



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Human Resources Committee Meeting

Tuesday, January 3, 2017

12:00 Noon

### Orange County Fire Authority Regional Fire Operations and Training Center

1 Fire Authority Road

Room AE117

Irvine, California 92602

Dave Shawver, Chair

Noel Hatch, Vice Chair

Laurie Davies   Gene Hernandez   Rob Johnson   Al Murray

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Human Resources Committee after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>

If you wish to speak before the Human Resources Committee, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority. Speaker Forms are available on the counter noted in the meeting room.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

## CALL TO ORDER

## PLEDGE OF ALLEGIANCE by Chair Shawver

## ROLL CALL

## PUBLIC COMMENTS

Any member of the public may address the Committee on items within the Committee's subject matter jurisdiction but which are not listed on this agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. We request comments made on the agenda be made at the time the item is considered and that comments be limited to three minutes per person. Please address your comments to the Committee as a whole, and do not engage in dialogue with individual Committee Members, Authority staff, or members of the audience.

**1. PRESENTATIONS**

**A. Human Resources Committee Orientation**

Submitted by: Brigitte Gibb, Human Resources Director

Recommended Action:

Receive and file the presentation.

**B. California Employment Law Updates**

Submitted by: Brigitte Gibb, Human Resources Director

Recommended Action:

Receive and file the presentation.

**2. MINUTES**

**A. Minutes from the October 4, 2016, Regular Human Resources Committee Meeting**

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

**3. CONSENT CALENDAR**

**A. Classification Specifications - Title Change and New Classifications**

Submitted by: Brigitte Gibb, Human Resources Director

Recommended Action:

Review the agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of January 26, 2017, with the Human Resources Committee's recommendation that the Executive Committee approve the title change, new classification specifications and corresponding salary ranges, and addition of a Board Director Position to position control.

**B. Quarterly Human Resources Accomplishment/Project Update**

Submitted by Brigitte Gibb, Human Resources Director

Recommended Action:

Receive and file the report.

**C. Professional Standards Unit Update**

Submitted by: Brigette Gibb, Human Resources Director

Recommended Action:

Receive and file the report.

**4. DISCUSSION CALENDAR**

No items.

**COMMENTS**

**HUMAN RESOURCES DIRECTOR'S COMMENTS**

**LEGAL COUNSEL'S COMMENTS**

**COMMITTEE MEMBER COMMENTS**

**CLOSED SESSION**

**CS1. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION**

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation  
(27 cases)

**CLOSED SESSION REPORT**

**ADJOURNMENT** – The next regular meeting of the Human Resources Committee will be April 4, 2017, at 12 noon.

**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby, front gate public display case, and website of the Orange County Fire Authority, Regional Fire Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this December 29<sup>th</sup> day of December 2016.

---

Sherry A.F. Wentz, CMC  
Clerk of the Authority

**UPCOMING MEETINGS:**

Budget and Finance Committee Meeting

Wednesday, January 11, 2017, 12:00 noon

Executive Committee Meeting

Thursday, January 26, 2017, 5:30 p.m.

Board of Directors Meeting

Thursday, January 26, 2017, 6:00 p.m.



**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Human Resources Committee Meeting**  
**January 3, 2017**

**Agenda Item No. 1A & B**  
**Presentations**

---

There are no staff reports in connection with  
the presentations.

# Orange County Fire Authority



**Human Resources Committee  
Orientation  
Nuts & Bolts  
January 3, 2017**

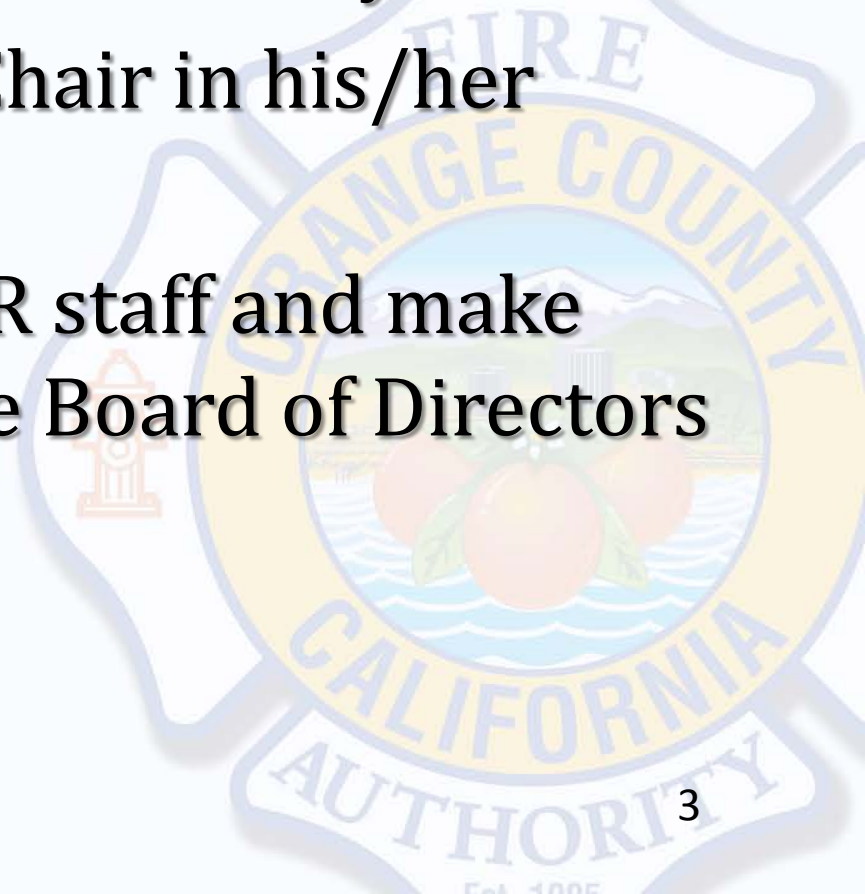
# What is the Human Resources Committee (HRC)?

- Standing committee
- Membership
- Chair and Vice Chair
- Role of HRC Members



# Role of HRC Members

- HRC Chair convenes and conducts orderly and respectful meetings in a timely fashion
- HRC Vice Chair acts as Chair in his/her absence
- HRC Members advise HR staff and make recommendations to the Board of Directors on HR related matters

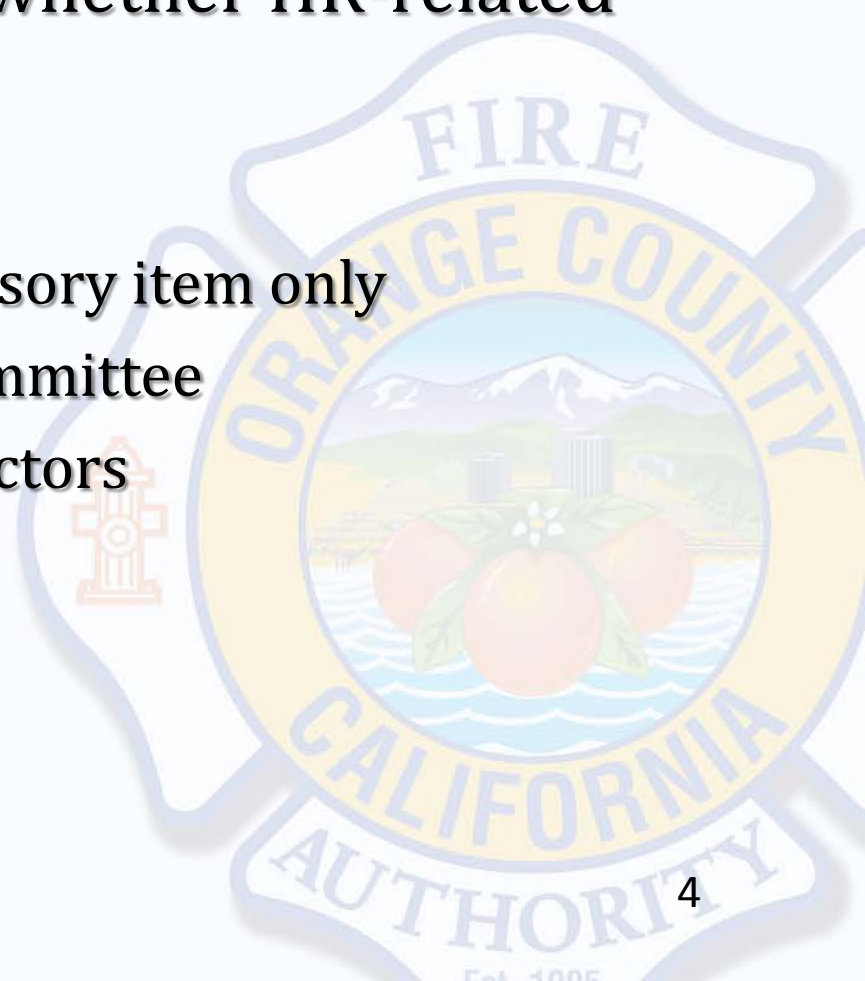




# HRC Oversight Responsibilities

The committee will consider whether HR-related issues should:

