

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

Monday, August 29, 2022

9:00 a.m. - Open Session

**** TELECONFERENCE MEETING INFORMATION****

In accordance with AB 361 this meeting will be conducted remotely.

In order to participate in this meeting, please follow the following instructions.

Current Meeting GoToWebinarURL:

<https://attendee.gotowebinar.com/register/4821069741414980620>

Please be aware that when you join the meeting real-time, your screen name will appear on the GoToWebinar screen.

For ADA accommodations, please contact the Clerk of the Board at (909) 315-8805 or by email at clerk@chofire.org 48 hours prior to the meeting.

REAL-TIME AND RECORDED PUBLIC VIEWING OF COMMITTEE MEETINGS

The Committee will use the platform GoToWebinar to hold Committee Meetings. Register using the GoToWebinar URL listed on the Committee meeting agenda.

Upon entering the meeting, you will be in listen-only mode and muted until called on.

For telephone real-time listen-only mode, registration is not required. Please follow the instructions below:

1. Call: 1 (866) 901-6455
2. Enter attendee number: 165-146-444
3. Select the # key: 364-486-955

PUBLIC COMMENTS

The public will have the option to either submit a public comment by email to be read into the record by the Clerk of the Board at the requested time during the Committee Meeting, or participate real-time at the appropriate requested time during the meeting by registering for the meeting and selecting the “raise hand” feature and the appropriate time.

PUBLIC COMMENT – To be read by the Clerk of the Board during Committee Meeting:

- Email your comments to clerk@chofire.org
- Email subject line should read: “Public Comment – Read by Clerk of the Board.” List date of meeting. The body of the email should include the public comment exactly as it should be read by the Clerk of the Board during the meeting. Specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, please provide a topic description. If the comment is on a specific item on the agenda, please clearly describe the location of the item on the agenda such as New Business and state the number of the agenda item.
- Comments read by the Clerk of the Board must be limited to 300 words.
- Submit emails 1 hour prior to the start time of the Committee Meeting.
- Please note that your name will be read into the record.

PUBLIC COMMENT – Real-time public participation during Committee Meeting:

If you wish to provide a real-time public comment, please register at GoToWebinar URL:
<https://attendee.gotowebinar.com/register/4821069741414980620>

When registering for a real-time public comment, specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, provide a topic description. If the comment is on a specific item on the agenda, clearly describe the location of the item on the agenda such as New Business and state the number of the agenda item. You may also use the “raise hand” feature at the appropriate time and you will be called upon and unmuted.

- Log on to GoToWebinar with the URL link provided on the Committee agenda 15 minutes prior to the start of the meeting. Upon entering the meeting you will be muted.
- Registered attendees will be unmuted at the time of the public comment.
- Attendees may also need to “unmute” their own devices to be heard.
- When your name is called, begin the public comments by stating your name and address (optional) for the record.
- Comments must be limited to 5 minutes.

AGENDA

ROLL CALL

INVOCATION

Chaplain Henry Aguilar

FLAG SALUTE

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 - July 25, 2022 Meeting

OLD BUSINESS - None

NEW BUSINESS

2. REORGANIZATION OF CLERK OF THE BOARD OFFICE TO INCLUDE RECLASSIFICATION OF ADMINISTRATIVE SECRETARY (CONFIDENTIAL) POSITION AND RECLASSIFICATION OF ONE OFFICE TECHNICIAN POSITION; AND UPDATE AND AMEND THE JOB CLASSIFICATION FOR CLERK OF THE BOARD POSITION

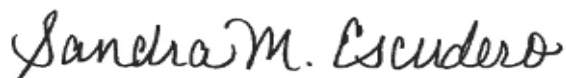
Purpose is for the Human Resources Committee to review and discuss a reorganization of the office of the Clerk of the Board to include reclassification of the position of Administrative Secretary (Confidential) to Deputy Clerk of the Board (Confidential) and reclassify one Office Technician Position to Records Technician; and update and amend the job classification and salary table of the position of Clerk of the Board.

