



# AMEND THE CLASSIFICATION AND SALARY PLAN TO REINSTATE DIVISION CHIEF AND RECLASSIFY 3.0 FTE BATTALION CHIEF POSITIONS TO DIVISION CHIEF

City Council Meeting  
July 26, 2022

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Human Resources Department

# BACKGROUND

The Personnel Officer, on behalf of the City Manager, insures the orderly and consistent administration of the City Council's adopted classification and salary plan.

The Personnel Officer will make recommendations that various classifications be abolished, created or modified, and that some existing salary ranges be adjusted.

# BACKGROUND

There was a meet and confer and the Santa Rosa Fire Department requested that Human Resources study three (3) of the Battalion Chief positions who are assigned to oversee projects and programs of a specific division (i.e., the Emergency Medical Services, Training, and Support Services Divisions). The City's Division Chief classification has not been used in over ten years.

# Analysis

Typically, a Battalion Chief functions as a shift commander of an assigned battalion whereas, the Division Chief is responsible for the management of a department division and perform professional administrative, technical, and managerial duties within the assigned division.

# Analysis

The incumbents work a non-shift assignment with complex administrative and program management responsibilities. They develop and implement procedures and work plans, participate in long-range strategic planning, assess needs, and oversee program activities, prepare reports, and represent the Department through public presentations, hearings of State, Regional, County, or inter-agency committees and cooperative programs.

# Fiscal Impact

There will be no fiscal impact in the FY 2022-23 budget due to the special pay for the Battalion Chief assignment being folded into the base salary for Division Chief with stipend. The additional pay was previously provided as a special pay that was not PERSable, and this change upgraded the class specs, included these additional duties in the job description and incorporated the special pay into base pay for the identified positions. No additional funds for FY 2022-23 are required.

# RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, amend the City's Classification and Salary Plan to reinstate the classification of Division Chief and reclassify three existing Battalion Chief positions to Division Chief in the Fire Department.

# QUESTIONS?