- Remain with the HRC as an advisory item only
- Be referred to the Executive Committee
- Be referred to the Board of Directors



# HRC Meetings

- Quarterly (January, April, July, October)
- Additional - As Needed



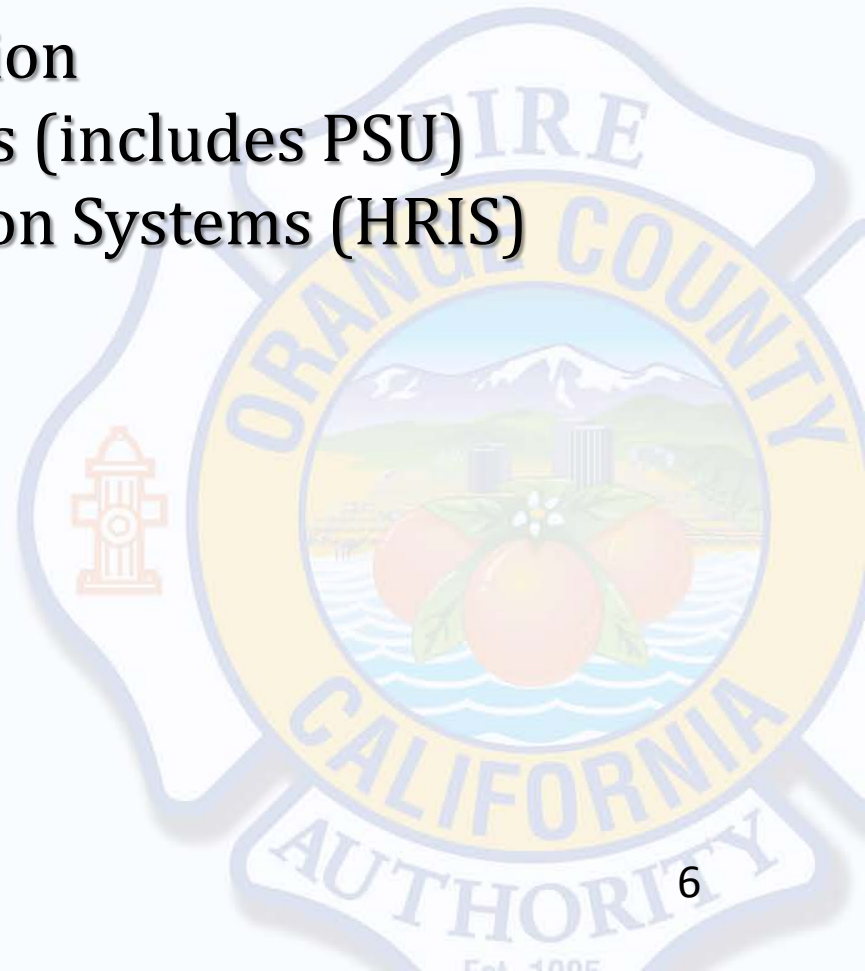
# Human Resources Division

## Human Resources Manager

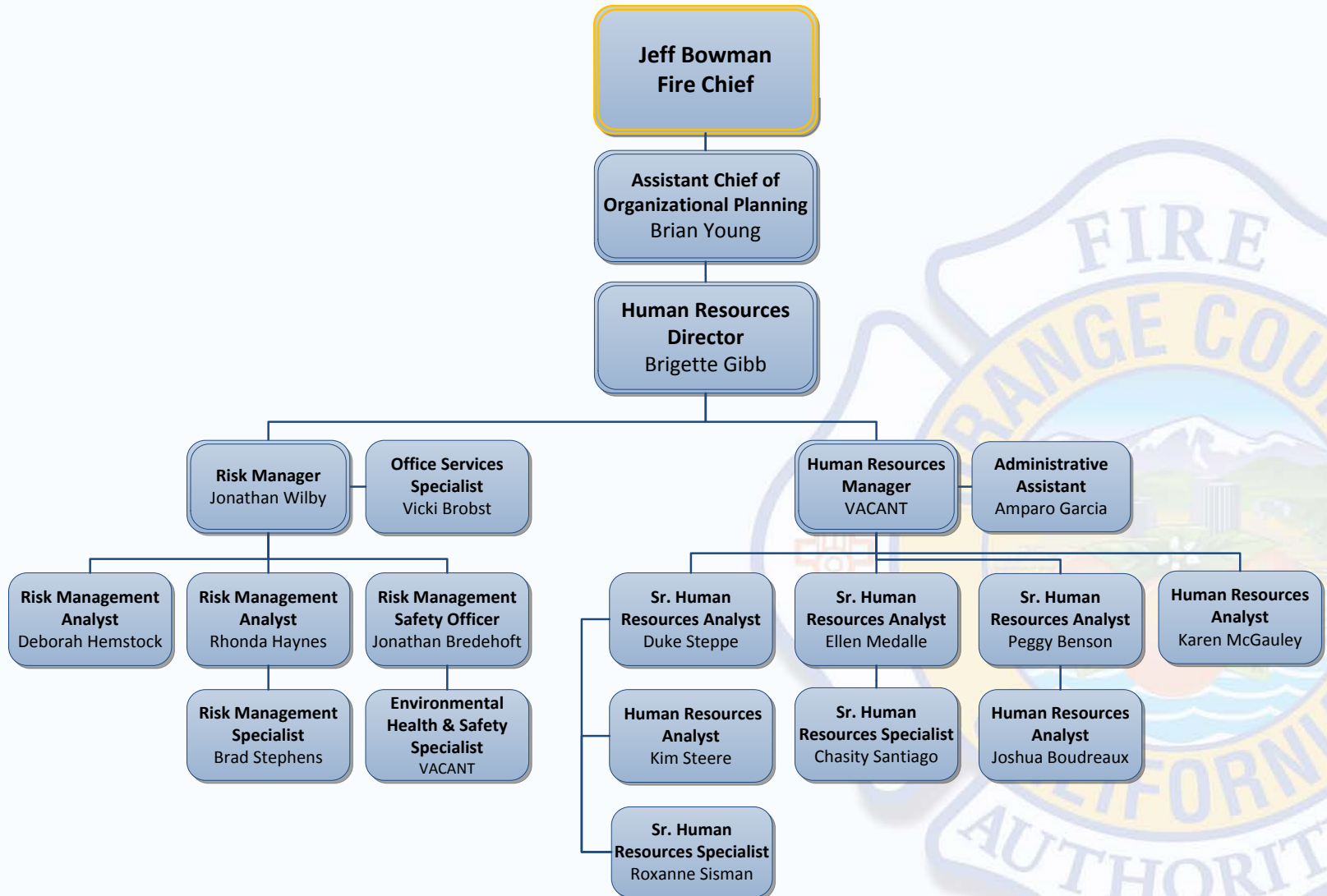
- Benefits Administration
- Classification & Compensation
- Employee & Labor Relations (includes PSU)
- Human Resource Information Systems (HRIS)
- Performance Management
- Recruitment & Selection

