



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

February 19, 2014

Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a revised report concerning the reclassification of the Building Maintenance Assistant Manager position in the Police Department for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Maria Monteagudo
Director of Employee Relations

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Enclosures: Job Evaluation Report

C: Chief of Police Edward Flynn
Chief of Staff Joel Plant
Richard Moore
Valarie Williams
Pamela Roberts
Vanessa Armstrong



JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: February 20, 2014

Police Department

Current	Request	Recommendation
Building Maintenance Assistant Manager PR 1CX (\$50,959 - \$71,349)	Building Maintenance Assistant Manager PR 1EX (\$57,884 - \$81,034)	Police Facilities Assistant Manager PR 1EX (\$57,884 - \$81,034)

Action Required

In the Salary Ordinance, under Pay Range 1CX, delete the title "Building Maintenance Assistant Manager" and under Pay Range 1EX, add the title "Police Facilities Assistant Manager".

In the Positions Ordinance, Police Department, Administration Services Decision Unit, Facilities Services Section, delete one position of "Building Maintenance Assistant Manager" and add one position of "Police Facilities Assistant Manager".

Background

The Fire and Police Commission forwarded a letter from the Milwaukee Police Department regarding a request to reclassify one vacant position of Building Maintenance Assistant Manager in Pay Range 1CX (Salary Grade 06) to Pay Range 1EX (Salary Grade 08) and to study several other positions in the Facilities Services Section. This report includes a recommendation for the classification of the Building Maintenance Assistant Manager. A separate report regarding the other positions will be submitted at a later time. A new job description was provided and discussions were held with the supervisor of the position, Richard Moore, Police Facilities Manager; and Valarie Williams, Human Resources Administrator.

Duties and Responsibilities

The basic function of this position is to assist the Police Facilities Manager with the supervision of maintenance, operations, and repairs of Police Department facilities and fleet operations; indirectly supervise all Facility Services personnel and contractors; assist with various administrative functions of the Division including payroll, scheduling of staff, purchasing, preventive and predictive maintenance, budget administration, and the development of specifications for maintenance-related activities. Duties and responsibilities include the following:

- 25% Provide general supervision of supervisors; and custodial, maintenance, fleet service, printing, and stores staff assigned to the Division.

- 25% Coordinate the planning and organizing of work schedules and assignments for routine, emergency and preventive maintenance and all custodial activities; assist in the oversight of the Printing and Stores Section and the Fleet Services Section; and utilize automated building management and work order management computer software.

- 15% Obtain estimates, issue contracts, and oversee all minor repair work performed by outside contractors or City trades personnel.
- 15% Prepare specifications for service contracts and oversee the procurement and inventory of supplies, repair parts, and equipment required for Division operations.
- 10% Manage the inventory of keys for all Police Department facilities.
- 5% Periodically inspect the physical condition and operating efficiency of the buildings and their systems; and fill in, as necessary, for the Police Facilities Manager.
- 5% Assist in the development of the annual budget and oversight of various capital improvement projects; and perform other duties as assigned.

Requirements for this position include a Bachelor's Degree in Engineering, Facility Management, Architecture, or closely related field; and three years of professional supervisory experience in facility management, building operations, and/or infrastructure renovation and repair in a comparable environment. Equivalent combinations of education and experience may also be considered. These requirements have not yet been assessed by the Staffing Division.

Analysis

The Police Department has reorganized the structure of the Facilities Division so that the Police Facilities Manager in Pay Range 1GX (Salary Grade 10) and the Building Maintenance Assistant Manager in Pay Range 1CX (Salary Grade 06) are both supervising and overseeing all the positions in the Division including the Police Fleet Supervisor in Pay Range 1DX (Salary Grade 07). This is a total of 92 positions. The Department is requesting that the Building Maintenance Assistant Manager position be reclassified upward so that it is in a higher pay range than the Police Fleet Supervisor in Pay Range 1DX (Salary Grade 07) which is a direct report.

The Department indicated that they have made other changes to the position including more independent responsibility for oversight and direction of all day-to-day operations of the Division; and responsibility for the activities of the Police Fleet Manager and the Printing, Stores and Building Services Supervisor, and their staff. This is in addition to the responsibility for the Building Maintenance Supervisors and their staff. This position will also have responsibility for obtaining quotes for repairs to Police buildings and grounds; developing specifications and overseeing contracts for various areas including shredding, elevator maintenance, and entrance mats; and planning and implementing new initiatives such as inventorying major building equipment, implementing an automated work order management system, and overseeing a department-wide recycling program. As this position performs these duties the Police Facilities Manager will focus on the development and administration of the Division's operating and capital budgets, capital planning, directing all professional consultants, real estate leases and negotiations, and all Division communications, reports, and presentations.

Comparisons were made to other City positions including the following:

Title	Pay Range	Department
Fleet Repair Supervisor-Senior	1DX (\$54,322 - \$76,046) (SG 07)	Dept. of Public Works
Police Fleet Manager	1DX (\$54,322 - \$76,046) (SG 07)	Police
Library Facilities Manager	1EX (\$57,884 - \$81,034) (SG 08)	Library
Port Facilities Supervisor	1EX (\$57,884 - \$81,034) (SG 08)	Port of Milwaukee

Based on the changes to the position and the restructuring of the reporting relationships within the Division we agree with the requested level of Pay Range 1EX. We recommend, however, a change in title. At one time, the Police Facilities Manager had the title of Building Maintenance Manager and the position under study had the current title of Building Maintenance Assistant Manager. To align the title of this position with the title of the Police Facilities Manager position we recommend the title be changed to Police Facilities Assistant Manager.

Recommendation

Based on the analysis above we recommend this vacant position of Building Maintenance Assistant Manager in Pay Range 1CX be reclassified to Police Facilities Assistant Manager in Pay Range 1EX.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker st*
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Monteagudo st*
Maria Monteagudo, Employee Relations Director