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**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

FROM: Human Resources Department

SUBMITTAL DATE:
August 3, 2011

SUBJECT: Classification and Compensation recommendation to establish a new classification and amend Ordinance No. 440 pursuant to Resolution No. 440-8865 submitted herewith

RECOMMENDED MOTION: That the Board approve the recommendation and amend Ordinance No. 440 pursuant to Resolution No. 440-8865 submitted herewith.

BACKGROUND: Human Resources (HR) conducted a classification study for the County Fire Department to consider establishing a new class entitled "SCBA Technician" which would provide the Fire Department with an expert SCBA (Self-Contained Breathing Apparatus) technician to be responsible for maintaining, repairing, testing and certifying all assigned SCBA units used by firefighters to protect themselves from the fumes and smoke produced by fires and/or toxic material.

Departmental Concurrence

Barbara A. Olivier
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2011/12

SOURCE OF FUNDS: Existing NCC	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
Robert Tremaine

County Executive Office Signature

- Policy
- Consent
- Policy
- Consent

Dept's Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: | **District:** ALL | **Agenda Number:**

3.56

BACKGROUND continued:

The Fire Department is dedicated to the safety of approximately 1,800 firefighters. An important part of this responsibility is testing, maintaining, inspecting, repairing and/or replacing approximately 1,200 SCBA units, which must be certified annually. To certify these units, two approved vendors are used at a cost of \$35.00 each. Certification alone can cost the County as much as \$42,000 annually. With additional expenses related to SCBA service, the vendors' fees totaled \$102,673 in FY 2008/2009. These costs are not included in the County's contract with CAL FIRE, and are therefore paid by the County.

The Fire Department has requested one SCBA Technician to service all 1,200 SCBA units. When not servicing these units, s/he would service other equipment. Establishing this new class would:

1. Reduce SCBA-related servicing costs for the County; e.g., \$102,673 for vendor provided service in FY 2008/2009 vs. the SCBA Technician's \$56,893 maximum annual salary including benefits plus a one-time purchase of equipment estimated at \$7,000 for a total of approximately \$63,893. While these expenses would be borne by the County, the technician's position would be funded only 19% through Net County Cost. The remaining 81% of the cost to staff this position would be funded through structural fire taxes. The first year's savings for the County could total as much as \$38,780 with continued annual savings thereafter;
2. Reduce SCBA unit turn-around time for servicing from one week to one day or less. This enhances operational readiness and reduces the need for a large surplus SCBA inventory since the Department now must rotate many units in and out of service for certification, service and repair; and
3. Provide spare SCBA units for special training so that trainees needn't use station units; a practice that could degrade station readiness in the event of a major emergency, such as a wildland fire.

A market salary survey was conducted using the five Southern California counties we normally use for comparison; i.e., Los Angeles, Orange, San Bernardino, San Diego and Ventura. The market mean salary is \$43,937 annually.

CLASSIFICATION ADDITION

SCBA Technician: It is recommended to add this class to the Class and Salary Listing at salary plan/grade UPE 316/L14 (\$30,437 - \$42,948). The proposed salary for this class is approximately 2.3% lower than the market mean; sufficient to be competitive yet moderate in cost. Since this request is only to add this class, there is no cost impact at this time. The class specification is attached.

RESOLUTION NO. 440-8865

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on _____, 2011, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
66457	+	SCBA Technician	UPE 316



SCBA TECHNICIAN

Class Code: 66457

COUNTY OF RIVERSIDE

Established Date: Aug 25, 2011

Revision Date: Aug 25, 2011

SALARY RANGE

\$14.63 - \$20.65 Hourly

\$2,536.40 - \$3,579 Monthly

\$30,436.85 - \$42,948.05 Annually

CLASS CONCEPT:

Under general supervision, incumbents assigned to this class are responsible to keep all Self Contained Breathing Apparatus (SCBA) cylinders, masks and other related equipment in proper working condition; to order, pick up tools, parts, equipment and supplies required for SCBA service and repair; and to do other work as required.

This is the technician class in charge of the County Fire Department's SCBA program and will work directly with fire suppression personnel to ensure the department's program is followed.

REPRESENTATION UNIT: Trades, Crafts & Labor

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Inspect and maintain all SCBA components including harnesses, regulators, cylinders, masks and other related equipment; verify all equipment is in proper operating condition; process returns on gear and equipment to vendors for warranty work or repairs that cannot be completed in-house.
- Provide fit testing of new employees, annual flow testing of all SCBA, annual flow test and inventory of all SCBA cylinders and associated equipment.
- Maintain stock and stock levels of parts for the SCBA maintenance program; order parts and supplies from vendors through the Fire Service Center; maintain a tracking record keeping system for all equipment received, repaired and re-issued; maintain inventory levels; keep inventory and maintenance databases current.
- Interpret department concerns, policies, directives and programs to enable good judgment on the needs of the department, and the equipment, supplies and/or tools that are required to be purchased.
- Make recommendations and implement changes as necessary to ensure the SCBA program operates efficiently to meet state and local requirements.
- May inspect, maintain, and/or repair various basic fire suppression devices (e.g., hoses, valves, nozzles), small generators and other mechanical devices, as required.

RECRUITING GUIDELINES:

Experience: One year of successful experience performing general maintenance and repair work in a

mechanically related field, preferably with fire suppression equipment and gear.

Knowledge of: Basic mechanical maintenance and repair, including the hand, power and air tools and compressors required to perform this work; air flow and testing equipment used for SCBA; the componentry and function of SCBA units; the safety concepts and work rules required to ensure the health and safety of fire suppression and service staff; basic warehousing for inventory, stock and procurement of necessary items.

Ability to: Speak, understand, read and write English at a level required for successful job performance; perform preventive maintenance and make basic repairs on SCBA and related gear, such as breathing masks and related items; basic proficiency with PC-based computer applications such as the Internet, Word and Excel to enter and retrieve data and information; prepare reports and other basic documents; and maintain effective working relationships with fellow employees and the general public.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid Class C California Driver License.

Current SCBA certification, as mandated by Cal/OSHA and provided by the appropriate SCBA manufacturer, must be obtained within the six-month probationary period. Incumbents must be willing and able to become certified in any SCBA equipment at the level and manufacturer as specified by the County Fire Department. Incumbents must also re-certify every two years in accordance with Cal/OSHA and the manufacturer in order to maintain employment in this class.

SCBA Technicians are required to safely and efficiently drive vehicles (e.g., cars, vans, pick-up trucks, stake side and cargo delivery trucks) on public roads and highways as part of their regular duties. As such, incumbents will submit a Riverside County General Form #30, "Authorization to Drive A Riverside County Vehicle or Private Car for County Business" upon hire, which subjects them to the DMV Employer Pull Notice (EPN) Program during their employment.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.