## Risk Manager

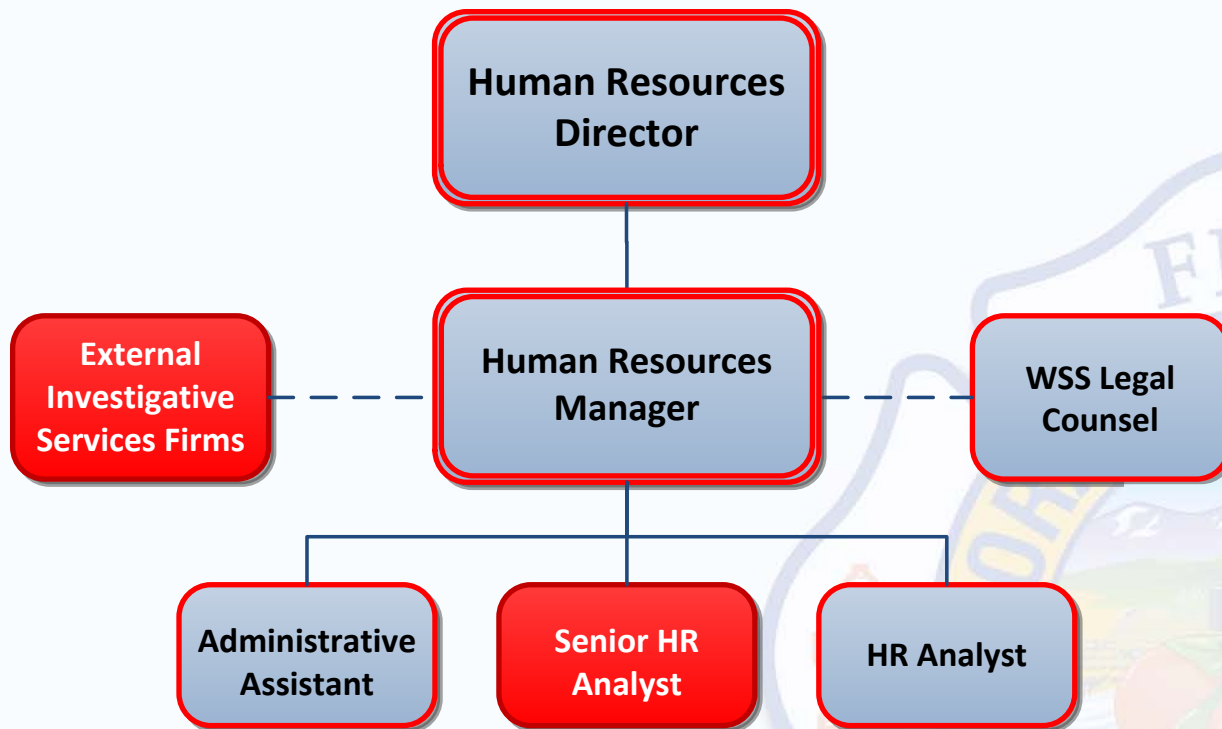
- General Liability
- Safety
- Risk Management
- Workers' Compensation



# Human Resources Organizational Chart



# Professional Standards Unit (PSU) Organizational Chart



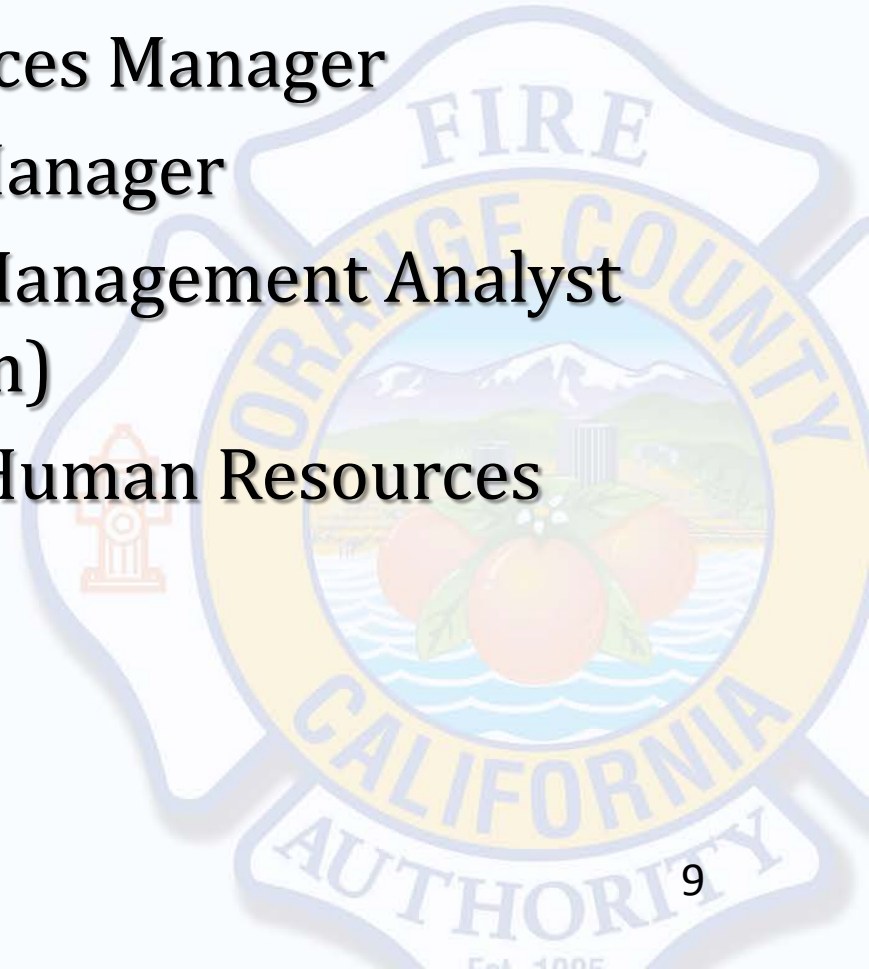
PT Role

FT Role



# Human Resources Key Staff

- Brigitte Gibb – Human Resources Director
- Vacant – Human Resources Manager
- Jonathan Wilby – Risk Manager
- Rhonda Haynes – Risk Management Analyst  
(Workers' Compensation)
- Peggy Benson – Senior Human Resources  
Analyst (PSU)



***Welcome to the  
HRC....***

**and**

***Thank You....***

**for serving on this  
important committee!**



The logo of the Orange County Fire Authority is a circular seal. The outer ring contains the text "FIRE" at the top, "ORANGE COUNTY" on the left, "CALIFORNIA" on the right, and "AUTHORITY" at the bottom. The center of the seal features a landscape with mountains, a body of water, and a sun. The text "Est. 1995" is at the bottom of the seal.

# California Employment Law Update

Presented to  
OCFA Human Resources Committee  
by  
Human Resources Director Brigette Gibb





# SALARY/WAGES

- Minimum Wage Increases to \$10.50 in January 2017 (SB 3)
- CA Equal Pay Act expanded
  - Precludes prior salary history from justifying gender-related wage differentials (AB 1676)
  - Includes race and ethnicity protections (SB 1063)

The logo of the Orange County Fire Authority is a Maltese cross. The top arm contains the word "FIRE", the bottom arm contains "CALIFORNIA", and the left arm contains "AUTHORITY". The center of the cross features a circular seal with a landscape scene and the text "ORANGE COUNTY" at the top and "Est. 1995" at the bottom. The background of the slide is a gradient of blue, with the logo faintly visible.

# Hiring

- Prohibits hiring-related inquiries concerning juvenile arrests (AB 1843)
- Expands prohibitions regarding unlawful “immigration-related practices” (SB 1001)

The logo of the Orange County Fire Authority is a Maltese cross. The top arm contains the word "FIRE". The center contains a circular seal with "ORANGE COUNTY" at the top, "CALIFORNIA" at the bottom, and "AUTHORITY" at the very bottom. Inside the seal is a landscape with a sun, mountains, and a river. The text "Est. 1995" is at the bottom of the cross.

# Notice

- Requires employers to provide written notice regarding employee's sexual assault/domestic violence leave rights (AB 2337)

The logo of the Orange County Fire Authority is a Maltese cross. The top arm contains the word "FIRE". The center of the cross features a circular seal with a landscape scene including mountains, a sun, and a body of water with three oranges in the foreground. The words "ORANGE COUNTY" are arched above the seal, and "CALIFORNIA" is arched below it. The bottom arm of the cross contains the word "AUTHORITY". At the very bottom, it says "Est. 1995".

# Safety

- Expands CA heat illness regulations to include indoor employees by 2019 (SB 1167)

# **MINUTES ORANGE COUNTY FIRE AUTHORITY**

**Human Resources Committee Regular Meeting  
Tuesday, October 4, 2016  
12:00 Noon**

**Regional Fire Operations and Training Center  
Room AE117  
1 Fire Authority Road  
Irvine, CA 92602**

---

## **CALL TO ORDER**

A regular meeting of the Orange County Fire Authority Human Resources Committee was called to order on October 4, 2016, at 12:00 p.m. by Chair Shawver.

## **PLEDGE OF ALLEGIANCE**

Director Davies led the assembly in the Pledge of Allegiance to our Flag.

## **ROLL CALL**

**Present:** Laurie Davies, Laguna Niguel  
Noel Hatch, Laguna Woods  
Gene Hernandez, Yorba Linda  
Rob Johnson, Cypress  
Al Murray, Tustin  
David Shawver, Stanton  
Phil Tsunoda, Aliso Viejo

**Absent:** None

## **Also present were:**

Fire Chief Jeff Bowman  
Assistant Chief Lori Zeller  
Assistant Chief Mike Schroeder  
Clerk of the Authority Sherry Wentz

Assistant Chief David Thomas  
Communications Director Sandy Cooney  
Legal Counsel Barbara Raileanu  
Employee Relations Manager Brigitte Gibb

## **1. PRESENTATIONS**

No items.

