



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: June 14, 2023

To: Board Directors

Attn: Matt Furrer
President

From: Fire District Staff

Subject: Administrative Analyst Position

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

Staff has determined there is a need for a new full-time District Schedule C position. The new position is an Administrative Analyst.

BACKGROUND:

The District Board authorizes the classification and number of positions that are hired within the District. The number of Schedule C positions is limited to the approved number of positions in Policy 1007, Personnel Positions.

The Schedule C salary ranges are identified in Policy 1004 - Schedule C Employee Salary and Wage Ranges.

DISCUSSION:

Staff has identified the need to hire one (1) Administrative Analyst to help address workload issues related to procurement, grant administration, finance and special projects.

The Administrative Analyst would report to the Administrative Officer. Their proposed job duties are identified in the attached job description. The Administrative Analyst would eventually assume the duties of the current part-time

Special Projects Analyst. The current part-time Special Projects Analyst will be moving back to an independent contractor function in July 2023.

In addition to their normal job duties, the Administrative Analyst would act as back-up to District Finance, for payroll, accounts receivable, accounts payable, and District CalCard.

The proposed salary range for the Administrative Analyst is \$30.00 to \$38.29 per hour. See the proposed Policy 1004 - Schedule C Employee Salary and Wage Ranges.

Staff would like to hire the Administrative Analyst position in July 2023.

ALTERNATIVES:

1. Make no changes at this time.
2. Propose developing a different wage range than proposed.

IMPACTS *(Consider potential consequences related to each of the following areas of concern for proposed alternatives):*

- Fiscal – The additional position and salary range adjustment has been accounted for in the preliminary budget.
- Operational – No known impacts
- Legal – No known impacts
- Labor – Improves the distribution of the administrative workload.
- Sociopolitical - No known impacts
- Policy – Improves compliance with federal award and State procurement requirements and laws.
- Health and safety - No known impacts
- Environmental - No known impacts
- Interagency – Improves compliance with federal awards and State procurement laws.

RECOMMENDATION:

It is recommended by staff that the District Board of Director's approves Policy 1007, Personnel Positions and Policy 1004, Schedule C Employee Salary and Wage Ranges as presented. It is also recommended that any Board Member make a motion to allow the Chief or his Designee to move forward with the hiring process for an Administrative Analyst on July 1, 2023.

APPROVED:

Josh I. Chrisman

Josh I. Chrisman
Administrative Officer

June 14, 2023

Date



FRESNO COUNTY FIRE PROTECTION DISTRICT

ADMINISTRATIVE ANALYST

Job Description

STATUS:	Non-Safety, Full-time
Reports to:	Administrative Officer
SUPERVISION:	Exercises no direct supervision over staff
LOCATION:	210 S. Academy Ave., Sanger, CA 93657
HOURS:	40-hour work week Monday through Friday. May be required to work additional hours as needed.

DEFINITION

Under direction, performs a variety of complex professional administrative and analytical work in support of administrative functions; coordinates activities with other programs, outside agencies, and the general public; ensures work quality and adherence to established policies and procedures; performs a variety of responsible professional, technical, and administrative support duties related to procurement, asset management, contracts, agreements, grants, assessments, and budgets; recommends action and participates in policy and procedure development; provides technical and responsible assistance; and performs related work as required.

In the absence of finance staff, may also perform accounting procedures and clerical duties including processing, maintaining, and reconciling payroll, accounts receivable, and accounts payable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex procurement, contract, agreement, grant, budgetary, or administrative issues or questions.
- Prepares memoranda, letters, and reports; responds to written correspondence.
- Responds to and helps resolve inquiries and complaints from internal and external clients; coordinates efforts and works closely with all District staff.

