BE A FORCE

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
http://www.milwaukee.gov/police

Edward A. Flynn
Chief of Police

(414) 935-7200

August 27, 2012

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

RE: Transcriptionist II and III Reclassification Request and Pay of current incumbents

Dear Commissioners:

Effective August 18, 2012, the Department eliminated its Word Processing Unit within the Criminal Investigation Bureau. The elimination of this unit affects the positions of Transcriptionist II and III. Prior to the elimination of the Word Processing Unit, the Transcriptionists transcribed and edited investigative reports and various other police-related reports. These reports are now being prepared by Department members using the technology of Dragon Naturally Speaking dictation software.

Currently, there are two (2) incumbents (Darlene D. Lemmie and Kathryn A. Rosendahl) in the Transcriptionist II position and two (2) incumbents (Lorraine Murphy and Michelle A. Cross) in the Transcriptionist III position. The incumbents in these positions were transferred to other work locations in the Department and are now performing work at the level of Office Assistant II and Office Assistant III. The Salary Ordinance under Pay Ranges 6FN-(7) and 6EN-(4), copies attached for reference, allows incumbents in the Transcriptionist positions to receive two (2) additional pay steps over the Office Assistant II and III positions. Transcriptionist III Kathryn A. Rosendahl and Transcriptionists II Lorraine Murphy and Darlene D. Lemmie currently receive the two (2) additional pay steps.

The Department is requesting that these positions be reduced in classification level to Office Assistant II and Office Assistant III , and that footnotes be added to those titles in the Salary Ordinance that will allow Kathryn A. Rosendahl, Lorraine Murphy, and Darlene D. Lemmie to retain their current rate of pay while they are incumbents of these positions. New incumbents to these reclassified positions would be paid rates consistent with Office Assistant II or III. With respect to Transcriptionist III Michelle A. Cross, as her current rate of pay falls within the range for Office Assistant III, she will assume that title.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF: pkr
attachments

cc: Assistant Chief Hagen
Insp Yerkes
Budget Mgr Rotar
Payroll Supv Ratliff

RECEIVED
AUG 29 2012
FIRE AND POLICE COMMISSION

(2) Employees represented by Local 61, LUNA, in the Department of Public Works, Operations Division, shall be paid in the following range: $951.28 to $1,204.46.

PAY RANGE 6DN

Official Rate Biweekly

Hourly:	13.74	16.15
Biweekly:	**1,099.51**	**1,292.32**
Annual:	28,587.26	33,600.32

DATA ENTRY OPERATOR I (1)

(1) Employees represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range effective Pay Period 1, 2006: $1,036.19 to $1,217.86.

PAY RANGE 6EN

Official Rate Biweekly

Hourly:	13.26	16.85
Biweekly:	**1,060.52**	**1,347.73**
Annual:	27,573.52	35,040.98

COURT SERVICES ASSISTANT II (1) (8)
HEALTH ACCESS ASSISTANT I (8)
HEALTH ACCESS INTERPRETER (8)
HEALTH SERVICES ASSISTANT I (8)
LIBRARY CIRCULATION ASSISTANT I (6)
LIBRARY TECHNICIAN II (8)
OFFICE ASSISTANT II (1) (2) (5) (7) (8)
OFFICE CLERK II (3) (8)
POLICE DISTRICT OFFICE ASSISTANT (3)
RECORDS TECHNICIAN II (8)
TRANSCRIPTIONIST II (4)

(1) Persons employed by the City prior to and on a continuous basis since December 31, 1972, who qualify for the Merit Increment Promotional Program for clerical personnel, shall be paid $1,375.82 biweekly.

(2) One position filled by Ron Wilson to be paid the following biweekly rates: $1,419.31 to $1,570.63.

(3) Positions assigned to Police District Stations and represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range effective Pay Period 1, 2006: $1,079.36 to $1,256.79. In addition above employees eligible for the clerical merit program shall be paid the following biweekly rate effective Pay Period 1, 2006: $1,296.61.

Positions assigned to Police District Stations and represented by the Association of Law Enforcement Allied Services Personnel are eligible to receive two additional increment effective Pay Period 1, 2006 consisting of $1,283.25 and $1,326.44 biweekly.

(4) Employees assigned to the Milwaukee Police Department's "Transcription Unit" and represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range effective Pay Period 1, 2006: $1,079.36 to $1,256.79.

Employees assigned to the Milwaukee Police Department's "Transcription Unit" and represented by the Association of Law Enforcement Allied Services Personnel are eligible to receive two additional pay steps effective Pay Period 1, 2006 consisting of $1,283.25 and $1,326.44 biweekly.

