



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Special Meeting

Tuesday, September 1, 2020

12:00 Noon

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, California 92602

Vince Rossini, Chair

Michele Steggell, Vice Chair

Ed Sachs • Noel Hatch • Rob Johnson

John Shawver • Gene Hernandez

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 the 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>



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 and identify the need and the requested modification or accommodation. Please notify us as soon as is feasible, however 48 hours prior to the meeting is appreciated to enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

NOTICE REGARDING PUBLIC PARTICIPATION DURING COVID-19 EMERGENCY

During the Statewide COVID-19 Emergency, the public is not permitted to convene in person for this public meeting. However, the public may still view and comment on the meeting as follows:

- To watch the meeting online, please go to website at www.OCFA.org
- To submit an e-comment, please email to PublicComments@ocfa.org.

You may comment on items on the agenda or not on the agenda. Your comments will be forwarded electronically and immediately to the members of the Committee. Comments related to a particular agenda item will only be considered prior to the close of public comments on that item.

CALL TO ORDER

PLEDGE OF ALLEGIANCE by Director Hatch

ROLL CALL

1. PRESENTATIONS

No items.

PUBLIC COMMENTS

Please refer to instructions on how to submit a public comment during COVID-19 Emergency on Page 1 of this Agenda.

2. CONSENT CALENDAR

A. Minutes for the February 4, 2020, Human Resources Committee Meeting

Submitted by: Maria Huizar, Clerk of the Authority

Recommended Action:

Approve as submitted.

3. DISCUSSION CALENDAR

A. Fleet Services Classification and Compensation Study Update

Submitted by: Lori Zeller, Deputy Chief/Administration & Support Bureau and Tamaryn Boston, Human Resources Manager

Recommended Action:

Receive and file the report.

B. Orange County Fire Authority Management Association (OCFAMA) Classification and Compensation Study Update

Submitted by: Lori Zeller, Deputy Chief/Administration & Support Bureau and Tamaryn Boston, Human Resources Manager

Recommended Action:

Receive and file the report.

C. Amended and New Classification Specifications

Submitted by: Lori Zeller, Deputy Chief/Administration & Support Bureau and Tamaryn Boston, Human Resources Manager

Recommended Actions:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of September 24, 2020, with the Human Resources

Committee's recommendation that the Executive Committee adopt the following amended and new classification specifications:

1. Amend the Wildland Resource Planner classification with a change to the salary allocation from SM80 (high of \$50.52/hour) to SM100 (high of \$62.82/hour).
2. Adopt the new Payroll Supervisor classification and assign the salary allocation to SM 88 (high of \$54.75).
3. Adopt the new Training Program Analyst classification and assign the salary allocation to GE380 (high of \$49.30).

COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS**
- **COMMITTEE MEMBER COMMENTS**

RECESS TO CLOSED SESSION

The Brown Act permits legislative bodies to discuss certain matters without members of the public present. The Board of Directors find, based on advice from the General Counsel, that discussion in open session of the following matters will prejudice the position of the Agency in existing and anticipated litigation:

CS1. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation (16 Cases)

CLOSED SESSION REPORT - The General Counsel will report on any action(s) taken.

ADJOURNMENT – The next regular meeting of the Human Resources Committee is scheduled for Tuesday, November 3, 2020, at 12:00 noon.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury and as required by the State of California, Government Code § 54954.2(a), that the foregoing Agenda was posted in the lobby and front gate public display case of the Orange County Fire Authority, Regional Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 27th day of August 2020.

Maria D. Huizar, CMC
Clerk of the Authority

UPCOMING MEETINGS:

Budget and Finance Committee Meeting
Executive Committee Meeting
Board of Directors Meeting

Wednesday, September 9, 2020, 12 noon
Thursday, September 24, 2020, 5:30 p.m.
Thursday, September 24, 2020, 6:00 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

Human Resources Committee Meeting
Tuesday, February 4, 2020
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 Human Resources Committee was called to order on February 4, 2020, at 12:00 p.m. by Chair Johnson.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Rob Johnson, Cypress
Vince Rossini, Villa Park
David Shawver, Stanton
Gene Hernandez, Yorba Linda
Noel Hatch, Laguna Woods
Michele Steggell, La Palma
Ed Sachs, Mission Viejo

Absent: None

Also present were:

Fire Chief Brian Fennessy
Deputy Chief Pokey Sanchez
Assistant Chief Robert Cortez
Assistant Chief Lori Smith
Clerk of the Authority Sherry Wentz

Deputy Chief Lori Zeller
Assistant Chief Randy Black
Assistant Chief Kenny Dossey
Assistant Chief/Director Nina Collins
Legal Counsel Barbara Raileanu

PUBLIC COMMENTS (F: 12.02D3)

Chair Johnson opened the Public Comments portion of the meeting. Chair Johnson closed the Public Comments portion of the meeting without any comments from the public.

1. PRESENTATIONS

A. Behavioral Health Program Update (F: 18.10M)

Risk Manager Jonathan Wilby presented a PowerPoint presentation update on the Behavioral Health Program.

Director Steggell arrived at this point (12.03 p.m.).

By consensus, the Committee received and filed the presentation.

B. Cancer Awareness & Prevention Program (F: 18.10L)

Risk Manager Jonathan Wilby presented a PowerPoint presentation update on the Cancer Awareness & Prevention Program.

By consensus, the Committee received and filed the presentation.

2. MINUTES

A. Minutes from the November 5, 2019, Regular Human Resources Committee Meeting (F: 12.02D2)

Vice Chair Rossini and Director Sachs were recorded as abstentions due to their absence from the November 5, 2019 meeting.

On motion of Director Hernandez and second by Director Shawver, the Human Resources Committee voted by those present to approve the Minutes of the November 5, 2019, Regular Human Resources Committee meeting as submitted.

3. CONSENT CALENDAR

A. Recruitment & Selection Unit Update (F: 12.02D6)

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

4. DISCUSSION CALENDAR

A. Annual Workers' Compensation Program Update (F: 18.10A2a)

Assistant Chief Nina Collins, Director of Human Resources commended Risk Manager Jonathan Wilby and Risk Management Analyst Rhonda Haynes for the excellent work they have done on the Workers' Compensation Program.

