



City Council Agenda Item

City Council Meeting Date: December 19, 2023

TO: Dean Albro, City Manager

FROM: Amabelle Apolinario, Principal Human Resources Analyst
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SUBJECT: Adoption of Resolution No. 6626(23) Amending the City Classification Plan to Include Revised Fire Engineer Job Classification

Recommendation:

Staff recommends the City Council adopt Resolution No. 6626(23) (Attachment 1), which will approve the revised job classification or job description for Fire Engineer, a position represented by the International Association of Firefighters, Local 1906 (IAFF) bargaining group.

Background:

The last revision to the Fire Engineer job description was in 2006 per Resolution No. 5373(06). Many of the aspects of the job description/essential duties have changed or been deferred to other responsible parties. As a result, the Fire Department desires to solidify the Fire Engineer job description. Upon assessing the current requirements they have been found to be incongruent with today's departmental standard.

Discussion:

Upon preparing to ensure the current job description is suitable for the upcoming Fire Engineer promotion, it was discovered that many of the job responsibilities, and necessary certification requirements are not in alignment with the department's promotional and succession pathway program.

One such example is the removal of "*flow tests hydrants*," in the peripheral duties. This is now a function of the water department and is no longer under the purview of the fire department.

Additionally, the department has adopted a "*task-book*" program. The task book program is a succession program that aids the prospective candidate in preparing for the next position (promotional). The task book process guides the employee in the preparation process while outlining objectives required prior to the promotional process. Many of the

items required in the “*Education and Experience*,” are not currently reflective of the department's current qualifications prior to a promotional examination for the Fire Engineer position. One such item is the completion of the “*Fire Engineer Succession Plan Certification Program*,” along with “*Completion of the Departmental Driving Training Program*.” These items have become a standard and every qualified Fire Engineer, and aspiring Engineer currently meets this standard. The department would also like to reflect the certifications required. These requirements reflect the emergency medical requirements to provide emergency medical care with the department and county.

The City’s representatives and the International Association of Firefighters, Local 1906 representatives met and conferred in good faith and reached a tentative agreement regarding revisions to job classification for Fire Engineer.

Fiscal Impact:

There is no fiscal impact.

Conclusion:

Staff are requesting approval of the changes to the Fire Engineer job description. The Lompoc City Fire Department is currently preparing for promotional testing in January of 2024. The department is requesting to align the job description and essential functions with the current practices of the department.

The adoption of Resolution No. 6626(23) will approve the Fire Engineer’s revised job classification or job description, and amend and include it in the City’s Classification Plan.

Respectfully submitted,

Amabelle Apolinario, Principal Human Resources Analyst

APPROVED FOR SUBMITTAL TO THE CITY MANAGER:

Gabriel Garcia, Human Resources Director

APPROVED FOR SUBMITTAL TO CITY COUNCIL:

Dean Albro, City Manager

- Attachments: 1) Resolution No. 6626(23)
2) Redlined Fire Engineer Job Description