Description of Job (Continued)

B. Name and title of Immediate Supervisor Raymond C. Oelke

C. **SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision in work assignments and methods provided by the Printing and Stores Supervisor.

D. **SUPERVISION EXERCISED:**

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

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: (a) assign duties; (b) outline methods; (c) direct work in process; (d) check or inspect completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisals; (h) take disciplinary action or effectively recommend such.

N/A

E. **QUALIFICATIONS REQUIRED:** (Indicate the more important qualifications required for filling a vacancy--such as education, experience, knowledge, skills, and abilities, including specific physical abilities.)

Must have a high school diploma or certificate of high school equivalency, two years minimum education in job related studies at an approved technical institution, and three years minimum experience of proven verifiable employment in broadcast or industrial television engineering and maintenance. Must possess a valid Wisconsin driver's license.

Should possess a first class or general class Federal Communications operators license, Society of Broadcast Engineers, or Certified Electronics Technicians proficiency certification. Good mechanical skills and the ability to troubleshoot electronic circuits down to component level are necessary. Must have the ability to climb ladders and lift at least 50 pounds from the floor to bench and bench to cart, and to carry various equipment items from truck to building.

F. **SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or responsibility of the position, such as amount of budget or number and variety of items in warehouse or files, or special personality characteristics.)

The person in this position has frequent contact with personnel from all levels of the Milwaukee Police Department, other law enforcement agencies, and occasional contact with leaders and executives of city government, as well as the private sector. The Video Technician must possess the personality and skills to work with all these people and perform his or her duties under pressure, on short notice, and in less than ideal circumstances.

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J

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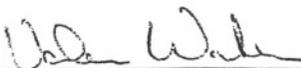
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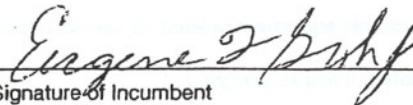
F. **SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or responsibility of the position, such as amount of budget or number and variety of items in warehouse or files, or special personality characteristics.)

The person in this position has frequent contact with personnel from all levels of the Milwaukee Police Department, other law enforcement agencies, and occasional contact with leaders and executives of city government, as well as the private sector. The Video Technician must possess the personality and skills to work with all these people and perform his or her duties under pressure, on short notice, and in less than ideal circumstances.

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



Signature of Department Head or Designated Representative



Signature of Incumbent



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:	Jon D. Riemann	Date:	6/16/2010
Official Job Title:	Audiovisual Specialist		
Working Title (if applicable):	Multimedia Producer		
Department:	Milwaukee Police Department-Professional Standards Bureau	Division:	Training Division
Section:	Audiovisual Section	Unit:	
Work Location (building):	Training Academy	Telephone:	414-935-7945
Email Address:	jriema@milwaukee.gov	Best time to contact:	9-5 am <input type="checkbox"/> pm <input type="checkbox"/>
Time employed in current classification: 1 Years / 9 Months			
Immediate Supervisor:			
Name:	Captain David Zibolski (as of May 17, 2010) Deputy Inspector Ramon Galaviz (From Sept 21, 2008 to May 16, 2010)		
Title:	Director of Training Division		
Telephone number:	414-935-7969		

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:	Deputy Inspector Ramon Galaviz
(Line 2) Yourself : Coworkers:	Jon D. Riemann
(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?

The Audiovisual Specialist provides technical support for presentations and presentation equipment, photographs and records video to document training and department operations, produces web and television videos of press conferences and public affairs events. The position researches, creates and develops various techniques used in presenting informative video training for police personnel and for the public. More specifically, this position provides video, photo and multimedia support to the Office of the Chief; shoots, edits, directs and produces videos for public affairs and media relations for Office of Media and Communications; Shoots, edits, directs and produces scenario-based training videos for recruit, in-service and department-wide Roll Call; Documents with photo and video training exercises for liability purposes, tactical field operations for after-action reporting and field operations for public relations purposes; Provides department-wide multimedia support by converting video files, recording presentations, creating PowerPoint and other presentation materials. Also providing training on and maintaining of the presentation equipment; Shoots, edits, directs and produces videos for the Wisconsin Department of Justice, Law Enforcement Training and Standards Bureau and other department approved outsourced projects, i.e., 23 MFD, Health Department, DPW, City Hall, Milwaukee County Transit, etc.