Chair Shawver introduced newly appointed Committee Directors Davies and Johnson.

## **PUBLIC COMMENTS (F: 12.02D3)**

Chair Shawver opened the Public Comments portion of the meeting. Chair Shawver closed the Public Comments portion of the meeting without any comments.

## **2. MINUTES**

### **A. Minutes for the July 5, 2016, Regular Human Resources Committee Meeting (F: 12.02D2)**

On motion of Director Murray and second by Director Hernandez, the Committee voted unanimously by those present to approve the Minutes of the July 5, 2016, Regular Human Resources Committee meeting as submitted. Directors Davies, Hatch, and Johnson were recorded as abstentions due to their absence from the meeting.

## **3. CONSENT CALENDAR**

### **A. Workers' Compensation Program Update**

On motion of Director Hernandez and second by Director Davies, the Committee voted unanimously by those present to receive and file the report.

### **B. Third Quarter Financial Newsletter**

On motion of Director Hernandez and second by Director Davies, the Committee voted unanimously by those present to receive and file the report.

### **C. Environmental Health and Safety Specialist Classification**

On motion of Director Hernandez and second by Director Davies, the Committee voted unanimously by those present to review the agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of October 27, 2016, with the Human Resources Committee's recommendation that the Executive Committee approve the new Environmental Health and Safety Specialist classification and corresponding salary range.

#### **4. DISCUSSION CALENDAR**

##### **A. Board Member Classification**

Employee Relations Manager Brigitte Gibb presented the Board Member Classification.

On motion of Director Davies and second by Director Johnson, the Committee voted unanimously by those present to receive and file the report.

##### **B. Professional Standards Unit Update**

Employee Relations Manager Brigitte Gibb presented a PowerPoint presentation for the Professional Standards Unit Update.

On motion of Director Hatch and second by Director Hernandez, the Human Resources Committee voted unanimously by those present to receive and file the report.

#### **HUMAN RESOURCES DIRECTOR'S COMMENTS (F: 12.02D4)**

Employee Relations Manager Brigitte Gibbs provided an update on the Human Resources Director recruitment.

#### **LEGAL COUNSEL'S COMMENTS (F: 12.02D7)**

Legal Counsel Barbara Raileanu offered no comments.

#### **COMMITTEE MEMBER COMMENTS (F: 12.02D4)**

Director Hatch commented on the 1.8 million people who are served by OCFA.

Director Johnson welcomed new fellow committee member Director Davies and commented that he looks forward to serving on the committee.

Director Murray thanked Employee Relations Manager Brigitte Gibbs and staff for their diligence on the Professional Standards Unit.

Chair Shawver noted a scheduled installation of smoke detectors coming up in the city of Stanton.

## **CLOSED SESSION (F: 12.02D5)**

Counsel Barbara Raileanu reported the Committee would be convening to Closed Session to consider the matter on the Agenda identified as CS1, Conference with Legal Counsel – Anticipated Litigation.

Chair Shawver recessed the meeting to Closed Session at 12:51 p.m.

### **CS1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Authority: government Code Section 54956.9(b) – Significant Exposure to Litigation  
(27 cases)

Chair Shawver reconvened the meeting at 1:30 p.m.

## **CLOSED SESSION REPORT (F: 12.02D5)**

Legal Counsel Barbara Raileanu stated there was no reportable action.

**ADJOURNMENT** – Chair Shawver adjourned the meeting at 1:32 p.m. The next regular meeting of the Human Resources Committee is January 3, 2017, at 12:00 noon.

---

Sherry A.F. Wentz, CMC  
Clerk of the Authority





**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Human Resources Committee**  
**January 3, 2017**

**Agenda Item No. 3A**  
**Consent Calendar**

**Classification Specifications -**  
**Title Change and New Classifications**

---

**Contact(s) for Further Information**

Brigette Gibb, Human Resources Director  
Human Resources Division

[brigettegibb@ocfa.org](mailto:brigettegibb@ocfa.org)

714.573.6353

**Summary**

New classes and corresponding salary ranges are adopted and approved by the Executive Committee. This item seeks recommendation to Executive Committee for approval of one classification specification title change, the establishment of five new classification specifications with corresponding salary ranges, and creation of a Board Member Position(s) in position control.

**Prior Board/Committee Action**

Not applicable.

**RECOMMENDED ACTION(S)**

Review the agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of January 26, 2017, with the Human Resources Committee's recommendation that the Executive Committee approve the title change, new classification specifications and corresponding salary ranges, and addition of a Board Director Position to position control.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

None

**Background**

See attached expanded background.

**Attachment(s)**

1. Expanded Background
2. Human Resources Manager Classification Specification
3. Board Director Classification Specification
4. Permit Technician I Classification Specification
5. Permit Technician II Classification Specification
6. Permit Supervisor Classification Specification
7. GIS Supervisor Classification Specification

## **Expanded Background**

### **Classification Specification Title Change**

#### ***Employee Relations/Human Resources Manager (Attachment 2)***

The Employee Relations Manager classification specification was established in March 2013. Since that time, additional duties have been encompassed by the classification. Currently, the classification is not only responsible for the supervision of employee and labor relations, but all the traditional human resources functions, including: benefits administration, classification and compensation, human resources information systems (HRIS), performance management, and recruitment and selection.

Prior to commencing the current recruitment to fill the vacancy, which was created when the Employee Relations Manager was promoted to Human Resources Director, staff did a market survey of similar classification specifications in the Orange County area and confirmed that use of the title “Employee Relations Manager” for this scope of work is unique to the Orange County Fire Authority (OCFA). Staff recommends the title of Employee Relations Manager be changed to Human Resources Manager to more accurately reflect the scope of duties, as well as better align with the trend in the public sector human resources field. There is no impact to salary range.

### **Establishment of Four Classification Specifications**

#### ***1. Board Director (Attachment 3)***

For tax purposes, Board Directors are considered “employees,” and as such, will receive an IRS Form W-2 (Wage and Tax Statement) in 2017. Establishment of the Board Director classification specification allows staff to assign a class code to the specification, which is a necessary component of issuing the W-2s. In addition, approval is required to create a Board Member position(s) in position control.

#### ***2. Permit Technician I (Attachment 4)***

Community Risk Reduction’s Planning and Development front counter has experienced several staffing challenges consisting of incorrect and conflicting supervisory jobs, excessive employee turnover, lack of upward mobility, inadequate daily coverage, and insufficient fiscal checks and balances. To address these ongoing challenges and increase effectiveness and efficiencies, Community Risk Reduction management has recommended a reorganization and reclassification of the front counter positions. Permit Technician I and Permit Technician II will replace Fire Prevention Services Specialist, and Permit Supervisor will replace temporary Assistant Fire Marshal.

Ralph Andersen & Associates was retained to review the recommendations and conduct a classification and compensation study for the establishment of the three new classification specifications. The study included recommendations on title, essential functions, minimum requirements, compensation, bargaining unit, and Fair Labor Standards Act designation.

The Permit Technician I proposed salary range begins with Step 1 at \$47,236.80/annual (\$22.71/hour) and ends at Step 12 at \$63,668.80/annual (\$30.61/hour).

#### ***3. Permit Technician II (Attachment 5)***

Human Resources Committee Meeting – January 3, 2017

Background – Agenda Item No. 3A

The Permit Technician II proposed salary range begins with Step 1 at \$51,958.40/annual (\$24.98/hour) and ends at Step 12 at \$70,012.80/annual (\$33.66/hour).

**4. *Permit Supervisor (Attachment 6)***

The Permit Supervisor proposed salary range begins with Step 1 at \$71,427.20/annual (\$34.34/hour) and ends at Step 12 at \$96,283.20/annual (\$46.29/hour).

**5. *GIS Supervisor (Attachment 7)***

In June 2016, OCFA's Assistant IT Manager of Geographic Information Systems (GIS) and Data Management retired. The vacancy has provided an opportunity to fill the manager position at a lower level (supervisor) in order to provide more technical expertise to this area.

There has been an evolving specialization of the GIS industry and transition from emphasizing production of physical mapping products and managing data to developing specialized computer programs and applications, especially for mobile and hand-held computers. Developing new GIS applications requires expertise in both traditional GIS and computer application development. The proposed GIS Supervisor classification requires that unique skillset and hands-on mentorship for existing GIS staff as well as acting as an intermediary and liaison with OCFA Systems and Application Development staff.

The GIS Supervisor will report to the Assistant IT Manager responsible for the Systems and Application Development section. This reporting structure will bring the GIS staff and the Systems and Application Development staff under a single manager who is experienced with how GIS interacts with OCFA's public safety and business systems, streamline decision making and resource allocation, eliminate barriers, and expedite development of new GIS applications. Reclassifying the Assistant IT Manager to GIS Supervisor will result in total compensation savings.

