



Fire Department

Mark Rohlfing
Chief

Gerard Washington
Assistant Chief
Daniel Lipski
Assistant Chief
Michael Romas
Assistant Chief

June 13, 2013

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

Dear Commissioners:

The position of Office Assistant II at the Administration Division has undergone significant changes in its job duties since the incumbent, Cassandra Taylor, was hired in July of 2011. The division lost an Office Assistant III in the 2010 budget, and several of her duties have been shifted to this position, as noted below.

Sole responsibility for ordering and distribution of supplies and forms to battalions and bureaus, using established guidelines, including on-line ordering with a Procard, which necessitated additional training.

Creates and prints forms. Maintains affiliated portion of operating budget spreadsheet. Maintains an administrative inventory of forms and supplies, suggesting changes as needed.

Uses various software applications for work requiring advanced graphic skills to create brochures, flyers, questionnaires, and booklets.

An important additional duty that was added to this position in 2012 is the creation of the MFD's annual report. This entailed the incumbent to get training in Microsoft Publisher to complete the new task.

Requests and compiles all data from numerous sources for the department's annual report. Designs and creates the annual report in publishing software preparing it for professional printing.

Another duty that has been added to this position is providing clerical support to the Assistant Chief of Operations, one of three Assistant Chiefs in our department.

In addition, this position collaborates with two other Office Assistant III positions, one of whom primarily handles sick and injury leave reporting, and one of whom primarily handles fire and EMS reports, as described below.

Provides copies of fire and EMS reports to insurance agencies, private citizens, other city departments, etc., via mail or in person in the absence of the Office Assistant III who handles records, and checks to make sure they are handled in accordance with HIPPA regulations, open records laws, and state statutes regarding confidentiality of reports and records.

Each morning, performs most regular duties of the Office Assistant III who handles sick/injury/family/funeral leaves, including monitoring paperwork within HIPPA regulations. (This Office Assistant III's later start time is an accommodation under ADA.)

Ms. Taylor's knowledge and level of skill on the computer has definitely increased due to the additional training and associated new duties. She has been also been given more responsibility when preparing forms, correspondence, notices, questionnaires, and reports, publishing them on the MFD intranet as required.

Her responsibility and skill level definitely places her as the equal to our other two Office Assistant III positions. It would be beneficial to the department to have them be totally cross-trained in all major phases of each other's duties, and receiving equal pay.

I ask that this request be referred to the Department of Employee Relations for study. A copy of the job description is attached. Please contact Fire Personnel Officer Juliet Lee Battle directly at 286-8942 with any questions. Thank you for your consideration in this matter.

Respectfully,


MARK ROHLFING
Chief

MR/jlb
Enclosure
FPC/Reclass/OA II 0613