Assistant Chief Nina Collins introduced Risk Manager Jonathan Wilby who provided an overview and update on the Annual Workers' Compensation Program.

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

ELECTION OF HUMAN RESOURCES COMMITTEE CHAIR AND VICE CHAIR

(F: 12.02D4)

Chair Johnson opened the nomination for Chair of Human Resources Committee.

Chair Hernandez nominated Vice Chair Rossini with a second by Director Hatch.

On motion of Director Shawver and second by Director Sachs the nomination for Human Resources Committee Chair were closed.

The Committee acclaimed Vice Chair Rossini as Chair for the ensuing term.

Chair Rossini opened the nomination for Vice Chair of the Human Resources Committee.

Director Shawver nominated Director Steggell with a second by Director Johnson.

On motion of Director Shawver and second by Director Sachs the nomination for Vice Chair of the Human Resources Committee were closed.

The Committee acclaimed Director Steggell as Vice Chair for the ensuing term.

COMMITTEE MEMBER COMMENTS (F: 12.02D4)

Chair Rossini commended former Chair Johnson and thanked him for his service.

Director Hatch thanked former Chair Johnson for a great job.

Director Sachs thanked former Chair Johnson.

Vice Chair Steggell thanked her colleagues for her nomination for Vice Chair.

Chair Rossini recessed the meeting to Closed Session at 12:59 p.m.

CLOSED SESSION (F: 12.02D5)

CS1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Authority: Government code section 54956.9(b) – Significant Exposure to Litigation (35 cases)

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

Chair Rossini reconvened the meeting from Closed Session at 1:12 p.m., with all members present.

CLOSED SESSION REPORT (F: 12.02D5)

Legal Counsel Barbara Raileanu stated there were no reportable actions.

ADJOURNMENT – Chair Rossini adjourned the meeting at 1:13 p.m. The next regular meeting of the Human Resources Committee will be May 5, 2020, at 12:00 noon.

Martha Halvorson, CMC
Assistant Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
September 1, 2020

Agenda Item No. 3A
Discussion Calendar

Fleet Services Classification and Compensation Study Update

Contact(s) for Further Information

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Summary

This agenda item is submitted to the Human Resources (HR) Committee to provide an update on the Fleet Services classification and compensation study.

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

In the 2018-2020 Memorandum of Understanding (MOU) between the Orange County Fire Authority (OCFA) and the Orange County Employees Association (OCEA), OCFA agreed to conduct a job series classification study in each year of the contract [Article XXII, Section 2(C)]. In the first year, a study was conducted for the Service Center occupational series. The results of this study were presented to the HR Committee on September 17, 2019 and implemented upon Executive Committee approval on September 26, 2019.

In the second year of the contract, OCEA requested that a study be performed for the Fleet Services occupational series. Koff & Associates (Koff) was retained to conduct a comprehensive classification and compensation study on the Fire Equipment Maintenance Occupational Group and the Fire Apparatus Parts Series – both of which are considered to be part of the Fleet occupational series. The study commenced in November 2019 with a kick-off meeting conducted by Koff.

Classification Study

From November 2019 through January 2020, all incumbents in these occupational series – a total of 32 - completed a Position Description Questionnaire (PDQ). The purpose of this questionnaire was to provide a complete description of the incumbent’s assigned duties and document the sensory and physical demands, environmental conditions, and the level of education and experience of the incumbents. Once the PDQs were completed, they were provided to their supervisor and manager for concurrence and additional feedback where necessary. Incumbents then participated in interviews with Koff to discuss their PDQ and to provide them with an opportunity to elaborate on their job duties. Based on the initial draft results of the study, Koff is recommending new flexible staffing classifications, title changes for five (5) OCFA classifications, and reclassifications for nine (9) incumbents.

Flexible Classifications

To accommodate changes in organizational structure and responsibilities, the following flexible classifications were created:

CURRENT CLASSIFICATION TITLE	PROPOSED CLASSIFICATION TITLE
Communications Installer	Communications Installer I/II
Fire Apparatus Technician	Equipment Technician I/II
Senior Fire Apparatus Technician	Heavy Equipment Technician I/II

By adding an entry level (Level I) to these classification series, OCFA will have greater flexibility with staffing during the recruitment process.

Title Change Recommendations

Title changes noted in the table below were recommended to more clearly reflect the level and scope of work being performed, and to establish consistency with the labor market and industry standards.

CURRENT CLASSIFICATION TITLE	PROPOSED CLASSIFICATION TITLE
Fire Apparatus Technician	Equipment Technician II
Assistant Fire Apparatus Technician	Heavy Equipment Technician I
Senior Fire Apparatus Technician	Heavy Equipment Technician II
Fire Apparatus Parts Specialist	Equipment Parts Specialist
Senior Fire Apparatus Parts Specialist	Senior Equipment Parts Specialist

Reclassification Recommendations

Reclassification recommendations were made for positions that are better aligned with a differing class due to the level and scope of work. The study resulted in nine (9) positions that are recommended to be reclassified, as noted in the table below.

CURRENT CLASSIFICATION TITLE*	PROPOSED CLASSIFICATION TITLE
Fire Apparatus Parts Specialist	Communications Installer I (8 incumbents)
Fire Apparatus Parts Specialist	Supply Services Specialist (1 incumbent)

*Only positions assigned to the Service Center, and Communications and Infrastructure Divisions were recommended for reclassification.

Classification specifications were created to ensure that the format was consistent, the duties and responsibilities were current, and that the specification properly reflected the knowledge, skills and abilities required to successfully perform the job. All incumbents reviewed their proposed classification specification and had an opportunity to provide input. While we (HR personnel and management) view this portion of the study to be complete, it is important to note that we are still in a phase of review with OCEA on behalf of their represented members; therefore, all of the consultant recommendations above are still considered to be draft.