3. REVIEW PROPOSED AMENDED FULL-TIME ASSISTANT TO THE FIRE CHIEF JOB DESCRIPTION

Purpose is for the Human Resources Committee to review and discuss a proposed amendment to the education requirements of the job description for the position of Assistant to the Fire Chief.

ADJOURNMENT

I, Sandra Escudero, Acting 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, August 26, 2022.



Sandra Escudero, Acting Clerk of the Board

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Minutes - July 25, 2022 Meeting

ATTACHMENTS:

Minutes - July 25, 2022 Meeting

CHINO VALLEY INDEPENDENT FIRE DISTRICT

Special Meeting - Standing Committee Meeting

Human Resources Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Wednesday, July 25, 2022
9:00 a.m. Committee Meeting

MINUTES

TELECONFERENCE MEETING ANNOUNCEMENT

Director Ramos-Evinger opened the meeting at 9:00 a.m. and stated that in accordance with AB361, the Chino Valley Fire District will hold this special committee meeting remotely. She explained the process for members of the public to participate in the meeting and provide public comment. Director Ramos-Evinger also announced that the meeting would be recorded.

ROLL CALL

Director Sarah Ramos-Evinger
Director Harvey Luth
Fire Chief Dave Williams
Deputy Chief Jeremy Ault
Deputy Chief Carlos Skibar
Battalion Chief Greg Gabel
HR Consultant Andrew Tse
Clerk of the Board Sandra Heney
Interim Clerk of the Board Sandra Escudero

FLAG SALUTE

Director Harvey Luth

INVOCATION

Chaplain Henry Aguilar

CHANGES TO THE AGENDA

Director Ramos-Evinger asked Clerk of the Board Sandra Heney if there were any changes to the agenda.

No changes to the agenda.

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – May 23, 2022 Meeting

The Committee agreed to file the minutes, as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. REVIEW PROPOSED AMENDED FULL-TIME LEAD FIRE EQUIPMENT MECHANIC JOB DESCRIPTION

Purpose is for the Human Resources Committee to review and discuss a proposed amendment to the education requirements of the job description for the position of Lead Equipment Mechanic.

Battalion Chief Greg Gabel stated that the District recently held recruitment for a Full-Time Lead Fire Equipment Mechanic and experienced a minimal applicant pool. During the process, staff determined that a specific education/certification requirement limited the number of qualified applicants. This certification (California Fire Mechanics Association Level II) was not reasonably attainable due to the COVID Pandemic shutdown.

It is recommended that the Human Resources Committee review the attached amended job description with the proposed changes and provide direction to staff.

Director Ramos-Evinger asked Clerk of the Board Heney if there was Public comment.

There was no public comment.

Director Ramos-Evinger asked for committee comment.

Director Luth stated he thought the position had already been filled.

Fire Chief Williams reported that in the lead mechanic position only one person met the requirements at the time and that individual decided to stay with their previous employer.

Director Luth asked how long it normally takes someone to go through the EVT training for the different levels.

Battalion Chief Greg Gabel stated that the EVT 1 training process takes a minimum of 2 years. He stated the EVT 2 and EVT 3 are additional classes but the mechanic's academy is only held twice a year.

Battalion Chief Gabel stated that due to the time it takes to obtain the classes, they felt it was necessary to amend those requirements to allow the individual a two-year window to obtain the EVT 1, a third year for the EVT 2, and a fourth year for the EVT 3 certification.

Director Luth asked if we hired a mechanic that does not have those credentials then is the Fire District going to be out of compliance with any agency?

Battalion Chief Gabel stated that the requirements for their requisite training, most if not all, have ASE and standards of excellence training which covers all facets of mechanical work. He also stated that as far as the requisite training that is required to keep the district in compliance, they feel comfortable with the training they are requiring where the lead mechanic is concerned, including having them have the ASE certification and then giving them the appropriate time frame to complete their training for the EVT 1, 2 and 3. In addition, they are also requiring a minimum of four years experience in working on heavy equipment which includes fire apparatus, pumps, hydraulics, etc.

