



CITY OF  
**HAYWARD**  
HEART OF THE BAY

**DATE:** July 12, 2018

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Revised Job Description for Fire Captain

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the position of Fire Captain 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 City of Hayward Human Resources and Fire Departments aim to have the most qualified employees performing the duties of a Fire Captain. To that end, staff recommends modifying the current language for minimum qualifications in this job description to four years of experience at HFD. Given the important role a Fire Captain plays as a first responder and the City of Hayward's topography and socio-economic makeup, it would be very difficult to identify candidates for this position at comparable Fire departments and easily assess their readiness for this position.

### **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.

To make sure that the City of Hayward has the most qualified employees performing the duties of a Fire Captain, the Hayward Fire Department (HFD) has proposed to modify the current language for minimum qualifications in this job description. Currently, a Firefighter needs four years of experience either at HFD or at a comparable Fire department to qualify to sit for the Fire Captain exam. However, the current criteria in the job description is vague and it is difficult for HFD to fully assess the comparability of other Fire departments. Comparability is determined by assessing other departments' response requirements,

including first aid and medical emergencies, commercial and residential structural fires, and training programs for maintaining professional proficiency of staff. However, given the City of Hayward's topography, socio-economic and cultural makeup, it will be difficult for HFD assessors to truly identify comparable Fire departments, either locally or nationally, and easily assess the readiness of potential recruits for this position. Therefore, to make sure Fire Captains have the requisite knowledge, skills, and abilities to perform this extremely important public safety job, HFD has proposed to eliminate the current language that describes the criteria in assessing experience in comparable Fire departments and instead require that all potential candidates for the Fire Captain position to have four years of experience as a Firefighter at HFD.

The changes to Fire Captain job description were shared with and agreed to by representatives of Local 1909, the union that represents Firefighters, and the job description was revised to update experience requirements. The changes to the job description are as follows:

### **Experience and Education**

#### Experience:

Removed: "or a fire department which is similar to HFD. An evaluation of previous experience from other departments for this purpose shall be made by the Fire Chief according to the following criteria: (I) the previously employing department has response requirements similar to the Hayward Fire Department including first aid and medical emergency responses, and structural fire responses including commercial and industrial occupancies; and, (ii) the previously employing department has an in-service training program to maintain the proficiency of its employees."

### **FISCAL IMPACT**

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

### **STRATEGIC INITIATIVES**

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

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

Approved by:



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Kelly McAdoo, City Manager