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



FROM: Human Resources Department

SUBMITTAL DATE:
May 23, 2012

SUBJECT: Classification and Compensation recommendation to establish a new single-position classification of Fire Fleet Services Manager and amend Ordinance No. 440 pursuant to Resolution No. 440-8887 submitted herewith.

RECOMMENDED MOTION: That the Board approve the recommendation and amend Ordinance No. 440 pursuant to Resolution No. 440-8887 submitted herewith.

BACKGROUND: Human Resources conducted a classification study for the County Fire Department to consider the most appropriate County job classification to replace a State job classification (Forestry Equipment Manager II) currently utilized within the department. This position is responsible to direct the planning, administration, and operation of the Fire Department's vehicle fleet program. By utilizing a comparable County job classification, the Department will avoid the State's 11.51% administrative charge, thereby reducing costs.

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: 
Elizabeth J. Olson
County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dept't Recomm.:
Per Exec. Ofc.:

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

3.37

BACKGROUND (continued):

The County of Riverside contracts with the State of California Department of Forestry and Fire Protection (CAL FIRE) for fire protection. The organizational structure of the Fire Department reflects the terms of this cooperative agreement. State employees provide fire protection services and comprise the majority of management staff. County employees provide fire prevention and support services such as dispatching, accounting, purchasing, fleet services and equipment management. The State charges an 11.51% fee on the salary of each State employee to cover the cost of administering the contract. County employees are not subject to the administrative charge.

The Fire Department operates with 415 State employees, 222 County employees, and an annual budget of approximately \$218 million. The Fire Department's mission is to protect life, property and the environment through professionalism, integrity and efficiency. The fleet unit supports this mission by procuring, inspecting, assigning, maintaining, repairing, and disposing of Fire Department mobile equipment and vehicles. The fleet unit is responsible for over 730 vehicles and has a \$5 million operating budget. The fleet unit is managed by a CAL FIRE Forestry Equipment Manager II (FEM II); however, the incumbent holding the FEM II position retired. As part of an ongoing effort to reduce cost, the Fire Department proposed to replace the vacated FEM II position with an equivalent County job classification. The Department's reasoning is that by utilizing a County job classification, it can avoid the State administrative charge. Furthermore, using a County job classification will allow the County to conduct future recruitments instead of CAL FIRE. Due to its geographic size and dispersed structure across the State, CAL FIRE typically fills higher-level positions with promotional candidates from within each local unit. If the County of Riverside, Human Resources Department conducts the recruitments, it will have access to a larger and more diverse candidate base from the local labor market, thereby enhancing the efficacy of selection.

A classification study was conducted to identify a comparable County job classification that could be utilized in lieu of the FEM II. The study concluded that no comparable classification exists and that a new County job classification must be created. Utilizing data from the study, a new job classification titled Fire Fleet Services Manager was developed. A market salary survey was conducted using eight California counties we normally use for comparison; i.e., Alameda, Contra Costa, Los Angeles, Orange, Sacramento, San Bernardino, San Diego and Ventura. The market mean salary was \$106,134 annually and the market median salary was \$99,775 annually.

CLASSIFICATION ADDITION

Fire Fleet Services Manager: It is recommended to add this classification to the Class and Salary Listing and utilize existing salary plan/grade MCO 554/L13 (\$74,628 - \$102,565). The proposed salary for this classification is approximately 3.4% lower than the market mean and 2.8% greater than the market median, sufficient to be competitive yet moderate in cost. Since this request is only to add the classification, there is no cost impact at this time. However, if the Department funds this position in the future and replaces the FEM II, the projected cost savings will be approximately \$17,644 annually. The classification specification is attached.



FIRE FLEET SERVICES MANAGER

Class Code: 66470

COUNTY OF RIVERSIDE

Established Date: Jun 14, 2012

Revision Date: Jun 14, 2012

SALARY RANGE

\$35.88 - \$49.31 Hourly

\$6,218.97 - \$8,547.12 Monthly

\$74,627.70 - \$102,565.42 Annually

CLASS CONCEPT:

Under general direction from the Deputy Fire Chief, this class is responsible for the planning, administration, and operation of the Fire Department's vehicle fleet program, including directing the procurement, inspection, assignment, maintenance, repair, and disposal of Fire Department vehicles, and use of spaces allocated for parking at fire facility locations; to act for the Deputy Fire Chief for fleet matters as required; and to do other work as assigned.

