City of Milwaukee

Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

February 25, 2011

Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the classification of a new position titled Fire Lieutenant for distribution to each Commissioner, the Executive Director, and for other distribution as necessary

Sincerely,

Maria Monteagudo

Maria Monteagudo
Director of Employee Relations

MM:fcw

Enclosures: Job Evaluation Report

C: Fire Chief Mark Rohlfing
James Ley, Battalion Chief, Fire
Bobbie R Webber, (MPFFA)
Juliet Battle

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Department of Employee Relations

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: March 3, 2011
Department: Fire

Current	Requested	Recommended
New Position	Fire Lieutenant PR 856 ($60,434 - $70,509)	Fire Lieutenant PR 856 ($60,434 - $70,509)

No Action Required

Background

The Department of Employee Relations received a letter dated February 7, 2011 from Michael Tobin, Executive Director of the Fire and Police Commission, regarding classification of a new grant funded position in the Fire Department. This position will be funded by the Urban Areas Security Initiative (UASI) Program grant and will report to the Battalion Chief, Fire (Homeland Security Preparedness Chief). The position will be located at the Police Administration Building and will receive daily assignments from a Police Lieutenant. The department submitted a new job description and discussions were held with James Ley, Battalion Chief, Fire; and Juliet Battle, Fire Personnel Officer.

Duties and Responsibilities

The basic function of this position is, under the direction of the Homeland Security Preparedness Chief, to be responsible for the collection, correlation, evaluation, and dissemination of criminal and threat intelligence within law enforcement environments; provide subject matter expertise to the Southeast Wisconsin Terrorism Center (STAC); assist in critical infrastructure inspections and assessments; develop and train threat liaison officers in Southeastern Wisconsin; and develop and disseminate fire-specific intelligence to Fire Departments in Southeastern Wisconsin. Duties and responsibilities include the following:

45% Collect, correlate, evaluate and disseminate criminal and threat intelligence

35% Develop and train threat liaison officers in Southeastern Wisconsin

10% Perform inspections and assessments of critical infrastructure

10% Develop and disseminate fire-specific intelligence on a monthly basis to Fire Departments in Southeastern Wisconsin

Requirements include significant knowledge and experience in working with hazardous materials, heavy urban rescue, building construction, and emergency medical services; certification as an Emergency Medical Technician – Basic (EMT-B); excellent written and

verbal communication skills; and the ability to pass a background check to allow for security clearance. A college degree and instructional experience is desired.

Analysis

This new position is funded under the Milwaukee Urban Area Security Initiative (UASI) Program Grant. This grant provides funds for collaborative efforts between the City of Milwaukee and Milwaukee, Ozaukee, Racine, Washington, and Waukesha Counties regarding public safety. These funds have been used for many projects such as emergency medical team training, public health laboratory upgrades, volunteer training and credentialing, and increased infrastructure protection.

This new position will work as an intelligence analyst and will focus on the collection, correlation, evaluation, and dissemination of criminal and threat intelligence, especially in areas that are fire related. These areas include hazardous materials, heavy urban rescue, building construction, and emergency medical services. This position will also be involved with developing and training threat liaison officers and developing and disseminating fire specific intelligence to Fire Departments throughout Southeastern Wisconsin.

The requested classification of Fire Lieutenant is appropriate since positions in this classification assign duties, conduct training sessions, and write and maintain reports and records in addition to first line supervision. This new position will be conducting training and writing and sending reports related to fire specific intelligence.

Recommendation

Based on the above analysis we therefore recommend that this new grant funded position in the Fire Department be classified as Fire Lieutenant in Pay Range 856.

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by:
Andrea Knickerbocker, Human Resources Manager

Reviewed by:
Maria Monteagudo, Employee Relations Director