- Performs research and analysis in the development of program or project activities, including program compliance and eligibility, and regulatory issues.
- Plans, manages, and oversees the daily functions, operations, and activities of District procurement, including purchase of goods and services and the review and approval of complex and comprehensive contracts and services agreements.
- Develops, modifies, and implements District-wide purchasing policies and procedures; serves as an advisor to District management and staff to ensure District purchasing practices and procedures adhere to regulatory and legal requirements.
- Develops, implements, and administers the California Uniform Construction Cost Accounting Act program.
- Interprets and applies policies, laws, and regulations related to force account, public works and prevailing wage projects.
- Administers the solicitation process for the District; develops and manages requests for proposals for professional and contracted services, materials, and equipment; evaluates proposals and recommends award; negotiates and administers contracts to ensure compliance with District specifications and service quality.
- Prepares, reviews, and interprets specifications and scopes of work in order to define procurement requirements, which includes: ensuring specifications are clear; determining whether a bid will be a proposal or quotation; checking dollar values to determine if a bid will be formal or informal; determining key bid dates; determining vendors to be on the bid list; and, performing other related activities.
- Evaluates and analyzes bids; performs cost analysis; secures and awards bids ensuring compliance with applicable purchasing ordinances, standards, policies, and procedures.
- Prepares and reviews contracts and other related documents, which includes: determining standard contract terms and conditions, liability insurance, any bonding documents, and other necessary attachments that are required; incorporates changes in terminology; ensures legal compliance; determines the need for legal counsel; and, performs other related activities.
- Interprets and applies policies, laws, and regulations related to governmental procurement and contracting.
- Assists in planning, assigning, monitoring, and providing training and guidance to District employees in the procurement of materials, equipment, and services.
- Reviews requisitions and authorizes payment to vendors, coordinates with other staff regarding budget and accounts payable issues.
- Interviews, researches, and evaluates vendors, new products, and services; coordinates demonstrations and obtains samples of products.
- Administers, monitors and evaluates the performance of vendors and contracts.
- Monitors inventory functions and the disposal of surplus, salvage, and obsolete items including capital equipment.
- Formulates, reviews, approves, and processes purchase orders, and warranties and works with legal counsel as needed; maintains contact and negotiates with vendors.
- Processes claims with vendors for damaged materials; monitors invoices for accuracy; obtains credits and refunds where appropriate.
- Keeps informed of new and emerging products, market trends and conditions and

their applicability to District needs and operations.

- Monitors changes in federal, state, and local laws and regulations, analyzes impact, and develops policy and procedural changes accordingly.
- Participates in the oversight and management of agreements and/or MOUs with other agencies.
- Participates in the oversight and management of grants and special funds; researches and writes grant proposals; provides support with compiling information requested for annual audits; analyzes various budget accounts as needed for auditing purposes; completes required grant reports; ensures internal control compliance for federal awards.
- Reviews and prepares invoices for payment approval; prepares purchase order requests; provides grant expenditure reporting and District specific documentation backup as needed.
- Plans, coordinates, oversees, tracks, and reports status on capital improvement projects.
- Works closely with other staff to facilitate, analyze and monitor community facilities district assessments and ensure proper use and reporting of funds.
- As needed:
 - prepares and processes payroll, accounts payable invoices, and accounts receivables.
 - processes and monitors the purchasing card program.
 - processes, maintains and monitors credit card payment processing from the Training, Shop, and Protection/Planning Departments.
 - maintains payroll, financial and accounting records to ensure accurate and up to date financial reports.
- Maintains record keeping and filing systems.
- Attends and participates in meetings as required.
- Performs other duties as assigned.

Personnel Positions

1007.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive list of all employee positions and their associated classification specifications within the District.

1007.2 POLICY

It is the policy of the Fresno County Fire Protection District to obtain District Board of Directors approval for all full-time, part-time and part-time on-call District employee positions. All District positions will have a classification specification.