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

Promote Police and Community relations and foster public trust by communicating the good works and control perceptions

of the Milwaukee Police Department through the use of photo & video published on the web, in print and for use with local and national media outlets. Also to document training and department operations.

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.

60%	Major Responsibility Area: Video Production
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Specific duties within this responsibility area:

- a) Pre-Production- production needs evaluation, planning meetings, scheduling, script writing, storyboarding, outlining, music selection, copyright clearances, support material research, cast and crew scheduling, actor releases, acquisition of materials and supplies, set design, lighting design, securing equipment
- b) Production- Direct video production including blocking (where action happens), setup lighting, capture sound, operate video camera, incorporate external media including photographs, slides and other collateral and hard copy
- c) Post Production with Digital Non-Linear Editing - requires the ingest of raw video into computer, editing and trimming selections, signal processing and enhancing, audio mixing, title creation, photo retouching, graphic creation, sound enhancing and mixing, CD/DVD mastering and authoring, web posting and network distribution.
- d)
- e)
- f)

30%	Major Responsibility Area: Public/Media Affairs
------------	--

Specific duties within this responsibility area:

- a) Support Office of the Chief, Media and Communications with public outreach
- b) Provide video and photo support for story telling both internally and externally
- c) Coordinate/Setup on scene press conferences and other media events
- d) Arrange for videos to be available online and through Time Warner On Demand
- e)
- f)

10%	Major Responsibility Area: Other Responsibilities
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Specific duties within this responsibility area:

- a) Provide Technical Support and training
- b) Manage estimated \$25,000 annual budget which includes grant monies
- c) Maintain and control inventory of \$250,000 worth of department equipment
- d) Event planning and logistics
- e)
- f)

No.	
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? **20%**
- c) Type of direction provided. Check each of the phrases below which describe the kind of direction this position is required to exercise independently:

- Train employees
- Assign/lay out work for employees
- Answer questions
- Monitor work in progress
- Provide direction
- Review work products/results

- Set work priorities
- Balance the work among employees
- 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? **20%**
- 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 checked="" type="checkbox"/> Plan work, establish priorities <input checked="" type="checkbox"/> Assign work, add or delete duties <input checked="" type="checkbox"/> Instruct and train in methods and procedures <input type="checkbox"/> Check/inspect completed work <input type="checkbox"/> Respond to complaints <input 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?

For bookkeeping purposes, incumbent reports to Quartermaster Sergeant of the Training Academy. However, incumbent works independently determining projects, workload and scheduling. Requests are filled based on timeline, priority and chain of command. Decisions being made by incumbent. Project requests, requirements and direction are often directed by Assistant Chiefs and the 7th Floor. Seeks approvals/guidance, when needed, from Director of the Training Academy or Deputy Inspector. This position requires a self-starter, self-motivated, mature individual to handle this level of responsibility.

- b) Do you establish your own work priorities or are they established for you? If established by others, please identify them by job title.

I establish my own work priorities. See above.

- 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.

Office of the Chief requests projects which receive priority, however I then track subject matter experts to fill the requests. Office of Media and Communications will advise on sensitive topics and provide direction for presenting a single message.

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) Determine where and when productions will take place.
- b) Equipment purchases directly related to video production.
- c) Manage work schedule including time shifting and overtime-off requests to not conflict with production requests and to minimize overtime.

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

- a) When pulling additional resources not at the Police Academy
- b) Press conference locations and setup
- c) Any use of overtime and vacation time

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...)?

I follow Department SOPs, Directives, Legal Updates and Case Law for content during the production of training films. It should be noted that my direct reports are sworn police officers with no background in audiovisual production. This requires me to educate and guide my reports of my duties and responsibilities to assist them in making informed decisions.

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

Any decision making is done with freedom from outside requirements.

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.*

Continuous. With the exception of the technical aspects of video production that must be followed, each production and each idea is a creation from outside the box. I must find who is the subject matter expert we wish to develop material with, determine how and where we will produce the requested video. We continue to evolve in how we make and distribute videos. How do we explain to the troops the tells of a armed suspect? We pound the pavement in an attempt to capture on video armed individuals. How and when do we do that? I will ride along with a team of officers and video tape suspects on the street as officers conduct their policing duties and look for guns; guns are located and the video is captured and produced.

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:

Lack of lead-time. Often, little or no warning is provided before a request. Things must happen, now! This can lead to scheduling issues.

b) Most complex problems:

This is a multi-layer agency and projects/situations can become complex, which may result in following directions from the next individual of command.

