



## CITY OF MARSHALL PERSONNEL COMMITTEE AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, July 19, 2022
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the Fire Department’s amended organizational restructure and wage schedule
<b>Background Information:</b>	<p>Director of Public Safety, Jim Marshall and Human Resource Manager, Sheila Dubs will review a proposal to amend the command structure within the Fire Department.</p> <p>The proposal requests to amend the job titles for three of the command positions. Director Marshall has provided a memo overview within the packet.</p> <p>The proposal seeks to change the three (3) Assistant Chief positions into 1 Assistant Chief of Training, 1 Assistant Chief of Operations, and 1 Deputy Fire Chief. Proposed job descriptions are included in the packet. (If approved by the Council, the Fire Chief job description would also be amended to reflect supervision of the Deputy Chief position.)</p> <p>The proposal also seeks to amend the wage schedule for the Deputy Chief of Administration, with a starting annual pay rate of \$5,077.10, which is a \$1,000 (annual) increase over the Assistant Chief pay rate in 2022. Thereafter, the pay rate would be adjusted per Council’s prior direction for paid-on-call employees—3% for 2023 and 3% for 2024. The Assistant Chief of Training and Assistant Chief of Operations pay rates would remain unchanged.</p> <p>Due to an employee retirement and a resignation, there are currently two open command positions. HR would work with the Fire Chief to open the Deputy Chief of Administration position for applications first, and following that selection process, the Assistant Chief position(s) would then follow.</p> <p>Staff will provide more detailed information at the committee meeting.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	To approve the Fire Department amended organizational restructure and wage schedule