1007.3 PROCEDURE

The District Board of Directors and the Fire Chief will direct the development and maintenance of the classification specifications. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

1007.4 PERSONNEL POSITIONS

The Fresno County Fire Protection District Board of Directors has approved the following personnel positions as full-time or part-time employees of the Fire District:

1007.4.1 FULL-TIME DISTRICT EMPLOYEES

- Administrative Officer (1 position)
- [Administrative Analyst \(1 position\)](#)
- Administrative Assistant (Protection & Planning, Training, Headquarters) (3 positions)
- Staff Accountant (1 position)
- Information Technology Administrator (1 position)
- Facilities Repair Coordinator (1 position)
- Equipment Services Assistant (2 positions)
- Fleet Services Technician (1 position)
- Heavy Equipment Mechanic (3 positions)
- Fire Inspector (3 positions)
- Senior Fire Inspector (1 position)

Fresno County Fire Protection District

Policy Manual

Personnel Positions

1007.4.2 PART-TIME DISTRICT EMPLOYEES

The Fresno County Fire Protection District Board of Directors has approved the following part-time positions as regular part-time employees of the Fire District:

- Special Projects Analyst (1 position)
- Inspector (1 position)

1007.4.3 PART-TIME ON-CALL EMPLOYEES (PAID-CALL FIREFIGHTERS)

The Fresno County Fire Protection District Board of Directors has approved the following part-time on call positions (Paid-Call Firefighters):

- Paid-Call Firefighters (21 positions)

Schedule C Employee Salary and Wage Ranges

1004.1 SCOPE AND PURPOSE

To provide Fresno County Fire Protection District Administration with guidelines regarding wage ranges for approved Schedule C positions.

1004.2 POLICY

1. This policy shall apply to all Schedule C employees of the District as described in the Personnel Positions Policy.
2. Employees must be hired at a wage level within the range for the position, normally at the minimum wage within the range, except where a higher wage level is justified in the District's discretion due to experience or other factors.
3. Employees will have their performance reviewed annually, in or about October of each year.
4. In conjunction with the performance review, each employee's compensation will be reviewed on an annual basis.
5. Annual wage increases are not guaranteed, but are in the District's discretion considering individual performance and the District's financial condition. Wage increases shall not exceed 5% per year, but under no circumstance shall an employee wage increase beyond the maximum wage for the employees' position.

1004.2.1 WAGE RANGES

The salary and wage ranges are defined in the Schedule C Employee Salary and Wage Ranges Attachment:

[See attachment: Schedule C Employee Salary and Wage Ranges Attachment 6_15_23.pdf](#)



FRESNO COUNTY FIRE

PROTECTION DISTRICT
Avenue

210 South Academy

Sanger, California 93657
Telephone: (559) 493-4300
Fax: (559) 875-8473

POLICY NO.: 1004
SUBJECT: Schedule C Employee Salary and Wage Ranges
REVISION DATE: 06/15/2023

Salary and Wage Ranges:

<u>IT Administrator</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.85	\$60,008
Maximum Wage	\$36.82	\$76,588

<u>Facility Repair Coordinator</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

<u>GIS Analyst</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$23.99	\$49,899
Maximum Wage	\$30.62	\$63,685

<u>Fire Inspector</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$25.41	\$52,858
Maximum Wage	\$30.89	\$64,246

<u>Fire Inspector, Senior</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$32.44	\$67,475
Maximum Wage	\$39.43	\$82,016

<u>Fire Inspector, Part-Time/Temporary</u>	<u>Hourly</u>	<u>Annual</u>
Wage	\$18.00	\$37,440

<u>Administrative Assistant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$20.00	\$41,600
Maximum Wage	\$24.31	\$50,565

<u>Administrative Officer</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Salary	\$47.45	\$ 98,700
Maximum Salary	\$57.68	\$119,970

<u>Heavy Equipment Mechanic</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

<u>Equipment Services Assistant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$20.00	\$41,600
Maximum Wage	\$28.14	\$58,535

<u>Fleet Services Technician</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

<u>Special Projects Analyst (Part-time)</u>	<u>Hourly</u>	<u>Annual</u>
Wage	\$27.00	\$42,120

<u>Staff Accountant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$27.00	\$56,160
Maximum Wage	\$32.82	\$68,263

<u>Administrative Analyst</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$30.00	\$62,400
Maximum Wage	\$38.29	\$79,640