



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: 05/16/2018

To: Board Directors

Attn: Mike Del Puppo
President

From: Fire District Staff

Subject: Policy 1505, Schedule C Employee Wage Ranges and Compensation, Revision

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

The Facility Repair Coordinator and Heavy Equipment Mechanic positions have been added and filled since the original policy was approved. Also, the District has had difficulties retaining a IT Administrator due to the current wage range and benefits.

BACKGROUND:

In October of 2016 The Board approved Policy 1505. Since then the District has hired a Facility Repair Coordinator and a Heavy Equipment Mechanic. In the last several years, two (2) IT Administrators have left the District to work for CALFIRE.

DISCUSSION:

Staff is revising this policy to include positions that were not filled when the policy was created. In addition, staff has been analyzing the wage range for the IT Administrator to make sure it is comparable to other local agencies. The last two IT Administrators have left the District to work for CALFIRE due to better pay and better benefits. Staff has analyzed wage information from CALFIRE, Fresno County, Tulare County and Madera County to compare the District's IT Administrator wages. Staff has determined that the current IT Administrator wages are lower than the comparable wages in the other agencies. Staff is proposing a

modest increase in the wage range to allow the District to remain competitive in retaining a qualified IT Administrator. The proposed wage range allows for six (6) 5% wage steps.

ALTERNATIVES:

1. Make no changes and possibly continue to lose qualified IT Administrators to other agencies due to better pay and benefits.
2. Propose developing a different wage range than proposed.

IMPACTS *(Consider potential consequences related to each of the following areas of concern for proposed alternatives):*

- Fiscal –The District is currently building a budget for next FY that includes the expenses of the revised wage ranges.
- Operational – N/A
- Legal –N/A
- Labor – Revised Wage Ranges and Compensation Policy
- Sociopolitical – N/A
- Policy – Revised Policy 1505
- Health and safety – N/A
- Environmental – N/A
- Interagency – N/A

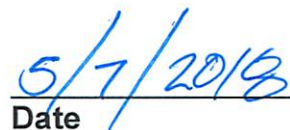
RECOMMENDATION:

Staff is recommending that the District Board of Director's approves the revised Policy 1505 as presented. It is also recommended that any Board Member makes a motion to approve revised Policy 1505 -Schedule C Employee Wage Ranges and Compensation.

APPROVED:



Josh I. Chrisman, Assistant Chief



Date

Revised Policy 1505

05/16/2018



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Administration

POLICY & PROCEDURE HANDBOOK

POLICY NO.: 1505

SUBJECT: Schedule C Employee Wage Ranges and Compensation

EFFECTIVE DATE: 10/31/2016

REVISION DATE: 5/16/2018

RESPONSIBILITY: FRESNO COUNTY FIRE PROTECTION DISTRICT

PURPOSE: To provide District Administration with guidelines regarding wage ranges for approved Schedule C positions.

POLICY:

- A) This policy shall apply to all Schedule C employees of the District as described in Policy 1500, Personnel.
- B) Employees must be hired at a wage level within the range for the position, normally at the minimum rate for the range except where a higher wage level is justified in the District's discretion due to experience or other factors.
- C) Employees will have their performance reviewed annually, in or about October of each year.
- D) In conjunction with the performance review, each employee's compensation will be reviewed on an annual basis.
- E) Annual wage increases are not guaranteed, but are in the District's discretion considering market wage levels, individual performance and the District's financial condition. Wage increases shall not exceed 5% per year.
- F) Wage Ranges

<u>IT Administrator</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.85	\$60,008
Maximum Wage	\$36.82	\$76,588

<u>Facility Repair Coordinator</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,339

<u>GIS Analyst</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$23.99	\$49,899
Maximum Wage	\$30.62	\$63,685

<u>Fire Inspector</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$20.33	\$42,286
Maximum Wage	\$24.71	\$51,397

<u>Fire Inspector, Senior</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$23.54	\$48,963
Maximum Wage	\$30.04	\$62,483

<u>Fire Inspector, Part Time</u>	<u>Hourly</u>	<u>Annual</u>
Wage	\$18.00	\$37,440

<u>Administrative Assistant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$15.00	\$31,200
Maximum Wage	\$19.14	\$39,820

<u>PCF Coordinator, Part Time</u>	<u>Hourly</u>	<u>Annual</u>
Wage	\$30.00	\$62,400

<u>Heavy Equipment Mechanic</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,339

Original Policy 1505

10/31/2016



FRESNO COUNTY FIRE PROTECTION DISTRICT

Administration POLICY & PROCEDURE HANDBOOK

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- F) Wage Ranges

<u>IT Administrator</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$ 24.52	\$ 51,002
Maximum Wage	\$ 31.29	\$ 65,092

<u>GIS Analyst</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$ 23.99	\$ 49,899
Maximum Wage	\$ 30.62	\$ 63,685

<u>Fire Inspector, Senior</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$ 23.54	\$ 48,963
Maximum Wage	\$ 30.04	\$ 62,483

<u>Fire Inspector</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$ 20.33	\$ 42,286
Maximum Wage	\$ 24.71	\$ 51,397

<u>Administrative Assistant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$ 15.00	\$ 31,200
Maximum Wage	\$ 19.14	\$ 39,820

<u>PCF Coordinator, Part Time</u>	<u>Hourly</u>	<u>Annual</u>
Wage	\$ 30.00	\$ 62,400

<u>Fire Inspector, Temporary</u>	<u>Hourly</u>	<u>Annual</u>
Wage	\$ 18.00	\$ 37,440

POLICY RESPONSIBILITY: Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs.

Policy 1505 Update, IT Administrator Wages Analysis, May 2018

		<u>Hourly</u>	<u>Monthly</u>	<u>Annual</u>
Fire District - currently <i>(IT Administrator)</i>	Minimum Wage	\$24.52	\$4,250.13	\$51,001.60
	Maximum Wage	\$31.29	\$5,423.60	\$65,083.20
Fire District - proposed <i>(IT Administrator)</i>	Minimum Wage	\$28.85	\$5,000.67	\$60,008.00
	Maximum Wage	\$36.82	\$6,382.26	\$76,587.10
CalFire <i>(Associate Info Sys Analyst)</i>	Minimum Wage	\$28.97	\$5,021.47	\$60,257.60
	Maximum Wage	\$38.10	\$6,604.00	\$79,248.00
Fresno County <i>(Network Systems Engineer III & IV)</i>	Minimum Wage	\$25.54	\$4,426.93	\$53,123.20
	Maximum Wage	\$39.26	\$6,805.07	\$81,660.80
Tulare County <i>(Network Administrator I)</i>	Minimum Wage	\$28.76	\$4,985.07	\$59,820.80
	Maximum Wage	\$35.05	\$6,075.33	\$72,904.00
Madera County <i>(Network Engineer I & II)</i>	Minimum Wage	\$29.45	\$5,104.67	\$61,256.00
	Maximum Wage	\$39.55	\$6,855.33	\$82,264.00

Fire District - Proposed Wage Steps *(IT Administrator)*

<u>Steps</u>	<u>Hourly</u>	<u>Monthly</u>	<u>Annual</u>
1	\$28.85	\$5,000.67	\$60,008.00
2	\$30.29	\$5,250.70	\$63,008.40
3	\$31.81	\$5,513.24	\$66,158.82
4	\$33.40	\$5,788.90	\$69,466.76
5	\$35.07	\$6,078.34	\$72,940.10
6	\$36.82	\$6,382.26	\$76,587.10