Director Luth asked if they are going to have a problem with the equipment not being properly maintained or repaired, and would someone else need to come in and certify the work?

Battalion Chief Gabel stated that it would not be a problem, and if the job would be too large for the district to handle then they send that project to larger companies. He reported that based on the time it takes to complete that project they currently send the work out to other agencies, and would continue to do so but the majority of the work is something the district's fire mechanics can handle.

Director Luth asked then what is the need for the EVT training if they are qualified with the ASE, and how does it benefit the district to have that level of training?

Battalion Chief Gabel stated that the mechanics association hosts courses twice a year. Those courses are specific to fire apparatuses and some of that training is in reference to the fire pumps. He explained that some of those pumps become more advanced and the training that is required to keep up on that skill level is what the courses at the fire mechanics association is hosting.

The Finance Committee agreed to move this item to the full board for approval as a New Business item.

Acting Deputy Chief Dean Smith asked if the item could be discussed at the Special Board Meeting on July 27, 2022.

Director Ramos-Evinger stated the item will be moved to be discussed on Wednesday, July 27, 2022.

ADJOURNMENT

The meeting was adjourned at 9:17 a.m.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: AUGUST 29, 2022

TO: HUMAN RESOURCES COMMITTEE

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: REORGANIZATION OF CLERK OF THE BOARD OFFICE TO INCLUDE RECLASSIFICATION OF ADMINISTRATIVE SECRETARY (CONFIDENTIAL) POSITION AND RECLASSIFICATION OF ONE OFFICE TECHNICIAN POSITION; AND UPDATE AND AMEND THE JOB CLASSIFICATION FOR CLERK OF THE BOARD POSITION

PURPOSE:

Purpose is for the Human Resources Committee to review and discuss a reorganization of the office of the Clerk of the Board to include reclassification of the position of Administrative Secretary (Confidential) to Deputy Clerk of the Board (Confidential) and reclassify one Office Technician Position to Records Technician; and update and amend the job classification and salary table of the position of Clerk of the Board.

DISCUSSION:

With the Fire District experiencing significant growth since the last review of the Clerk of the Board Department, combined with an increase of governance mandates and a steady continuous increase in the number of requests for records, it is an appropriate time to evaluate the department's structure and position descriptions to ensure that the vision statement of the Fire District is reflected and position descriptions accurately provide for a succession path fostering employee development. This reorganization will provide for crossover of duties for succession planning and elimination of single points of failure. The proposed changes also provide for retention of employees and attraction of suitable candidates with adequate skills and experience needed for effective and successful recruitments.

In the process of the review, several changes were identified. It is recommended that the position of Administrative Secretary (Confidential) be reclassified to Deputy Clerk of the Board (Confidential). Also recommended is the reclassification of one position of Office Technician to Records Technician. These recommendations are being proposed to appropriately reflect the current job duties required to meet the needs of the department as well provide for training and development for the purpose of

succession planning, and provide for better opportunities for recruitment and retention. The proposed reclassifications reflect higher level tasks and responsibilities needed to carry out the duties of the positions and also reflect the required understanding and application of governance laws and mandates to meet the mandatory deadlines required in the Clerk of the Board Office.

With the recent approval of the Assistant to the Chief position, several of the support duties previously assigned to the Clerk of the Board will transition to this position allowing for the Clerk of the Board position to focus on the governance of the Fire District by transferring the duties of overseeing the administrative and logistical activities of the Fire Chief and Fire Board to keep up with the growing demands of the department. This shift in responsibilities will require an amendment to the Clerk of the Board job classification and allow for an adjustment in salary resulting in a cost saving to the Fire District:

The proposed salary ranges are as follows:

Clerk of the Board	\$12,472.71 - \$15,160.66
Deputy Clerk of the Board	\$6,350.16 - \$7,351.12
Records Technician	\$5,281.47 - \$6,418.53

The proposed reorganization will result in an estimated savings of approximately \$135,000.

Management has met and conferred with Teamsters.

