



DATE: March 27, 2025

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review Revisions to the Job Description for the Fire Services Supervisor Classification and Adopt the Revised Classification into the City's Classification Plan

RECOMMENDATION

That the Personnel Commission reviews and approves the proposed revisions to the Fire Services Supervisor classification and adopts the revised classification into the City's Classification Plan.

SUMMARY

The proposed revisions update the Fire Services Supervisor classification by retitling it to Fire Services Administrator to reflect its evolving scope and responsibilities. Additionally, updates have been made to the examples of duties, knowledge, and abilities sections to align with the department's current operational needs. The revised classification reflects the broadened role of the position in managing Fire Department administration, payroll, budgeting, purchasing, training, and mutual aid documentation. Additionally, the required experience has been updated to reflect the increased complexity of the role. These updates were developed in collaboration with the Fire Department and Human Resources Department to ensure the classification remains accurate, competitive, and aligned with City operations.

BACKGROUND/DISCUSSION

In addition to adopting and approving 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. The Human Resources Department reviews all job descriptions with the respective operating departments, updates each to align with the City's Classification Plan, and ensures the department's needs are included prior to recruitment.

The Fire Services Administrator serves as a key administrative leader within the Fire Department, overseeing the department's payroll, budget development, personnel actions, and inter-agency coordination. In response to the department's growing administrative complexity, this classification has been revised and retitled to more accurately reflect its essential functions. The proposed revisions provide clearer role expectations and ensure alignment with similar administrative classifications within public safety. These changes also enhance organizational efficiency, staff development, and resource management within the Fire Department.

The proposed updates to the Fire Services Supervisor job specification include revisions to the title, essential duties, experience requirements, and knowledge and abilities sections to better reflect the evolving scope of the role. The classification is being retitled from Fire Services Supervisor to Fire Services Administrator to more accurately represent the broader administrative responsibilities associated with the position. Updates to the Essential Duties section expand upon the role's responsibilities to include current expectations of overseeing payroll, budget administration, purchasing, and personnel coordination, as well as managing mutual aid documentation, contract administration, and inter-agency coordination. The role will also serve as a liaison with Human Resources for recruitment, hiring, and training initiatives, further enhancing alignment with regional and statewide fire department coordination efforts. Additionally, the experience requirement has been increased from three (3) to four (4) years to reflect the more advanced administrative expertise required for the role. Lastly, updates to the Knowledge & Abilities section ensure that the required competencies align with modern fire department administrative practices, budgeting, and regulatory compliance.

The revised classification ensures continued administrative efficiency and support for Fire Department operations while enhancing strategic coordination with external agencies.

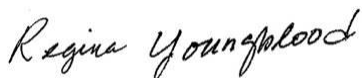
STRATEGIC ROADMAP

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning and structure of the City's Classification Plan to address operational needs.

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Approved by: Regina Youngblood, Assistant City Manager



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