

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



**ITEM: 3.27**  
(ID # 19572)

**MEETING DATE:**  
Tuesday, July 26, 2022

**FROM :** HUMAN RESOURCES:

**SUBJECT:** HUMAN RESOURCES AND EXECUTIVE OFFICE: Classification & Compensation recommendation to create a new Chief Deputy County Fire classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9278 submitted herewith, All Districts. [Total Cost: \$648,173, with an ongoing cost of \$337,050, 100% Prop 172 Funds]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the creation of the Chief Deputy County Fire classification; and,
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9278.

**ACTION:**Policy

*Michael Bowers*

Michael Bowers, Assistant HR Director

7/21/2022

*Juan C. Perez*

Juan C. Perez, Chief Operating Officer

7/21/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as amended to include the attached modifications to the Recruiting Guidelines and Other Requirements of the final class specification.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: July 26, 2022  
xc: HR, Fire, EO

Kecia R. Harper  
Clerk of the Board

By: *[Signature]*  
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 311,123	\$ 337,050	\$ 648,173	\$ 337,050
<b>NET COUNTY COST</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>SOURCE OF FUNDS:</b> 100% Prop 172 Funds			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b>	22/23

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Riverside County Fire Department (RCFD) is an integrated, cooperative, regional fire protection system that provides fire, emergency medical services, technical rescue and hazardous materials response to approximately 1.6 million residents in the unincorporated area, in 20 partner fire cities and one community services district. The County of Riverside contracts with the California Department of Forestry and Fire Protection (CALFIRE) for services. All hazards emergency response services are provided from 95 fire stations using approximately 1,050 firefighters (CALFIRE), 276 administrative and support personnel (County), and 150 reserve volunteer firefighters. CALFIRE is responsible to protect the State Responsibility Area (SRA) or watershed as part of the cooperative agreement. The RCFD is one of the largest regional fire service organizations in California.

The Executive Office is requesting to create the Chief Deputy County Fire job classification to provide enhanced oversight and support of County staff as the Department continues to grow in response to our growing population and service call volume. The Board of Supervisors has made notable additional investments in funding for the RCFD over the last two years to meet this need. This single-position classification will report to both the County Fire Chief (who is also the CALFIRE Unit Chief) and the County Chief Executive Officer (or designee), and assists the Fire Chief in planning, organizing, coordinating and managing the staff and operations of the Riverside County Fire Department, including maintaining continual preparedness and capability to assist in the protection of life and property. The recommended salary range for this classification is \$155,621 - \$232,488/year, which is market competitive (both internally and externally) with comparable classifications in other Public safety departments. This single-incumbent position will be eligible to receive safety retirement. The creation of this position has been reviewed and recommended by the Board Fire Ad-Hoc Committee.

**Classification Addition**

**Chief Deputy County Fire:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade XMA 289 (\$155,621 - \$232,488). This request is also to add one position for the Department to recruit and fill. The new class specification is attached (**Attachment 2**).

**At-Will Designation:**

**Chief Deputy County Fire:** It is recommended that this classification be designated At-Will in

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

accordance with the provisions provided under Article 6, Section 601E(1) of the County Management Resolution and serve at the pleasure of the County Executive Officer. There is no financial impact to implement this change.

**Additional Fiscal Information**

The cost to add the position is approximately \$311,123 for FY 22/23, which includes salary and benefits. The cost for the next FY 23/24 will be approximately \$337,050 and includes benefits. The Department has indicated the cost associated with filling this position immediately is included in their exiting budget and will not require a budget adjustment. There will be no associated additional Net County Costs.

**Impact on Residents and Businesses**

Approval of the proposed Chief Deputy County Fire classification will allow the department to continue to provide and expand on the highest level of services and response, providing a benefit to our communities.

**ATTACHMENTS:**

1. Resolution No. 440-9278
2. Chief Deputy County Fire Job Classification

RESOLUTION NO. 440-9278

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 26, 2022, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources 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>
37868	+	Chief Deputy County Fire	XMA 289

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

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
37868	+	Chief Deputy County Fire

BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Director of Human Resources is authorized to make the following listed change(s), operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
37868	+ 1	2700200000	Chief Deputy County Fire

/kc  
07/18/2022  
440 Resolutions\KC

JUL 26 2022 3.27

2 **RESOLUTION NO. 440-9278**

3 **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF**  
4 **RIVERSIDE AMENDING ORDINANCE NO. 440**

5 ADOPTED by Riverside County Board of Supervisors on July 26, 2022.

6 **ROLL CALL:**

7 Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
8 Nays: None  
9 Absent: None

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12 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of  
Supervisors on the date therein set forth.

