



DATE: May 18, 2023

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the New Job Description for Senior Fire Protection Engineer and Adopt Addition to both the Salary Plan and Classification Plan

RECOMMENDATION

Staff recommends that the Personnel Commission review and approve the proposed new Senior Fire Protection Engineer classification, including the associated job description and salary plan for the position, as well as the addition of this new classification to both the Salary Plan and Classification Plan; and recommend adoption to City Council.

SUMMARY

An audit was conducted for the incumbent in the classification of Fire Protection Engineer. Based on the analysis, it was determined that the current incumbent is performing professional-level duties that require an increase in independence, scope, experience, and education and will be reclassified to a new classification of Senior Fire Protection Engineer. This will result in an entry and journey-level classification and the creation of the Fire Protection Engineer class series.

BACKGROUND/DISCUSSION

In addition to the 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. The Human Resources Department staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan and to ensure that the needs of the department are included prior to the recruitment process.

The existing Fire Protection Engineer classification is a single, entry-level classification in the Hayward Fire Department requiring candidates to possess two (2) years of work experience in examining and reviewing plans related to building construction, fire protection systems, design and application of processes, "High Piled Stock Combustible" storage, and the storage and use of hazardous materials. Education equivalent to a Bachelor of Science degree in Fire Protection,

Industrial, Mechanical, or Civil Engineering, Architecture, or other related fields.

At the request of the Fire Department, Bryce Consulting completed a job audit of the Fire Protection Engineer classification in February 2023. Based on the findings, it was determined that the current incumbent's advanced-level expertise is performing duties at the professional journey level to include duties that go beyond what is listed in the existing job description. For example, the Senior Fire Protection Engineer description focuses on plan review; and comments on plans to ensure compliance with the California Fire Code, National Fire Protection Association Standards, the Hayward Municipal Code, and any other applicable technical codes, standards, laws, and regulations. When compared to the existing Fire Protection Engineer classification the incumbent is performing duties that go beyond what is listed in the existing job description. Examples include reviewing models on how people will evacuate a building in case of a fire or how smoke will rise in a hotel with an atrium by using computer modeling to determine what type of protection is best.

Based on the professional-level duties and responsibilities that the incumbent has assumed, it is appropriate to create a classification that more accurately reflects the advanced-level duties and responsibilities required of the role. The new Senior Fire Protection Engineer classification will be the professional journey-level classification. The Senior Fire Protection Engineer will be required to conduct studies regarding fire hazards, fire protection systems, and other related fire protection services; provide technical advice to developers, architects, engineers, and other agencies regarding fire protection systems; and review and verify performance-based designs via construction documents and field observations.

The Senior Fire Protection Engineer classification will require two (2) years of responsible professional experience performing duties similar to that of a Fire Protection Engineer which includes examining and reviewing plans related to building construction, fire protection systems, design and application of processes, "High Piled Stock Combustible" storage, and the storage and use of hazardous materials. Bachelor's Degree from an accredited college or university with major course work in Fire Protection, Industrial, Mechanical, or Civil Engineering, Architecture, or other related fields and possession of a license as a Registered Fire Protection Engineer in the State of California. Additionally, the Senior Fire Protection Engineer is the advanced journey level in the Fire Protection Engineer class series. This level is distinguished from other classes within the series by complexity of duties assigned, independence of action taken, nature of public contact made, and will perform the most difficult and responsible types of duties assigned to classes within the series and provide technical and functional supervision over professional and technical personnel.

The Senior Fire Protection Engineer job description was shared with and accepted by representatives of the International Federation of Professional and Technical Engineers (IFPTE), Local 21. The new job description is attached for the Commission's review. The salary for the Senior Fire Protection Engineer classification is set internally to the equivalent to Senior Civil Engineer (\$167,856.00).

FISCAL IMPACT

The salary for the Senior Fire Protection Engineer classification will be set internally, equivalent to the Senior Civil Engineer classification at \$167,856.00, and 16.23% above the Fire Protection Engineer.

The annual fiscal impact between the Senior Fire Protection Engineer and the Fire Protection Engineer is an increase of \$21,104.00 over the total position cost of \$248,819.00 in the General Fund. Budget adjustments will be included in the FY 2024 mid-year budget process.

STRATEGIC ROADMAP

The Strategic Roadmap outlines the City of Hayward's highest priorities over the next three years and a roadmap of specific actions to get there. This is a routine agenda item and does not support the Council's Strategic Roadmap initiatives.

Prepared by: Marisa Guerrero, Human Resources Manager

Recommended by: Ian Tecson, Deputy Director of Human Resources
Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager

