



Fire Department

Mark Rohlfing
Chief

Gerard Washington
Assistant Chief
Daniel Lipski
Assistant Chief
Brian Smith
Assistant Chief

June 8, 2016

To the Honorable
The Board of Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, Wisconsin 53202

Dear Commissioners:

I hereby nominate and promote, subject to your approval,

Office Assistant III Cassandra J. Taylor

to the position of OFFICE COORDINATOR II in our Bureau of EMS, Training, and Education, Training Division, to fill an existing vacancy, effective June 19, 2016. For your information, I have attached Ms. Taylor's current résumé.

This position is submitted to your Board under the provision of your Rule XI, Section 10. Ms. Taylor was originally appointed to the department July 11, 2011, and has demonstrated that she is the most qualified to fill this position. Also attached is the "Request for Promotion without Competitive Examination" form in support of Ms. Taylor, and the job description for Office Coordinator II.

Respectfully,


MARK ROHLFING
Chief

MR/jlb
Enclosures
F&P: 5/18/16 (Boston-Dixon)
FPC\Bureau Personnel\B&F\Promote Taylor PPRAll 1215

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

Chair

Date _____

Executive Director



JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No.	
City Service Commission: Fire & Police Commission:	Finance Committee: Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 5/10/16	2. Present Incumbent:	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>
3. Date Filled:	4. Previous Incumbent: Regina Boston-Dixon	
5. Department: Fire Department	Bureau: EMS/Training/Education Division: Training	Unit: Section:
6. Work Location: 6680 N. Teutonia Av.	Telephone: 286-5289 Email:	Work Schedule: Hours: 7:30 am - 4:00 pm / Days: M - F
7. Represented by a Union? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	8. Bargaining Unit: District Council 48 If in District Council 48, which local? Local 428	9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
10. Official Title: Office Coordinator II	Pay Range	Job Code
Underfill Title (if applicable):	5EN	0486
Requested Title (if applicable):		EEO Code 603
Recommended Title (DER Use Only):		Approved by:
		Date:

11. BASIC FUNCTION OF POSITION:

Primary duties are to function as office manager for the Training Division, planning, coordinating, and supervising all administrative activities of the division, and to act as the confidential administrative assistant to the Battalion Chief, Training Division.

12. DESCRIPTION OF JOB (Check if description applies to Official Title or Underfill Title):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
25	<ul style="list-style-type: none"> Supervises administrative activities of the division. Performs advanced and diversified duties requiring broad and comprehensive experience, skill, and knowledge of division policies and practices. Follows up on correspondence, projects, and requests from the Battalion Chief to others in the organization. Functions as coordinator and/or works with others on teams to complete special projects.
20	<ul style="list-style-type: none"> Serves as confidential administrative assistant to the Battalion Chief, preparing correspondence, memoranda, and reports. Serves as administrative liaison between the Battalion Chief and other divisions, city departments, and the general public in an informative capacity on a variety of matters. Tracks and monitors correspondence and projects assigned to others by the Battalion Chief. Prepares agendas, minutes, and meeting summaries for distribution. Schedules and maintains calendar of appointments, meetings and travel itineraries, and coordinates related arrangements for the Battalion Chief.
20	<ul style="list-style-type: none"> Coordinates training for department personnel (i.e., fire in-services, courses offered through training and development services, National Fire Academy curriculum). Trains uniformed and clerical staff in administrative procedures and protocol.
15	<ul style="list-style-type: none"> Maintains comprehensive office records. Develops and implements innovative filing systems. Authorizes requisitions and vouchers. Coordinates activities associated with the division's payroll. Has authority and is responsible for ordering all office supplies and equipment for the division. Schedules all servicing, maintenance, and repair work of division's office-related equipment.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

10	<ul style="list-style-type: none"> Serves as PC network coordinator for the division. Uses advanced features of computer software. Supervises and trains division personnel to assure proper use and operation of computer network and systems. Accountable for division's record management systems and retrieval of data. Searches records and databases for information both routinely and as requested.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Screens telephone calls and visitors, helping callers promptly or directing callers or visitors to appropriate assistance.
5	<ul style="list-style-type: none"> Assists Battalion Chief in preparing, formulating, and justifying division's purchasing.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

John Schwengel, Battalion Chief

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Majority of duties performed independently with minimal supervision.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 1.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Office Assistant II	a - e

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Associate's Degree or equivalent. Requires a minimum of four years clerical experience, at least one of which must have been at the Office Assistant III level or higher. Equivalent combinations of education and experience may be considered.

ii. Knowledge, Skills and Abilities:

Must possess strong managerial, organizational, and communications skills. Must be self-motivated, innovative, capable of making sound and logical decisions, able to plan independently, and maintain confidence of restricted information.

Must be proficient in Microsoft Office applications and willing to learn and master other software applications relevant to the position's duties.

iii. Certifications, Licenses; Registrations:

iv. Other Requirements:

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13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** _____%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)						
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)						
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)						
<input type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software						
<input type="checkbox"/>	Hand tools (please list):								
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input checked="" type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other (please list):								

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L. **SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. **I believe that the statements made above in describing this job are complete and accurate.**



Signature of Department Head or Designated Representative

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