RECOMMENDATION:

It is recommended that the Human Resources Committee review and discuss a reorganization of the office of the Clerk of the Board to include reclassification of the position of Administrative Secretary (Confidential) to Deputy Clerk of the Board (Confidential) and reclassification one Office Technician Position to Records Technician; and update and amend the job classification of the position of Clerk of the Board and provide direction to staff.

ATTACHMENTS:

- Deputy Clerk of the Board Job Classification
- Records Technician Job Classification
- Clerk of the Board Job Classification



Chino Valley Fire District Position Classification

Deputy Clerk of the Board

Position Summary

Under general supervision, the Deputy Clerk of the Board performs and provides direct assistance to the Clerk of the Board in preparation of agendas minutes and follow-up; maintains official documents and records; supervises the District's records management program, records retention program and document imaging program; assists with municipal elections and Fair Political Practices Commission (FPPC) filings; acts as the Clerk of the Board as assigned and performs related duties as required.

Essential Job Functions

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

- Assist in the preparation and processing of District's agendas, minutes, staff reports resolutions and proclamations.
- Attend meetings, take and prepare minutes, correspondence and staff reports.
- Supervise comprehensive indexing and filing systems of Board actions and directives, including resolutions, ordinances, contracts, etc.
- Prepare, process, distribute and post public notices, bulletins and contracts as required prior to and following meetings to ensure compliance with State and local applicable codes and ordinances, including the Ralph M. Brown Act;
- Administer Oaths of Office as needed.
- Conduct research and compile information for the preparation of reports and related documents.
- Make travel arrangements and produces and maintain travel itineraries.
- Review, sorts and distributes incoming mail in accordance with standard procedures.
- Respond and interpret inquiries from the public and staff regarding District programs, policies and procedures, activities, and other matters requiring an in-depth knowledge of the District.
- Assist in budget preparation by compiling and processing budget related documents; and monitor expenses and/or revenues.
- Serve as the Acting Clerk of the Board and assume duties and responsibilities of the Clerk of the Board in his/her absence.
- Assist in accepting and processing claims, lawsuits and subpoenas.
- Supervise the District's Records Management Program and Document Imaging Program and provide training to staff.
- Research and make recommendations on appropriate technology for the department.
- Serve as project supervisor for implementation and training on new software applications in the department.
- Assist in the development and implementation of goals and objectives for the department.

Deputy Clerk of the Board Position Classification

- Supervisor records retention and provide training to staff.
- Assist the Clerk of the Board by assuming responsibility for coordination of office operations and performing official duties as necessary.
- Coordinate and participate in records research and document certification.
- Participate in the selection process of professional and clerical staff and provide or coordinate staff training.
- Perform a variety of clerical tasks including typing, proofreading, filing, and editing.
- Establish and/or maintain tracking logs, files, filing systems, and record keeping procedures.
- Operate a variety of office equipment including computers and supporting software.
- Prepare, sort, file, and/or processes a variety of documents and records according to established procedures.
- Schedule and make necessary arrangements for meetings; schedule appointments; create and maintain calendars.
- Assist in the conduct of elections and FPPC officer filing
- Performs related duties as assigned.

Qualifications

Knowledge of:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical example includes:

- Principles of records management.
- The Ralph M. Brown Act and the Public Records Act.
- Fair Political Practices Commission procedures and regulations.
- District activities and the responsibilities of a Clerk of the Board Office.
- Data processing systems/applications.
- Modern office methods and procedures.
- Principles of records management.
- Methods and techniques of developing and implementing filing systems.
- Methods and techniques of collecting and compiling data and information.
- Reception techniques and telephone etiquette.
- Operational characteristics of a variety of office equipment.
- Principles of lead supervision and training.
- Clear and effective writing techniques including correct English usage, grammar, spelling, vocabulary and punctuation.

Ability to:

- Supervise staff; including hiring, training and handling disciplinary actions as needed.
- Understand the organization and operation of the Clerk of the Board Office.
- Coordinate the activities of the Office of the Clerk of the Board.
- Provide information and organize material in conformance with policies and regulations.
- Understand, explain and apply policies and procedures.

