



CONFIRE

STAFF REPORT

DATE: January 9, 2023

**FROM: Nathan Cooke
Interim Director**

TO: CONFIRE Board of Directors

SUBJECT: Proposed Assistant Director Position

Recommendation

Approve job classification for a proposed Assistant Director position, including salary range and associated adjustment to Director salary.

This is not a request to fund or hire the position at this time, although the request to fill will likely be included in the 2023/24 Budget Proposal

Background Information

As the size and complexity of the CONFIRE operation continues to increase, the need for an additional layer of administrative oversight is necessary to effectively manage the organization. CONFIRE has never had a second in command. This has caused some disruption when previous Director's have departed the organization unexpectedly. The span of control within the operation elements of the organization needs to be reinforced. This will enable the Director to properly oversee the entire organization, focus on fiscal, administrative and planning issues in conjunction with the Board of Directors and Administrative Committee, while ensuring the operational divisions are fully supported. This position inserts a succession planning element into the organization and helps ensure continuity in the temporary or permanent absence of the Director.

At the July 26, 2022 Admin meeting the Chiefs approved a proposal by staff to develop the job classification for an Assistant Director of Communications position. That work has been completed and was submitted to San Bernardino County HR for their review, the application is attached to this staff report. Staff was advised by County HR that the classification has been developed per the submitted application and is now awaiting CONFIRE Board approval. It also requires concurrent County Board of Supervisor approval. This item is on the BOS agenda for January 10.

The analysis by County HR resulted in the position being placed in the Exempt, Unclassified comp plan at a similar salary range (62B) as the existing Director classification (62C). This compaction resulted in a recommendation that the Director salary range increase approximately 10% to range 66B. That adjustment would become effective only upon approval by the County Board of Supervisors and with the hiring of a permanent Director of Communications. This will not impact the current costs of the Interim Director which are projected to continue for the remainder of the fiscal year

Fiscal Impact

The salary and benefits for an Assistant Director would be approximately \$239,000 annually. This would be encumbered only if the position were requested to be filled. A request to fill the position will likely be included in the FY 23/24 budget proposal.

The compaction study included in the classification resulted in a recommended increase of 10% for the Director position. This results in an approximately \$18,000 annual increase for that position. This would not have an impact until the Director position is filled.

The cost for this position and the increase in the Directors salary would be shared by all CONFIRE agencies per the allocations established in the annual budget commencing up the hiring of the position.