This single-position class is characterized by the responsibility to manage the County Fire Department's fleet of vehicles up to and including heavy truck and transport vehicles, tractor trailer ladder trucks, fire dozers, fire engines, light trucks, specialized rescue vehicles, sedans and light vehicles, and to manage Fire Department maintenance and repair facilities.

REPRESENTATION UNIT: Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plan, direct, organize, and evaluate the work of the Fleet Division including establishing and maintaining productivity standards and quality control on repair work and preventive maintenance programs.
- Develop and direct the implementation of policies, procedures, methods and standards for the procurement, inspection, maintenance, repair and disposal of vehicles, fire apparatus and equipment.
- Establish and maintain policies and procedures for the lease, purchase and deployment of vehicles, fire apparatus and equipment.
- Oversee the development and maintenance of automated fleet management and fuel systems, which provides data regarding usage, cumulative costs, maintenance and repair of fleet vehicles.
- Direct the analysis of fleet operations and cost data to identify issues and trends requiring service/staffing realignment to affect increased efficiencies and cost controls.
- Establish and maintain productivity standards and quality control on repair work; monitor and control vehicle preventive maintenance programs.
- Provide program direction to staff engaged in equipment repair and maintenance.
- Work closely with County Central Purchasing and Fleet Management to ensure compliance with all relevant County policies and procedures.
- Direct the preparation and review of the annual budget, which includes funds for replacement of

automobiles, light trucks, and fire apparatus; review division's fleet budget requests for conformance with established replacement criteria.

- Provide fleet budget updates and recommendations to Fire Department executive staff.
- Assist Fire Department executive staff in developing specifications for new vehicles and fire apparatus.
- Perform vehicle and fire apparatus inspections and review reports regarding serious or fatal accidents involving department vehicles.
- Study work processes for efficiency, quality, and cost effectiveness to obtain maximum value consistent with Fire Department goals and standards.
- Select, supervise, train and evaluate Fleet Services personnel either directly or through subordinate supervisors.
- Evaluate proposed legislation as to the operational and/or financial impact on the department's fleet activities.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree preferred, with major coursework in business or public administration, or a closely related field.

Experience: Five years of experience in one of the following areas: 1) a motor fleet setting in an administrative, management, or supervisory capacity, which included responsibility for at least two of the following functions: budget preparation and control, fiscal management, general administrative systems and procedures; 2) personnel administration; or 3) a position with increasingly responsible experience in a motor fleet setting, which involved supervision of journey level automotive mechanics directly or through subordinate supervisors.

Knowledge of: Technological developments and sources of information in the field of vehicle fleet operation, repair and maintenance; Federal and State laws and regulations related to the operation of a vehicle fleet; operating requirements, types and uses of transportation and other equipment; principles and practices of office management, accounting and budgetary controls.

Ability to: Plan, organize and direct a county-wide automotive fleet program; supervise, through subordinates, skilled automotive repair work; generate and evaluate alternatives, analyze data, reach logical conclusions, formulate recommendations, and institute effective changes; establish and maintain effective working relationships with public officials, subordinates, general public, and staff members of other agencies; speak and write effectively; prepare and present clear and comprehensive reports; design and implement new procedures and evaluation techniques for technical and administrative operations; formulate program policies and identify needs; analyze fiscal and administrative problems and determine appropriate actions; effectively manage a large staff through subordinate supervisors; read and interpret specifications, rules, and regulations; deal tactfully and effectively with others.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License. Some positions may also require a valid California Class B Driver's License and/or a California Class A Driver's License.

Possession of a valid certificate as a Master Medium/Heavy Truck Technician issued by the National Institute for Automotive Service Excellence (NIASE) is highly desired.

Possession of a valid certification as a Fire Mechanic issued by the State of California Office of the State Fire Marshal is highly desired.

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.