

**CONFIRE**

STAFF REPORT

DATE: June 23, 2026

FROM: Nathan Cooke, Interim Executive Director

BY: Damian Parsons, Finance/Administrative Director

TO: Administrative Committee

SUBJECT: Approval of New Job Descriptions for Positions Added in the 2026-27 Budget

Recommendation

Approve the new job descriptions for the positions authorized as part of the 2026-27 budget.

Background Information

As part of the FY 2026-27 Budget approval process, the Board approved a significant organizational restructuring designed to position CONFIRE for continued growth, and the implementation, delivery, and oversight of ambulance services. The reorganization created three major divisions: Administration, Business Operations, and Operations. Each division will be led by a Deputy Executive Director. This structure is designed to strengthen leadership capacity, improve accountability, and support growth and expanding responsibilities.

The addition of ambulance services represents one of the most significant expansions in CONFIRE's history and requires new responsibilities in areas such as operations, training, compliance, logistics, risk management, finance, public information, and ambulance system status management. To support both the reorganization and ambulance services, the Board approved several new position classifications as part of the 2026-27 budget within the Emergency Medical Services Fund (5020). While funding for these positions was approved through the budget process, formal adoption of the job descriptions for the new position classifications, not previously utilized in CONFIRE, is required before recruitment activities can begin.

Over the past several weeks, staff collaborated to develop job descriptions that accurately reflect the duties, responsibilities, qualifications, and competencies required for each new role. These job descriptions were developed to align with industry standards, support the agency's new organizational structure, and provide the staffing framework necessary to

successfully manage ambulance operations, regulatory compliance, workforce development, logistics, public information, and financial oversight.

The proposed job descriptions have been reviewed for consistency in classification, reporting, and compensation structures, and compliance with labor and employment requirements. They provide clear expectations regarding essential functions, required qualifications, and performance standards, supporting both transparent recruitment practices and effective employee performance management.

In recognition of the significant organizational changes, staff intends to procure the services of an independent compensation and classification consultant to conduct a comprehensive review of the new positions. The study will evaluate pay equity across the organization, assess market competitiveness, and identify potential salary compaction issues between classifications. The results of the study will be presented to the Administrative Committee for consideration and may result in future recommendations regarding classification structures and compensation ranges.

Approval of these job descriptions will allow staff to begin recruiting for key positions needed to implement the approved organizational restructuring, support operations, and ensure the successful launch and long-term sustainability of CONFIRE's ambulance services program.

The positions requiring job description approval include:

Position	Annual	Range	Representation/MOU
Administrative Assistant	\$58,843 - \$83,948.80	E28D	Exempt
Administrative Secretary I	\$44,408 - \$64,313	18	CMU
Contract/Grants Manager	\$113,547.20 - \$162,302.40	E55C	Exempt
Cultural Officer	\$113,547.20 - \$162,302.40	E55C	Exempt
Deputy Executive Director	\$193,294.40 – \$275,329.60	E76B	Exempt
ECC Chief	\$130,769.60 - \$187,304.00	E61C	Exempt
EMS Training Manager	\$113,547.20 - \$162,302.40	E55C	Exempt
EMS/Transport Director	\$160,742.40 – \$228,800.00	E66B	Exempt
Executive Director	\$238,555.20- \$340,891.20	E85B	Exempt
Health and Wellness Director	\$160,742.40 – 228,800.00	E66B	Exempt
Logistics Manager	\$113,547.20 - \$162,302.40	E55C	Exempt
Management Analyst	\$96,595.20- \$138,590.40	E49D	Exempt
Public Information Officer	\$160,742.40 – 228,800.00	66B	Exempt
Purchaser/Buyer	\$64,750.40 - \$93,745.60	33	Non-Rep
Risk Manager	\$113,547.20 - \$162,302.40	E55C	Exempt
EMS Systems Status Manager	\$105,518.40 - \$152,838.40	53	CMU

The above list is not inclusive of all planned new classifications, as staff needs to meet and confer with respective labor groups for certain classifications to agree on salary ranges. The job descriptions for these positions will be presented to the Administrative Committee for approval at a later date.

Fiscal Impact

There is no additional fiscal impact associated with approval of the job descriptions. Funding for all related positions was included in the approved FY 2026-27 Budget.