

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



ITEM: 3.18
(ID # 25422)

MEETING DATE:
Tuesday, July 09, 2024

FROM : HUMAN RESOURCES AND Fire Department

SUBJECT: HUMAN RESOURCES and FIRE DEPARTMENT: Classification and Compensation recommendation to establish a new job classification of Assistant Fire Marshal; and Amend Ordinance No. 440 pursuant to Resolution No. 440-9437 submitted herewith, All Districts. [Fiscal Year 24/25 Cost - \$270,518; Ongoing Cost - \$278,159] [Source of Funds - Developer Fees and Other Associated Fees Through Ordinance 671.]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the new classification creation of *Assistant Fire Marshal*;
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9437 submitted herewith.

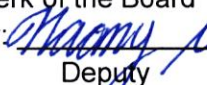
ACTION: Policy


Tami Douglas-Schatz, Director of Human Resources 6/25/2024

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 recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: July 9, 2024
xc: H.R., Fire

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$270,518	\$278,159	\$0.00	\$278,159
NET COUNTY COST	\$0.00	\$0.00	\$0.00	\$0.00
SOURCE OF FUNDS: Developer Fees & Other Associated Fees Through Ordinance 671			Budget Adjustment: No	
			For Fiscal Year: 24/25	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Office of the Fire Marshal is part of the County Fire Department and is responsible for enforcing building fire and safety standards through the codes of regulation, ordinances, and state and federal laws. The *Fire Marshal* is responsible for ensuring County buildings are prepared for fire emergency situations, through prevention, inspection, and investigation, along with educating the public in fire prevention and safety awareness. The *Fire Marshal* is a vital leadership position and serves as a liaison between the Fire Department and its regulatory agencies, cities, County departments, and other jurisdictions, making high-level decisions on sensitive operational issues. This requires high-level understanding of how to interpret and apply complex state, and federal legislation and regulations pertinent to fire prevention and safety, along with the ability to review and interpret complex engineering designs and construction plans.

The Fire Department's full-time *Fire Marshal* position has been vacant for approximately one year, despite ongoing efforts and multiple recruitments. If left unfilled, there could be strong implications to the County. Therefore, filling this position and finding a viable solution is top priority and an urgent need for the Department. The Department reached out to Human Resources requesting the Classification and Compensation Division explore the creation of a management level classification to perform similar duties of a *Fire Marshal* without requiring the full certification and added years of experience, that could provide the necessary support to the diverse operations within the Offices of the Fire Marshal. The Classification and Compensation Division is recommending establishing an *Assistant Fire Marshal* classification to sit below the *Fire Marshal* as a member of the management team working in a similar capacity as a *Fire Marshal*, without full-scope authority of a *Fire Marshal*.

Assistant Fire Marshal

The *Assistant Fire Marshal* classification will be designated At-Will and eligible for performance recognition pay. This classification will report directly to the *Chief Deputy County Fire or Fire Marshal*, and act on behalf of the *Fire Marshal*. The *Assistant Fire Marshal* will be responsible for enforcing all laws, ordinances and regulations relating to the protection of lives and property from fire. Importantly, this classification will develop, implement, and administer policies and procedures essential to operational efficiencies and effectiveness to better serve constituents of the County. The years of experience required to qualify as an *Assistant Fire Marshal* will be less in comparison to the *Fire Marshal*, which allows the Department to recruit someone more easily

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and potentially grow a candidate into the higher-level *Fire Marshal* position after gaining work experience and obtaining the required State *Fire Marshal* certification. The recommended salary range for the *Assistant Fire Marshal* is approximately \$123,989 - \$191,834, which aligns internally with other Fire Department management level classifications and provides equitable compensation for an *Assistant Fire Marshal* performing in a similar capacity as a *Fire Marshal* without full certification, authority, and autonomy.

Classification Addition:

Assistant Fire Marshal: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 640 (\$123,989 - \$191,834) approximately. This request is also to add one position within the Fire Department for the Department to immediately recruit and fill. The new *Assistant Fire Marshal* classification job specification is attached (Attachment 2).

At-Will Designation:

Assistant Fire Marshal: It is recommended that this classification be designated At-Will in accordance with provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the *Chief Deputy County Fire*.

Additional Fiscal Information:

The cost associated with adding one *Assistant Fire Marshal* position is approximately \$270,518 for FY 24/25, which includes salary and benefits. The cost for the next FY 25/26 will be approximately \$278,159, including benefits and related employer costs. The Department has indicated the cost associated with filling this position immediately is included in their existing budget and will not require a budget adjustment.

Impact on Residents and Businesses:

This request does not have a direct impact on residents and businesses. Approval of the recommended classification creation will provide the appropriate management review over various fire prevention programs and service operations, ensuring compliance with state and federal regulations, which is imperative to limiting liability and risk to the County.

Attachments:

Attachment 1: Resolution No. 440-9437

Attachment 2: *Assistant Fire Marshal* Job Specification

RESOLUTION NO. 440-9437

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 9, 2024, 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 at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
37890	+	Assistant Fire Marshal	MRP 640

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 to Appendix II, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
37890	+	Assistant Fire Marshal

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

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
37890	+1	2700200000	Assistant Fire Marshal

/kc
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440 Resolutions\KC

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3 RESOLUTION NO. 440-9437

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5 ADOPTED by Riverside County Board of Supervisors on July 09, 2024.