Compensation Study

Upon completion of the classification portion of the study, Koff performed an external market study to determine how OCFA compares with other Southern California public agencies in terms of compensation. Human Resources staff are in the process of vetting the compensation data and considering additional survey agencies via OCEA input. We anticipate that we will have final recommendations prepared for HR Committee review at the next meeting on November 3, 2020.



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
September 1, 2020

Agenda Item No. 3B
Discussion Calendar

**Orange County Fire Authority Management Association (OCFAMA)
Classification and Compensation Study Update**

Contact(s) for Further Information

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Summary

This agenda item is submitted to the Human Resources (HR) Committee to provide an update on the Orange County Fire Authority Management Association (OCFAMA) classification and compensation study.

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

In the 2018-2021 Memorandum of Understanding (MOU) between the Orange County Fire Authority (OCFA) and the Orange County Fire Authority Management Association (OCFAMA), OCFA agreed to conduct a classification and compensation study of all classifications in the bargaining unit during the last year of the contract (June 2020 – June 2021). The objectives of this study include updating job descriptions to reflect current job duties assigned and/or performed, comparing wages of bargaining unit positions as compared to comparable classifications at the agencies surveyed in the study, and conducting both an external and internal wage analysis of positions in the same classification series. When the parties agreed to the inclusion of this term in the MOU, the intent was that the results of the study would then be used to inform the Board of Directors as we entered into negotiations for a successor MOU that would become effective in June 2021.

In May 2019, Koff & Associates (Koff) was retained to conduct this comprehensive study.

Classification Study

On July 14, 2020, the study commenced with two virtual kick-off meetings led by Koff. Most OCFAMA employees, as well as members of the Executive Leadership team, participated in the meeting. All incumbents in the OCFAMA bargaining unit – a total of thirty-four (34) - were requested to complete a Position Description Questionnaire (PDQ). The purpose of this questionnaire was to provide a complete description of the incumbent's assigned duties and document the sensory and physical demands, environmental conditions, and the level of education and experience of the incumbents. The completed PDQs were due to the incumbent's direct supervisor on August 17, 2020 for concurrence and additional feedback where necessary. We anticipate that the reviewed PDQs will be provided to the Koff team by September 14, 2020.

The initial focus of the study is to establish appropriate position allocations and classification specifications. This will be accomplished through the following upcoming activities: completion of PDQ review by managers and executives, incumbent and leadership interviews, preliminary position allocation development, preparation of draft classification specifications, and review of proposed classification specifications by incumbents.

Compensation Study

Before the compensation study commences, Koff must have the draft position allocation and proposed classification specifications prepared so they can find appropriate job matches for the comparator/market survey.

The upcoming activities related to the compensation study include: determination of comparator agencies and classifications, data collection, analysis and preliminary data review, internal wage analysis, and meetings with OCFAMA representatives to discuss the results of the study. We anticipate that the compensation portion of the study will commence mid-November 2020.

The OCFAMA Classification and Compensation Study Overview is attached to this report.

Attachment(s)

OCFAMA Classification and Compensation Study Overview



OCFAMA Classification & Compensation Study



Two Phases of Study:

Phase I:
Classification



Phase II:
Compensation

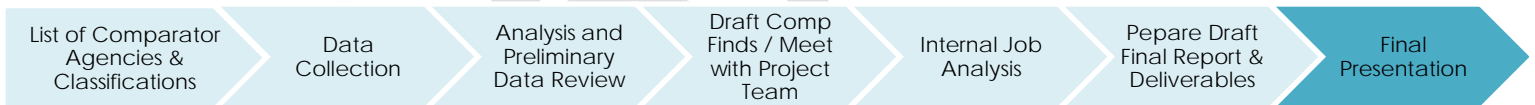


Proposed Start Date: August 10, 2020
Target Completion Date: February 15, 2021

Phase I: Classification Deliverables



Phase II: Compensation Deliverables



<i>Tentative Timeline*</i>	<i>Details</i>
Week 1 – Week 4 (August 10 – September 4, 2020)	<p>Initial Documentation Review (Current class descriptions, MOUS, org charts, salary schedules);</p> <p>Meetings with Study Project Team & Management Staff (OCFAMA Reps to be included); Review and agree to the Position Description Questionnaire (PDQ) format;</p> <p>Orientation Meetings with Employees and Distribution of PDQ (educational process);</p> <p>Determine List of Comparator Agencies and Benchmark Classifications. Identify appropriate comparator agencies based on a criteria such as type of organization, size of organization, number of employees, size of budgets, population served, cost of living, etc.)</p>
Week 5 (September 7, 2020)	Position Description Questionnaire Completed and Reviewed (Employees in the studied classifications will complete PDQs and their supervisor/manager will review, comment and sign off on it)
Week 6 (September 14, 2020)	Incumbent / Leadership Interviews (Interviews will be scheduled with every incumbent in each studied classification, followed by interviews with Authority leadership staff to confirm/clarify information as necessary)

