



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: September 7, 2023

To: Board Directors

Attn: Matt Furrer
President

From: Fire District Staff

Subject: IT Administrator II Classification

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

Staff has identified the need to create an IT Administrator II classification to expand the IT Administrator series and provide a path of upward mobility based on skills, and experience.

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:

The District currently has an IT Administrator classification. Staff is proposing to create an IT Administrator II classification as the second class in the IT Administrator series. The current IT Administrator class title would change to IT Administrator I. Staff only intend to fill one position between the IT Administrator I and IT Administrator II classifications. The proposed job duties of the IT Administrator II are identified in the attached job description.

The proposed salary range for the IT Administrator II is \$38.66 to \$49.34 per hour. See the proposed Policy 1004 - Schedule C Employee Salary and Wage Ranges.

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 classification and salary range adjustment has been accounted for in the preliminary budget.
- Operational – No known impacts
- Legal – No known impacts
- Labor – helps retain quality/experienced employees
- Sociopolitical - No known impacts
- Policy – No known impacts
- Health and safety - No known impacts
- Environmental - No known impacts
- Interagency – No known impacts

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.

APPROVED:



Josh I. Chrisman
Administrative Officer

September 7, 2023

Date



FRESNO COUNTY FIRE PROTECTION DISTRICT

IT ADMINISTRATOR II

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

This is a generalist position that performs a variety of professional technical duties pertaining to the analysis, development, maintenance and administration of computer hardware and software systems to meet business needs. This position may perform any of the following functions: sets up, maintains and monitors a variety of information systems including network, servers, peripherals, operating systems and user applications; plans, implements and monitors hardware and software upgrades, patches, security and backup/recovery processes; installs, configures and administers a variety of commercial, off-the-shelf applications; meets with employees to identify business system needs and recommend hardware/software solutions; provides professional support for systems design and development projects; performs other related duties as assigned. Work is often broad in scope and may encompass multiple information technology specialties (e.g., Application Development, Network, Database, or Security).

CLASS CHARACTERISTICS

This is the journey-level class in the IT Administrator series. Positions in this class are distinguished from IT Administrator I by the performance of the full range of duties which may include serving as a project lead on small to medium IT projects. Incumbents at this level work under minimal direction, receiving occasional supervision while working toward a definite objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Below is a descriptive list of the range of duties performed by employees in this

classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed.

- Analyzes, develops, maintains, and administers information systems. Maintains and monitors a variety of information systems including networks, servers, desktop computers, peripherals, operating systems, and user applications; identifies and implements system requirements and specifications; builds, customizes, tests, implements, maintains and enhances hardware and software as needed to meet business needs.
- Plans, implements and monitors hardware and software upgrades, patches, security and backup/recovery processes; obtains new and upgraded system hardware and software from vendors; utilizes appropriate tools to install and test upgrades and patches; may develop utility programs as needed to ensure that new and upgraded systems work effectively with current systems and programs; determines and documents proper installation parameters for software and hardware in order to ensure smooth integration, transition and efficiency.
- Installs, configures, customizes, and administers a variety of commercial, off-the-shelf applications; may write programs/scripts and develop reports using standard application development products and tools.
- Monitors the performance and capacity of information system components; uses performance monitoring and capacity planning tools to ensure that assigned systems and applications are performing effectively; monitors the capacity of disk drives; adjusts system resource thresholds to assure optimum performance and efficiency of resource utilization.
- Provides professional customer support for system-related software and hardware; interacts with clients to analyze changes in business requirements that may impact system function; recommends technology solutions to improve business operations.
- Performs routine information system security duties; implements network and data security standards; implements administrative and technical safeguards as needed to ensure appropriate security monitoring, mitigation, documentation and auditing for compliance as well as investigation purposes.
- Creates and maintains network shares, printers, and server monitoring devices; configures network communication devices (e.g., switches) for optimum server and network connectivity.
- Performs various system quality assurance activities; tests and troubleshoots system issues using appropriate technology; executes testing plans to validate functionality and resolve issues.

- Coordinates assigned system activities with vendors; maintains effective communications with users regarding vendor activities, problems, status, timelines and other details.
- Prepares reports, correspondence, and other documents; participates on committees and task forces; attends meetings, conferences and training sessions.
- May be assigned to provide routine professional analytical support pertaining to data processing operations, database administration and business process analysis; assists in Local Area Network (LAN) or Wide Area Network (WAN) administration and monitoring.
- May conduct online, group and/or one-on-one training sessions with system users and/or technology staff to provide information on system functions; may design and prepare training materials.
- May provide professional support for medium-sized information systems projects; assists in monitoring vendor performance to ensure compliance with County standards and specifications; interfaces with clients to define project scope and review project activities, recommendations, and outcomes.
- Provides more advanced support in any of the following disciplines: Application Development, Network, Database or Security.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- General principles, methods and techniques used in designing, developing, testing and implementing information technology systems
- General operations, services, concepts, terms and activities common to a comprehensive, state-of-the-art information systems program
- Computer hardware and software systems similar to those being used by the hiring department, including operating systems, security systems and backup/recovery systems
- Local and Wide Area Network administration
- Typical concepts and practices of restart and recovery (including disaster)
- General principles and practices of system security