Deputy Clerk of the Board Position Classification

- Assist in maintaining complex records, summarize written material and interpret a variety of documents, contracts and ordinances.
- Read and understand various District ordinances.
- Deal tactfully and courteously with internal and external customers.
- Assist with coordinating the activities of the Clerk of the Board department.
- Provide information and organize materials in conformance with policies and regulations.
- Understand, explain, and apply policies and procedures.
- Understand and follow verbal and written directions.
- Accurately maintain complex records, summarize written materials, and interpret a variety of documents, contracts, and ordinances.
- Perform varied clerical work requiring independent judgment.
- Prepare a variety of documents requiring specialized typing and/or use of Microsoft computer software programs such as Word, Excel, PowerPoint and Access.
- Operate a variety of office equipment.
- Type at a speed necessary for the successful performance of duties, preferably at a rate of 60 net words per minute.
- Learn, interpret, explain, and appropriately apply District policies and procedures.
- Communicate effectively both orally and in writing, and understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including District officials, District staff and the public.
- Act as liaison between Clerk of the Board and other staff, transmitting messages and requests as needed.
- Use good judgment in handling highly sensitive and/or confidential matters with discretion and maintain the privacy of such information.
- Work and act independently, including organizing and implementing projects with minimal instruction in accordance with established policies and procedures.
- Conduct research and gather data.
- Plan and coordinate.
- Prepare and maintain accurate reports and records.
- Anticipate and analyze problems and identify solutions.

Education and Experience Requirements:

Education:

- Equivalent to completion of High School supplemented by college-level coursework in secretarial science, typing and/or office management.
- Possess and maintain a Class C California driver's license and satisfactory driving record.

Experience:

- Five years of increasingly responsible experience in a City Clerk's Office or Clerk of the Board Office of a special district, municipal government, or other public agency with an emphasis on records management is required.
- Working knowledge of the Public Records Act.

Deputy Clerk of the Board Position Classification

Possession of:

- Possession of an International Institute of Municipal Clerks designation as Certified Municipal Clerk (CMC) preferred
- Active CA Notary Public Commission (desirable)

Physical Profile

Work is performed in a typical office environment with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting – frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; frequent public and/or co-worker contact; frequent periods of working alone.
- Environmental – frequent exposure to computer screens and noise.

FLSA Status: Non-exempt
Date Approved: -----, 2022



Chino Valley Fire District Position Classification

Records Technician - Confidential

[Reclassification of one (1) Office Technician Position
Assigned to the Office of the Clerk of the Board]

Position Summary

Under general supervision, the Records Technician performs a variety of general and specialized clerical work of a routine nature in the Office of the Clerk of the Board; processes official documents, record requests, contracts and agreements, records retention and destruction, and records imaging. Responds to inquiries and provides information and assistance to the public and staff relating to department policies, procedures and activities; and performs related work in support of Board Meeting preparation and other duties assigned.

This position is designated confidential in accordance with Government Code 3507.5 and is assigned to the Office of the Clerk of the Board.

Essential Job Functions

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

- Serve as the first point of contact at the public counter for Clerk of the Board services.
- Assist the Clerk of the Board and the Deputy Clerk of the Board in managing the District's compliance responsibilities for maintenance and disposition of official District records, action of the Board, ordinances, resolutions, District code and other official documents.
- Coordinate and respond to requests and production of records under the California Public Records Act; receive subpoenas and summons and coordinate with the appropriate departments; submit documents for management and/or legal review.
- Handle confidential medical records relative to public records request.
- Oversee filing of paper and electronic records for storage and/or destruction in compliance with government codes for records retention and destruction.
- Support the Office of the Clerk of the Board to maintain document retention and destruction schedules and provide quality control for document imaging process.
- Conduct research and retrieve information and documents per California Public Records Act requirement.
- Maintain and processes contracts and agreements and maintains logs.
- Attend and assist with planning and set-up of Board of Directors meetings at the request of the Clerk of the Board or the Deputy Clerk of the Board.
- Assist with preparation, distribution and posting of agenda packets and minutes.
- Type a variety of documents, such as correspondence, standard forms, charts, and reports using a computer; type from written, recorded or printed sources and/or oral instructions; proofread materials for correct grammar, spelling, and punctuation.
- Maintain database records; performs data entry; generates reports; conducts database searches.
- Prepare, validate, process, and/or check a variety of documents and records, such as Requests for public information for completeness, accuracy, and submission standards.
- Compile and record fiscal and statistical data according to established procedures;