The GIS Supervisor proposed salary range begins with Step 1 at \$101,566.40/annual (\$48.83/hour) and ends at Step 12 at \$136,884.80/annual ((\$65.81).



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

**JOB TITLE:** ~~Employee Relations~~ Human Resources Manager

**REPORTS TO:** Human Resources Director    **FLSA:** Exempt

**SUPERVISES:** Varies

**CLASS CODE:** 0765

**DEPARTMENT:** Human Resources

### **CLASS SUMMARY:**

Incumbents are responsible for performing and supervising professional level activities within human resources. Incumbents are required to work independently and to exercise sound judgment in analyzing highly complex problems and issues.

### **DISTINGUISHING CHARACTERISTICS:**

The ~~is~~ is the fifth level in a six level human resources series. The Human Resources Employee Relations Manager is distinguished from the Senior Human Resources Analyst by its ~~supervisory~~ section level responsibilities and accountability ~~for multiple human resources functions within the section~~. The Employee Relations Human Resources Manager is distinguished from the Human Resources Director, which has division level responsibilities and accountability.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be representative sample of the duties performed by the class.)

Supervises employees, which includes: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.

Directs and performs classification and compensation studies, which includes: conducting and reviewing job analysis; conducting, reviewing and responding to compensation studies and analysis; interpreting and applying classification and compensation methodologies, policies, procedures, and applicable laws; representing the organization in meet and confer processes with bargaining units; serving as a section manager; providing recommendations on pay structures; preparing written analysis and agenda items; and, performing other related activities.

Supervises the administration of the recruitment and selection process, which includes: strategizing, and managing the recruitment process; reviewing test designs and selection components; applying selection procedures, MOUs, and applicable laws; managing interdepartmental recruitment teams; providing hiring recommendations to management and supervisors; representing the organization at meet and confer processes and selection appeals and filings; and, performing other related activities.

Supervises and facilitates employee relations, which includes: mediating workplace conflicts;



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

**JOB TITLE:** ~~Employee Relations~~Human Resources Manager

advising and assisting in the resolution of grievances; preparing recommendations and management responses; offering consultative support to management and supervisors to further employer relations objectives; assisting and advising managers in employee performance management processes, including reviewing performance evaluations for consistency and making recommendations; coordinating and conducting internal investigations; working closely with management to ascertain union/management issues which require resolution or contract clarification; developing employee relations strategies; interpreting and applying contract language, State and Federal laws, and legislation.

Supervises and facilitates labor relations, which includes: preparing labor relations documents and contract language; developing and recommending labor relations policies; representing the organization in meetings with bargaining units; interpreting contract language and providing guidance to management and employees; participating in developing negotiating strategies; conducting special reports; preparing reports; and, performing other related duties.

Supervises and manages the employee development process, which includes: participating in the design and presentation of training materials; assisting management and supervisory staff in the performance management process; providing career counseling and guidance; and, performing other related activities.

Develops, monitors, and evaluates policies and procedures related to benefits administration, which may include: Optional Benefit Plan (OBP), and dental, health, income, and life insurance; establishes guidelines for staff on benefits issues.

Ensures compliance with laws and statutes pertaining to benefits and benefit related programs

Performs other duties of a similar nature or level.

---

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE (position requirements at entry):**

Bachelor's Degree in Business Administration, or a related field, and five years of professional level human resources experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSES AND CERTIFICATIONS (position requirements at entry):**

Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status. None required.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

JOB TITLE: ~~Employee Relations~~ Human Resources Manager

### KNOWLEDGE (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Broad based human resources principles and practices;
- Customer service principles;
- Applicable Federal, State, and Local laws, rules, regulations, and policies;
- Research methods;
- Mathematical concepts;
- Conflict resolution techniques;
- Investigation techniques.

### SKILLS (position requirements at entry):

Skill in:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Using a computer and applicable software applications;
- Providing customer service;
- Handling multiple priorities simultaneously;
- Conducting research;
- Interpreting applicable Federal, State, and Local laws, rules, regulations, policies, and procedures;
- Representing the organization at filings, selection complaints, and grievances;
- Planning and managing complex projects and interdepartmental project teams;
- Developing strategies, goals, and objectives;
- Analyzing problems and identifying problem areas, identifying alternative solutions, weighing alternatives, projecting consequences of actions, and making recommendations;
- Evaluating performance management processes;
- Developing performance improvement plans;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

---

### PHYSICAL REQUIREMENTS:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

JOB TITLE: ~~Employee Relations~~ Human Resources Manager

### **WORKING CONDITIONS:**

Incumbents work in a standard office environment.

---

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

---

### **Classification History:**

Draft prepared by Fox Lawson and Associates LLC (LM), 03-13

Draft revised by Human Resources Analyst, Joshua Boudreaux Date: 12-16

Final prepared by OCFA, Date: 03-13; revised 12-16

Human Resources Director Review:

Zenovy Jakymiw Brigitte Gibb Date: 12-16

Adopted by Board of Directors: March 28, 2013

---



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

**Job Title: Board Director**

**REPORTS TO: N/A**

**FLSA: N/A**

**SUPERVISES: N/A**

**CLASS CODE: 5850**

**DEPARTMENT: Board of Directors**

### **CLASS SUMMARY:**

Directors serve as their agency's representative to the Orange County Fire Authority (OCFA) Board of Directors.

### **DISTINGUISHING CHARACTERISTICS:**

N/A

### **ESSENTIAL FUNCTIONS:**

Attends Board of Director, committee, and ad hoc meetings, and ceremonial events as applicable

Collectively, Board Members:

- Adopt various plans and policies to establish guidelines for the OCFA
- Approve the annual budget, inter-fund transfers between budgets, increases and decreases to the budget, and debt obligations
- Provide direction to the chief negotiator on negotiations; adopts resulting Memorandums of Understanding and changes in the Personnel and Salary Resolution
- Approve contracts for public works projects in amounts at or above the statutory limits
- Hire and terminate the Fire Chief and General Counsel; approve employment/service contract for the Fire Chief and General Counsel
- Appoint Clerk, Auditor, and Treasurer
- Authorize filing of and responses to legal action
- Approve and adopt ordinances and resolutions
- Take actions as required by and consistent with California Government Code and any other applicable law





# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

**Job Title: Board Director**

---

### **MINIMUM QUALIFICATIONS:**

Board Directors shall be a current elected member of the governing body and shall hold office until the selection of a successor by the appointing body. Each Director shall serve at the pleasure of his or her appointing body and may be removed at any time, with or without cause, at the sole discretion of that appointing body.

### **EDUCATION AND EXPERIENCE (position requirements at entry):**

N/A

### **LICENSES AND CERTIFICATIONS (position requirements at entry):**

N/A

### **KNOWLEDGE (position requirements at entry):**

N/A

### **SKILLS (position requirements at entry):**

N/A

---

### **PHYSICAL REQUIREMENTS:**

N/A

---

### **Classification History:**

Draft prepared by Joshua Boudreaux Date: 11/2016

Final prepared by Joshua Boudreaux: 11/2016

Human Resources Director Review: Brigette Gibb 12/2016

Adopted by Board of Directors, Date:

---



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### Job Title: Permit Technician I

**REPORTS TO:** Permit Supervisor

**FLSA:** Non-Exempt

**SUPERVISES:** N/A

**CLASS CODE:** 0123

**DEPARTMENT:** Community Risk  
Reduction

#### **CLASS SUMMARY:**

Under supervision, incumbents are responsible for performing fire plan processing duties as well as providing assistance and answering general questions from the public regarding fire plans.

#### **DISTINGUISHING CHARACTERISTICS:**

The Permit Technician I is an entry level position in a three level Permit series. The Permit Technician I is distinguished from the Permit Technician II, which handles more complex plan processing duties and performs simple plan reviews. Work of increasing difficulty and complexity is assigned based upon experience acquired and familiarity with the work.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be representative a sample of the duties performed by the class.)

Performs fire plan processing duties for residential, commercial, and industrial projects to ensure accuracy, completeness, and compliance with applicable codes, rules, and regulations.

Assists the public at the counter, by telephone, and through email; responds to a variety of general inquiries concerning fire plan requirements and codes requirements.

Distributes plans and documents to plan reviewers, partner cities, and other departments.

Calculates and collects plan review and inspection fees in accordance with established fee schedules and guidelines; issues receipts; maintains plan review files.

Enters and retrieves a variety of data and information into a computer system; compiles data and sends reports to other partner agencies and customers as necessary.

Assists plan reviewers in issuing approval stamps for fire plan review.