Week 7 - 9 (September 21, 2020 – October 9, 2020)	Classification Concept / Preliminary Allocation Development (Incumbent-specific allocation list for each studied position will be prepared, specifying current and proposed classification title and impact of recommendations)
Week 10 - 11 (October 12, 2020 – October 23, 2020)	Draft Class Description Development / Update (New and/or updated class descriptions will be developed for each proposed classification, updating duties, responsibilities and minimum qualifications (MQs) of each class specification, or develop new class specification if duties, responsibilities, and MQs have changed significantly).
Week 12 – 13 (October 26, 2020 – November 6, 2020)	Draft Class Description Review / Informal Appeal Process (Submit new/updated classification descriptions to Project Team for review and discussion to ensure that not factual information is overlooked and that the recommendations are fair and consistent). Submit draft copies of new/updated class descriptions (if applicable) to each manager, supervisor, and employee, as well as OCFAMA, to provide comments and concerns regarding the recommendation and any modifications to the proposed class description. Significant employee comments will be reviewed with Authority management prior to making any significant changes to the proposed class recommendation.
Week 14 (November 9, 2020)	Finalize Classification Plan / Final Report
Week 15 (November 16, 2020)	Data Collection for Compensation Study <ul style="list-style-type: none"> - Top Monthly Salary - Retirement Contributions (ER & EE) – OCERS/CalPERS - Employer Contributions to Deferred Compensation (if applicable) - Maximum Agency Contribution to Health Care (Medical, Dental, Vision) - Incentive Pays (for example, educational incentive, bilingual pay) – Use only if majority of the employees in the unit/group are receiving them.
Week 16 - 17 (November 23, 2020 – December 4, 2020)	Analysis and Preliminary Data Review – Calculate information based upon average and median figures.
Week 18 (December 7, 2020)	Draft Compensation Findings and Meeting with Project Team – After the Authority’s preliminary review, meet with the project team and stakeholders to clarify data, receive requests for reanalysis of certain comparators, and answer questions and address concerns.
Week 19 (December 14, 2020)	Internal Job Analysis – Determine internal equity for both market-driven and non-benchmarked positions. Compensation Structure Development
Week 20 - 21 (December 21, 2020 – January 1, 2021)	Preparation of Draft Final Report and Deliverables
Week 23 (January 4, 2021)	Final Presentation

*Dates may be adjusted if there are operational projects or events that conflict with the schedule or due to holidays.



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
September 1, 2020

Agenda Item No. 3C
Discussion Calendar

Amended & New Classification Specifications

Contact(s) for Further Information

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Summary

This agenda item is submitted for approval to amend the classification specification for the Wildland Resource Planner, create two new classification specifications for a Payroll Supervisor and a Training Program Analyst, and assign each classification to an accompanying salary range for use in the OCFA's Master Position Control. All proposed changes are accomplished through modification of existing positions, without adding any new positions (no increase in headcount).

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of September 24, 2020, with the Human Resources Committee's recommendation that the Executive Committee adopt the following amended and new classification specifications:

1. Amend the Wildland Resource Planner classification with a change to the salary allocation from SM80 (high of \$50.52/hour) to SM100 (high of \$62.82/hour).
2. Adopt the new Payroll Supervisor classification and assign the salary allocation to SM88 (high of \$54.75).
3. Adopt the new Training Program Analyst classification and assign the salary allocation to GE 380 (high of \$49.30).

Impact to Cities/County

Not Applicable.

Fiscal Impact

The amended and new classifications reflect changes to existing positions, with no increase in overall employee headcount. The changes in salary allocations will result in a nominal fiscal impact in the first year, as the employees will be placed at the step closest to current salary in the new ranges. As each incumbent progresses through the salary range in future years, the full fiscal impact at top step for the Wildland Resource Planner will be \$42,492. Top step impacts for the Payroll Supervisor will be \$23,918 and the Training Program Analyst will be \$10,409.

Background

Wildland Resource Planner

In March 2020, the Community Risk Reduction Department requested that a classification and compensation study be performed for the Orange County Fire Authority's sole Wildland Resource Planner. The current class specification, while not inaccurate, did not thoroughly capture the full scope and level of responsibility of the position, including many significant and high-level duties that were not included as essential functions.

Classification Study

The classification study revealed that the majority of the incumbent's most important and essential duties were not captured effectively in the existing class specification.

For example, the Wildland Resource Planner oversees the operation of a variety of vegetation management projects which includes planning, prioritizing and organizing the work of operations personnel, setting goals and objectives for project teams, and making formal recommendations for training in vegetation management. The Wildland Resource Planner applies for, receives, and manages fuel mitigation and land management grants and grantees, as well as support grantees within the county. The role includes gathering data, creating maps, preparing and monitoring budgets, controlling expenditures within limitations of grant budget, completing grant applications, complying with grant acceptance procedures, and fulfilling all grant reporting obligations. Finally, the incumbent responds to vegetation fires and acts as a liaison between OCFA Operations personnel and the landowner during initial attack to avoid impacting sensitive habitat; manages access to lands for OCFA training purposes and coordinates logistics to support training; and creates maps and collects GIS data to support project, grant, training, and management plans.

Compensation Study

In May 2020, staff conducted a compensation market study to determine if other large county fire departments had a similar classification, and if so, if the median salary was in line with the current salary range for Wildland Resource Planner. For a match to be included, OCFA requires that a classification's "likeness" be at approximately 70% of the matched classification. After a review of the classification specifications provided by agencies that had a similar non-safety position, these were determined to not be a 70% match with our Wildland Resource Planner classification. While the minimum requirements were similar, the essential duties were substantially different. As such, the decision was made to perform an internal equity analysis.

A review and comparison of the duties currently performed by the incumbent shows that the Wildland Resource Planner is regularly performing essential functions that are similar in level and scope to an OCFA Assistant Fire Marshal. After a comprehensive review of the full scope and level of responsibility of the position, required knowledge, skills and abilities, and minimum qualifications, staff recommend that the salary allocation of Wildland Resource Planner be advanced from SM80 (Salary High: \$50.52/hour) to SM100 (Salary High: \$62.82/hour).

Payroll Supervisor

In May 2020, the Business Services Department requested that a classification and compensation study be performed for the Orange County Fire Authority's Accountant who provides day-to-day supervision of all Payroll staff and functions in the Finance Division. This stand-alone classification review process was initiated due to management's belief that the incumbent in the

studied classification may not have been working in the correct classification based upon the employee's current job responsibilities. Not only did the existing Accountant classification specification not describe the role and function of this particular position, but the essential job duties did not reflect the breadth and depth of technical subject matter expertise required of the position.

In June 2020, Koff & Associates (Koff) was retained to conduct a comprehensive classification and compensation study on the supervising Accountant position in the Payroll Section. Other OCFA incumbents in the Accountant classification were not included in the study, since the concerns to be addressed were unique to the one particular supervising payroll position. The study evaluated the essential duties of the supervising Accountant in order to identify the scope and complexity of work and recommend a base salary that is both internally equitable and externally competitive.

