



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: June 15, 2023

To: Board Directors

Attn: Matt Furrer
President

From: Fire District Staff

Subject: Equipment Services Assistant Wage Adjustment

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

Staff is asking to update the wages for the Equipment Services Assistant classification.

BACKGROUND:

The Schedule C wage ranges are identified in Policy 1004 - Schedule C Employee Salary and Wage Ranges. The current wage range for an Equipment Services Assistant is \$18.00 to \$22.00 per hour. There have been no adjustments to the wage range since it was created in 2018.

DISCUSSION:

Staff is recommending adjusting the wage range for Equipment Service Assistant to \$20.00 - \$28.41 per hour. The District currently has two Equipment Service Assistants. The current job duties have expanded considerably since the position was originally created in 2018. Additionally, staff have determined that the current wage range is significantly lower than equivalent local jobs.

ALTERNATIVES:

1. Make no changes at this time.

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 proposed salary range adjustment has been accounted for in the preliminary budget.
- Operational – No known impacts
- Legal – No known impacts
- Labor – Helps retain quality employees in the District.
- Sociopolitical - No known impacts
- Policy – No known impacts
- Health and safety - No known impacts
- Environmental - No known impacts
- Interagency – No known impacts

RECOMMENDATION:

It is recommended by staff that the District Board of Director's approves Policy 1004, Schedule C Employee Salary and Wage Ranges as presented.

APPROVED:



Josh I. Chrisman
Administrative Officer

June 15, 2023

Date

Schedule C Employee Salary and Wage Ranges

1004.1 SCOPE AND PURPOSE

To provide Fresno County Fire Protection District Administration with guidelines regarding wage ranges for approved Schedule C positions.

1004.2 POLICY

1. This policy shall apply to all Schedule C employees of the District as described in the Personnel Positions Policy.
2. Employees must be hired at a wage level within the range for the position, normally at the minimum wage within the range, except where a higher wage level is justified in the District's discretion due to experience or other factors.
3. Employees will have their performance reviewed annually, in or about October of each year.
4. In conjunction with the performance review, each employee's compensation will be reviewed on an annual basis.
5. Annual wage increases are not guaranteed, but are in the District's discretion considering individual performance and the District's financial condition. Wage increases shall not exceed 5% per year, but under no circumstance shall an employee wage increase beyond the maximum wage for the employees' position.

1004.2.1 WAGE RANGES

The salary and wage ranges are defined in the Schedule C Employee Salary and Wage Ranges Attachment:

[See attachment: Schedule C Employee Salary and Wage Ranges Attachment 6_15_23.pdf](#)



FRESNO COUNTY FIRE

PROTECTION DISTRICT
Avenue

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POLICY NO.: 1004
SUBJECT: Schedule C Employee Salary and Wage Ranges
REVISION DATE: 06/15/2023

Salary and 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	\$74,331

<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	\$25.41	\$52,858
Maximum Wage	\$30.89	\$64,246

<u>Fire Inspector, Senior</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$32.44	\$67,475
Maximum Wage	\$39.43	\$82,016

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

<u>Administrative Assistant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$20.00	\$41,600
Maximum Wage	\$24.31	\$50,565

<u>Administrative Officer</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Salary	\$47.45	\$ 98,700
Maximum Salary	\$57.68	\$119,970

<u>Heavy Equipment Mechanic</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

<u>Equipment Services Assistant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$20.00	\$41,600
Maximum Wage	\$28.14	\$58,535

<u>Fleet Services Technician</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

<u>Special Projects Analyst (Part-time)</u>	<u>Hourly</u>	<u>Annual</u>
Wage	\$27.00	\$42,120

<u>Staff Accountant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$27.00	\$56,160
Maximum Wage	\$32.82	\$68,263

<u>Administrative Analyst</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$30.00	\$62,400
Maximum Wage	\$38.29	\$79,640