

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: BRIGID DONNELLY, EMPLOYMENT SERVICES MANAGER,
HUMAN RESOURCES DEPARTMENT

SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND SALARY
PLAN TO RECLASSIFY 1.0 FTE BUILDING PLANS EXAMINER
TO FIRE PROTECTION ENGINEER, AND ADD 1.0 FTE FIRE
INSPECTOR.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, approve changes in the Fire Department's Fire Prevention division as follows: reclassification of 1.0 FTE Building Plans Examiner to Fire Prevention Engineer; and add 1.0 FTE Fire Inspector, previously approved by Council on December 12, 2017 for FY18/19 to sustain the City's Cannabis Program.

EXECUTIVE SUMMARY

Amendments to the City's classification and salary plan require City Council approval. Therefore, the Employment Services Manager presents the following amendment to the City classification salary plan for Council approval:

- Reclassification of 1.0 FTE Building Plans Examiner to Fire Protection Engineer
- Add 1.0 FTE Fire Inspector (Approved for FY18/19)

All of these changes will be made to the Fire Department's Fire Prevention division.

BACKGROUND

The Fire Department requested a reclassification study of 1.0 FTE Building Plans Examiner position to the higher level Fire Protection Engineer in September 2017, in anticipation of increasing inspection complexities resulting from the emergent cannabis

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industry and projected high rise building downtown. The need for higher level inspection tasks and more comprehensive plan review has since increased exponentially following the devastating fires of October 2017. The current Building Plans Examiner incumbent is retiring April 2018 and the changes will take place at that time.

To further address the work load impacts experienced as the result of the retirement of one Fire Inspector last fall, and to aid in completing demand inspections, the department has requested the addition of 1.0 FTE Fire Inspector. This position was approved as part of the Cannabis Program for FY18/19.

PRIOR CITY COUNCIL REVIEW

None.

ANALYSIS

A reclassification study, that included review of the existing job classifications, resulted in the recommendation to reclassify the position to Fire Protection Engineer following the retirement of the current incumbent in April 2018. There are no current incumbents in this position, which will be assigned to Unit 6, Professional, represented by SRCEA, with a salary range of \$99,930 - \$121,371. Timing the reclassification with the retirement of the current incumbent results in no impact to a current employee. The reclassified vacant position will be filled through a competitive process.

The addition of 1.0 FTE Fire Inspector will support the backfill of demands from the current programs created by one incumbent being on an extended medical leave and subsequent retirement in the fall of 2017. This position will be assigned to Unit 2, Firefighters, with a salary range of \$88,692 - \$107,796. This new position will be filled through a competitive process.

FISCAL IMPACT

The additional estimated cost of approximately \$9,000 for the reclassification of Building Plans Examiner to Fire Protection Engineer exists in the current year budget. No additional funds for FY17/18 are required. The ongoing annual increase of approximately \$40,000 will be covered by \$60,000 requested as a budget increase for FY17/18.

The additional costs of 1.0 FTE Fire Inspector for the remainder of FY17/18 exist in the current budget. The additional annual cost of approximately \$152,000 for 1.0 FTE Fire Inspector will be covered by the Cannabis Program. No additional funds for FY17/18 are required.

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EXAMINER
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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 Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

CONTACT

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