(5)

Office Assistant II positions represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range effective Pay Period 1, 2006: $1,079.36 to $1,270.12. In addition above employees eligible for the clerical merit program shall be paid the following biweekly rate effective Pay Period 1, 2006: $1,296.61.

Office Assistant II positions filled by Margaret Hall or Susan Leavy, represented by the Association of Law Enforcement Allied Services Personnel and assigned to perform the same duties, as determined by the Chief, as those they performed when they were assigned to the Stolen Vehicle Desk, shall be paid at the following rates effective Pay Period 1, 2006: $1,079.36, $1,103.87, $1,150.26, $1,176.04, $1,201.77, $1,227.49, $1,256.79 so long as they continue to perform such duties.

No other Office Assistant II shall be eligible for such rates.Office Assistant II positions filled by Margaret Hall or Susan Leavy, represented by the Association of Law Enforcement Allied Services Personnel and assigned to perform the same duties, as determined by the

(6) One position filled by James Nowak to be paid the following biweekly rates: $1,519.51 to $1,702.96.

(7) Employee represented by Local 61, LUNA, in the Department of Public
(8) Recruitment is at $1,145.38.

PAY RANGE 6FN

Official Rate Biweekly

Hourly:	16.28	18.01
Biweekly:	**1,302.50**	**1,440.92**
Annual:	33,865.00	37,463.92

AUDIO MACHINE TECHNICIAN
COMMUNICATIONS ASSISTANT I (1) (2) (9)
COURT SERVICES ASSISTANT III
CUSTOMER SERVICE REPRESENTATIVE I
DATA ENTRY OPERATOR II (1) (3) (9)
DUPLICATING EQUIPMENT OPERATOR I (3)
HEALTH ACCESS ASSISTANT II
HEALTH SERVICES ASSISTANT II

HEALTH SERVICES ASSISTANT I (7)
LIBRARY CIRCULATION ASSISTANT I (6)
LIBRARY TECHNICIAN II (7)
OFFICE ASSISTANT II (1) (2) (5) (7)
OFFICE CLERK II (3) (7)
POLICE DISTRICT OFFICE ASSISTANT (3)
RECORDS TECHNICIAN II (7)
TRANSCRIPTIONIST II (4)

(1) Persons employed by the City prior to and on a continuous basis since December 31, 1972, who qualify for the Merit Increment Promotional Program for clerical personnel, shall be paid $1,375.82 biweekly.

(2) One position filled by Ron Wilson to be paid the following biweekly rates: $1,419.31 to $1,570.63.

(3) Positions assigned to Police District Stations and represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range effective Pay Period 1, 2006: $1,079.36 to $1,256.79. In addition above employees eligible for the clerical merit program shall be paid the following biweekly rate effective Pay Period 1, 2006: $1,296.61.

(4) Employees assigned to the Milwaukee Police Department's "Transcription Unit" and represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range effective Pay Period 1, 2006: $1,079.36 to $1,256.79.

(5) Office Assistant II positions represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range effective Pay Period 1, 2006: $1,079.36 to $1,270.12. In addition above employees eligible for the clerical merit program shall be paid the following biweekly rate effective Pay Period 1, 2006: $1,296.61.
Office Assistant II positions filled by Margaret Hall or Susan Leavy, represented by the Association of Law Enforcement Allied Services Personnel and assigned to perform the same duties, as determined by the Chief, as those they performed when they were assigned to the Stolen Vehicle Desk, shall be paid at the following rates effective Pay Period 1, 2006: $1,079.36, $1,103.87, $1,150.26, $1,176.04, $1,201.77, $1,227.49, $1,256.79 so long as they continue to perform such duties.
No other Office Assistant II shall be eligible for such rates.Office Assistant II positions filled by Margaret Hall or Susan Leavy, represented by the Association of Law Enforcement Allied Services Personnel and assigned to perform the same duties, as determined by the Chief, as those they performed when they were assigned to the Stolen Vehicle Desk, are eligibl

(6) One position filled by James Nowak to be paid the following biweekly rates: $1,519.51 to $1,702.96.

(7) Recruitment is at $1,145.38.

