

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

330



FROM: Human Resources Department


SUBMITTAL DATE:
October 16, 2012

SUBJECT: Classification and Compensation recommendation to establish a new classification and amend Ordinance No. 440 pursuant to Resolution No. 440-8908 submitted herewith.

RECOMMENDED MOTION: That the Board approve the recommendation and amend Ordinance No. 440 pursuant to Resolution No. 440-8908 submitted herewith.

BACKGROUND: Human Resources (HR) conducted a classification study for the County Fire Department to consider creating a Fire Marshal classification to provide dedicated and unified leadership over the Department's Fire Protection Planning Bureau. Reporting directly to the Unit Fire Chief, this position would oversee the Fire Protection Planning Bureau and be responsible for the enforcement of all laws, ordinances, and regulations relating to the protection of lives and property from fire, to administer public fire prevention education, and to perform related duties as required.

Departmental Concurrence



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

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:	2012/13

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: 

Ivan M. Chand

County Executive Office Signature

10/2/2012

- | | | | |
|--------------------------|-----------------|-------------------------------------|--------|
| <input type="checkbox"/> | Consent | <input checked="" type="checkbox"/> | Policy |
| <input type="checkbox"/> | Per Exec. Ofc.: | <input checked="" type="checkbox"/> | Policy |

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

Prev. Agn. Ref.:

District: All

Agenda Number:

3.28

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. The fee is not applicable to County employees.

The Fire Department operates with 1056 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 Fire Protection Planning Bureau supports this mission through the enforcement of all laws, ordinances, and regulations relating to the protection of lives and property from fire, and by providing public fire prevention education. The Fire Protection Planning Bureau is comprised of 22 professional, technical, and clerical staff and has a \$2.75 million operating budget. Currently, the Unit Fire Chief (Chief Hawkins) is assuming the role of Fire Marshal with two Deputy Fire Marshals (DFMs) working underneath him managing east and west region operations. Because the Fire Chief is responsible for the overall operation and administration of the entire department, he is unable to personally provide focused management for this single bureau. Under the current organizational structure, the Fire Protection Planning Bureau is lacking concentrated and dedicated leadership. The current model utilizes two equivalent-level DFMs operating independently across a great geographic distance. This promotes a lack of continuity and consistency between regions, which has occasionally resulted in conflicting direction between units. The current organizational structure is less efficient and atypical when compared to neighboring agencies. Riverside County's benchmark fire agencies, with the exception of San Diego County, employ a dedicated position to serve as Fire Marshal. The requested classification will establish a more conventional and effective organizational structure. The Fire Marshal will provide dedicated leadership to the Fire Protection Planning Bureau and establish appropriate oversight for the Bureau's two independent and geographically distinct operating units.

Utilizing data from the class study, a new job classification titled Fire Marshal was developed. A market salary survey was conducted using benchmark counties with Fire Protection Planning Bureaus that match the size and scope of Riverside County's operation. Benchmark counties with Fire Protection Planning Bureaus that were disproportionate and incomparable to Riverside County were excluded from the analysis. For example, the Los Angeles County Fire Department Fire Marshal is responsible for 157 full-time employees across five sections, including arson investigation, and a \$26.3 million operating budget. In contrast, the Riverside County Fire Marshal would be responsible for 22 full-time employees, without an arson unit, and a \$2.75 million operating budget. Therefore, Los Angeles, Orange, and San Bernardino Counties are excluded from the salary study data. Based on the remaining benchmark counties, the market mean salary is \$142,981 annually and the market median salary is \$135,765 annually.

Currently, one of the two DFM positions is being filled by a State Battalion Chief. The Fire Department intends to eliminate the State Battalion Chief position from the CAL FIRE contract and replace that position with the County Fire Marshal. Removing the State Battalion Chief will result in a cost savings of \$199,237 annually, which will offset the cost of adding the Fire Marshal (\$192,334) and result in a net savings of \$6,902 annually.

CLASSIFICATION ADDITION

Fire Marshal: It is recommended to add this class to the Class and Salary Listing and utilize existing salary plan/grade MCO 676/L13 (\$101,314 - \$139,373). The proposed salary for this class is approximately 2.6% lower than the market mean and 2.6% greater than the market median; sufficient to be competitive yet moderate in cost. The class is designated At-Will, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and will serve at the pleasure of the County Fire Chief. Since this request is only to add the class, there is no cost impact at this time. However, when the Department funds this position and removes the State Battalion Chief from the CAL FIRE contract, the projected cost savings will be approximately \$6,902 annually. The job classification is attached.

RESOLUTION NO. 440-8908

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on _____, 2012, 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>
37883	+	Fire Marshal	MCO 676/L13

BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to add the following classification(s) to Appendix II, operative at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
37883	+	Fire Marshal



FIRE MARSHAL

Class Code: 37883

COUNTY OF RIVERSIDE

Established Date: Oct 18, 2012

Revision Date: Oct 18, 2012

SALARY RANGE

\$48.71 - \$67.01 Hourly

\$8,442.84 - \$11,614.43 Monthly

\$101,314.10 - \$139,373.10 Annually

CLASS CONCEPT:

Under general direction of the County Fire Chief, to supervise, plan, organize and direct all the activities within the Fire Protection Planning Bureau, and is responsible for the enforcement of all laws, ordinances and regulations relating to the protection of lives and property from fire; to oversee the coordination of fire prevention activities with partner agencies, other jurisdictions and outside agencies; to administer public fire prevention education activities; and to perform related duties as required.