13 KECIA R. HARPER, Clerk of said Board

14 By:   
15 Deputy

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22 07.26.2022 3.27  
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## CHIEF DEPUTY COUNTY FIRE

Class Code: 37868

COUNTY OF RIVERSIDE  
Established Date: Jul 28, 2022  
Revision Date: Jul 28, 2022

### **SALARY RANGE**

\$74.83 - \$111.75 Hourly  
\$12,968.07 - \$19,370.69 Monthly  
\$155,621.07 - \$232,448.32 Annually

### **CLASS CONCEPT:**

Under general direction, assists the County Fire Chief (CAL FIRE Unit Chief) in planning, organizing, coordinating and managing the staff and operations of the Riverside County Fire Department, including departmental administration; office of the Fire Marshal; County purchasing; grants; dispatch/communications; information technology; fleet management; facilities planning, management and maintenance; County fire prevention, engineering, training and education; manages the effective use of resources to improve organizational productivity and customer service; formulates and administers department policy, fire protection agreements, rules and regulations, practices, and procedures governing department County personnel and County operations; maintains continual preparedness and capability to assist in the protection of life and property in the event of human-caused or natural disasters and other emergency situations; and performs other related duties as required.

The Chief Deputy for County Fire is a single-position classification and reports to the County Fire Chief and the County Executive Officer, or designee, and receives guidance from, and works closely with, the County Fire Chief for the effective administration of County cooperative fire protection agreements, divisions consisting of safety and non-safety personnel, technical, and clerical County personnel. The incumbent is responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which includes division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to the County's fire administration, operations, and services.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (1) of the County Management Resolution and serves at the pleasure of the County Executive Officer.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311 of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

**REPRESENTATION UNIT:** Management Resolution – Management

### **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Provide complex administrative and management support to the Fire Chief; direct and conduct a variety of organizational studies and operational studies; recommend modifications to programs, policies and procedures as appropriate; prepare and present staff reports and other necessary correspondence.
- Advise and assist the Fire Chief in the formulation and administration of County policies, procedures and regulations.
- Oversee the preparation, justification and monitoring of department budgets; help resolve budget issues with appropriate staff; recommend implementation of budget adjustments as necessary; meet with contract city representatives regarding budget issues, yearly close out and next year budget proposals.
- Direct and supervise subordinate County staff.
- Work with the Human Resources Department regarding the hiring, development and discipline of County employees; help develop and coordinate personnel directives and policies; participate in the investigation of disciplinary matters.
- Assist in the development and oversight of targeted recruitment opportunities of Riverside County residents seeking a career in the County Fire Service, with an emphasis on underserved communities and recruitment from the County Volunteer Reserve Firefighter program as well as the Explorer program.
- Participate in the development and implementation of goals, objectives, strategic planning, and priorities for the department; recommend within department policy, appropriate service and staffing levels.
- Monitor changes in regulations and technology that may affect operations and advise the Fire Chief regarding fire prevention and suppression, training, emergency communications and administrative activities.
- Responsible for the administrative oversight of all cooperative fire protection agreements.
- Attend and participate in professional group meetings and keep abreast of the latest developments, trends and innovations in fire service operations; research emerging products and enhancements and their applicability to County needs.
- Coordinate Fire Department matters throughout the County with other agencies and organizations.
- Make or assist with presentations to the Board of Supervisors, elected officials, community groups, and other entities.
- Participate in an Incident Command System (ICS) structure when necessary and as appropriate for emergency or crisis response, commanding or assisting as operational needs dictate at the direction of the County Fire Chief.
- Respond to fires and other emergencies at the direction of the County Fire Chief and serve in any capacity as delegated by the County Fire Chief.
- Ensure that emergency County resources, County personnel and equipment are trained, available and ready to respond to fires and other emergencies.
- Support fire prevention/protection planning, emergency dispatching and classroom and field training.

- Assist in directing the County's Emergency Operations Center, mobile safety equipment and/or training and safety.
- Assist in the coordination, development and implementation of the County's Emergency Response Plan.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university with a bachelor's degree, preferably in management or fire technology. Five years of managerial experience including supervision of budget preparation, personnel administration, and fiscal management, or five years as a Chief Officer (with three of those years preferred as a Division Chief or higher) from a medium - large Fire Department, may substitute for the degree requirement.

Experience: Three years of managerial experience including supervision of budget preparation, personnel administration and fiscal management. Preferred additional experience as a Chief Officer with management experience in fire administration, prevention, suppression, training, Emergency Management Services, or related fire activity.