- processes; reconcile invoices and billings.
- Compile routine reports by extracting and/or tabulating information from a variety of sources, such as files, database records, correspondence, meeting notes, logs, previous reports, and/or oral instructions.
 - Establish and maintains files; conducts systematic file searches; maintains cross reference files or notices.
 - Determine how visitors, customers, and incoming calls should be directed; answers routing questions; explains routine procedures, processes or activities.
 - Sort and/or files materials such as correspondence, records, applications and documents/
 - Prepare mailings.
 - Operate a variety of office equipment, such as cash register or cash box, copiers, personal computers and peripheral equipment.
 - Recommend and assists in implementing office programs and clerical systems, procedures, and policies.
 - May assist with research and preparation of community programs and materials.
 - May be responsible for petty cash.
 - Perform related duties as assigned.

Qualifications

Knowledge of:

- Modern office methods and procedures.
- Correct English usage including grammar, spelling, vocabulary and punctuation.
- Methods and techniques of implementing filing systems.
- Reception techniques and telephone etiquette.

Ability to:

- Utilize Microsoft computer software programs such as Word, Excel, and Access.
- Operate a variety of office equipment.
- Type at a speed necessary for the successful performance of duties, preferably at a rate of 40 net words per minute.
- Receive the public in person or over the telephone.
- Learn, interpret, explain, and appropriately apply relevant regulations, policies and procedures.
- Accurately proofread documents to identify omissions and errors.
- Accurately record information in electronic database or spreadsheet, and/or manual filing system.
- Communicate effectively both orally and in writing, and understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships.

Education and Experience Requirements:

Education:

- Equivalent to completion of High School.
- Possess and maintain a Class C California driver's license and satisfactory driving record.
- Additional training and/or coursework in the municipal clerk field is desirable.

Experience:

- Three years experience in related clerical work, involving a variety of public contact, typing, data entry, and/or office operation responsibilities.
- Working knowledge of the Public Records Act and Brown Act.
- Experience in a City Clerk's Office or Special District Board Clerk's Office.

Physical Profile

Work is performed in a typical office environment with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting; frequent overhead reaching.
- Lifting – frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; frequent public and/or co-worker contact; frequent periods of working alone.
- Environmental – frequent exposure to computer screens and noise.

FLSA Status: Non-exempt

Date Approved: ___ 2022



Chino Valley Fire District Position Classification

Clerk of the Board

Position Summary

Under general direction of the Fire Chief, responsible for the administrative and logistical activities of the Office of the Clerk of the Board; serves as the Clerk of the Board of Directors preparing and maintaining official District records and documents; serve as the Custodian of Records for the District; and performs related duties as assigned.

Essential Job Functions

- Plans, organizes and supervises the preparation of Board agendas, action items, and documents for presentation to the Board; proofreads, edits, assembles, posts and distributes Board materials in compliance with legal requirements.
- Performs a wide variety of complex, sensitive and confidential administrative functions for the Board of Directors as directed by the Fire Chief.
- Trains, supervises and evaluates the performance of the Deputy Clerk of the Board and assigned clerical staff; monitors performance and provides coaching for performance improvement and development and/or corrective action as appropriate.
- Monitors and ensures compliance with applicable state laws, codes and District policies and procedures including, but not limited to, Board policies and bylaws, Brown Act, Public Records Act, and Conflict of Interest Code.
- Prepares and presents reports to the Board of Directors.
- Prepares and updates policies and procedures for area of responsibility.
- Composes and types correspondence, and other documents; researches and compiles information and drafts reports, forms, and other materials.
- Plans, organizes, and coordinates logistics for various meetings including Board of Director meetings, Board Committee Meetings, and other special meetings as requested by the Fire Chief.
- Responsible for the fulfillment of Public Records requests according to state law; oversee requests for public records including subpoenas for public records in compliance with the California Public Records Act; makes determinations based on research and/or consultation with legal counsel in regard to unusual requests.
- Manages District records retention program; files, stores and preserves all official documents including agendas, minutes, ordinances, resolutions, contracts, deeds and agreements.
- Issues candidacy papers for Fire District Board elections; coordinates the transition of outgoing and/or newly elected officials; coordinates all compliance requirements with the county pertaining to elections; coordinates Board Member appointments in the event of vacancies prior to term expiration.