PAY RANGE 6FN

Official Rate Biweekly

Hourly:	16.28	18.01
Biweekly:	**1,302.50**	**1,440.92**
Annual:	33,865.00	37,463.92

AUDIO MACHINE TECHNICIAN
COMMUNICATIONS ASSISTANT I (1) (2) (9)
COURT SERVICES ASSISTANT III
CUSTOMER SERVICE REPRESENTATIVE I
DATA ENTRY OPERATOR II (1) (3) (9)
DUPLICATING EQUIPMENT OPERATOR I (3)
HEALTH ACCESS ASSISTANT II
HEALTH SERVICES ASSISTANT II
LEGAL OFFICE ASSISTANT I (9)
LIBRARY CIRCULATION ASSISTANT II (9)
LIBRARY TECHNICIAN III
MAIL PROCESSOR (4)
OFFICE ASSISTANT III (3) (5)
OFFICE CLERK III (3)
POLICE TELECOMMUNICATOR (6) (8)
TOW LOT ASSISTANT I (9)
TRANSCRIPTIONIST III (6) (7)
UCC CUSTOMER SERVICE REPRESENTATIVE I (1) (9)

(1) Persons employed by the City prior to and on a continuous basis since December 31, 1972, who qualify for the Merit Increment Promotional Program for clerical personnel, shall be paid $1,433.49 biweekly. Applies to employees holding positions formerly classified as Buyer Assistant I, Clerk Stenographer II, Key Entry Operator II and Law Stenographer I.

(2) Employees employed at the Milwaukee Public Library shall be eligible to be paid a special increment of $1,433.49 after completing one year at the $1,405.29.

(3) Employees represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range effective Pay Period 1, 2006: $1,134.13 to $1,324.32. In addition, above employees eligible for the Clerical Merit Increment shall be paid the following biweekly rate effective Pay Period 1, 2006: $1,350.92.

(4) Employees represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range effective Pay Period 1, 2006: $1,133.79 to $1,357.53.

(5) Persons employed by the City prior to and on a continuous basis since December 31, 1972, who qualify for the Merit Increment Promotional Program for clerical personnel, shall be paid the following biweekly rates: One Increment: $1,476.13. Two increments: $1,513.04 . Applies to employees holding positions forerly classified as Clerk III, Clerk Typist III and Control Clerk.

(6) Employees represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range effective Pay Period 1, 2006: $1,227.49 to $1,357.90. In addition, above employees eligible for the Clerical Merit Increment shall be paid the following biweekly rates effective Pay Period 1, 2006: $1,391.08 and $1,425.88.

(7) Employees functioning as lead workers regularly assigned to the Milwaukee Police Department's "Transcription Unit" and represented by the Association of Law Enforcement Allied Services Personnel are eligible to receive two additional increments effective Pay Period 1, 2006 consisting of $1,391.08 and $1,425.88.

(8) Employees required to provide on-the-job trainig at a console shall receive Communications Training Pay (CTP) of ($.65) per hour for each hour trining is provided. CTP shall not have any sum deducted for pension benefits and shall not be included in base salary for determining pension benfits or any other fringe benefits.

(9) Recruitment is at $1,203.43.

PAY RANGE 6GN

Official Rate Biweekly

Hourly:	15.93	18.73
Biweekly:	**1,274.72**	**1,498.56**
Annual:	33,142.72	38,962.56

ACCOUNTING ASSISTANT I (1) (2) (3)
ADMINISTRATIVE ASSISTANT I (1) (2) (3)
CLAIMS PROCESSOR I (3)
CLERK STENOGRAPHER III (2) (3) (4)
COMMUNICATIONS ASSISTANT II (3)
COPY CATALOGING TECHNICIAN I (7)
CUSTOMER SERVICE REPRESENTATIVE II (3)
DUPLICATING EQUIPMENT OPERATOR II (3)
INVENTORY ASSISTANT I
INVENTORY CONTROL ASSISTANT I (5)
PARKING CHECKER (6)
PERSONNEL PAYROLL ASSISTANT I (2) (3)
PROGRAMMER TRAINEE (3)
TOW LOT ASSISTANT II (3)
UCC CUSTOMER SERVICE REPRESENTATIVE II (3)

(1) Employees represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range effective Pay Period 1, 2006: $1,281.75 to $1,412.22. In addition, above employees eligible for the Clerical Merit Increment shall be paid the following biweekly rates effective Pay Period 1, 2006: $1,445.31 and $1,480.14.

(2) Persons employed by the City prior to and on a continuous basis since December 31, 1972, who qualify for the Merit Increment Promotional program for clerical personnel, shall be paid the following biweekly rates: One increment: $1,533.65. Two increments: $1,570.63 (PP 14, 2009 rates). Applies to employees holding positions formerly classified as Account Clerk I, Buyer Assistant II, Clerk Stenographer III, Key Entry Operator III, and Law Stenographer II.

(3) Recruitment is at $1,360.10.