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City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2003-0562 Request In Committee

Communication from City Administrative Officer requesting approval of job descriptions and salary range classifications for Deputy Police Chief-Operations, Deputy Police Chief-Support Services, and Cable Communications Coordinator.

Introduced: 9/2/2003

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

Rec. Approve As Amended
(2 Police Positions Approved and Cable Comms. position portion placed on file)

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>9/8/03</u>	<u>L</u>	<u>B</u>	Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock				
			Reinke	✓			
			Sengstock				
			Trudell				
			Vitale				
			Weigel				
			TOTAL	<u>5</u>			

SIGNATURE OF COMMITTEE MEMBER (RECORDER)

[Signature]
 Chair _____ Vice-Chair _____ Member _____

COMMON COUNCIL ACTION approve as amended

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>9-16-03</u>	✓		Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
		✓	Reinke	✓			
			Sengstock	✓			
			Trudell	✓			
			Vitale	✓			
			Weigel	✓			
			TOTAL	<u>10</u>	<u>—</u>		



CITY OF WEST ALLIS

WISCONSIN



City Administrative Office

Paul M. Ziehler
City Administrative Officer
Clerk/Treasurer

August 27, 2003

The Honorable Mayor Jeannette Bell
and Members of the Common Council
7525 W. Greenfield Avenue
West Allis WI 53214

Dear Mayor Bell and Common Council Members:

The City's Job Evaluation Committee (JEC) met on June 17 and July 31, 2003 to review the job descriptions and position questionnaires of three (3) different positions. They were as follows:

1. Deputy Police Chief-Operations (Approved)
2. Deputy Police Chief-Support Services (Approved)
3. Cable Communications Coordinator (Placed on file)

Established Common Council procedures were followed in the review of these positions. The Department Heads reviewed and approved the job descriptions, which were prepared by the Personnel Division. (Copies of the three affected job descriptions are attached.)

The JEC, in evaluating these positions, reported to me the total number of position evaluation points which, when calculated using the appropriate salary formula, place the positions in the salary ranges noted below. The actions described below were unanimously recommended.

1. Deputy Police Chief-Operations – Deputy Service (DS).
This position is a reclassification of a previously existing position. Prior to this change, the position was Deputy Chief of Police. Now, the position is one of two deputy positions in charge of a specified area. Rather than being the overall Deputy Chief of Police, this position is now only Deputy in charge of Operations. This includes responsibility for patrol and investigative services. The Police & Fire Commission has approved this change.

The previous salary range for the Deputy Chief of Police in the Deputy Service (DS) is currently as follows:

Beginning - \$2,391.20 Bi-Weekly; \$62,171.20 Annual
Ending - \$2,988.80 Bi-Weekly; \$77,708.80 Annual

The new salary range for the Deputy Police Chief-Operations in the Deputy Service (DS) is as follows:

Beginning - \$2,344.00 Bi-Weekly; \$60,944.00 Annual
Ending - \$2,929.60 Bi-Weekly; \$76,169.60 Annual

Therefore, the fiscal impact of this change is a decrease as follows:

Beginning - \$47.20 Bi-Weekly; \$1,227.20 Annual
Ending - \$59.20 Bi-Weekly; \$1,539.20 Annual

2. Deputy Police Chief-Support Services – Deputy Service (DS).

This position is a reclassification of a previously existing position. Prior to this change, the position was Police Inspector. In addition to the previous title being out-of-date, this new position now is also one of two deputy positions in charge of a specified area. Rather than being only in charge of certain areas of responsibility, the position also now at times will serve as deputy chief. The responsibility of the position includes support services, such as records, training, communication, and crime prevention. The Police & Fire Commission approved this change.

The previous salary range for the Police Inspector in the Deputy Service (DS) is currently as follows:

Beginning - \$2,307.20 Bi-Weekly; \$59,987.20 Annual
Ending - \$2,884.00 Bi-Weekly; \$74,984.00 Annual

The new salary range for the Deputy Police Chief-Support Services in the Deputy Service (DS) is currently as follows:

Beginning - \$2,344.00 Bi-Weekly; \$60,944.00 Annual
Ending - \$2,929.60 Bi-Weekly; \$76,169.60 Annual

Therefore, the fiscal impact of this change is an increase as follows:

Beginning - \$36.80 Bi-Weekly; \$956.80 Annual
Ending - \$45.60 Bi-Weekly; \$1,185.60 Annual

The overall fiscal affect of the above two position changes is a decrease as follows:

Beginning - \$10.40 Bi-Weekly; \$270.40 Annual
Ending - \$13.60 Bi-Weekly; \$353.60 Annual

3. Cable Communications Coordinator – Salary Range P27A – Confidential, Professional, and Supervisory Service (CPSS).

This position is a reclassification of the existing position of Cable Communications Coordinator. The duties and responsibilities have been changed to delegate certain responsibilities to the Cable Communications Coordinator. The added duties are highlighted in the middle of the page on the attached job description.