- Oversees completion of, and compliance with, required Conflict of Interest reporting. Serves as District filing officer for designated positions as specified in the Fire District Conflict of Interest Code.

Qualifications

Knowledge of:

- Office administrative and management practices and procedures.
- District rules, regulations, policies and procedures.
- Federal, state and local laws applicable to the roles and responsibilities of a public governing board, it's members, and the conduct of public meetings including, but not limited to, Brown Act, California Public Records Act, and Conflict of Interest Code.
- Basic principles and practices of public administration.
- Research techniques, methods and procedures.
- Principles and practices of sound business communication, and effective management and supervision.

Ability to:

- Facilitate official activities of a governing board for a public agency in California.
- Handle sensitive and confidential communication and correspondence.
- Exercise a high level of discretion and sound judgment.
- Plan, organize, direct and evaluate office staff and activities, and identify and provide for training needs.
- Develop and implement goals, objectives, policies, procedures and internal controls.
- Organize, and set priorities.
- Interpret, apply, and explain applicable laws, regulations, rules and policies.
- Operate standard office equipment including a personal computer with advanced capabilities in Microsoft Office software applications.
- Create complex documents and materials requiring interpretation and analysis of data.
- Compose correspondence, prepare documents, and making arrangements from brief instructions.
- Communicate clearly and effectively, both orally and in writing.
- Prepare and present clear, accurate and concise records and reports.
- Establish and maintain positive and effective working relationships with a variety of people including District personnel, elected officials, other municipal representatives, and the public.

Education and Experience Requirements

Education:

- Possession of a Bachelor's degree in a job-related field from an accredited college or university is required.
- Possession and maintenance of a Class C California's driver's license and satisfactory driving record.
- CMC Certification preferred.

Experience:

- Five years of increasingly responsible office administrative experience, at least two of which involved the support of an elected governing body in California, or an equivalent combination of training and experience.
- Working knowledge of the Public Records Act
- Proficient knowledge of the Brown Act and Roberts Rule of Law

Physical Profile

Work is performed in a typical office environment with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting – frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; frequent public and/or co-worker contact; frequent periods of working alone.
- Environmental – frequent exposure to computer screens and noise.

FLSA Status: Exempt

Date Approved: August 8, 2007

Modified: October 13, 2021

Modified: _____ 2022

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: AUGUST 29, 2022

TO: HUMAN RESOURCES COMMITTEE

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: REVIEW PROPOSED AMENDED FULL-TIME ASSISTANT TO THE FIRE
CHIEF JOB DESCRIPTION**

PURPOSE:

Purpose is for the Human Resources Committee to review and discuss a proposed amendment to the education requirements of the job description for the position of Assistant to the Fire Chief.

DISCUSSION:

The District recently approved the job description for the Full-Time Assistant to the Fire Chief. After a review of the job description by the current Human Resources Director, staff determined that the college degree requirement would limit the number of qualified applicants. High level executive assistant positions do not require this type of educational background.

Human Resources staff is aware of the high level executive assistants employed by government agencies as well as the private sector. The requirement of a college degree is not associated with this type of position. The job description has been amended to reflect this change to the educational requirement, which will result in a better and more experienced applicant pool.

The salary range is unmodified and presents no fiscal impacts to the District.

RECOMMENDATION:

It is recommended that the Human Resources Committee authorize the attached amended job description with the proposed change.