Classification Study

The Payroll Accountant is a single-position class that plans, organizes, supervises, and reviews the work of staff (Senior Accounting Support Specialists) involved in the preparation, processing, and maintenance of the highly-complex OCFA payroll system. The class is characterized by the responsibility to interpret and explain detailed and complex payroll practices and Authority rules and regulations to Authority staff, maintain finance information technology applications including staffing, timekeeping, and financial management systems, and for providing professional level support to the Payroll/Accounts Payable Manager in a variety of areas. There is another Accountant assigned to the Payroll Section whose primary responsibilities are special projects, retirement issues, and reviewing and auditing payroll processes as directed. This Accountant will report to the Payroll Supervisor, following reclassification as described below.

Based on the current tasks assigned to this position, Koff recommended the establishment of a new Payroll Supervisor classification that will be better aligned to the role and function than the Accountant classification. The high consequence of error for this particular position, coupled with its critical, time-sensitive, and highly technical nature required the development of a new classification specification. Please see Attachment 1 for the proposed classification specification.

Compensation Study

As part of the study, a market compensation survey was conducted, using comparator agencies in Orange and Los Angeles Counties that have a Fire Department as part of their city's services. Koff determined that the existing salary range for the supervising Accountant position is 14.46% below the median of the comparator agencies. Of the 16 comparator agencies, Koff found ten (10) comparable matches to the job duties performed by OCFA's previous incumbent. Based on this compensation data, Koff recommended that the new Payroll Supervisor classification be assigned to the salary range closest to an existing Supervisory Management range. In this case, the SM88 salary range would be an appropriate placement (Salary High: \$54.75 per hour).

Training Program Analyst

In November 2019, the Training and Safety Division of the Operations and Training Department requested that a classification and compensation study be performed for the Orange County Fire Authority's sole Fire Training Program Specialist. As the position had evolved and grown over the past several years, management was concerned that the current classification specification did not reflect the full scope and level of responsibility of the position, including many significant duties that were not included as essential functions. There were also several job duties listed on the current classification specification that are not performed by the incumbent.

CPS HR Consulting was retained to conduct a comprehensive classification study. The objective of the study was to determine if the position is appropriately classified, and if not, to recommend an appropriate classification specification that accurately reflects the duties currently assigned to the incumbent.

Classification Study

The classification study revealed that most of the incumbent's most important and essential duties were not captured effectively in the existing class specification. For example, the incumbent conducts business and training needs analysis by consulting with management as well as internal and external customers; reviews and analyzes course offering as part of the coordination and administration for the development of the OCFA annual Training Activity Plan; analyzes agency and operational training needs and coordinates with various OCFA staff, committees, and workgroups to ensure that courses offered meet those needs; develops relationships with state and local government agencies and community partners to assess and facilitate class allocation; serves as the primary subject matter expert and resource to OCFA managers and other staff regarding the state fire training accreditation process, certification tracks, and OCFA promotional processes and requirements for fire operations personnel; researches and prepares analytical reports and recommendations for management on the feasibility and impact of various fire training program initiatives, options, and trends; coordinates logistics, speakers, food, special guests, and all other aspects of the Career Academy Graduation event; assists with ongoing development, enhancement, and maintenance of the Operations Training Website; and administers training program financial activities including the administration of the program budget. Finally, the incumbent serves as the Urban Search and Rescue (US&R) mobilization point manager for the Training and Safety Division.

After CPS HR Consulting determined that the existing classification specification for Fire Training Program Specialist was not an appropriate match for the study position, Human Resources staff recommended the creation of a new classification specification, Training Program Analyst, based on the emphasis of analytical duties performed by the incumbent. Please see Attachment 1 for the proposed classification specification. Staff recommends reclassifying the sole Fire Training Program Specialist to this classification.

Compensation Study

A market compensation study was not included in the scope of this project due to the unique and Fire-centric nature of the position. As such, in determining a salary range for this new classification, an internal equity analysis was performed. Several existing OCFA classification specifications were reviewed for comparison in the areas of knowledge required, supervisory controls, guidelines, complexity, scope and effect, personal contacts, purpose of contacts, physical demands and work environment. A review and comparison of the duties currently performed shows that the incumbent is regularly performing essential functions that are similar in level and scope to an OCFA Assistant Purchasing Agent. After a comprehensive review of the full scope and level of responsibility of the position, required knowledge, skills and abilities, and minimum qualifications, staff recommends that the salary allocation of this new classification be established at GE380 (Salary High: \$49.30/hour).

Attachment(s)

1. Current Wildland Resource Planner Classification Specification
2. Proposed Wildland Resource Planner Classification Specification
3. Proposed Payroll Supervisor Classification Specification
4. Proposed Training Program Analyst Classification Specification



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Wildland Resource Planner

**REPORTS TO: Fire Battalion Chief –
Emergency Planning and Coordination**

FLSA: Non-Exempt

SUPERVISES: GIS Specialist

CLASS CODE: 1510

DEPARTMENT: Operations

CLASS SUMMARY:

Incumbents are responsible for performing professional level project and/or program management activities related to ensuring fire prevention measures such as fire service infrastructure and wild land defense. Additionally, the incumbent is expected, when called upon, to respond to vegetation fires to provide assistance as a technical specialist.

DISTINGUISHING CHARACTERISTICS:

The Wildland Resource Planner is a stand-alone classification. The Wildland Resource Planner is distinguished from other classifications by its responsibility for planning, implementing, and coordinating vegetation management programs.

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 making hiring, termination and disciplinary recommendations.

Coordinates program priorities and external requests for assistance.

Reviews and analyzes potential projects, which includes: determining environmental impacts; determining cost effectiveness of projects; analyzing the potential impact on cooperative and neighboring areas; and, reviewing other related issues.

Develops project plans that outline project benefits, plan development recommendations, type of plan, desired outcomes, impacts to OCFA and other agencies, environmental impacts, and any other pertinent information.

Serves as a liaison with partner agencies.

Implements plans and projects, which includes: prioritizing projects, determining project locations, determining project feasibility, determining resources, and determining other related items.