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.*

Unusual circumstances is the nature of my work. I am responding to incidents and requests that is the nature of the position to adapt and overcome. I have a goal of producing videos. There are often road blocks both internally and externally, but years of experience and a background in interpersonal communications has given me the skills necessary to communicate with people and present clear goals, which usually lift those road blocks.

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
Police Officers	Subject matter experts	Daily
Clerical Employees	Clerical work	Daily
Custodial	Request services, setup, tear-down	Daily

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

Work With	Purpose of Contact	Frequency
F&P Commission	Public Relations or Policy Items	Monthly

Work With	Purpose of Contact	Frequency
Mayor's Office	Public Relations or Community Events	Monthly
DA's Office	Public Relations, Community Events or Policy Items	Monthly

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

Work With	Purpose of Contact	Frequency
TV and other news outlets	Press Conferences, ride alongs, or media requests	Daily
Police Departments	Produce Training videos or when training in our facility	Monthly
AGs Office (Madison)	Produce Training Videos	Quarterly

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

Advice/Guidance To	Purpose of Advice/Guidance	Frequency
Any Ranking Member	Media Relations guidance on how media may ask questions	Weekly

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
Command Staff	Policy discussions and training video production	Quarterly
Citizens/Suspects	Producing training videos involving real police work	Weekly

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):
- b) Total operating and/or program budget for which you are accountable: \$25,000
- c) Responsibility for equipment or materials: \$250,000 in department equipment falls under my purview. I maintain equipment and a department vehicle for on call 24/7 needs.
- d) Responsibility for program development or implementation: Without my skills and video productions, many of today's training and public affairs programs would not have the impact they do. Milwaukee's Most Wanted receives more than 1000 views per month on our website in addition to the views on Time Warner on Demand. My training videos for inservice presentations make up the majority of content including videos for the Police Officer Support Team as well as for policy and hot-topic reviews.
- e) Responsibility for policy development or implementation: My work is required for the implementation of policy. In order to better understanding what I need to create and implement policy for the department I will often participate in the development process, including most recently with the SOP for pursuits. I participated in the draft of the policy and then created a video to explain and implement the SOP.
- f) Responsibility for management of data or information: This is an information-in, information-out office. I am continually flooded with information about policy, laws, ordinances, SOPs, media relations, department operations and so on. I determine where I can be of service for those requests and through prioritizing, I fill those requests for audiovisual and multimedia services.

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.)

Loss of credibility, exposure to liability and litigation, injury to self or others, black eye to department's image, negative impact on investigations.

- 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 would be noticed by others immediately, depending on the situation, it may be too late to correct before it is in the public's hand. We would be on damage control.

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 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, 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	
Video production work in television news or a video production facility	4 Years	Months
Public Relations or Journalism	4 Years	Months
Social media, web producing and publishing	1 Years	Months

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

Ability to visualize a complete video production and create a storyboard. Ability to work with individuals in all levels of rank and social and economic backgrounds.

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

Understanding of video production NTSC regulations and internet media

- 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?

3 to 6 months to perform the assigned tasks and 6 months to one year to understand the structure of the position.

- 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.

No certifications required upon review of satisfactory resume reel of previous work. Without reel, certification as a Final Cut Pro or Avid editor should be required along with a degree in video production from an accredited school.

17) WORKING CONDITIONS

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

% of Time	Reasons
70%	Is out of the office; office work is generally only for editing, mastering and duplication. Productions and the majority of work is performed on the street or at other locations.

- 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
10%	Drive a City vehicle
1%	Exposure to loud noise when working in the Firearms Section
10%	Exposure to potentially life threatening dangers when working the street with officers which may include firearms, explosives, biohazards, violent individuals
10%	Inclement weather exposure to hot, cold, rain, snow, sun

18) GENERAL COMMENTS

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

This is a unique position that cannot be compared to any other. The requirements and responsibilities of this position can change from day to day. This position interacts with the highest ranks of state and local government, all ranks within the department, includes the dangers inherent with policing and under the scrutiny of the public and media.