Responds to citizen complaints and concerns regarding fire plan review; refers more difficult complaints to higher level staff.

Picks-up and delivers documents, including plans, to various partner agencies throughout the county.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### Job Title: Permit Technician I

Participates in a variety of special projects related to community risk reduction activities, as assigned.

Performs other duties of a similar nature or level.

---

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE (position requirements at entry):**

High School Diploma, or General Equivalency Diploma (GED) or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

##### **LICENSES AND CERTIFICATIONS (position requirements at entry):**

Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.

##### **KNOWLEDGE (position requirements at entry):**

- Basic customer service principles
- Strong verbal and interpersonal skills
- Basic report writing methods
- Mathematical concepts
- Office procedures, methods, and equipment including computers
- Basic record keeping and filing methods

##### **SKILLS (position requirements at entry):**

- Using computers and applicable software applications
- Providing customer service
- Performing mathematical calculations
- Maintaining records
- Compiling data and preparing simple reports
- Handling multiple tasks simultaneously
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction and establish and maintain effective working relationships

---

#### **PHYSICAL REQUIREMENTS:**

Positions in this class may typically require: standing and sitting for prolonged periods, balancing, reaching, walking, driving, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### Job Title: Permit Technician I

---

force frequently, and/or up to 20 pounds of force constantly to move objects.

#### **WORKING CONDITIONS:**

Incumbents work in a standard office environment.

---

#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

---

#### **Classification History:**

Draft prepared by Ralph Andersen & Associates, 11/2016

Final prepared by Joshua Boudreaux, 2/2016

Human Resources Director Review, Brigette Gibb 12/2016

Adopted by Board of Directors, Date:

---



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### Job Title: Permit Technician II

**REPORTS TO:** Permit Supervisor

**FLSA:** Non-Exempt

**SUPERVISES:** N/A

**CLASS CODE:** 0124

**DEPARTMENT:** Community Risk  
Reduction

#### **CLASS SUMMARY:**

Incumbents are responsible for performing more complex fire plan processing duties as well as a simple plan reviews and providing assistance to and answering general questions from the public regarding fire plans.

#### **DISTINGUISHING CHARACTERISTICS:**

The Permit Technician II is a journey level position in a three level Permit Technician series. The Permit Technician II is distinguished from the Permit Technician I by its handling of simple plan reviews and more complex fire plans processing duties.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be representative a sample of the duties performed by the class.)

Performs more complex fire plan processing duties for residential, commercial, and industrial projects to ensure accuracy, completeness, and compliance with applicable codes, rules, and regulations.

Performs simple fire plan reviews.

Serves as a lead to employees in lower level classification, including prioritizing and assigning work and training employees on work methods and procedures.

Assists the public at the counter, by telephone, and through email; responds to a variety of general inquiries concerning fire plan requirements and codes requirements.

Distributes plans and documents to plan reviewers, partner agencies, and other departments.

Calculates and collects plan review and inspection fees in accordance with established fee schedules and guidelines; issues receipts; maintains plan review files.

Enters and retrieves a variety of data and information into a computer system; compiles data and sends reports to other partner agencies and customers as necessary.

Assists plan reviewers in issuing approval stamps for fire plan review.

Responds to citizen complaints and concerns regarding fire plan review.





# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### Job Title: Permit Technician II

---

Picks-up and delivers documents, including plans, to various partner agencies throughout the county.

Participates in a variety of special projects related to community risk reduction activities, as assigned.

Performs other duties of a similar nature or level.

---

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE (position requirements at entry):**

High School Diploma, or General Equivalency Diploma (GED) or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

##### **LICENSES AND CERTIFICATIONS (position requirements at entry):**

Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.

##### **KNOWLEDGE (position requirements at entry):**

- Advanced customer service principles
- Strong verbal and interpersonal skills
- Report writing methods
- Mathematical concepts
- Office procedures, methods, and equipment including computers
- Lead supervision and training
- Record keeping and filing methods

##### **SKILLS (position requirements at entry):**

- Using computers and applicable software applications;
  - Providing customer service
  - Performing mathematical calculations
  - Maintaining records
  - Training lower level staff
  - Compiling data and preparing simple reports
  - Handling multiple tasks simultaneously
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction and establish and maintain effective working relationships
- 

#### **PHYSICAL REQUIREMENTS:**



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### Job Title: Permit Technician II

---

Positions in this class may typically require: standing and sitting for prolonged periods, balancing, reaching, walking, driving, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

#### **WORKING CONDITIONS:**

Incumbents work in a standard office environment.

---

#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

---

#### **Classification History:**

Draft prepared by Ralph Andersen & Associates, 11/2016  
Final prepared by Joshua Boudreaux, 12/2016  
Human Resources Director Review, Brigette Gibb 12/2016  
Adopted by Board of Directors, Date:

---



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### Job Title: Permit Supervisor

**REPORTS TO:** Deputy Fire Marshal

**FLSA:** Non-Exempt

**SUPERVISES:** Varies

**CLASS CODE:** 0125

**DEPARTMENT:** Community Risk Reduction

#### **CLASS SUMMARY:**

Incumbents are responsible for managing the day-to-day operations of the OCFA Front Counter, including supervising Front Counter staff, coordinating fire plans processing with partner agencies, oversight of "over-the-counter" plan reviews, and general assistance to the public regarding services provided by the Community Risk Reduction Department.

#### **DISTINGUISHING CHARACTERISTICS:**

The Permit Supervisor is the third level in a three level Permit series. The Permit Supervisor is distinguished from the Permit Technician II by its supervisory responsibilities and reports directly to the Planning and Development Deputy Fire Marshal.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be representative sample of the duties performed by the class.)

Supervises employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and providing hiring, termination and disciplinary recommendations.

Participates in developing and implementing section goals and objectives.

Serves as a liaison with other section managers, partner agencies, the general public, and other stakeholders.

Conducts quality control and monitor fiscal integrity of operations.

Assists the public and other employees with inquiries related to the plan review process and other related Community Risk Reduction Department services.

Coordinates customer service interface, "over-the-counter" fire plan approvals, management of records and fire plan status, and various fire plan processing procedures.

Assists in the development of code amendments and participate in the code adoption process with stakeholders and partner agencies.

Participates in oversight and implementation of the outsource consultant plan review program.

Maintains OCFA guidelines, bulletins, and interpretations related to the plan review process.





# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### Job Title: Permit Supervisor

Participates in developing and administering section budget.

Coordinates fire plan review activities with other sections and partner agencies.

Maintains records concerning Front Counter operations and programs; prepare reports on various operations and activities.

Attends various continuing education classes, seminars, and/or meetings in an effort to remain current on applicable codes, regulations, policies, and procedures.

Develops, conduct, and oversee public outreach and training sessions related to the plan review process.

Participates in special projects related to Community Risk Reduction activities.

Performs other duties as needed of a similar nature or level.

---

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE (position requirements at entry):**

Associate's Degree and four years of progressively responsible experience related to plan review; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

##### **LICENSES AND CERTIFICATIONS (position requirements at entry):**

Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.

##### **KNOWLEDGE (position requirements at entry):**

- Operational characteristics, services, and activities related to fire plan review and building permit processing
- Supervision, management, and leadership principles
- Principles and practices of staff development and progressive discipline
- Plan review practices and procedures
- Office procedures, methods, and equipment including computers and applicable software applications
- Applicable federal, state, and local laws, codes, and regulations
- Report writing methods
- Mathematical concepts
- Customer service principles

##### **SKILLS (position requirements at entry):**

- Coordinating and directing fire plan review process
  - Monitoring and evaluating employees
-



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### Job Title: Permit Supervisor

- Prioritizing and assigning work
  - Using computers and applicable software applications
  - Analyzing, interpreting, and applying applicable federal, state, and/or local laws, rules, and regulations
  - Performing mathematical calculations
  - Negotiating problem resolutions
  - Handling multiple tasks simultaneously
  - Maintaining records
  - Conducting presentations
  - Reading plans and blueprints
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction and establish and maintain effective working relationships
- 

#### **PHYSICAL REQUIREMENTS:**

Positions in this class may typically require: standing and sitting for prolonged periods, balancing, reaching, walking, driving, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **WORKING CONDITIONS:**

Incumbents work in a standard office environment.