Performs other duties of a similar nature or level.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Wildland Resource Planner

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

Bachelor's Degree in Fire Science, Forestry, or a related field, and two years of directly related project/program 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):

- Valid California Driver's License.

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Wildland fuel modification practices;
- Environmental and ecosystem procedures;
- Fire weather and fire behavior;
- Characteristics of wildland vegetation fuel hazards.

SKILLS (position requirements at entry):

Skill in:

- Prioritizing and assigning work;
 - Using a computer and applicable software applications;
 - Managing programs and/or projects;
 - Developing project plans;
 - Implementing plans and projects;
 - Reviewing and analyzing projects;
 - Identifying and developing projects;
 - 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: climbing, stooping, crawling, reaching, standing, walking, 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.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Wildland Resource Planner

WORKING CONDITIONS:

Incumbents may be subjected to fumes, odors, dusts, gases, chemicals, extreme temperatures, inadequate lighting, work space restrictions, and travel.

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), Date: 9/01

Final prepared by OCFA, Date: 03-02

Human Resources Director Review:

Zenovy Jakymiw _____ Date: _____

Adopted by Board of Directors: 03-02



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Wildland Resource Planner

REPORTS TO: Deputy Fire Marshal, Pre-Fire Management

FLSA: Non-Exempt

SUPERVISES: N/A

CLASS CODE: 1510

DEPARTMENT: Community Risk Reduction

CLASS SUMMARY:

Incumbents are responsible for performing professional level project and/or program management activities related to wildland protection, forestry conservation, and ensuring fire prevention measures are implemented, such as fire service infrastructure and wild land defense improvements. Additionally, the incumbent is expected, when called upon, to respond to vegetation fires to provide assistance as a technical specialist.

DISTINGUISHING CHARACTERISTICS:

The Wildland Resource Planner is a stand-alone classification. The Wildland Resource Planner is distinguished from other classifications by its responsibility for planning, implementing, and coordinating vegetation management programs.

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

Implements plans and projects, which includes: prioritizing projects; reading maps to understand type of terrain to be worked on and location of projects; determining project feasibility, resources required, timeline, and critical milestones; and managing contracts with governmental agencies, vendors, and landowners.

Reviews and analyzes potential projects, which includes determining environmental impacts, creating and filing California Environmental Quality Act (CEQA) documents; determining cost effectiveness of projects; analyzing the potential impact on cooperative and neighboring areas; and, reviewing other related issues.

Develops project plans that outline type of plan, project benefits, plan development recommendations, desired outcomes, impacts to OCFA and other agencies, environmental impacts, and any other pertinent information.

Oversees the operation of a variety of vegetation management projects. Duties may include planning, prioritizing and organizing work of operations personnel involved in projects; setting goals and objectives for project team; and making formal recommendations for training in vegetation management.

Applies for, receives, and manages fuel mitigation and land management grants and grantees, as well as support grantees within the county. Includes gathering data, creating maps, preparing and monitoring budgets, controlling expenditures within limitations of grant budget, completing grant applications; complying with grant acceptance procedures, and fulfilling all grant reporting obligations.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Wildland Resource Planner

Creates Requests for Proposal (RFPs) for projects, interviews potential contractors, sends and receives liability forms, leads onsite meetings with staff and contractors, conducts job walks, coordinates purchases, and manages invoicing.

Responds to vegetation fires and acts as a liaison between OCFA Operations personnel and landowner during initial attack to avoid impacting sensitive habitat. Leads suppression repair activities, including mapping the fire and bulldozer/handlines, ensuring that broken items are repaired, and conducting archaeological surveys.

Manages access to lands for OCFA training purposes; Acts as the primary liaison between OCFA and landowners to request permission to train on their property; Coordinates logistics to support training and prepares land for OCFA training and Air Ops (grade roads, mow helicopter landing sites, brush roads);

Creates maps and collects GIS data to support project, grant, training, and management plans and other activities. Uses ArcGIS to create and manipulate GIS data, including creating shapefiles and analyzing aerial and multi-spectral imagery; Collects perimeters and origins of vegetation fires and maintains a database of annual fire occurrence.

Maintains effective relationships with a variety of stakeholders; Serves as a liaison to operations command staff, partner agencies, governmental agencies, consultants and vendors, the general public, and landowners as wildland subject matter expert

Leads and attends meetings as a representative of OCFA, both in and out of county; provides clear communication to diverse audiences while maintaining positive relationship.

Attends a variety of continuing education classes, seminars, and meetings in an effort to remain current on applicable codes, regulations, policies and procedures.

Develops, writes, and reviews reports for dissemination and/or implementation; Reports project and related data to governmental agencies.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

Bachelor's Degree in Fire Science, Forestry, or a related field, and two years of directly related project/program 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):

- Valid California Driver's License.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Wildland Resource Planner

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Wildland fuel modification practices;
- Environmental and ecosystem processes;
- Fire weather and fire behavior;
- Characteristics and identification of wildland vegetation and fuel hazards;
- Landowners resource and fire management plans;
- Basic mapping and cartographic concepts;
- Mapping symbols and standards;
- GIS concepts;
- Customer service principles;
- Report writing techniques;
- Basic budget administration principles;
- Technical and project leadership;
- Applicable Federal, State, and Local laws, rules and regulations;
- Project management methods;
- Identification and knowledge of rare, threatened and endangered plants and animals.

