City of Milwaukee

Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

November 11, 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 13 new positions titled Fire Cadet 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
Assistant Fire Chief Michael Payne
Assistant Fire Chief Paul Conway
Juliet Battle

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Department of Employee Relations

JOB EVALUATION REPORT

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

Current	Requested	Recommended
13 New Positions	Fire Cadet PR 480 ($22,862 - $31,587)	Fire Cadet PR 480 ($22,862 - $31,587)

Action Required – Effective Pay Period 1 (December 25, 2012)

In the 2012 Salary Ordinance, under Pay Range 480, add the title "Fire Cadet" and attach footnote "1" designation. Under Pay Range 925 delete the title "Fire Cadet" and Pay Range 925 in its entirety.

Background

The Department of Employee Relations received a letter dated November 7, 2011 from Michael Tobin, Executive Director of the Fire and Police Commission, regarding classification of 13 new positions in the Fire Department. The department is recreating and expanding the "Fire Cadet" program that will provide training and experience for youth who are interested in becoming Firefighters. The department submitted a new job description and discussions were held with Juliet Battle, Fire Personnel Officer and Assistant Chief Gerard Washington.

Duties and Responsibilities

The basic function of these positions is to perform a wide variety of assignments in rotation through department divisions such as fire training and administration; perform fire station duties; become certified as an Emergency Medical Technician (EMT), and as a Firefighter Level 1; take courses towards an Associate Degree in Fire Science; and receive paramedic training if qualified. Duties and responsibilities include the following:

14% Earn Firefighter I certification
14% Earn Emergency Medical Technician certification(s)
9% Participate in strength and conditioning programs
9% Perform office and other support functions such as assisting in filing reports, records, and other documents; answering telephone calls; and delivering supplies and mail
9% Do ride-alongs on fire apparatus; perform routine fire station duties; and learn about equipment used in firefighting and emergency medical services
9% Perform fire prevention activities such as assisting with the "Survive Alive House", the "Staying Alive Program", and the FOCUS (Firefighters Out Creating Urban Safety) Program.
9% Participate in various in-service training programs
9% Assist with Fire Department recruitment
9% Assist with other duties as determined by supervisor
9% Assist with special projects such as the annual report, the "Fallen Firefighter Memorial" event, and awards programs.

Requirements include being a high school graduate with a 2.0 cumulative grade point average and a good attendance record; having a valid Wisconsin Driver's License at time of background investigation and maintaining said license; being at least seventeen years old at time of application and less than twenty years old at time of appointment; and possessing and maintaining the physical skills and abilities to participate in strength and physical conditioning programs.

Analysis

The Fire Department wishes to recreate and expand the Fire Cadet program which provides an opportunity for youth to obtain training and experience in the Fire Department in anticipation of becoming a firefighter. These are paid positions that will assist with various office support, fire station, and community service duties; recruitment activities; and special projects such as the annual report, the "Fallen Firefighter Memorial" event, and awards programs. Individuals in these positions will receive training towards achieving Firefighter Level 1 certification and Emergency Medical Technician certification; and physical training and conditioning.

The previous Fire Cadet program was just six months long. The positions were in Pay Range 925 with one biweekly pay step. Under the current plan the program would be more similar to the Police Aide program and be at least two years in length.

The program will include three phases. Phase I will focus on training and education; and individualized strength and conditioning programs. Phase II will continue with the training, education; and strength and conditioning programs, but also add in the Practical Experience program to include assignments at engine houses and the different Fire Bureaus performing a variety of administrative, office and other support functions. Phase III will continue all that is included in Phases I and II and may add Paramedic training if the individual is qualified and has obtained an Emergency Medical Technician certification.

A comparison to the Police Aide program indicates that there are many similarities in the overall objectives and types of duties and functions. Both programs are intended for high school graduates, ages 17 – 19, who are interested in becoming a Police Officer or Firefighter; are approximately two years in length; involve education and training requirements; provide a mentoring environment; and include assignments at various Divisions within the Police or Fire Department that allow the individual the ability to learn about the different areas while performing administrative, office support and other functions.

There are some differences in the two programs. For example, there is more emphasis on strength and conditioning and specific course work for the Fire Cadets in Phase I of their program while Police Aides spend a higher percentage of time performing office and other support functions. Overall, though, the objectives, duties, and responsibilities are very similar. We therefore recommend these new positions of Fire Cadet receive the same rates of pay as Police Aides in Pay Range 480. We further recommend that, like the Police Aides, these positions have eight pay steps and be eligible for advancement to the next higher rate on completion of six months of service subject to any wage freezes.

Recommendation

Based on the above analysis we therefore recommend that these 13 new positions in the Fire Department be classified as Fire Cadet in Pay Range 480.

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: M. Montegudo
Maria Monteagudo, Employee Relations Director