



CONFIRE

STAFF REPORT

DATE: October 25, 2022

**FROM: Mike Bell
Interim Director**

TO: CONFIRE Admin Committee

SUBJECT: Proposed Assistant Director Position

Recommendation

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

Background Information

At the July 26, 2022 Admin meeting the Chiefs approved a proposal by staff to develop the job classification for an Assistant Director position. That work has been completed and submitted to San Bernardino County HR for their review. Staff was advised that the classification has been developed per the submitted application it is awaiting Admin Committee and CONFIRE Board approval before being sent to the County Board of Supervisors for final approval in January.

The analysis by County HR resulted in the position being placed in the Exempt, Unclassified comp plan

Fiscal Impact

Consultant cost is \$260,000 with an annual 4% increase. This amount will be billed annually beginning with FY22/23. This will not require additional budgetary funding. CONFIRE will transfer the budget from two (2) vacant MIS positions: Information Systems Analyst III (\$192,425) and Computerized Mapping Technician (\$87,961), from Salaries and Benefits (5008) to Professional Services (5010) to fund the CAD consultant position.

This budget transfer was approved by the CONFIRE Board of Directors on July 21, 2022.