

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: AMY REEVE, DIRECTOR OF HUMAN RESOURCES  
HUMAN RESOURCES DEPARTMENT  
SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND SALARY  
PLAN TO REINSTATE DIVISION CHIEF CLASSIFICATION AND  
RECLASSIFY 3.0 FTE BATTALION CHIEF POSITIONS TO  
DIVISION CHIEF IN THE FIRE DEPARTMENT

AGENDA ACTION: RESOLUTION

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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.

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EXECUTIVE SUMMARY

Amendments to the City's classification and salary plan require City Council approval. Staff recommends the following amendments to the City classification allocation and salary schedule for Council approval:

- Reinstatement of the classification of Division Chief.
- Reclassification of 3.0 FTE Battalion Chief positions to 3.0 FTE Division Chief positions in the Fire Department.

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.

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PRIOR CITY COUNCIL REVIEW

None.

ANALYSIS

**Reinstate the classification of Division Chief.**  
**Reclassify 3.0 FTE Battalion Chief to Division Chief.**

The Santa Rosa Fire Department requested a review of 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).

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.

HR also reviewed Division Chief classification specifications from comparable agencies to understand how other Fire Departments delineate the functions and duties of a Battalion Chief and those of a Division Chief. While all agencies differ and a true comparison cannot be made, other comparable Fire Departments utilize the Division Chief classification specification to describe the duties and responsibilities of those that are responsible for the management of a Department division and perform professional administrative, technical, and managerial duties within an assigned division whereas, the Battalion Chief classification specification is used to describe the duties and responsibilities of those that function as a shift commander of an assigned battalion. This delineation appears to be consistent across many comparable agencies.

The three incumbents plan and direct the functions of the Training Division, Emergency Medical Services Division, or Support Services Division.

The incumbents work a non-shift assignment with complex administrative and program management responsibilities. The incumbents plan and oversee administrative work associated with each of their programs and projects including creating and maintaining program budgets and coordinating with other City departments and agencies to accomplish project goals. Their duties require considerable use of latitude and independent judgement to ensure division goals and objectives are accomplished. The incumbents 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.

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The classification specification for Division Chief will need to be updated to reflect these responsibilities. After a review of the current Battalion Chief pay, including supplemental pay provisions in the MOU, it was determined that the Division Chief with stipend salary range be placed at \$165,100 - \$213,238 and Division Chief without stipend salary range be placed at \$170,740 - \$218,869 and represented by Unit #9- Fire Safety Management.

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.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

CONTACT

Amy Reeve, Director of Human Resources, Human Resources Department,  
[Areeve@srcity.org](mailto:Areeve@srcity.org); (707) 543-3070