SKILLS (position requirements at entry):

Skill in:

- Prioritizing and assigning work;
- Using a computer and applicable software applications, including GIS;
- Assisting in developing and implementing procedures and/or policies;
- Preparing and monitoring program budgets;
- Analyzing a variety of data and/or information and making recommendations based on findings;
- Writing reports;
- Using a computer and related software applications;
- Managing programs and/or projects;
- Developing project plans;
- Implementing plans and projects;
- Reviewing and analyzing projects;
- Identifying and developing projects;
- Public speaking;
- Biological and archaeological surveys and reporting;
- Written and oral communications;
- 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:

Must possess mobility to work in outside environment; strength, stamina, and mobility to perform light to medium physical work, including extensive walking; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; and to operate a motor vehicle and visit various County



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Wildland Resource Planner

sites; vision including color vision to inspect wildland areas, maps, and operate equipment. The job

involves fieldwork requiring frequent walking in operational areas sites. Finger dexterity is needed to operate equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 45 pounds or heavier weights with the appropriate equipment on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

WORKING CONDITIONS:

Employees work in both inside and outside environments. and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, mechanical hazards, biologic or infectious agents, hazardous physical substances and odors, and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

May be required to respond to vegetation fires during evenings, weekends, and/or holidays. Unscheduled overtime work is required to support various emergencies during evenings, weekends, and/or holidays.

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), Date: 9/01 Final prepared by OCFA, Date: 03-02

Human Resources Director Review:

Zenovy Jakymiw _____ Date: _____

Adopted by Board of Directors: 03-02

Revised 03-2016, Title Only

Revisions Adopted by Board of Directors: TBD



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Payroll Supervisor

REPORTS TO: Payroll/Accounts Payable Manager

FLSA: Non-Exempt

SUPERVISES: Senior/ Accounting Support Specialist

CLASS CODE: TBD

DEPARTMENT: Business Services

CLASS SUMMARY:

Under general direction, plans, organizes, supervises, and reviews the work of staff involved in the preparation, processing, and maintenance of the OCFA's payroll system and related records and reports; compiles, analyzes, and prepares a variety of scheduled payroll related reports and specialized reports as requested; performs complex and difficult financial and payroll analyses; and performs related work as required. Receives general direction from assigned management personnel. Exercises direct supervision over technical staff.

DISTINGUISHING CHARACTERISTICS:

This is a full supervisory-level class that exercises independent judgment on diverse and specialized payroll functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for maintaining finance information technology applications including staffing, timekeeping, and financial management systems and is responsible for providing professional level support to the Payroll Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

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

Plans, organizes, assigns, supervises, and reviews the work of staff responsible for preparing and processing OCFA's payroll; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.

Analyzes and reviews preliminary and final payroll register and other computerized payroll reports to ensure that all payroll information has been accurately updated.

Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.

Coordinates and participates in the work of staff engaged in payroll preparation, distribution, and reporting processes, including the correct set up of employees in the payroll system; verification, audit, editing and processing of employee payroll data for bi-weekly payrolls; verification of accurate calculations for step increases, promotions, demotions, acting pay, retroactive pay and adjustments for



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Payroll Supervisor

separations/terminations, leaves of absence without pay and wage assignments/garnishments; ensures the timely resolution of errors and discrepancies; approves the generation and distribution of paychecks; ensures strict compliance with OCFA policies and procedures, Memoranda of Understanding (MOU) provisions and all applicable State and federal legal requirements.

Ensures appropriate system processes and procedures are in place to ensure compliance with all State and federal payroll tax requirements; reconciles and transmits timely payment of quarterly and annual payroll taxes; assists with preparation of tax statements including 941 statement, W-2's and other tax-related documents; ensures timely reporting and payment of miscellaneous withholdings to appropriate agencies; reviews tax publications and obtains information from tax agencies regarding changes in reporting requirements and tax treatments for various types of compensation and benefits plans.

Transfers payroll information to the general ledger; resolves errors caused by inappropriate earning codes, deduction codes, and/or benefit codes; sets up new earnings, deductions, and benefits codes; recommends proper usage of account codes.

Provides technical advice to staff concerning payroll administration and the implications of changes in retirement, benefit plans, and collective bargaining agreements.

Conducts research, analyzes payroll data, and performs special projects for management staff; compiles and prepares a variety of confidential payroll-related reports; analyzes, calculates and prorates related accounts and fiscal records as required.

Works with Information Management staff to install, test, and implement systems changes to resolve problems, improve processes and/or meet new requirements; participates in implementing and testing new tax schedules in the system; reviews, interprets and manages implementation of payroll-related portions of negotiated collective bargaining agreements in a timely manner.

Consults with the Human Resources Division concerning submittal of required forms to process pay increases, promotions, demotions, transfers, reassignments, terminations, etc., and coordinates the timely receipt of electronic time sheets from the divisions.

Monitors, plans, and prioritizes staff assignments to balance the workload and ensure the timely completion of work; develops and revises payroll procedures and work methods for the unit to ensure standards for accuracy, timeliness, and adherence to operational procedures.

Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.

Ensures staff observe and comply with all OCFA and mandated safety rules, regulations, and protocols.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Payroll Supervisor

Four (4) years of increasingly responsible experience performing payroll duties and functions, preferably with a public agency, of which two (2) years should be in a lead capacity. Education equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in bookkeeping, accounting, business administration, finance, or a related field is required.

LICENSES AND CERTIFICATIONS (position requirements at entry):

Possession of, or successful acquisition by time of appointment, a valid Class C California driver's license, to be maintained throughout employment.

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, and methods of administering and coordinating a comprehensive payroll processing program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Payroll methods and procedures and related rules, regulations, and policies.
- The functions and general operations of a computerized payroll processing and recordkeeping systems.
- Methods, practices, documents, and terminology used in processing payroll transactions and in financial recordkeeping.
- Principles and practices of governmental accounting, including internal control and auditing as they apply to payroll functions.
- Research methods and statistical and financial analysis techniques.
- Principles and practices of computer-based financial and accounting systems.
- OCFA human resources policies and procedures and detailed provisions of negotiated Memoranda of Understanding.
- Mathematical computations required to analyze and review payroll operations, activities, and administration, including maintaining accurate records and preparing statistical reports.
- Applicable Federal, State, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- OCFA and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and OCFA staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Payroll Supervisor

SKILLS (position requirements at entry):

Skill in:

