DATE: September 9, 2019

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Charles Castillo, Director of Human Resources
Leonard Thompson, Fire Chief

SUBJECT: Resolution Authorizing the Position Allocation of One Administrative Technician Confidential and Eliminating the Position Allocation of One Administrative Assistant Confidential

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution Authorizing the Position Allocation of One Administrative Technician Confidential and Eliminating the Position Allocation of One Administrative Assistant Confidential.

BACKGROUND

Currently, the entire Petaluma Fire Department’s administrative needs are filled by two administrative roles. A Secretary classification is exclusively assigned to the Fire Prevention Division. An Administrative Assistant is assigned to Fire Headquarters and fulfills administrative needs for the rest of the department. The Headquarters Administrative Assistant position supports the Fire Chief, Assistant Fire Chief, three Battalion Chiefs, contract medical EMS services, nine Fire Captains, and many of the other thirty-nine fire suppression personnel, who have axillary administrative responsibilities such as grant writing, equipment purchasing, and records management. Similar to other roles across the City, the Administrative Assistant role within the Fire Department has evolved over time to meet the increasing and changing needs of the department. In order to fill the current vacancy with a classification adequately aligned to conduct the level of work required by the department, staff recommends allocating a technical level administrative role to ensure department operational needs are met.

DISCUSSION

There is one Administrative Assistant Confidential allocation in the Fire Department budget. The Administrative Assistant Confidential classification provides secretarial and office administrative assistance to a department director. Whereas, the Administrative Technician Confidential classification includes a variety of technical duties and provides administrative support to various programs and/or projects, monitors and evaluates programs and/or projects, interprets data, and assists with the budgetary process within an assigned department.
In addition to administrative assistance to the Fire Chief and many others, the responsibilities of the vacant administrative support role include serving as the Department's Custodian of Records, responding to subpoenas, medical records requests, fire investigation requests and general information requests from insurance companies, law firms and involved parties. Additional duties include providing preparation materials for fire members who need to attend court or depositions. The role will be responsible for extensive department budget responsibilities, including assisting with the yearly development of the department budget, informing command staff of their budget status throughout the year, reviewing the budget through Eden, transferring money between funds and submitting budget requests.

The role requires the ability to process, code and submit all invoices, formal bid documents, purchase orders, grant applications, check requests and educational reimbursements for all members. The role assists the Assistant Fire Chief with managing specialized EMS funding programs, routing contracts, tracking monies received, and generating City Council reports. Furthermore, it will locate and provide specialized statistics and reports to various groups, hospitals, and outside agencies on a yearly, quarterly, and monthly basis with regards to EMS. The classification needed to fill this role will also be expected to work with the department’s ambulance billing vendor and use a variety of different software programs (i.e., Firehouse, ImageTrend, Telestaff) to query and disseminate information and reports. The role also will assist the Assistant Fire Chief with the management of the department’s contract medical EMS services including keeping contracts up to date, submitting payroll, maintaining work schedules, providing computer training, ordering uniforms, editing medical special orders, and facilitating training documents, locations and medical continuing education certificates to assist department members with maintaining paramedic/EMT certification.

The Administrative Technician Confidential classification most closely matches the scope of the current and ongoing needs of the department, some of which are addressed above, and therefore, in line with Petaluma Municipal Code 3.04.020 and the City of Petaluma Personnel Rules and Regulations (Rule IV - Classification and Rule V – Compensation), the proposed allocation change is justified and necessary.

Both position classes are represented by Bargaining Unit 1, American Federation of State, County and Municipal Employees (“AFSCME”). AFSCME has reviewed the proposed action and is supportive of the proposal.

PUBLIC OUTREACH

There was no specific outreach performed in relation to this item aside from the normal public meeting agenda process. As indicated above, the City and AFSCME representatives have discussed the proposed actions both in meetings and through email correspondence.

FINANCIAL IMPACTS
The annual salary range for the Administrative Technician Confidential position is $63,573.90–$77,255.62. The salary range for the Administrative Assistant Confidential position is $60,509.54–$73,543.86. The financial impact, related to salary only, for the proposal would range from $3,064.36–$3,711.76. The total financial impact including salary and benefits ranges from $3,773.49–$4,555.67, 100% of costs are allocated to the General Fund. A budget adjustment in the amount of $4,556 will be brought forward in conjunction with 1st quarter budget adjustments.

ATTACHMENTS

1. Resolution
RESOLUTION AUTHORIZING THE POSITION ALLOCATION OF ONE ADMINISTRATIVE TECHNICIAN CONFIDENTIAL AND ELIMINATING THE POSITION ALLOCATION OF ONE ADMINISTRATIVE ASSISTANT CONFIDENTIAL

WHEREAS, the City Manager, acting as the Personnel Officer, has determined that certain duties and responsibilities currently performed by one Administrative Assistant Confidential position are more appropriately performed under the Administrative Technician Confidential classification; and,

WHEREAS, the City Manager, acting as the Personnel Officer, has determined the addition of one Administrative Technician Confidential position allocation and elimination of one Administrative Assistant Confidential position allocation properly aligns the description of the duties and responsibilities of the existing workload within the Petaluma Fire Department.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Petaluma hereby:

1. Takes these actions pursuant to Petaluma Municipal Code 3.04.020 and the City of Petaluma Personnel Rules and Regulations (Rule IV-Classification and Rule V – Compensation) and other applicable authorities.
2. Authorizes the position allocation of one Administrative Technician Confidential.
3. Eliminates the position allocation of one Administrative Assistant Confidential.