



DATE: July 13, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Descriptions for Firefighter Trainee and Firefighter

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Firefighter Trainee and Firefighter 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.

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 Hayward Fire Department (HFD) operates nine engines and two aerial ladder truck companies from nine strategically located fire stations serving both the residents of Hayward and the Fairview Fire Protection District. Each fire engine and truck company has at least one certified Paramedic assigned to it. Our all-risk fire department responds to all 911 emergency and non-emergency requests including structure fires, medical emergencies providing advanced life support, wildland fires, hazardous materials, aircraft rescue and firefighting, and open water rescue.

In order to effectively respond to the daily medical emergencies, HFD seeks candidates who have or are in the processing of getting the specialized training to become Paramedics and requires recruits to have life support certifications.

During a recent recruitment effort, the department and Human Resources staff discovered that the life support certifications in the Firefighter and Firefighter Trainee job descriptions do not match. In this staff report, the Firefighter and Firefighter Trainee job descriptions

have been revised to have the same license (certifications) requirements, and to align the format to the current City standards.

The City has met its meet and confer obligations with the bargaining representative for this classification, International Association of Fire Fighters, Local 1909, regarding the proposed changes. The changes to the job description are as follows:

Firefighter Trainee:

Added: "Experience and Education"

License:

Added:

- "...International Trauma Life Support (ITLS)..."

Firefighter:

Added: "Experience and Education"

License:

Added:

- "...International Trauma Life Support (ITLS), or a Basic Trauma Life Support (BTLS) Certificate."
- "Possession of a Pediatric Advanced Life Support (PALS) Certificate within two (2) years of receipt of Alameda County Paramedic Certification.

FISCAL IMPACT

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

Prepared by: Farbod Pirouzmand, Deputy Director of Human Resources

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

Approved by:



Kelly McAdoo, City Manager