

Those persons wishing to speak on any item, whether or not it is included on the agenda, are requested to fill out and submit to the Clerk of the Board a "Request to Speak" form. Thank you.

It is the intention of the Chino Valley Independent Fire District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Chino Valley Independent Fire District will attempt to accommodate you in every reasonable manner. Please contact the Administration Office (909) 902-5260 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the District's Administrative Headquarters, 14011 City Center Drive, Chino Hills, CA 91709.

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting - Standing Committee Meeting
Human Resources Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Wednesday, May 29, 2019

7:30 AM

AGENDA

ROLL CALL

FLAG SALUTE

INVOCATION

PUBLIC COMMUNICATIONS

This is the time and place for the general public to address the Committee about subjects that do not appear elsewhere on the agenda. The public may address items on the agenda at the time addressed by the Committee.

Due to Board policy and Brown Act requirements, action may not be taken on any issue on the agenda. When you address the Board, please state your name and address (optional) prior to making your remarks. Please limit your comments to 5 minutes.

MINUTES

1. Minutes November 30, 2017, Meeting

OLD BUSINESS - None

NEW BUSINESS

2. CLASSIFICATION SPECIFICATION AND SALARY RANGE – FULL-TIME INFORMATION TECHNOLOGY (IT) SPECIALIST POSITION

The purpose of this report is to present a classification specification and salary range for the position of full-time Information Technology (IT) Specialist, and provide direction to staff.

ADJOURNMENT

I, Sandra Heney, Clerk of the Board, on behalf of the Board of Directors, do hereby certify that a copy of this agenda has been posted by 6:00 p.m., on Friday, May 24, 2019.



Sandra Heney, Clerk of the Board

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Minutes November 30, 2017, Meeting

ATTACHMENTS:

Minutes November 30, 2017, Meeting

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting - Standing Committee Meeting
Human Resources Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Thursday, November 30, 2017
2:30 PM Committee Meeting

MINUTES

ROLL CALL

Director John DeMonaco
Director Ed Gray
Fire Chief Shackelford
Deputy Chief Atkinson
Deputy Chief Collins
Deputy Chief Faherty
Clerk of the Board Heney
Administrative Secretary Cisneros

INVOCATION

Fire District Chaplain Henry Aguilar

FLAG SALUTE

Director John DeMonaco

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes July 19, 2017, Meeting.

The Committee recommended the minutes be filed as presented.

OLD BUSINESS - None.

NEW BUSINESS

2. PROPOSED TECHNICAL TITLE CHANGES FOR FINANCE AND HUMAN RESOURCES MANAGER POSITIONS

The purpose is for the Human Resources Committee to review the proposed technical title changes for the Finance and Human Resources Manager positions.

Human Resources Manager Kuchwara reported that the District manager position titles have been in place for well over 15 years. In the case of the Finance Manager and Human Resources Manager positions, the titles no longer accurately reflect the breadth and scope of the duties and responsibilities of these positions. She also reported that the manager title is generally not consistent with that of positions with similar duties and responsibilities in other California local government agencies.

Human Resources Manager Kuchwara reported that the provided draft for the position classifications reflect proposed title changes to Finance Director and Human Resources Director, and also include proposed updates to essential job functions to bring the position classifications current with the proposed title changes. She also reported that there was no fiscal impact to the District associated with these proposed technical title changes.

Human Resources Manager Kuchwara reported that in accordance with District Personnel Rules Section 3.6, a change in the title of a position without any change in salary range or substantial change in the relevant grade-determining duties or requirements will constitute a technical title change. She also reported that technical title changes require Board of Director approval.

The Human Resources Committee agreed to move this item to the consent calendar for full Board approval.

3. CLASSIFICATION SPECIFICATION AND SALARY RANGE-FULL-TIME
FIRE MARSHAL

The purpose of this report is to present a classification specification and salary range for the proposed position of a full-time Fire Marshal.

Deputy Chief Collins reported that since the formation of the District in 1990, the Fire Marshal role has been assigned to a Deputy Chief.

