

CITY OF YUBA CITY  
STAFF REPORT

**Date:** October 5, 2021  
**To:** Honorable Mayor & Members of the City Council  
**From:** Fire Department  
**Presentation By:** Jesse Alexander, Fire Chief

---

**Summary**

**Subject:** Reclassification of Administrative Analyst III to Division Fire Chief

**Recommendation:** Adopt a Resolution authorizing:

- A. Reclassification of Administrative Analyst III to Division Fire Chief in the Fire Department
- B. Authorize the Finance Director to record a supplemental appropriation to 2305-61210 in the amount of \$54,157 to cover the additional salary and benefits increases for 15 pay periods in the current fiscal year.

**Fiscal Impact:** Net cost increase of \$54,157 for FY 21/22. Salary savings from the vacant Administrative Analyst III position will offset some of the expense in the current fiscal year. Ongoing costs will be approximately \$82,400 annually.

---

**Purpose:**

To implement a reclassification in the Fire Department to support the needs and services of the Fire Department.

**Background:**

The Fire Department has identified the need to modify the Department's organizational structure to address operational and administrative needs.

The Fire Department is currently budgeted for seven full-time administrative positions, including the Fire Chief, Division Fire Chief, Fire Marshal, Administrative Analyst III, Administrative Analyst I, Fire Safety Inspector, and Administrative Clerk.

The Administrative Analyst III position has remained vacant since July 2020 due to retirement. This position was responsible for many administrative functions including, basic training, professional service agreements, staff reports, budgeting, revenue tracking, emergency preparedness, and grant writing. During this vacancy, all Administrative Staff have assumed one or more of these administrative functions described above, thus exceeding their operational capacity.

## **Analysis:**

The Administrative Staff has analyzed the core functions of the position to determine whether or not it best suits the operational goals and effectiveness of the Fire Department. Based upon industry standards, operational, and administrative needs, it was decided that reclassifying the Administrative Analyst III to a Division Fire Chief would meet the needs of the Fire Department. This position would allow the individual to make significant contributions in 5 key areas:

1. **Training:** Many different regulatory agencies control Fire Departments, including National Fire Protection Services (NFPA), Cal OSHA, Sierra-Sacramento Valley (SSV) EMS, CA-Department of Motor Vehicles (DMV), California Incident Command System (CICCS), National Wildfire Coordinating Group (NWCG), California State Fire Marshal, and Insurance Services Office (ISO). Each of these agencies requires significant and specific training requirements. These training requirements reduce liability to the City, meet and maintain best practices, and provide the organization with employees skilled at mitigating our various emergencies. The complexity and diversity of these training requirements necessitate a comprehensive multi-year training plan, individual lesson plans, and constant tracking and monitoring.
2. **Community Risk Reduction:** Fire Departments are typically tasked with the responsibility of Emergency Preparedness and attempting to mitigate hazards and risks to the community. This risk reduction concept would include everything from general public education to complex disaster protocols. Areas of primary emphasis of risk reduction are preparing the Fire Department and the community to be better prepared and attempt to eliminate the risk in the community. This position would work closely with the fire prevention staff.
3. **Administrative:** Division Chiefs are tasked with administrative responsibilities to assist the Fire Administrative Staff. These duties could consist of monitoring the training budget, training facility budget, California Firefighter Joint Apprenticeship Committee (Cal-JAC), various grants, and instructor contracts.
4. **Fire Prevention:** As part of the risk reduction responsibility, this proposed position would be responsible for many components normally assigned to the Fire Prevention Bureau. It would allow for merging Fire Prevention, community relations, and operational requirements to meet the risk reduction goal best. It would include creating a Community Emergency Response Team (CERT), creating pre-fire plans, and providing assistance to the Fire Prevention Bureau when needed.
5. **Operations:** All Chief Officers in the Yuba City Fire Department respond to and assist with large-scale or significant emergencies. If there is no need for a Chief Officer's expertise at a command or general staff position, they will assist with tactical operations. In addition, this increase at the command staff level will help with planned events and provide capacity during draw-down situations.

Currently, the Fire Department has challenges in many of the above areas due to a lack of qualified personnel and capacity. If approved, this second Division Fire Chief would be recruited immediately and the Department would anticipate filling this position in December 2021.

## **Fiscal Impact:**

The proposed personnel reclassification will have a net increase of \$54,157 for FY 21/22. Salary savings from the vacant Administrative Analyst III position will offset some of the expense in the current fiscal year. Ongoing costs will be approximately \$82,400 annually.

The above annual calculations reflect the difference in total compensation (salary & benefits) between an Administrative Analyst III (PEPRA) and a Division Chief (Tier 2 Classic).

**Alternatives:**

- 1) Do not adopt the Resolution and fill the position as an Administrative Analyst III.
- 2) Provide further direction to staff.

**Recommendation:**

Adopt a Resolution authorizing:

- A. Reclassification of Administrative Analyst III to Division Fire Chief in the Fire Department
- B. Authorize the Finance Director to record a supplemental appropriation to 2305-61210 in the amount of \$54,157 to cover the additional salary and benefits increases for 15 pay periods in the current fiscal year.

**Attachment:**

1. Resolution
2. Proposed Organizational Chart

**Prepared By:**

*/s/ Jesse Alexander*  
Jesse Alexander  
Fire Chief

**Reviewed By:**

City Attorney

**Submitted By:**

*/s/ Dave Vaughn*  
Dave Vaughn  
City Manager

SS by email

# ATTACHMENT 1

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY  
APPROVING THE RECLASSIFICATION OF AN ADMINISTRATIVE ANALYST III TO  
DIVISION FIRE CHIEF WITHIN THE FIRE DEPARTMENT**

WHEREAS, the efficiency of governmental operations is of paramount concern to the City Council, City Management, and taxpayers alike; and

WHEREAS, the City periodically evaluates changes in responsibilities and duties performed by employees subsequent to structural changes in the configuration of departments; and

WHEREAS, the Fire Chief, with approval from the City Manager, has determined additional support is needed at the Division Fire Chief level in the Fire Department; and

NOW, THEREFORE, be it resolved by the City Council of the City of Yuba City as follows:

**SECTION I.**

The currently vacant Administrative Analyst III position shall be reclassified to a Division Fire Chief position in accordance with the existing publicly available pay schedule.

**SECTION II.**

The above modifications shall become effective with the payroll period beginning October 9, 2021. Accordingly, recruitment for the position will start immediately with the goal of filling the position in or after December 2021.

**SECTION III.**

The City Council authorizes the Finance Director to record a supplemental appropriation to 2305-61210 in \$54,157 to cover the additional salary and benefits increases in the current fiscal year.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed, and adopted at a regular meeting thereof held on the 5th day of October 2021.

AYES:

NOES:

ABSENT:

---

Marc Boomgaarden, Mayor

ATTEST:

---

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM  
COUNSEL FOR YUBA CITY

---

Shannon L. Chaffin, City Attorney  
Aleshire & Wynder, LLP

# ATTACHMENT 2

# Proposed YCFD Organizational Chart