- Information system development lifecycle and design principles using flowcharting techniques and prototype development tools
- Methods and techniques of evaluating business requirements to provide technology solutions
- Basic project management principles and techniques such as organizing and managing a project, developing schedules, identifying critical paths, and breaking down a project into individual tasks
- Structured analysis and other database concepts
- General operational characteristics of local and wide area network systems
- General operational characteristics of communication systems, equipment and devices
- Tools and equipment used in testing the functionality of computer systems
- Principles and methods of troubleshooting computer hardware, software and network problems
- Principles and practices of customer service
- Methods and techniques of developing and presenting technical documentation and training materials

Ability to:

- Analyze, maintain, administer, troubleshoot and repair a variety of system issues using appropriate program testing methods and tools
- Communicate technical information to a wide variety of users
- Plan, organize, prioritize and process work to ensure that deadlines are met
- Interpret and apply technical information pertaining to computer and network systems
- Adapt quickly to changes in policies, procedures, assignments, and work locations
- Communicate effectively, both verbally and in writing
- Establish and maintain effective working relationships with those encountered during the course of the work

EDUCATION AND EXPERIENCE

Two years performing systems analysis, maintenance and administration at a level that is

comparable to the Fresno County Fire Protection District class of IT Administrator I.

College level education or training directly related to the competencies and attributes required of the position may be substituted for up to one year of the required experience at the rate of three semester units or the equivalent, equaling one month of experience and one hour of training equaling one hour of experience. College level education or training beyond a bachelor's degree, which is directly related to the competencies and attributes required of the position, may be substituted for up to an additional year of required experience at the same rate identified above.

SPECIAL REQUIREMENTS

Demonstrated professional level competency and/or certification pertaining to the information technologies used by the District may be required.

This class requires possession of a valid California driver's license, Class C or higher.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS:

Physical and Mental Requirements

Frequent standing or sitting for extended periods; frequent walking; occasional driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling; occasional lifting up to 25 pounds; infrequent lifting up to 50 pounds; constant use of good overall vision for reading/close up work; infrequent use of color perception and occasional use of eye/hand coordination; frequent repetitive motion from writing and using a computer keyboard; occasional grasping, holding and reaching; frequent hearing/talking to others on the telephone and in person; frequent decision making and concentration; occasional public contact; occasional working alone.

Additional physical/mental requirements or frequencies may be required, depending upon assignment.

Environmental and Working Conditions

Work is typically performed in an indoor office environment, but often requires travel to other locations. Work environments may include high levels of noise, dust and/or unpleasant odors. Occasional early morning, evening, holiday and/or weekend work may be required.

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 9_20_23.pd](#)

Attachments

Schedule C Employee Salary and Wage Ranges Attachment 9_20_23.pdf



FRESNO COUNTY FIRE

PROTECTION DISTRICT
Avenue

210 South Academy

Sanger, California 93657
Telephone: (559) 493-4300
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POLICY NO.: 1004
SUBJECT: Schedule C Employee Salary and Wage Ranges
REVISION DATE: 09/20/2023
EFFECTIVE DATE: 09/21/2023

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

<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>Emergency Fire Dispatcher I</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$25.00	\$52,000
Maximum Wage	\$28.94	\$60,197

<u>Emergency Fire Dispatcher II</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$27.56	\$57,330
Maximum Wage	\$31.91	\$66,367

<u>Emergency Fire Dispatcher III</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$30.39	\$63,206
Maximum Wage	\$38.78	\$80,669

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

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

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

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

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

<u>IT Administrator II</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$38.66	\$80,415
Maximum Wage	\$49.34	\$102,627

<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

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 Analyst** (1 position)
- **Administrative Assistant** (3 positions, Protection & Planning, Training, Headquarters)
- **Administrative Officer** (1 position)
- **Emergency Fire Dispatcher I** (Not to exceed 6 positions in any combination of the Emergency Fire Dispatcher classifications including Schedule A Communications Operator)
- **Emergency Fire Dispatcher II** (Not to exceed 6 positions in any combination of the Emergency Fire Dispatcher classifications including Schedule A Communications Operator)
- **Emergency Fire Dispatcher III** (Not to exceed 6 positions in any combination of the Emergency Fire Dispatcher classifications including Schedule A Communications Operator)
- **Equipment Services Assistant** (2 positions)
- **Facilities Repair Coordinator** (1 position)

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- **Fire Inspector** (3 positions)
- **Senior Fire Inspector** (1 position)
- **Fleet Services Technician** (1 position)
- **Heavy Equipment Mechanic** (3 positions including Schedule A)
- **Information Technology Administrator I** (Not to exceed 1 position in any combination of the IT Administrator Classification Series)
- **Information Technology Administrator II** (Not to exceed 1 position in any combination of the IT Administrator Classification Series)
- **Staff Accountant** (1 position)

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)
- **Fire 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)