STAFF REPORT

DATE: November 17, 2026

FROM: Nathan Cooke, Executive Director
BY: Damian Parsons, Finance/Administrative Director

TO: CONFIRE Administrative Committee

SUBJECT: Approval of Job Descriptions for Human Resources Analyst and Assistant Director of EMS and Transport

Recommendation

Approve the job descriptions for the Human Resources Analyst and Assistant Director of EMS & Transport classifications.

Background Information

As part of the November 17, 2026 Board agenda, staff is recommending the addition of the Human Resources Analyst and Assistant Director of EMS & Transport positions through a separate budgetary action. Approval of that item would authorize the positions and associated funding within CONFIRE's organizational structure. The purpose of this staff report is to obtain Administrative Committee approval of the corresponding job descriptions for these classifications.

The proposed Human Resources Analyst classification was developed to provide advanced-level professional human resources support in the areas of classification and compensation, position control, recruitment, employee relations, personnel administration, compliance, and workforce analytics. The position is intended to enhance CONFIRE's administrative capacity by providing technical expertise and analytical support for increasingly complex workforce and personnel management needs.

The proposed Assistant Director of EMS & Transport classification was developed to strengthen leadership capacity within the EMS & Transport Division and support the continued growth and operational complexity of CONFIRE's ambulance services program. The position serves as the designated second-in-command within the division and is responsible for operational management, contract compliance oversight, workforce development, EMS training coordination, stakeholder engagement, and direct supervision of assigned personnel. The position is intended to provide day-to-day

operational leadership while allowing executive management to focus on strategic planning, system performance, contractual oversight, and external agency relationships.

Staff worked collaboratively with division leadership to develop and refine both job descriptions to ensure they accurately reflect the duties, responsibilities, reporting relationships, qualifications, and competencies required for each position. The proposed classifications have been reviewed for consistency with CONFIRE's organizational structure, classification framework, and management philosophy. The job descriptions establish clear expectations regarding essential job functions, supervisory responsibilities, minimum qualifications, and performance standards, supporting transparent recruitment practices and effective employee performance management.

Approval of the job descriptions at this time will establish the formal classification framework necessary for implementation of the positions should the Board approve the associated budgetary action. Approval will also allow staff to move forward with recruitment and position administration activities consistent with Board direction and approved funding

Position	Classification	Status
Human Resources Analyst	Exempt	New Classification
Assistant Director of EMS Transport	Management/Exempt	New Classification

Financial Impact

There is no direct fiscal impact associated with approval of the job descriptions. Funding for the proposed positions is being considered separately by the Board through the corresponding budget action. Approval of the job descriptions establishes the classification framework necessary to implement the positions if funding is approved.

Attachments

- CONFIRE Assistant Director of EMS and Transport
- CONFIRE Human Resources Analyst