You will recall that several months ago, the Administration & Finance Committee disapproved a request to make the Cable Communications Coordinator a Manager of an increased Division level office. The Committee at that time felt it unnecessary to change the office to that level in comparison to other divisions in the Department of Administration & Finance and in the overall City structure. That proposal, if it had been approved, would have established authority for the operation of the Cable Office in the Manager for approving most administrative matters. That proposal also would have recognized the changes made over the past several years on general supervision of the Cable Office.

This recommendation does NOT include the Division Head responsibilities. Those responsibilities of overall management remain with the Director of Administration & Finance (City Administrative Officer, Clerk/Treasurer). This Cable Communications Coordinator change does now, however, recommend and acknowledge the preliminary (but not final) responsibilities with respect to the Office activities. In addition to the new duties as specified on the first page of the attached job description, as already mentioned above, there are two additional ones as follows: (1) developing cable policies and procedures, and (2) overseeing the public access and educational access operations.

The previous salary range of P-26 for the Cable Communications Coordinator in the Confidential, Professional, and Supervisory Service (CPSS) is as follows:

Beginning - \$1,643.20 Bi-Weekly; \$42,723.20 Annual
Ending - \$2,053.60 Bi-Weekly; \$53,393.60 Annual

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and Members of the Common Council
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The new salary range of P-27A for the Cable Communications Coordinator in the Confidential, Professional, and Supervisory Service (CPSS) is as follows:

Beginning - \$1,726.40 Bi-Weekly; \$44,886.40 Annual
Ending - \$2,158.40 Bi-Weekly; \$56,118.40 Annual

Therefore, the fiscal impact of this change is an increase as follows:

Beginning - \$83.20 Bi-Weekly; \$2,163.20 Annual
Ending - \$104.80 Bi-Weekly; \$2,724.80 Annual

In comparison to the Division Manager for Cable, the original estimate was as much as \$10,000; however, the exact proposed increase for the Division Manager that was disapproved by the Administration & Finance Committee and the Common Council ended up being a maximum increase of over \$4,200. As you can see, this recommendation for the reclassified Cable Communications Coordinator has a maximum increase of \$2,724.80 for the added duties and responsibilities in this reclassification.

Based on the above explanations, it is recommended that the above salary range placements and job descriptions be approved. Upon approval of the above, the appropriate amendments to the nonunion salary ordinance will be introduced separately for Common Council consideration and approval.

Thank you for your attention to these recommendations. If you have any questions or need further information, please contact me.

Sincerely,



Paul M. Ziehler,
City Administrative Officer

PMZ:jfw

cc: Sue Brees
Gary Schmid
Jerry Musial
Dean Puschnig

CLASS TITLE: Deputy Chief of Police – Operations Division

DEFINITION: Under general direction of the Chief of Police performs work of considerable difficulty assisting in planning, coordinating and directing the activities of the Police Department; and performs related work as required. Regular and predictable attendance is an essential function of this position.

EXAMPLES OF DUTIES: Supervises the Police Department Operations Division; shares responsibilities as Chief of Police in his/her absence; assists in preparation of the budget; researches and prepares appropriate grant and alternative funding applications; determines the most effective methods of satisfying the community's need for the services of the Department and recommends implementation of plans to the Chief of Police; serves as the Department's Public Information Officer; coordinates with division commanders to insure consistency of operations among divisions; directs subordinate personnel; informs duty officers of all orders, policies and plans derived from the staff meetings, other divisions and Chief of Police; directs major units involving Patrol and Investigative services; assigns and schedules subordinate personnel; develops plans, procedures and instructions; directs the supervision of shift activities.

Resolves complaints from citizens and supervisors; assists subordinates with problems; ensures supportive services; maintains records and reports; prepares, maintains and reviews evaluation reports, disciplinary reports, memos, information, training bulletins, and criminal records; examines and inspects all buildings and equipment and determines if new equipment is needed; obtains bids, checks prices, and authorizes all purchases; daily reviews overtime and sick leave; acts as a member of the negotiating team; prepares promotional examinations and evaluations for officers; and confers with the City Attorney's office on legal matters.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's Degree Criminal Justice or related field; ten years of law enforcement experience, including two years of experience at the level of Lieutenant or higher in a recognized law enforcement agency comparable in size to the City of West Allis Police Department; or an equivalent combination of training and experience, or as approved by the Police and Fire Commission. Must maintain a valid Wisconsin Driver's license.

Knowledge and Skills:

Considerable knowledge of:

- a) principles, practices and methods of municipal police administration, organization and operation, including patrol, traffic and investigation
- b) operating procedures of police departments and limitations upon departmental authority
- c) municipal, county, state and federal criminal and related laws, ordinances and codes.

Considerable skill in:

- a) the application of modern law enforcement principles and practices
- b) application of police management and leadership
- c) planning, organizing, assigning, supervising and inspecting the work of subordinates
- d) establishing and maintaining effective working relationships with other public officials, department members and general public
- e) reacting quickly and calmly in emergencies
- f) communicating clearly and concisely verbally and in writing
- g) exercising unusually good judgment in evaluating situations and making decisions.