---

#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

---

#### **Classification History:**

Draft prepared by Ralph Andersen & Associates, 1/2016

Final prepared by Joshua Boudreaux, 12/2016

Human Resources Director Review, Brigitte Gibb 12/2016

Adopted by Board of Directors, Date:

---



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: GIS Supervisor

**REPORTS TO:** Assistant IT Manager

**FLSA:** Non-Exempt

**SUPERVISES:** Varies

**CLASS CODE:** 1470

**DEPARTMENT:** Support Services/  
Information Technology/GIS

#### **CLASS SUMMARY:**

Incumbents are responsible for supervising Geographic Information Systems (GIS) support and professional staff and performing professional level activities including developing and maintaining spatial databases, GIS applications (apps) and research and analysis. Understands and interprets organizational geospatial needs, develops apps and mapping products that fulfill the unique needs for fire protection and emergency services agencies. Incumbents may be required to serve on an emergency response team in the field.

#### **DISTINGUISHING CHARACTERISTICS:**

The Geographic Information Systems (GIS) Supervisor is the fifth level in a five level information systems series. The GIS Supervisor is distinguished from the Senior GIS Analyst by its full supervisory responsibilities. The GIS Supervisor is distinguished from the Information Technology Assistant Manager, which has management responsibilities over the specific section (IT - GIS and Data Management; IT - Communications and Workplace Support; IT and Communications Infrastructure; IT - Systems Development and Support) of the Information Systems Division.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be a representative sample of the duties performed by the class.)

Supervises GIS staff and contractors to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations and/or decisions;

Supervises the operations and project plan preparation and execution in assigned area of responsibility;

Plans and coordinates OCFA's enterprise GIS program; liaisons with other OCFA divisions and sections;

Evaluates, develops, and documents emerging tools, technologies, and standards; analyzes and makes recommendations and/or decisions regarding feasibility; prepares related reports;

Performs needs assessment and recommends or develops systems improvements; defines and develops related end-user training requirements; prepares related documentation;

Performs complex administration activities for computer systems, networks, and



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: GIS Supervisor

---

communications especially as relating to GIS;

Performs the most complex GIS technical troubleshooting;

Plans, researches, evaluates, writes specifications for, and procures hardware, software, and technical services for all levels of automation;

Administers a variety of contracts with external vendors and/or suppliers;

Assists in developing the budget for an assigned section of the department; monitors and forecasts expenditures; recommends purchases of equipment; solicits and evaluates bids;

Performs other duties of a similar nature or level.

---

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE (position requirements at entry):**

Bachelor's degree in Geographic Information Systems, or a related field, and six years of progressively responsible experience related to the area of assignment, including three years of project management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSES AND CERTIFICATIONS (position requirements at entry):**

- Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.

#### **KNOWLEDGE OF (position requirements at entry):**

Knowledge of:

- Supervisory principles
- Project management principles
- Expert in GIS Technology principles including scale, projections, coordinate systems, cartography
- Portal for ArcGIS
- Portal for ArcGIS
- Custom Web App Builder for ArcGIS JavaScript widgets
- ESRI ArcGIS for Server JavaScript APIs
- Contract management and administration principles
- Budget principles
- GIS concepts
- Mapping symbols and standards
- Mathematical concepts
- Research methods



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: GIS Supervisor

- Database design principles
- Customer service principles
- ArcGIS Desktop, ArcCatalog, ArcToolbox
- ESRI geodatabases
- Geospatial data capture, editing, and mapping
- Multiple computer operating systems
- GIS application development

#### **SKILLS (position requirements at entry):**

- Monitoring and evaluating employees
- Prioritizing and assigning work
- Using computers (desktop, laptop, mobile) and applicable software applications
- Performing needs assessments
- Managing projects
- Analyzing and designing complex systems
- Evaluating hardware and software applications
- Communicating technical and GIS centric information to a non-technical audience
- Installing, configuring and troubleshooting technological platforms, systems, and networks
- Utilizing and managing databases
- Written and oral communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction and establish and maintain effective working relationships

---

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: stooping, reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **WORKING CONDITIONS:**

Incumbents may be subjected to moving mechanical parts and electrical currents.

---



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: GIS Supervisor

---

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

---

---

**Classification History:**

Draft prepared by Joshua Boudreaux, 11/2016

Final prepared by Joshua Boudreaux, 12/2016

Human Resources Director Review, Brigette Gibb 12/2016

Adopted by Board of Directors, Date:

---



**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Human Resources Committee Meeting**  
**January 3, 2017**

**Agenda Item No. 3B**  
**Consent Calendar**

**Quarterly Human Resources Accomplishment/Project Update**

---

**Contact(s) for Further Information**

Brigitte Gibb, Human Resources Director     [bridgettegibb@ocfa.org](mailto:bridgettegibb@ocfa.org)     714.573.6353  
Human Resources Division

Jonathan Wilby, Risk Manager     [jonathanwilby@ocfa.org](mailto:jonathanwilby@ocfa.org)     714.573.6832

**Summary**

This agenda item is submitted to provide the Human Resources Committee with a quarterly update on high priority projects within Human Resources.

**Prior Board/Committee Action**

Not Applicable.

**RECOMMENDED ACTION(S)**

Receive and file the report.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

Human Resources is comprised of two sections: 1) Employee Relations & Benefits; and 2) Risk Management. Employee Relations & Benefits is responsible for the following HR functions: classification and compensation, employee benefits, employee and labor relations, Human Resources Information System (HRIS), and recruitment and selection, and Risk Management is responsible for: worker's compensation, occupational health and safety, general liability and insurance, and security.

**Attachment(s)**

1. Employee Relations & Benefits Accomplishment/Project Update – October 1, through December 30, 2016
2. Risk Management/Workers' Compensation Accomplishment/Project Update – October 1, through December 30, 2016



FY 2015/16 ACCOMPLISHMENTS - EMPLOYEE RELATIONS & BENEFITS		STATUS
<b>RECRUITMENT</b>		
1	Created Employment Letter Templates	Not Started
2	Created Selection Complaint Form	In Progress
3	Established Automatic Disqualifiers for Firefighter Trainee Candidates	Completed
4	Held Open House for Student Athletes	
5	Recruited Student Athletes for Firefighter Trainees	
6	Updated NEOGOV Recruitment Notice Templates	
<b>EMPLOYEE &amp; LABOR RELATIONS</b>		
7	Collected Past Due Performance Evaluations	
8	Documented Seniority List Procedures with 3631	
9	Drafted Templates for Employee Relations Documents	
10	Hosted Multiple Employee Relations Webinars (presented by legal counsel)	
11	Identified Bilingual Paid Employees & Posted to OCFA Intranet	
12	Posted all Mandatory Employment Posters	
13	Presented HR Information at New Employee Orientation	
14	Presented Multiple Sessions of Documentation/Coaching Training	
15	Presented Multiple FBOR and AB1825 (Sexual Harassment) Training	
16	Presented Multiple Sessions of Progressive Discipline Training	
17	Provided Performance Evaluation Training to Community Risk Reduction Supervisors	
18	Tracked Employee Relations Issues	
<b>HRIS</b>		
19	Completed Testing for HRIS (Banner) Upgrade	
20	Created Audit Process for Bi-Weekly Pay Period Transactions	
21	Documented Employment Verification Process	
<b>BENEFITS</b>		
22	Coordinated a Presentation by the OC Credit Union at New Employee Orientation	
23	Created Benefits Webpage on OCFA Intranet (theHive)	
24	Drafted (with legal counsel) ACA Look Back Safe Harbor Policies	
25	Filed IRS ACA Reporting	
26	Implemented Healthy Workplace Healthy Family Paid Sick Leave Act	
27	Increased Insurance Coverage to Comply with MOUs and P&SR	
28	Paid Reserve Firefighter Invoices from 2014	
29	Provided FMLA Training to Community Risk Reduction Supervisors	
30	Resolved Electronic Approval Issue in HRIS (Banner)	
31	Resolved Life Insurance Calculation Error in Banner	
32	Revised Employee Exit Process	
33	Revised Employee Exit Survey (Survey Monkey)	
34	Revised Tuition Reimbursement Form and Guideline	
35	Scanned all Insurance Beneficiary Forms for Electronic Record Keeping	
36	Scanned Separated Employee Files	
37	Separated Benefits Docs from Personnel File	
38	Set-up Electronic Personnel Files	
39	Simplified Open Enrollment Process	
40	Updated HR's Leave Processes (e.g. FMLA, CFRA, etc.)	
41	Trained HR Staff in HRIS (Banner)	
<b>MISC.</b>		
42	Cross Trained HR Staff	
43	Hired HR Analyst (Recruitment)	
44	Hired PT Extra Help Accountant	
45	Reorganized Reporting Relationships in HR	