Deputy Chief Collins reported that the current staffing in Community Risk Reduction included the following classifications; Deputy Chief Fire Marshal, Deputy Fire Marshal, Public Information Officer, Fire Inspector, Public Education Specialist, Administrative Secretary, Permit Technician and Office Technician.

Deputy Chief Collins reported that the Community Risk Reduction Division has three main objectives. He also reported that these include oversight of Community Development, Community Compliance and Community Preparedness.

Deputy Chief Collins reported that primary divisional responsibilities included:

- Reviewing and approving construction plans for compliance with various codes,

regulations and standards for fire prevention, detection and suppression.

- Reviewing plans for hazardous materials occupancies and providing technical assistance to builders, the business community and local governmental agencies.
- Overseeing community development and construction functions as they relate to fire and safety regulations and conducting field inspections.
- Coordinating fire cause/origin investigations, including those involving suspected arson.

Deputy Chief Collins reported that additional responsibilities included:

- Preparing compliance or correction notices for code violations.
- Coordinating/conducting follow-up inspections to ensure corrections have been made.
- Mitigating violations of laws, ordinances, and safety standards as it relates to fire code.
- Managing the District Weed Abatement program.
- Overseeing the issuance of notices to property owners within legal time frames.
- Coordinating enforcement operations with other agencies.
- Coordinating mandatory annual occupancy inspections, engine company inspections and re-inspections and coordinating the issuance of required operational permits.
- Providing public education outreach and integrating with allied agencies' preparedness personnel and EOC's.

Deputy Chief Collins reported that some of the current challenges identified with having a Deputy Chief as the Fire Marshal included:

- Career spent in fire suppression as opposed to fire prevention.
- Lack of expertise in interpreting fire codes.
- Lack of personal relationships in dealing with stakeholders such as city building officials, developers and counterparts.
- Steep learning curve.
- Additional duties are required of a Deputy Chief as a member of the executive management team. This leads to decreased availability.

Deputy Chief Collins reported that below was a list of identified advantages in having a Fire Marshal career path within Community Risk Reduction:

- Career path begins as a Fire Inspector. This allows valuable knowledge to be gained in the process and procedure of commercial and residential fire inspections as it relates to the fire code.
- Current career path in Community Risk Reduction ends at Deputy Fire Marshal. This proposal would allow for a career ladder to the top position of Fire Marshal.
- This proposal would allow future DFMs to be prepared for the Fire Marshal position as part of succession planning.
- As a DFM transitions into the Fire Marshal position, he/she is already a subject

matter expert in the field of fire codes and regulations. DFMs also have personal relationships with other stakeholders within their field of expertise.

- By having a strong understanding of processes and procedures within Community Risk

Reduction, a DFM is equipped with insight into modernizing through innovative approaches to streamline the work being carried out for maximum efficiency.

- This proposal provides stability to Community Risk Reduction which will increase morale by decreasing leadership turnover.

Deputy Chief Collins reported that the proposed monthly base salary range for this new position would be \$10,398 to \$12,639, assuming a January 2018 hire date. He reported that the Fire Marshal would be classified as an overtime exempt management position. Deputy Chief Collins also reported that if approved, an expeditious internal recruitment would be undertaken. He reported that the estimated fully burdened fiscal impact based on a January hire date would be approximately \$91,000 for the balance of FY18.

Deputy Chief Collins reported that the proposed classification specification was attached to the Agenda.

The Human Resources Committee agreed to move this item to the consent calendar for full Board approval.

ADJOURNMENT

Meeting was adjourned at 2:45 p.m.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: MAY 29, 2019

TO: HUMAN RESOURCES COMMITTEE

FROM: TIM SHACKELFORD, FIRE CHIEF

**SUBJECT: CLASSIFICATION SPECIFICATION AND SALARY RANGE – FULL-TIME
INFORMATION TECHNOLOGY (IT) SPECIALIST POSITION**

PURPOSE:

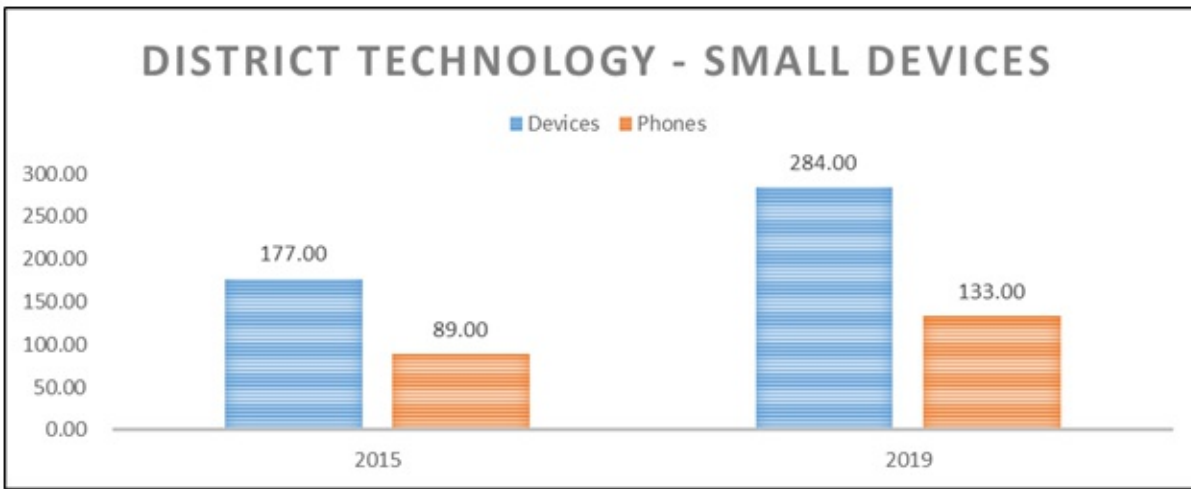
The purpose of this report is to present a classification specification and salary range for the position of full-time Information Technology (IT) Specialist, and provide direction to staff.

DISCUSSION:

In early 2015, District management staff engaged NexLevel, an outside IT services consultant, to evaluate potential solutions for technology service delivery. The study revealed that the best option was to create an in-house IT department and recommended hiring a full-time Sr. Support Analyst for its first position. The 2015 study also revealed that the District possessed IT needs well in excess of a single position and made additional recommendations to add IT personnel as funding becomes available.

Since the hiring of the full-time Sr. Support Analyst in August of 2015, the demands on the IT department have dramatically surged. In order to keep pace with the increasing IT demands, the District engaged an outside temporary staffing services provider to arrange for temporary IT assistance. As of May of 2019, the temporary IT assistant surpassed one year of service to the District.

The chart below identifies the escalation in devices that the IT department supports. Device management comprises only a small part of IT responsibilities but demonstrates the District's growing reliance on technology to conduct daily business.



Some of the activities driving the IT device surge and expanding duties include the addition of:

- IP phone systems to all stations
- New fleet and maintenance facility
- iPads for apparatus mapping and ePCR
- iPads for CRR mobile permits and inspections
- Modems to LifePak monitors
- Modems to support Dispatch AVL
- Management and support of modems and ePCR assumed from Ontario IT

Management is in concurrence of the recommendation of an additional full-time IT position. The attached position classification was created for Information Technology Specialist and a salary survey was conducted using surrounding cities with like positions. It is recommended that this position be classified as hourly and be part of the non-safety collective bargaining unit.



The proposed monthly base salary range is \$4,883 - \$5,935. This will result in an estimated fiscal 2019-2020 impact of approximately \$73,000, fully burdened, based on a September 1, 2019 hire date.

RECOMMENDATION:

It is recommended that the Human Resources Committee review the classification specification and coinciding salary range for the position of Information Technology Specialist and provide direction to staff.

ATTACHMENTS:

Position Classification - IT Specialist



Chino Valley Independent Fire District Position Classification

Information Technology Specialist

Position Summary

This position will provide sufficient technical expertise to meet the District's business objectives and goals. This role requires a highly motivated, collaborative individual with hands-on IT experience supporting enterprise technologies. The position requires technical and multi-tasking skills. This role will serve as the first point of contact for the department by working directly with end users to resolve technology related issues. In addition, this person will perform a variety of support functions for the District, such as supporting the software, hardware and network infrastructure for all internal customers and business processes.