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7 ROLL CALL:


8
9 Ayes: Jeffries, Washington, Spiegel, Perez, and Gutierrez

10 Nays: None

11 Absent: None

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

16
17 KIMBERLY A. RECTOR, Clerk of said Board

18
19 By:  _____
20 Deputy



ASSISTANT FIRE MARSHAL

Class Code: 37890

COUNTY OF RIVERSIDE
Established Date: Jul, 11, 2024
Revision Date: Jul 11, 2024

SALARY RANGE

\$59.61 - \$ 92.23 Hourly
\$10,332.42 - \$15,986.13 Monthly
\$123,989.06 - \$191,833.57 Annually

CLASS CONCEPT:

Under general direction, supervises, plans, organizes, and directs all the activities within the Office of the Fire Marshal; enforces all laws, ordinances and regulations relating to the protection of lives and property from fire; develops, administers and implements departmental policies and procedures essential to operational efficiencies and effectiveness; serves on behalf of the Fire Marshal for the County and its contracted cities; and performs other related duties as required.

The Assistant Fire Marshal is responsible for directing, managing and leading the diverse operations of the Fire Department's Office of the Fire Marshal and reports directly to the Chief Deputy County Fire or Fire Marshal. Incumbents direct and supervise, either directly or through subordinate supervisors the Fire Marshal staff responsible for fire prevention programs and service operations. The Assistant Fire Marshal works closely with Chief Deputy County Fire and the County Fire Chief (CAL FIRE Unit Chief) on all fire and building codes and development issues as they relate to fire prevention and fire protection. Incumbents may be assigned within the Incident Command System or major incidents, and/or Emergency Operations Center.

The Assistant Fire Marshal is distinguished from the Deputy Fire Marshal in that the latter manages operations and provides administrative support for an assigned geographic region of the County, while the former provides management and support in the achievement of department goals and objectives for all Offices of the Fire Marshal, and acts on behalf of the Fire Marshal as required.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the Chief Deputy County Fire.

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 (MAY INCLUDE BUT NOT LIMITED TO):

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

- Plan, develop, direct, coordinate and implement comprehensive fire protection planning and fire prevention programs; develop, implement and direct the localized fire prevention programs and local service operations while maintaining program consistency with department divisions, government agencies, partner cities and jurisdictions, and the public.
- Manage and prioritize the development of code and construction activities, plan reviews, construction inspections, permits and code enforcement, special event permitting, and cooperative city Fire Marshal programs; ensure programs are in compliance with local, state and federal laws, rules, and regulations; evaluate effectiveness of program policies and procedures and make revisions and/or recommendations for improvement.
- Serve as a member of the executive management team in evaluating and resolving difficult, sensitive, and high interest fire prevention operational issues and making recommendations on appropriate decisions; prepare, maintain, and present reports and other necessary correspondences facilitating long and short-term strategies as it relates to the Office of the Fire Marshal and the Fire Protection Planning operations.
- Manage and evaluate the work of technical and professional staff, either directly or through subordinate supervisors; conduct and review performance evaluations of subordinate supervisors and staff; recommend department personnel actions, including, but not limited to, work performance, interviewing and selecting staff, disciplinary procedures and other personnel matters; assist with counseling of staff on conduct and performance-related matters.
- Establish and determine work standards and operational priorities in support of the Fire Department's Office of the Fire Marshal's organizational objectives; ensure all essential resources are available to perform all vital responsibilities; responsible for staff being fully trained, knowledgeable and compliant with all safety mandates in accordance with established laws, rules, ordinances, policies and procedures.
- Direct the final preparation and review of the Fire Protection Planning's budget; review and analyze records and reports, costs and expenditures to evaluate effectiveness and control; make recommendations to acquire additional funds necessary 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.
- Responsible for the administrative oversight of all cooperative Fire Marshal Offices and fire inspection functions with other department divisions, government agencies, partner cities and jurisdictions, and the public; coordinate with partner cities and jurisdictions on fire code adoptions and amendments; ensure consistency in application of codes, standards, and policies across jurisdictions within the County Fire Department.
- Serve as liaison to the County Executive Office, County departments, government agencies, cities and other jurisdictions, the development community, regulatory agencies, and the general public on behalf of the Fire Marshal as required, for fire protection planning matters.
- Conduct complex legislative and regulatory analysis, including research and interpretation of proposed chartered legislations and regulations; continue monitoring progress of legislation and impact on departmental programs ensuring conformance; review proposed code amendments and provide professional recommendations to the Fire Marshal, Chief Deputy County Fire and/or County Fire Chief ensuring all state and federally mandated requirements are met.
- Attends and makes presentations at City Council, County Board of Supervisors, committee and staff meetings; interfaces with elected and appointed officials, civic groups, city and county professional

associations and other entities on behalf of the Fire Marshal, Chief Deputy County Fire and/or County Fire Chief as required.

RECRUITING GUIDELINES:

OPTION I

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 substituted for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units.)

Experience: One year as a Deputy Fire Marshal or Division Chief with the Riverside County Fire Department, or an equivalent position in a medium or large fire organization.

OPTION II

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 substituted for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units.)

Experience: Four 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 professional 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; 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.

Obtain a California State Fire Marshal certification within one year 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.