This single-position class is characterized by the responsibility to direct, manage and lead the operation of the Fire Department's Fire Protection Planning functions, including supervision of Fire Protection Planning staff, budget preparation, and advising the County Fire Chief as a subject matter expert on all fire and building codes and development issues as they relate to fire prevention and fire protection planning. When assigned within the Incident Command System, may be responsible for planning and logistical support of major incidents.

This class is distinguished from the Deputy Fire Marshal position in that the latter is responsible for planning, organizing and directing the daily operation of a regional Fire Protection Planning unit.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the County Fire Chief.

REPRESENTATION UNIT: Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plan, develop, direct and coordinate comprehensive fire protection planning and fire prevention programs; evaluate and resolve operational problems and make appropriate decisions; develop, implement, and direct the localized fire prevention program and local service operations while maintaining program consistency with partner cities and across jurisdictions.
- Manage and oversee plan reviews, construction inspections, permit and code enforcement, and special event permitting; provide program direction to field staff engaged in plan reviews, facility inspections, and other fire prevention operations.
- Manage and prioritize development of code and construction activities, plan reviews, construction inspections, permit and code enforcement, special event permitting, and partner city Fire Marshal

programs.

- Serve as an executive management team member in evaluating and resolving fire prevention operational problems and making appropriate decisions; prepare, maintain, and present staff reports and other necessary correspondence related to Fire Protection Planning operations.
- Select, supervise, train, and evaluate Fire Protection Planning personnel either directly or through subordinate supervisors.
- Manage and evaluate the work of technical, professional and management staff; conduct and review performance evaluations; prioritize and assign work; ensure staff is trained; recommend personnel actions related to performance, leaves of absence, grievances, work schedules, hiring, termination, and disciplinary procedures; counsel staff on conduct and performance-related matters.
- Direct the preparation and review of the Fire Protection Planning annual budget; review and analyze records and reports of work production, costs, equipment and staff resource utilization to evaluate effectiveness and control; recommend additional funds needed for staffing, equipment, materials and supplies; conduct studies for cost efficiency, quality continuity, time improvement and distribution to obtain maximum value consistent with Department goals and standards of service.
- Participate in maintaining and updating the Riverside County Fire Department Strategic Plan.
- Coordinate the fire inspection functions of the Fire Protection Planning Bureau with other department divisions, government agencies, partner jurisdictions and the public; coordinate with partner cities on fire code adoptions and amendments; ensure consistency in application of codes, standards, and policies across jurisdictions within the Fire Protection Planning Bureau.
- Serve as liaison to the County Executive Office, other county and city departments, regional managers, the development community, regulatory agencies, and the general public for fire protection planning matters.
- Conduct legislative and regulatory analysis, including research and interpretation of proposed chaptered legislations and regulations; review proposed code amendments and provide professional recommendations to the County Fire Chief.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in fire science, public or business administration, or a closely related field. Additional qualifying experience may be substituted for the required education on the basis of 30 semester or 45 quarter units equaling one year of experience.

AND

Experience: Two years of experience as a Deputy Fire Marshal or Battalion Chief with the Riverside County Fire Department, or an equivalent position in an organized fire department with a minimum of 150 full time employees.

OR

Five years of progressively responsible experience in fire prevention, fire code enforcement, and fire education, including at least two years of divisional or departmental management experience.

Knowledge of: The principles of management, leadership, supervision, and strategic planning; principles,

theories, techniques and trends of public administration including financial management, labor relations, and related programs; budgeting principles and practices; project management principles; practices of staff development and progressive discipline; principles and practices of fire prevention, inspection plan review and code enforcement; principles and methods of fire prevention information and education; chemical properties and their hazards; Fire Marshal's regulations and prevailing practices in fire prevention; Uniform Fire Code and Uniform Building Code; applicable Federal, State and Local laws, codes, and regulations; principles of customer service; report writing methods and mathematical concepts; effective communication and interpersonal and consensus building techniques.

Ability to: Manage, direct, supervise and coordinate work of technical and clerical personnel; monitor, evaluate and develop employees; provide professional leadership and direction; develop teams and work with diverse agencies and customers; prepare clear, concise, and complete reports, written correspondence and documentation; analyze regulations and legislation; interpret, and apply applicable federal, state and local laws, rules, and regulations; evaluate alternate means and methods to meet the intent of applicable codes; analyze data, recognize problems and make decisions; negotiate problem resolutions; handle multiple tasks simultaneously; establish and maintain effective and tactful working relationships with fellow employees, supervisors, subordinates, and the general public; use effective communication and interpersonal skills sufficient to exchange or convey information and work direction; establish and maintain effective and tactful working relationships with fellow employees, supervisors, subordinates, and the general public; provide quality customer service.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.

Possession of P.O.S.T. approved P.C. 832 certification may be required as a condition of 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.