Essential Job Functions

The following are the duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job, and should not be considered all-inclusive.

Assignments:

- Respond to service requests to resolve general technical issues.
- Monitor network/system performance and storage area network capacity.
- Perform basic network, server, application and telephony upgrades.
- Assist with the software upgrade assurance process with technology vendors.
- Support the technical relationship with external vendors to ensure optimal internet and point to point data communication service levels.
- Assist with both technical and end user documentation as well as deliver general technical training to the end user as necessary.
- Assist with the procurement and of computer hardware, software, voice and data communication systems and network security appliances.
- Provide technical assistance and quality control of various technology systems.
- Assist with the analysis and resolution of system operating problems to optimize computer performance and to enhance user experience.
- Communicate technical issues to key stakeholders.
- Assist with development of IT policies and procedures for maintenance, security, administration, and technology use.
- Attend educational workshops, review professional publications and participate in professional societies to enhance knowledge.
- Participate in the development and administration of the District's technology budget.
- Prepare written or oral summaries of technical activities.
- Perform other duties or tasks assigned in meeting and achieving the goals, objectives and policies of the District.

Qualifications

General Knowledge of:

- Principles and practices of business systems applications, databases, office automation software and operating systems commonly used on desktop computers and networked systems.
- Principles and practices of computer, business or telecommunications operations including operating systems and software products; principles and practices of LAN and WAN networking topologies.
- Supporting current infrastructure components; Servers, SANS, Wi-Fi, Routers, Firewalls, etc.
- Voice and data unified communication systems including voice over internet protocol (VOIP) architecture.
- Principles, practices, methods and techniques of providing customer service, training and providing technical and functional support to end users.
- Methods and techniques of modern office business software programs, record keeping, report preparation.
- Applicable industry and safety codes and standards.
- Methods and techniques of troubleshooting hardware, software, and inter-connectivity problems.
- Principles and practices of software and hardware installation.
- Principles and practices of data security and network monitoring.
- Desktop and mobile (e.g. tablets, laptops, smartphones, etc.) hardware, software, and peripherals.

Ability to:

- Effectively organize, prioritize and complete work assignments in an expedient manner.
- Provide technical assistance to District staff.
- Identify and resolve customer issues.
- Review current and future training, data, voice, software/hardware requirements and needs; develop, present and evaluate training programs and new employee training sessions.
- Evaluate current standard operating procedures and recommend revisions to improve effectiveness and/or comply with technological changes as appropriate.
- Operate a computer using word processing and business software and other office equipment.
- Interpret and explain applicable processes, regulations, information technology protocols and hardware/software application solutions to users.
- Establish, maintain and promote positive and effective working relationships with employees, other agencies, public officials and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently or as a member of a collaborative team.
- Communicate effectively, both orally and in writing.
- Learn principles, practices, techniques and regulations pertaining to assigned duties.
- Perform a variety of tasks in a consistent and accurate manner.
- Observe safety principles and work in a safe manner.

Education and/or Experience

- Any combination of training and experience that provides the knowledge, skills and abilities to perform the essential job functions of the position.

Professional certifications such as MCSE, VMWARE, or Cisco are highly desirable but not required.

Special Requirements:

- Possess and maintain a valid California driver's license and satisfactory driving record.
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Physical Profile

Work is performed both outdoors and in a typical office environment and requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting, standing and/or walking for long periods of time; occasional bending, squatting, lifting, carrying, pushing, pulling, climbing and walking on uneven surfaces.
- Lifting – occasional lifting up to 75 pounds; frequent lifting, pushing and/or carrying of objects weighing up to 25 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work as well as driving and other distance related activities; identification and distinguishing of colors and depth.
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the telephone.
- Emotional/Psychological – decision-making and concentration; frequent public and/or co-worker contact; occasional working alone.
- Environmental – frequent exposure to all types of weather conditions and marked changes in temperatures; frequent exposure to computer screens and noise.