



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

March 11, 2011

Fire and Police Commission  
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the reclassification of three positions titled Administrative Captain – EMS for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Maria Monteagudo  
Director of Employee Relations

MM:fcw

Enclosures: Job Evaluation Report

C: Fire Chief Mark Rohlfing  
Assistant Fire Chief Gerard Washington  
David Seager, (MPFFA)  
Juliet Battle

**JOB EVALUATION REPORT**

Fire and Police Commission Meeting Date: March 17, 2011  
 Department: Fire

Current	Request	Recommendation
Administrative Captain - EMS PR 857 (\$67,839 - \$82,289) Three Positions	Fire Captain PR 857 (\$67,839 - \$82,289) Three Positions	Fire Captain PR 857 (\$67,839 - \$82,289) Three Positions

**Action Required**

In the Salary Ordinance, under Pay Range 857, delete the title "Administrative Captain – EMS".

In the Positions Ordinance, under Fire Department, EMS/Training/Education Bureau Decision Unit, EMS (Emergency Medical Services) Division, delete three positions of Administrative Captain – EMS and add three positions of Fire Captain.

**Background**

The Department of Employee Relations received a letter dated January 24, 2011 from Michael Tobin, Executive Director of the Fire and Police Commission, forwarding a request from Fire Chief Mark Rohlfing to reclassify one position of Administrative Captain – EMS. The Department of Employee Relations received a second letter dated March 4, 2011 forwarding a request to reclassify two more positions of Administrative Captain – EMS. This report combines these two requests. To study this position, job descriptions were reviewed and discussions were held with Gerard Washington, Assistant Fire Chief, and Juliet Battle, Fire Personnel Officer.

**Analysis**

The Milwaukee Fire Department (MFD) currently has three positions of Administrative Captain - EMS in Pay Range 857. In the past, these positions were filled by promotion or transfer and the individual did not need to be a current Fire Captain or on the eligible list for Fire Captain. Last summer a decision was made to discontinue the practice of promoting individuals into these positions. Instead, the positions would only be filled by individuals who are current Fire Captains or who are next on the eligible list. This change in policy would affect new appointments but not current incumbents.

To make this policy clear the MFD has requested that these three positions be reclassified as Fire Captain in Pay Range 857 as the positions become vacant. One of the incumbents retired at the end of December, 2010. The other two incumbents placed number one and number two on the recently approved eligible list for Fire Captain. They, therefore, could be immediately appointed into the new classification of Fire Captain. The pay range is the same so there is no change in pay.

Fire Captains generally have the primary duty of performing first level supervision of a firefighting company operating at the scene of an alarm. Prior to the arrival of the Battalion Chief, the Fire Captain commands all forces operating at the alarm. The secondary duty is to supervise activities of their assigned company and set company policies for all shifts. Duties

include maintaining discipline, submitting personnel review reports, assigning duties, conducting training sessions, and maintaining reports and records.

These three positions will continue to focus on administrative duties but may be called out to serve as a Fire Captain when needed. The administrative duties vary for each of the positions as shown below:

Fire Captain - Continuous Quality Improvement Coordinator

Manages and provides ongoing evaluation of the Continuous Quality Improvement Program for the MFD's Emergency Medical Services (EMS) system which includes monitoring the EMS system's operations for compliance with state and federal regulations, the MFD's Standard Operating Guidelines, and written protocols; makes referrals and recommendations to the EMS/Training/Education bureau Assistant Chief and/or the EMS Division Battalion Chief when problems or potential risk situations are identified; assists in the development of EMS Standard Operating Guidelines; and participates in the development of educational programs aimed at improving the quality of emergency medical services provided by the MFD.

Fire Captain - Education Coordinator

Develops, coordinates and implements EMS related training for MFD personnel; identifies other agency educational needs related to EMS and community health; and assists with the implementation of education programs to address these needs.

Fire Captain - Technical Resource Specialist

Facilitates supply and maintenance of EMS equipment and supplies on MFD apparatus and provides training and education on the use of EMS equipment; and supports distributive learning and electronic field data reporting.

The requested reclassification of these three positions will reflect more accurately the new policy of filling these positions with individuals who are currently a Fire Captain or who are eligible to be appointed next from the eligible list for Fire Captain. The reclassification will consist only of a title change and there will be no change in pay.

**Recommendation**

Based on the above analysis we recommend these three positions of Administrative Captain - EMS in Pay Range 857 be reclassified to Fire Captain in Pay Range 857.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director