Knowledge of: Fire operation functions; principles of long-range planning; principles and practices of personnel management and labor relations; funding strategies; principles and practices of budget and financial management; fire department resources management; conflict management; principles of supervision; practices, equipment and technology; a variety of fire hazards, fire prevention and control methods; principles of budget preparation and administration.

Ability to: Plan, organize, prioritize, coordinate, and delegate work; communicate effectively orally and in writing; analyze data and evaluations and recommendations; establish priorities; formulate, explain and interpret policy; maintain relationships with staff, other departments, elected officials, colleagues, business, and community groups; persuade and motivate others; collaborate with all and develop solutions to fire department problems that ensure public safety as first priority; provide direction and leadership to others; manage resources.

**OTHER REQUIREMENTS:**

License: Possession of a valid California Class C Driver's License at the time of appointment.

Certificate (Preferred): Possession of a valid EMS/First Responder/Public Safety First Aid certificate or an Emergency Medical Technician I Certificate issued by the National Registry of Emergency Medical Technicians.

Certificate (Preferred): Possession of a valid certificate as a Chief Fire Officer or Certified Fire Chief issued by the State Fire Marshall Office.

**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.



*CAB Originals*



## MEMORANDUM

TO: Board of Supervisors  
FROM: Juan C. Perez, Chief Operating Officer   
DATE: July 26, 2022  
SUBJECT: Chief Deputy County Fire – Board Agenda Item 3.27

This Item on the Board Agenda today creates a new high-level classification that would assist the County Fire Chief and oversee all County personnel within the Riverside County Fire Department. After further discussions and input from Chief Weiser, the Executive Office is recommending a modification to the final class spec from that attached to the posted agenda. The recommended changes broaden the recruiting guidelines by allowing managerial experience (including supervision of budget preparation, personnel administration, and fiscal management) as a substitute to Fire operational experience, while still making it clear that the preferred candidate would have both administrative and Fire operational experience (as evidenced by having served as a Chief Officer and holding the requisite Fire certificates).

Attached please find the proposed red-lined spec changes. Staff will be available to present these changes and answer any questions.

*07/26/22*  
*3.27*



COUNTY OF RIVERSIDE  
Established Date:  
Revision Date:

# CHIEF DEPUTY COUNTY FIRE

Bargaining Unit: Management Resolution -  
Management

Class Code:

## SALARY RANGE

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\$155,621.07 - \$232,448.32

## CLASS CONCEPT:

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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 Executive Officer.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(A) of the County Management Resolution. Program eligibility requires

employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

## **REPRESENTATION UNIT:**

Management Resolution – Management

## **EXAMPLES OF ESSENTIAL DUTIES:**

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- Direct and supervise subordinate County staff.
- Work with the Human Resources Department regarding the hiring, development, and discipline of county employees; help develop and coordinate personnel directives and policies; participate in the investigation of disciplinary matters.
- Assist in the development and oversight of targeted recruitment opportunities of Riverside County residents seeking a career in the County Fire Service, with an emphasis on underserved communities and recruitment from the County Volunteer Reserve Firefighter program as well as the Explorer program.
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- Respond to fires and other emergencies at the direction of the County Fire Chief and serve in any capacity as delegated by the County Fire Chief.
- Ensure that emergency county resources, county personnel, and equipment are trained, available, and ready to respond to fires and other emergencies.
- Establish objectives and ensure the effective management and mitigation of emergencies.
- Support fire prevention/protection planning, emergency dispatching, and classroom and field training.
- Assist in directing the County's Emergency Operations Center, mobile safety equipment, and/or training and safety.
- Assist in the coordination, development, and implementation of the County's Emergency Response Plan.

## RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree, preferably in management or fire technology, or Five years of managerial experience including supervision of budget preparation, personnel administration, and fiscal management, or five years as a Chief Officer (with three of those years preferred as a Division Chief or higher) from a medium - large Fire Department, can be substituted for the degree requirement.

Experience: Three years of managerial experience including supervision of budget preparation, personnel administration, and fiscal management. Preferred additional experience ~~Three years~~ as a Chief Officer with management experience in fire administration, prevention, suppression, training, Emergency Management Services, or related fire activity.

Knowledge of: Fire operation functions; principles of long-range planning; principles and practices of personnel management and labor relations; funding strategies; principles and practices of budget and financial management; fire department resources management; conflict management; principles of supervision; practices, equipment and technology; a variety of fire hazards, fire prevention and control methods; principles of budget preparation and administration.

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