

**CONFIRE**

STAFF REPORT

DATE: October 27, 2025

FROM: Nathan Cooke, Interim Director

BY: Damian Parsons, Finance/Administrative Director
Erika Torres-Murillo, Staff Analyst II

TO: CONFIRE Administrative Committee

SUBJECT: Classification Description Policy No. 2.003

Recommendation

Approve the amendment to Administrative Committee Policy - Classification Descriptions Policy No. 2.003 and authorize the Executive Director to direct fill all At-Will positions pursuant to Californian law.

Background Information

The purpose of the amendment to policy 2.003 is to define the employment status for designated positions within CONFIRE that are not covered by civil service protections, collective bargaining agreements, or other statutory employment provisions. This policy ensures that both CONFIRE and the employee maintain flexibility in the employment relationship consistent with California law and public employment standards.

At-Will positions will be defined as a position that may be terminated by either employee or CONFIRE at any time, with or without cause, and with or without advance notice. Likewise, the agency reserves the right to modify the terms and conditions of employment, including compensation, duties, and assignments, at its sole discretion.

This policy will allow management the necessary flexibility in appointments and terminations and eliminates ambiguity regarding employment rights, benefits, and separation procedures.

Fiscal Impact

This recommendation has no financial impact.

Attachments

- Policy 2.003 - Classification Descriptions