



DATE: December 12, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review Revisions to the Job Descriptions for Firefighter Trainee, Firefighter, and Battalion Chief and adopt Revisions to the Classification Plan

RECOMMENDATION

That the Personnel Commission reviews and approves the proposed revisions to the Firefighter Trainee, Firefighter, and Battalion Chief classifications and adopt the revised classifications into the City's Classification Plan.

SUMMARY

These revisions are intended to address the evolving needs and operational complexities of the department while supporting the City's goal of cultivating internal talent and providing promotional opportunities to improve employee retention. All proposed changes have been carefully reviewed by subject matter experts from both the Fire Department and Human Resources and have been mutually agreed upon by the respective unions.

BACKGROUND/DISCUSSION

As part of 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 Hayward Fire Department plays a crucial role in supporting the City's priorities, with a focus on enhancing public safety, emergency response, and community resilience. The department is responsible for fire suppression, emergency medical services, and disaster response, while also playing an active role in fire prevention, community education, and preparedness initiatives. Additionally, the Fire Department supports the City's efforts to improve safety through vegetation management, emergency response readiness, and collaboration with other agencies to ensure effective disaster management and mitigation strategies.

Following a comprehensive review, the City of Hayward has revised the Firefighter Trainee, Firefighter, and Battalion Chief job specifications to ensure that they align with industry standards as these job specifications have not been revised in over 20 years.

Revisions to existing classification: Firefighter Trainee Classification (F100) The revisions to the Firefighter Trainee job specification include new timelines for certification requirements, such as a California Paramedic License, Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS). Previously, these certifications were required at the time of application; with these revisions, candidates now have until the time of appointment to obtain them. The Alameda County Paramedic certification is no longer required at appointment but must be obtained by the end of the academy, with the City providing the training necessary to gain the certification. The probationary period has been clarified, lasting until the Trainee successfully completes the academy and transitions into a Firefighter position. These revisions better align the job specifications with the department's training process and operational needs align the job specifications with the department's training process and operational needs.

Revisions to existing classification: Firefighter 40 HR/56HR (F205/F200) The revised Firefighter job requirements introduce several key updates to the experience and certification criteria, providing clear and distinct pathways for individuals to qualify for the position with the City of Hayward. Applicants can now qualify by either successfully completing the Hayward Fire Department's Firefighter Trainee Academy or by having one year of full-time paid Firefighter experience (or two years of paid Firefighter seasonal experience) with a similarly sized department. This change establishes clear options for individuals to enter the position, either through the City's internal training program or by lateral entry from other Fire departments. In terms of certification, applicants must be able to maintain a California Paramedic License, with the Alameda County Paramedic certification now required by the completion of the academy, rather than at the time of appointment. Other required certifications, including Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), and Pre-Hospital Trauma Life Support (PHTLS), or International Trauma Life Support (ITLS), remain unchanged, with the added requirement for Pediatric Advanced Life Support (PALS) certification within two years of receiving the Alameda County Paramedic certification. These updates clarify the pathways to becoming a Firefighter with the City, ensuring that applicants can meet the qualifications through a variety of career entry points while aligning with the department's operational needs.

Revisions to existing classification: Battalion Chief 40 HR/56 HR (F415/F410) The revisions change the essential duties section of the Battalion Chief job specifications to provide clarity of language and that the line "Implements the department's fire inspection program on an assigned platoon" be revised. The updated line will now read "Implements the department's vegetation management program on an assigned platoon." This modification replaces the reference to the fire inspection program with vegetation program, aligning the job specification with current departmental priorities.

These updates aim to ensure that the City of Hayward attracts, builds and maintains a highly skilled workforce capable of handling evolving changes in the Fire Department with a clear and structured pathway for professional growth.

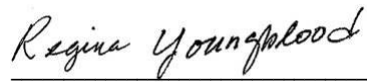
STRATEGIC ROADMAP

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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