ATTACHMENTS:

Assistant to the Fire Chief Job Classification



Chino Valley Fire District Position Classification

Assistant to the Fire Chief

Position Summary

Under general supervision of the Fire Chief, provides a full range of highly complex support to the Fire Chief; helps facilitate communications between the Office of the Fire Chief, the general public, members of the Board of Directors, District appointed committees, and others seeking interaction with the Office of the Fire Chief; manages the general office support functions of the Office of the Fire Chief; performs related duties as assigned.

Essential Job Functions

The following are 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.

- Provide a full range of highly complex assistance and support to the Fire Chief.
- Plan, organize and manage the Office of the Fire Chief including calendar and event scheduling and travel.
- Prepare and process correspondence, staff reports, speeches, scripts and confidential documents.
- Prepare and maintain the annual budget of the Office of the Fire Chief and participate in the Fire District's annual budget development process at the direction of the Fire Chief.
- Conduct assigned research, studies and analysis.
- Monitor State and Local legislative actions that may impact the District, and make recommendations to support or oppose such legislation.
- Present staff reports on behalf of the Fire Chief as directed.
- Represent and provide presentations on behalf of the Fire Chief as assigned.
- Plan and oversee events such as State of the Fire District, Fire Chief swearing-in and Fire Chief retirements.
- Serve as project manager and/or liaison as assigned by the Fire Chief.
- Assist with the coordination between the Office of the Fire Chief and department directors and managers at the direction of the Fire Chief.
- Serve as a resource to other administrative departments in the temporary absence of the department manager or director.
- Draft policies and procedures, as directed.
- Perform related duties as assigned.

Qualifications

Knowledge of:

- Operations of the Fire District, stakeholders, local government agencies and municipal and governmental programs and services as necessary to execute assigned responsibilities.
- Principles, practices and regulations of public administration, including the Brown Act and public Records Act.
- Operations, services, and activities of office administration/-
- Principles and practices of research, analyzing, reporting and record keeping.
- Principles, procedures and practices of general and public sector budget preparation.
- Pertinent federal, state, special district and other local laws, codes, and regulations.
- Sound business communication, and business letter writing and report preparation.

Assistant to the Fire Chief Position Classification
Page 2 of 3

Ability to:

- Work and act independently.
- Plan, organize, and carry out a full range of project management, administrative and analytical assignments from the Fire Chief with minimal supervision and direction.
- Review, analyze and reconcile complex data, and perform complex analysis and research on a variety of topics.
- Track and implement goals.
- Prepare and maintain accurate reports and records, and interpret, summarize and present technical information and data in an effective manner.
- Communicate with the Fire Chief, department directors, staff and elected officials on complex issues.
- Serve as project manager on administrative projects.
- Coordinate large scale events.
- Represent the Fire Chief and provide presentations.
- Maintain strict confidentiality regarding sensitive, non-public District business matters.
- Operate a variety of office equipment, computers and software, including the Microsoft Office suite of programs as well as specialized accounting programs.
- Analyze problems to identify solutions.
- Understand and apply general public administration practices.
- Understand, implement and apply management theories, principles and standards in a government environment.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Establish and maintain accurate reports and records.
- Communicate effectively both orally and in writing.
- Ability to attend after hours Board and other community meetings and events, as requested.
- Ability to attend off site training, seminars and other meetings which may involve overnight travel on occasion.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with others.

Education and Experience Requirements:

Education:

- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field is desirable. ~~A Master's degree in a related field is desirable.~~
- Possession and maintenance of a valid California Class C driver's license and satisfactory driving record.

Experience:

- Five years increasingly responsible administrative and analytical experience within a local government environment, including at least two years of management experience. Experience in a governmental setting working with elected and appointed officials is highly desirable.

Physical Profile

Assistant to the Fire Chief Position Classification
Page 3 of 3

Work is performed in a typical office environment with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting – frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; frequent public and/or co-worker contact; occasional working alone.
- Environmental – frequent exposure to computer screens and noise.

FLSA Status: Exempt
Date Approved: __/__/2022

DRAFT