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

Please review the job description of Eugen Groh - Video Electronic Technician

19) SIGNATURE

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

Dr. N. Ni
Signature

11-11-10
Date

SUPERVISOR REVIEW AND COMMENTS

It is important that you, the supervisor, review this Questionnaire, since you may have a different perspective of the job described. Do not change the incumbent's description of the job in the Questionnaire itself. Please remember that this Questionnaire is intended solely for the purpose of describing the classification in question accurately. The information provided on the previous pages is not to be used for purposes of evaluating the individual's performance nor should your comments be addressed to this subject.

It is particularly important that you review the percentages assigned to the typical duties and responsibilities under Item Number 4, "Job Content: Typical Duties and Responsibilities." If this section is not complete, please fill in the blanks when you review the Questionnaire with the incumbent. If you disagree with any information provided or believe some information has not been included on the Questionnaire, indicate below the question number and your response.

Question Number	Comments
1-3	Agree as written
4	Major Responsibility/Other Responsibilities: Assisted in the management of annual budget and grants by the Quartermaster and the Director of the Training Division
5	The previously assigned Video Electronics Technician to the Audiovisual Section of the Training Division did not stay current with advancing audiovisual technologies, software and equipment, to work in this section. To best utilize this tenured employee's skills he was transferred to the IT Section of the agency and reassigned duties more compatible with his background. The need was growing for a skilled individual and it was decided to reassign those duties to AV Riemann who possessed the necessary to grow and keep pace with the needs of the position and agency.
6	Agree: These lead worker responsibilities checked in number 6 are discussed and agreed upon with ranking members of the agency and subject matter experts on the content of video productions.
7	Agree
8	Agree as written
9	Agree: Per SOP and Executive Command Staff directed.
10	Agree as written
11	Agree: Public safety work is 24/7/365 involving fluid situations requiring flexible and timely responses within laws and ordinances, department SOPs, consistent with union labor contracts and agreements.
12	Agree as written
13	B: Assisted with managing annual budget and grants D: Program development is based on law enforcement topics requiring subject matter experts' guidance and direction. E: The Office of the Chief and command staff members have responsibility for policy development. The dissemination of the policy is done through Roll Call video tapes or recruit and inservice training. The short and long term messaging of the policy via video productions are essential in achieving desired outcomes. F: The management of data or information via the services rendered via the Office of Media and Communications supported through the Audiovisual Specialist are essential in managing public perceptions of crime, fear and disorder throughout the City. This may lead to public confidence in the Milwaukee Police Department, securing public trust and enhancing the integrity of the agency.
14-17	Agree as written
18	As a 29 year veteran of the Milwaukee Police Department, serving 8 years as the Director of the Training Division this increased responsibilities of the Audiovisual Specialist have grown exponentially with no cap in sight for the possibilities. AV Riemann's abilities to grow the capacity of this position increases the overall agency abilities to meet it's mission of reducing crime, fear and disorder through proactive prevention, intervention, and suppression strategies and tactics. A well trained police force and well informed citizenry are force multiplier increasing safety throughout the city.

Have there been any significant changes in duties and responsibilities that have affected the work of this position since it was last reviewed by the Department of Employee Relations, or since the current incumbent assumed the job?

I agree with the details provided by AV Riemann in Section 5.

AV Riemann was hired shortly after Chief Flynn was appointed. Chief Flynn brought with him a wealth of background and understanding of the role media can play both inside and outside the agency. He continues to proactively and aggressively acquire and task technology to assist the agency's capabilities about combating crime, fear and disorder. This requires him to use various media outlets to deliver real-time information about the successes of the Police Department to educate the public and the police force on crime trends and patterns. In doing so, AV Riemann's skills and abilities in video productions are essential in meeting the Chief's requirements that will meet 21st Century demands. AV Riemann continues to demonstrate the competencies, confidence and willingness to stay current in the skill requirements necessary to perform his assigned duties and responsibilities in an exceptional manner. In the short time he has been with the agency, he has quickly earned the respect of command staff and rank and file members throughout this agency due to his professionalism and most importantly, the quality of his work.

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?

In my opinion, the increased demands and expectations of this position in a 21st Century police department capable of meeting 21st Century demands, is justificaion for a reclassification to a higher pay range for this position. The current pay range does not reflect the formal education requirements, professional experience necessary or the pace and nature of the work required. This is not an entry level position. With these factors, a reclassification is justified.

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: *Ramon Melendez*

Title: *Deputy Inspector of Police*

Date: *11-10-10*

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

Employee's Signature: *Am N. Niu*

Date: *11-11-10*

WHEN COMPLETED, PLEASE RETURN TO:

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