FY 2016/17 PROJECTS - EMPLOYEE RELATIONS & BENEFITS		STATUS
<b>RECRUITMENT</b>		
46	Created Job Bulletins for all Firefighter Entry Points	Not Started
47	Document Process for Safety Criminal Backgrounds	In Progress
48	Evaluate Professional Staff Recruitment Processes	Completed
49	Hired HR Analyst - Recruitment	
50	Implement Enhancements to Professional Staff Recruitment Processes	
51	Implement NEOGOV PE (Performance Evaluation Software)	
52	Obtained Professional Services Agreements for Administrative Investigations	
53	Recruit Student Athletes for Firefighter Trainees	
54	Researched Pre-Employment Psychological Exams	
<b>EMPLOYEE &amp; LABOR RELATIONS</b>		
55	Adopt PSU Mission Statement	
56	Create DOJ Policy for Livescan	
57	Create FBOR Pocket Card for Supervisors	
58	Created PSU	
59	Develop/Revise Classification and Compensation Plan	
60	Develop/Update Key Conduct Policies	
61	Document Process for Assigning Sexual Harassment (prevention) Training	
62	Document Processes for Probationary Rejections	
63	Establish Guideline for EMS and Personnel Files and Supervisor's Logs	
64	Evaluate PSU Tracking Software	
65	Obtained Professional Services Agreements for Pre-Employment Backgrounds	
66	Provide AB1825 (Sexual Harassment Prevention) Training	
67	Provide Training on Coaching and Counseling	
68	Provide Training on Documenting Performance	
<b>BENEFITS</b>		
69	Adopt ACA Look Back Safe Harbor Policies	
70	Analyze 3631 Healthcare Agreement for ACA Compliance	
71	Analyze ACA Cadillac Tax on OCFA Affordability	
72	Hired PT Extra Help Accountant	
73	Solution to Ensure Extra Help Employees Comply w/ACA	
74	Research Benefits Options for Board Members as Employees	
75	Provide On Site Supervisory Training Through EAP	
76	Provide Introduction to EAP Training	
<b>MISC.</b>		
77	Create HR Succession Plan	
78	Train all HR Staff on Interactive Processes	

FY 2015/16 ACCOMPLISHMENTS - RISK MANAGEMENT		STATUS
<b>WORKERS' COMPENSATION</b>		
1	Decreased current liabilities for FY 2016/17 by \$600,606 and long-term liabilities by \$1,176,045	Not Started
2	Decreased open claims from 876 to 725	In Progress
3	Authorized 79 claim settlement requests	Completed
4	Increased occupational clinic utilization from 56.5% to 60.9%	
5	Increased pharmacy benefit management (PBM) program utilization from 55.6% to 77.1%	
6	Enhanced transitional return to work program; returned 86.67% of eligible employees to light duty position	
7	Visited occupational clinics ensuring they continue to meet OCFA standards	
8	Conducted monthly claims audits with third party administrator (TPA)	
9	On monthly basis, discussed workers' compensation issues and strengthen relationships w/3631	
10	Conducted quarterly meetings with Local 3631 to discuss progress of the alternative dispute resolution (ADR) program	
11	Conducted quarterly claims status meetings with TPA	
12	Developed injury trend analysis report to be used to reduce frequency and severity of injuries	
13	Transitioned tail end insurance claims from CCMSI to CorVel Corporation	
<b>GENERAL LIABILITY</b>		
14	Completed 2016/17 insurance renewal with the Fire Agencies Insurance Risk Authority (FAIRA), aviation, excess workers' compensation, and pollution programs	
15	Reviewed and verified insurance on 206 certificates of insurance and additional related insurance documents from those contracted to do business with the OCFA	
16	Responded to 71 requests for evidence of insurance from external sources and internal staff by providing certificates of insurance and related insurance documents	
17	Conducted property appraisals of OCFA properties	
18	Investigated 29 general liability claims filed against the OCFA	
<b>OCCUPATIONAL SAFETY &amp; HEALTH</b>		
19	Hired Risk Management Safety Officer and oriented employee to the OCFA	
20	Revised Occupational Safety & Health Policy	
21	Created Firefighter Safety Workgroup focused on cancer prevention	
22	Developed Selection, Care, and Maintenance of Structural Firefighter Ensemble SOP	
23	Developed Asbestos Contamination of Structural Firefighter Ensemble SOP	
24	Revised Post Fire Monitoring SOP	
25	Revised Respiratory Protection Program SOP	
26	Revised Occupational Safety & Health Committee SOP	
27	Revised Cal/OSHA Inspection SOP	
28	Revised Cal/OSHA Notification SOP	
29	Developed and conducted Cal/OSHA notification training	
30	Participated in five Cal/OSHA compliance investigations resulting in no citations found	
31	Exercised RFOTC Emergency Action Plan during a suspicious package emergency	
32	Participated in Great California Shakeout by conducting RFOTC earthquake drill	
<b>ENVIRONMENTAL</b>		
33	Approved Environmental, Health, and Safety Specialist position in 2016/17 budget	
34	Completed Environmental, Health, and Safety Specialist classification & compensation study	
35	Worked with Support Services and Orange County Health Care Agency on above ground storage tank and underground storage tank compliance	
36	Updated Spill Prevention Control & Countermeasures Plans	
<b>SECURITY</b>		
37	Updated access control system software to current version	
38	Hardened exterior of Regional Fire Operations & Training Center (RFOTC)	
39	Issued several be on the lookout (BOLO) alerts to communicate potential threats to employees	

FY 2016/17 PROJECTS - RISK MANAGEMENT		STATUS	Not Started
<b>WORKERS' COMPENSATION</b>			In Progress
40	Oversee review of workers' compensation injury analysis (accident cost reduction effort) to reduce annual claims, annual expenses, and backfill costs		Completed
<b>GENERAL LIABILITY</b>			
41	Evaluate the potential use of certificate of insurance tracking software		
<b>OCCUPATIONAL SAFETY &amp; HEALTH</b>			
42	Oversee an active shooter incident (ASI) drill for Board of Directors		
43	Establish program to addresses impact of post-traumatic stress disorder (PTSD) in OCFA personnel		
44	Implement cancer prevention controls identified by Firefighter Safety Workgroup		
<b>ENVIRONMENTAL</b>			
45	Hire and onboard Environmental, Health, and Safety Specialist		
46	Implement Spill Prevention Control & Countermeasures Training		
<b>SECURITY</b>			
47	Implement Board Room physical security enhancements		



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Human Resources Committee Meeting  
January 3, 2017

Agenda Item No. 3C  
Consent Calendar

**Professional Standards Unit Update**

---

**Contact(s) for Further Information**

Brigette Gibb, Human Resources Director [brigettegibb@ocfa.org](mailto:brigettegibb@ocfa.org) 714.573.6353  
Human Resources Division

Peggy Benson, Sr. HR Analyst [peggybenson@ocfa.org](mailto:peggybenson@ocfa.org) 714.573.6810

**Summary**

This agenda item is submitted to the Human Resources (HR) Committee to provide an update on the developmental progress of Professional Standards Unit (PSU).

**Prior Board/Committee Action(s)**

At its regular July 5, 2016, April 5, 2016, and October 4, 2016, meetings, the HR Committee received and filed progress report updates on the development of the PSU.

At its regular November 3, 2015, and January 5, 2016, meetings, the HR Committee received oral progress report updates on the development of the PSU by the HR Director.

**RECOMMENDED ACTION(S)**

Receive and file the report.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

The mission of the Professional Standards Unit is, *"To preserve the trust of our public, our Board of Directors, and our workforce, the Orange County Fire Authority's Professional Standards Unit strives to ensure ethical, effective, and efficient conduct through leadership from all members, trust between management and labor, and accountability by everyone."*

The PSU is partially staffed and will continue to be developed with the creation and revision of key policies, development and implementation of training resources and programs, and the purchase of tracking software which will provide data needed to further enhance PSU efforts.

**Policy Development**

Although Lexipol, which will provide OCFA with more than 150 policies that reflect up-to-date, applicable industry standards and best practices based on federal and state statutes, case law, and regulations, has not yet been implemented, human resources staff is working with legal counsel to

adopt and/or revise several key conduct policies. After policy adoption and implementation of Lexipol, these policies will be reviewed and revised, as appropriate.

### ***Training***

Training personnel on expected performance, general orders, and standard operating procedures is an essential component to achieving ethical, effective, and efficient conduct. Staff has identified the need for training on several topics and will continue to assess training development needs as issues and opportunities arise.

### ***Tracking Software***

Tracking software will enhance consistency in HR processes by allowing staff to manage cases, link files, and store pertinent data by incident type, location, etc. A great deal of data could then be extracted to assist in identifying trends. Staff is currently tracking basic data by Excel spreadsheet and researching advanced software options.

### ***Attachment(s)***

PSU Dashboard

# Professional Standards Unit

## Progress Report: January 3, 2017

■ Completed ■ In Progress ■ Not Started

