



Department of Employee Relations

Tom Barrett  
Mayor

Maria Monteagudo  
Director

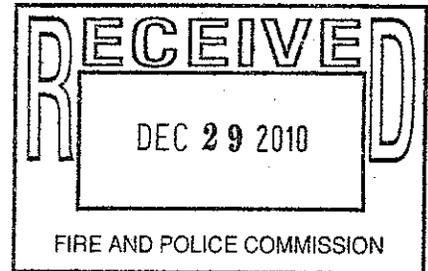
Michael Brady  
Employee Benefits Director

Troy M. Hamblin  
Labor Negotiator

December 29, 2010

Fire and Police Commission  
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director



Dear Commissioners:

Enclosed are two reports, the Fire report concerns positions related to a reorganization in the Fire Department and the Police report concerns reclassification of a position titled Police Buildings and Fleet Manager for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Maria Monteagudo  
Director of Employee Relations

MM:fcw

Enclosures: 2 Job Evaluation Reports

C: Fire Chief Mark Rohlfing  
Deputy Chief, Fire Michael Romas  
Bobbie R Webber, (MPFFA)  
Juliet Battle  
Jennifer Meyer  
Chief of Police Edward Flynn  
Assistant Chief of Police Monica Ray

**JOB EVALUATION REPORT**

Fire & Police Commission Meeting: January 6, 2011

This report recommends appropriate classification and compensation levels for one position created or changed in conjunction with the implementation of the 2011 City of Milwaukee budget. This report contains recommendations for positions in the Police Department.

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from affected departments. The following chart summarizes the recommended changes.

**POLICE DEPARTMENT**

Current	Request	Recommendation
Police Buildings and Fleet Manager SG 10 (\$64,805 to \$90,728) Vacant	Police Building Maintenance Manager SG 10 (\$64,805 to \$90,728)	Police Facilities Manager SG 10 (\$64,805 to \$90,728)

**Action Required**

In the Salary Ordinance, under Salary Grade 10, delete the title "Police Buildings and Fleet Manager" and add the title "Police Facilities Manager."

In the Positions Ordinance, under Police Department, Integrated Justice Services Division, Facilities Services Section, delete one position of "Police Buildings and Fleet Manager" and add one position of "Police Facilities Manager."

<b>Current:</b>	Police Buildings and Fleet Manager	SG 10
<b>Request:</b>	Police Building Maintenance Manager	SG 10
<b>Recommendation:</b>	Police Facilities Manager	SG 10

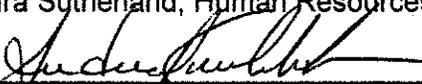
Police Chief Flynn has requested that the position of Police Buildings and Fleet Manager, SG 10, be retitled to more accurately reflect the duties and responsibilities of this position. Working under the general direction of Assistant Chief Monica Ray, this position has responsibility for planning, managing, and directing all repairs, remodeling, and maintenance required for 15 buildings used by the Milwaukee Police Department, comprising 877,000 square feet. In addition, the position manages the printing services and stores services for the Department.

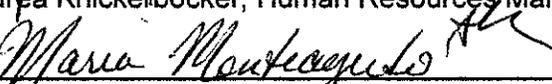
The position under study directly supervises an Assistant Building Maintenance Manager, four Building Maintenance Supervisors II, and a Printing and Stores Supervisor. In addition, the position provides administrative guidance to the Police Fleet Manager. The position under study has been restructured recently and no longer has responsibility for day-to-day management of the Department's fleet. One position of Police Fleet Manager in Salary Grade 07 has assumed overall responsibility for the management of the department's fleet including a budget of \$3.9 M and responsibility for 28 employees. All together, there are approximately 95 employees in the combined areas of building maintenance, fleet services, printing operations, and stores operations for which the position under study has responsibility.

It is recommended that the title of this position be changed to more accurately reflect its primary responsibility, which is facilities management. The position now requires an engineering degree or an equivalent experience related to building renovations, which is a higher level of education. Salary survey information from the Bureau of Labor Statistics confirms that the Department should be able to recruit a well qualified individual for this job at the current range \$64,805 to \$90,728 annually associated with SG 10.

We therefore recommend that the position of Police Buildings and Fleet Manager in Salary Grade 10, be retitled to Police Facilities Manager in Salary Grade 10.

Prepared by:   
Laura Sutherland, Human Resources Representative

Prepared by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director