



DATE: July 12, 2018
TO: Personnel Commission
FROM: Director of Human Resources
SUBJECT: New Job Description for Senior Fire Technician

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Senior Fire Technician to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Fire Department requested the creation of a new classification in the Fire Technician series for operational and organizational reasons. Given the rapid increase in development projects at the City, this new advanced journey level classification in the Fire Technician series would be responsible for performing advanced paraprofessional and technical work involved in the receipt, processing, and review of fire permit applications, and in the issuing of fire and related permits.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The Fire Department requested the creation of a new classification in the Fire Technician series for operational and organizational reasons. This new advanced journey level classification in the Fire Technician series would be responsible for performing advanced paraprofessional and technical work involved in the receipt, processing, and review of fire permit applications, and in the issuing of fire and related permits; will act as a liaison to the Staff Fire Captain for communication with contractors; and will work on projects more complex than that of the Fire Technician I/II classifications. This classification will also be

responsible for developing and implementing policies and procedures to expedite the issuance of permits. This classification requires the exercise of independent judgment in setting and accomplishing the goals and objectives of the department.

Operationally, the volume and complexity of the permits for development in the City have increased and the Office of the Fire Marshal needs additional staffing resources to address these demands. The Senior Fire Technician will functionally supervise Fire Technicians and clerks assigned to the Office of the Fire Marshal, and receive supervision from the Fire Services Supervisor, Staff Fire Captain and Fire Marshal. The Senior Fire Technician position is represented by Service Employees International Union, Local 1021 ("SEIU"). Based on the assigned duties and responsibilities, the internal salary relationship is to the Senior Permit Technician. The salary range for the Senior Fire Technician is set at the Senior Permit Technician salary range, which is \$35.19 – \$41.74 per hour.

Therefore, it is the Human Resources Department's recommendation that the Personnel Commission adopt this new classification. The changes to the Senior Fire Technician job description were shared with and agreed to by representatives of SEIU.

The new duties for the Senior Fire Technician are as follows:

- Oversees fire permit process; receives inquiries, and reviews and evaluates permit applications, construction plans, blueprints and other supporting documents for completeness, accuracy and conformance with local, state, and federal fire codes, regulations, requirements, and other applicable established criteria.
- Functions as liaison and single-point-of-contact for developers with City fire services and design review staff; coordinates action and workflow within the Fire & Hazardous Materials and with other City departments and outside agencies.
- Oversees the processing, entering and auditing of billing information in the City's financial system for fire department new construction and annual fire safety permits.
- Researches, compiles and summarizes a variety of information and data regarding fire, hazardous materials and related issues, such as occupancy uses and property histories; prepares various reports, statements or logs.
- Provides information and instruction regarding fire and hazardous materials review, permitting processes, weed abatement procedures, and common code issues; maintains knowledge of applicable laws and procedures; interprets and explains rules and regulations; answers questions and resolves problems or complaints.
- Provides lead direction and training for assigned staff to ensure effective operations; may plan, assign, oversee and review daily work and related assignments.

FISCAL IMPACT

Funding for this position was approved in the FY 2019 budget and is part of the General Fund. The annual salary is \$78,603 and fringe benefits are \$48,127.

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the City Council's Strategic Initiatives.

Prepared by: Lisette Del Pino, Human Resources Analyst

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager