

DEPARTMENT: Personnel BY: Jeffrey G. Green PHONE: 966-3222

**RECOMMENDED ACTION AND JUSTIFICATION:**

Approve the Fire Services Assistant class spec, set the salary at range 162 (\$2,118-\$2,574), assign the allocation to the County Fire Department and move the Secretary incumbent into the position, and eliminate the Secretary allocation. This position will be assigned to SEIU. The currently salary for the Secretary incumbent is at step 5 of range 140 (\$1,898 - \$2,307). With approval of this action, the incumbent's salary would increase to step 5 of salary range 162. The funds to accommodate this request will be taken from salary savings from the Deputy Fire Chief position which is yet unfilled.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

In October 1999, the incumbent submitted a request to the then County Administrative Officer, pursuant to the MOU with SEIU, to reclassify her position from Senior Office Assistant to Office Technician. In May 2000, the CAO addressed this request and agreed that "the duties performed by the incumbent are beyond the scope of the Senior Office Assistant classification in their complexity and require independent judgment and initiative. However, they do not rise to the level of Office Technician....." The CAO recommended that the position be reclassified to Secretary. Resolution No. 00-167 was adopted, which approved the reclassification to Secretary and direction was given to staff to further review this position. Subsequently, the Union and the County agreed that to remedy this situation, the incumbent Secretary's position would be made a priority in the Classification and Internal Salary Study and if the consultant recommended a change in title and pay, the County would go to the Board with that recommendation. It was further agreed that if this action was approved, any wage increase would be retroactive to March 15, 2002, the date the incumbent and the Union submitted the request to remedy this situation.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

- Approve this request as proposed.
- Do not approve, however, a negative action could result in further delay in placing the Secretary incumbent in the appropriate classification.

Financial Impact? (X) Yes ( ) No Current FY Cost: \$5,085 Annual Recurring Cost: \$  
Budgeted In Current FY? ( ) Yes (X) No ( ) Partially Funded

Amount in Budget: \$27,406  
Additional Funding Needed: \$ 5,085

List Attachments, number pages consecutively

Source:  
Internal Transfer X  
Unanticipated Revenue 4/5's vote  
Transfer Between Funds 4/5's vote  
Contingency 4/5's vote  
( ) General ( ) Other

Fire Services Assistant Class Spec  
Budget Action Form

**CLERK'S USE ONLY:**

Res. No.: 01-141 Ord. No. \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Approved  
( ) Minute Order Attached ( ) No Action Necessary

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
Comments:

The unions have been contacted  
and ~~are~~ agree with the  
recommended action

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_ Deputy

CAO: Retz



## **FIRE SERVICES ASSISTANT**

### **DEFINITION**

To assist the Fire Chief with administrative services, activities, operations, programs and staffing of the Fire Department; to perform a variety of responsible secretarial, technical and clerical support functions; to assist with grant research and preparation; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Fire Chief and/or Deputy Fire Chief.

Exercises lead direction over lower-level clerical classifications as assigned.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Provides administrative, secretarial, technical and clerical support to the Fire Chief.

Implements approved administrative policies and procedures.

Assists with budget preparation and administration; processes accounts receivable and payable; reconciles accounts; prepares related reports and spreadsheets.

Assists in researching and preparing grant applications for program funding; administers grant funds and prepares required reports.

Administers assigned department programs and contracts; researches and recommends cost-saving programs or alternatives.

Assists in the procurement and issuance of equipment, safety gear, uniforms and supplies; ensures the timely maintenance of equipment; as instructed by the Fire Chief/Deputy Fire Chief authorizes vehicle, equipment and station repairs.

Assists the Fire Chief/Deputy Fire Chief in managing personnel functions, including but not limited to screening and processing job applications, establishing and maintaining employee records, maintaining employee training records, and processing payroll.

Assists in processing Fire Marshal inspections, reports, citations and reimbursements.

Assists Fire Chief/Deputy Fire Chief in implementing emergency operations; based upon direction, dispatches appropriate personnel and equipment for emergency response.

Prepares, types/word processes and distributes press releases pertaining to department programs and activities.

Serves as liaison between the Fire Chief and other County, state and federal departments and agencies.

Assists Fire Chief in planning, researching and organizing Board of Supervisors agenda items.

Provides training and lead direction to lower-level clerical classifications as assigned.

Attends department meetings; prepares and distributes meeting minutes.

Coordinates department events and special projects as assigned.

Composes, prepares, types/word processes, copies, files and/or distributes various letters of correspondence, memos, records, reports, schedules, etc.

Answers the telephone; provides information and assistance as requested and/or forwards calls to appropriate staff person; greets and assists office visitors; operates a two-way radio to communicate with field personnel.

Performs other secretarial and clerical duties, including but not limited to compiling data for reports, copying and filing documents, processing daily mail, making travel and conference arrangements, entering and retrieving computer data, scheduling meetings and appointments, maintaining calendars, etc.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

County organization, policies and procedures.

Principles and practices of staff training and leadership.

Basic principles and methods of administration, personnel, staff development, procurement, fiscal and data processing management.

Basic fire service administration.

Emergency dispatch operations.

Modern office practices and technology, including receptionist and telephone techniques, filing systems, and the use of computers for word and data processing.

Business letter and report writing.

Basic business arithmetic.

Budget preparation and administration.

Grant and contract administration.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Perform a variety of analytical work, administrative support assignments, and program development and implementation.

Perform difficult and complex technical and clerical duties as assigned.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and make and implement recommendations in support of goals.

Use initiative and sound, independent judgment within established guidelines.

Provide effective coordination, direction and training of others.

Monitor budgets and assist in their preparation.

Properly administer grants and contracts.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Establish and maintain complex and extensive record-keeping systems and files.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and records management.

Type/word process accurately at a rate required for successful job performance.

Perform mathematical computations with accuracy.

Effectively perform emergency dispatch communications as needed.

React calmly and professionally in emergency situations.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

Five years of increasingly responsible clerical, clerical accounting and/or secretarial experience which has included assignments requiring extensive public contact and a working proficiency in the use of a computer terminal or personal computers, using spreadsheet and data based software. At least one year of the above experience will preferably have been obtained while working for a fire department.

**Education:**

High school diploma or GED equivalent. Completion of at least 30 units of college-level coursework in public or business administration, computer science or closely related fields is highly desirable.

**Additional Requirements:**

Possession of a valid California driver's license.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**