CLASS TITLE: Deputy Chief of Police – Support Services Division

DEFINITION: Under general direction of the Chief of Police performs work of considerable difficulty assisting in planning, coordinating and directing the activities of the Police Department; and performs related work as required. Regular and predictable attendance is an essential function of this position.

EXAMPLES OF DUTIES: Supervises the Police Department Support Services and Technology Division; shares responsibilities as Chief of Police in his/her absence; assists in the preparation of the budget; assists in the development and procurement of grants and other alternative funding plans; determines the most effective methods of satisfying the community's need for the services of the Department and recommends implementation of plans to the Chief of Police; coordinates with division commanders to insure consistency of operations among divisions; directs subordinate personnel; informs duty officers of all orders, policies and plans derived from the staff meetings, other divisions and Chief of Police; directs major units involving Administrative and Support services; assigns and schedules subordinate personnel; develops plans, procedures and instructions; directs the supervision of shift activities.

Resolves complaints from citizens and supervisors; assists subordinates with problems; ensures supportive services; maintains records and reports; prepares, maintains and reviews evaluation reports, disciplinary reports, memos, information, training bulletins, and criminal records; prepares promotional examinations and evaluations for officers; meets with representatives of local employers and their employees, who may be going on strike, to advise them of the law; confers with the City Attorney's office on legal matters; and represents the department as a liaison officer with the Milwaukee County Division of Emergency Government.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's Degree Criminal Justice or related field; ten years of law enforcement experience, including two years of experience at the level of Lieutenant or higher in a recognized law enforcement agency comparable in size to the City of West Allis Police Department; or an equivalent combination of training and experience, or as approved by the Police and Fire Commission. Must maintain a valid Wisconsin Driver's license.

Knowledge and Skills:

Considerable knowledge of:

- a) principles, practices and methods of municipal police administration, organization and operation, including patrol, traffic and investigation
- b) operating procedures of police departments and limitations upon departmental authority
- c) municipal, county, state and federal criminal and related laws, ordinances and codes.

Considerable skill in:

- a) the application of modern law enforcement principles and practices
- b) application of police management and leadership
- c) planning, organizing, assigning, supervising and inspecting the work of subordinates
- d) establishing and maintaining effective working relationships with other public officials, department members and general public
- e) reacting quickly and calmly in emergencies
- f) communicating clearly and concisely verbally and in writing
- g) exercising unusually good judgment in evaluating situations and making decisions.

CLASS TITLE: Cable Communications Coordinator

DEFINITION: Under general direction; performs work of considerable difficulty in providing video/cable production services and administering the City's Office of Cable Communications; performs related work as assigned.

EXAMPLES OF DUTIES: Assists in the regulatory and administrative process of the City's Cable Company and its governmental channels; administers and enforces the City's cable ordinance by monitoring all franchise processes including performance evaluation and rate regulation; reviews rules and regulations of the company regarding services; administers a complaint review system; reviews reports, records and communications of the Cable Company; develops, promotes and produces programs including scripting, videotaping, audio, editing, etc. for City departments, committees and government channels; researches and recommends new equipment acquisitions; operates a full range of technical video/cable equipment.

Supervises the office of Cable/Video Communications; delegates assignments and supervises staff; **Conducts preliminary performance evaluations; assists in recruitment; recommends disciplinary actions; recommends promotions; initial review of timesheets, travel vouchers and mileage reports; prepares a draft of and administers office budget; recommends equipment and supply purchases.**

Promotes and markets video services to area businesses; prepares and updates Master Video Program and production schedules; acquires additional programming from outside services; provides technical and clerical assistance to the License and Health Committee; coordinates the operation of the City's government channel(s) with City offices, cable system users, other jurisdictions and the West Allis Community Communications Corporation; oversees written agreements with the School District in relation to Community Access TV; performs minor installation and equipment repairs; prepares and maintains a variety of reports, records, and files.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's Degree Mass Communications (emphasis on television and video production) or related field.

Ten years of recent professional work experience in commercial/public television, commercial production company, corporate video or government video production services, five of which are supervisory.

A valid Wisconsin Driver's License.

Manager of Cable Communications
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Knowledge and Skills: Considerable knowledge of the methods, materials and equipment related to video/cable production services; considerable knowledge of the rules and regulations governing cable television franchises; good working knowledge of the City's cable ordinance; considerable skill in coordinating and organizing video/cable communications related activities; considerable skill in preparing reports, communications, and maintaining pertinent records; considerable skill in communicating effectively both verbally and in writing; good skill in defining problem areas, evaluating data and initiating action based on recommendations; considerable ability to operate modern technical video/television production equipment; considerable skill in training and supervising the work of subordinates; considerable knowledge of modern office practice and procedures; considerable skill in establishing and maintaining effective working relationships with department heads, City officials, cable company staff, outside agencies, and the public.

CITY OF WEST ALLIS

Revised February 2003

Approved _____
Department Head Date

Approved _____
Employee Date