- Assisting in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Selecting and supervising staff, providing training and development opportunities, ensuring work is performed effectively, and evaluating performance in an objective and positive manner.
- Understanding, interpreting, and applying all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identifying problems, researching, and analyzing relevant information, and developing and presenting recommendations and justification for solutions.
- Analyzing and making sound recommendations on complex payroll issues, data, and operations.
- Developing and revising clerical payroll procedures and work methods.
- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Making accurate arithmetic calculations.
- Preparing clear, effective, and accurate reports, correspondence, policies, procedures, and other written materials.
- Establishing and maintaining a variety of filing, record keeping, and tracking systems.
- Independently organizing work, setting priorities, meeting critical deadlines, and following-up on assignments.
- Organizing and prioritizing a variety of projects and multiple tasks in an effective and timely manner; organizing own work, setting priorities, and meeting critical time deadlines.
- Using tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively using computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicating clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establishing, maintaining, and fostering positive and effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various OCFA sites; vision to read printed materials and a computer screen; color vision in order to see different colored staffing entries; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Payroll Supervisor

WORKING CONDITIONS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

May be required to work various shifts or emergencies on evenings, weekends, and holidays.

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 Koff and Associates, Date: July 2020

Human Resources Director Review:

Lori Zeller, Deputy Chief of Administration and Support Bureau _____

Date: _____

Adopted by Board of Directors, Date: TBD



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

Job Title: Training Program Analyst

REPORTS TO: Fire Battalion Chief/
Chief Training Officer

FLSA: Non-Exempt

SUPERVISES: N/A

CLASS CODE: TBD

DEPARTMENT: Operations

CLASS SUMMARY:

Incumbents are responsible for coordinating and administering training and staff development programs, including analyzing training needs, researching, planning and evaluating workplace training and educational activities and ensuring their compliance with applicable laws, regulations, policies and standards.

DISTINGUISHING CHARACTERISTICS:

The Training Program Analyst is a standalone classification, differentiated from other classifications by its training and support responsibilities.

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

Coordinates and administers training and staff development programs; researches, plans, administers, and evaluates workplace training and educational activities and ensures their compliance with applicable laws, regulations, policies and standards; researches requirements and guidelines regarding instructor qualifications, course offerings, registration processes and course materials.

Coordinates with OCFA executive, management, operations, and other staff, as well as training-related committees and/or task forces, to ensure that courses being offered meet agency and/or area operational needs; develops and maintains relationships with external agencies and/or individuals to develop cooperative training partnerships.

Provides guidance and targeted training support to staff members on various training program activities; serves as a technical resource to management and other staff regarding specialized training-related matters such as program accreditation, staff certification requirements, promotional tracks and processes, and course prerequisites; assists staff in identifying individual training opportunities as well as navigating the promotional process; researches and recommends the feasibility of training program developments and initiatives.

Conducts business analysis and training needs analysis by consulting with management as well as internal and external customers; reviews and analyzes course offerings for consistency with OCFA business and staff development goals.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

Job Title: Training Program Analyst

Coordinates the production and administration of training activity plans and class schedules; coordinates instructor selection and course location; researches, recommends, and contracts with outside professional trainers to deliver training as needed; oversees class schedule publication and marketing.

Maintains OCFA Operations Training website, including processing class registrations and updating course offerings, promotional processes, examination timelines and OCFA career development tracks.

Assists in the development, implementation, and system maintenance of computerized training records systems/learning management systems (LMS).

Coordinates special events or activities such as graduations, seminars, and other special training activities; plans and arranges for food, rooms, awards, special guests and other logistics;

Participates in planning and preparing special training exercises and scenarios; may serve as a point person and liaison for an assigned area or set of responsibilities.

Prepares proposals and/or presentations to be delivered to executive and administrative management for program consideration; performs statistical analyses and prepares technical and analytical reports; composes, proofreads, and edits a variety of business communications.

Administers assigned budgets and related financial activities.

May design and/or redesign formative and summative course evaluations; analyzes course evaluation data to recommend future training needs and/or identify issues.

May assemble and facilitate cross-functional teams of Subject Matter Experts (SME's).

May research and evaluate commercially produced training materials, videos, and resources.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

Four (4) years of full-time experience in position(s) that utilized knowledge of training methods and techniques related to individual development, adult education, employee training and development programs, and workplace training programs. A Bachelor's degree in a related field or equivalent experience is required.

LICENSES AND CERTIFICATIONS (position requirements at entry):

- A valid California Driver's License.
- Certification as a Certified Professional in Learning and Performance (CPLP) or similar professional certification is highly desirable.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

Job Title: Training Program Analyst

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Needs assessment/analysis, instructional design, and curriculum development;
- Adult learning theory and education principles, practices, and techniques;
- Instructional Systems Design principles and techniques;
- Training delivery principles and methods;
- Training aids in fire technology;
- Educational statistics;
- Principles and practices of learning management systems;
- Formative and summative evaluation principles and techniques;
- Current training and organizational development theories, methods, and models;
- Group process, group dynamics, and interpersonal relations;
- Research and analysis methods and practices;
- Budget administration principles;
- Applicable Federal, State, and Local laws, rules and regulations.

SKILLS (position requirements at entry):

Skill in:

- Verbal and written communications;
- Working with and managing multiple priorities, changing deadlines, and interruptions;
- Using a computer and applicable software applications;
- Speaking effectively before groups of varying sizes in diverse settings;
- Instructing other adults using multiple training methodologies;
- Establishing and maintaining effective working relationships;
- Work effectively and cooperatively in a team setting;
- Formulating learning objectives, create and evaluate training objectives and requirements;
- Evaluating training curricula, including both formative and summative evaluations, and determining return on investment (ROI);
- Conducting research;
- Preparing reports;
- Monitoring budgets;
- Analyzing a variety of data and/or information and making recommendations based on findings;
- Preparing and analyzing statistical data.

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



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

Job Title: Training Program Analyst

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:

Incumbent works in a standard office environment. Work is also performed in an outdoor setting when manipulative training is required, with variable temperatures and uneven terrain.

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 CPS, Date: March 2020

Human Resources Director Review:

Lori Zeller, Deputy Chief of Administration and Support Bureau _____

Date: _____

Adopted by Board of Directors, Date: TBD