

91-511

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 10-22-91
AGENDA ITEM NO.: 4-B

DEPARTMENT: ADMINISTRATION BY: Catherine Harmon CH PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes: ___ No: X)

Adopt this resolution approving the following class specification and salary:

Emergency Services Officer/Fire Warden \$39,000 annually

BACKGROUND AND HISTORY OF BOARD ACTIONS: Earlier this year, the Board of Supervisors took action to approve the establishment of an official County Fire Department. This resolution will provide the ability to recruit for the appropriate department administrator and establish an annual salary for this new class specification. Currently, the recruitment is scheduled to open October 23, 1991 and to close November 15, 1991. The advertising area is to be the western United States.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Approve this new class specification and salary and proceed with the proposed recruitment for the Emergency Services Officer/Fire Warden.
2. Make any changes deemed necessary by the Board to this proposed class specification, salary, and/or recruitment efforts.
3. Do not approve this resolution.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required Add'l funding \$ _____

D. Source: _____

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required

A. Internal transfers \$ _____

B. Unanticipated revenues \$ _____

C. Reserve for contingency \$ _____

D. Description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 91-511

Ord. No.: _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

Approved () Denied

(X) Minute Order Attached

The foregoing instrument is a
the original on _____ Action
file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA

By: _____
Deputy

ADMINISTRATIVE OFFICER'S

RECOMMENDATION:

This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further correct copy of

Comment: _____

A.O. Initials: AW

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: CATHERINE HARMON, PERSONNEL OFFICER
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *mw*
RE: FIRE WARDEN/EMERGENCY SERVICES OFFICER

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on October 22, 1991

ACTION AND VOTE:

9:22 a.m. Administrative Officer presented staff report on behalf of Catherine Harmon, Personnel Officer;

B) Resolution to Approve the Class Specification for Emergency Services Officer/Fire Warden at an Annual Salary of \$39,000

BOARD ACTION: (M)Baggett, (S)Erickson, Res. 91-511 adopted approving job description and recruitment process as discussed; directing that the screening committee for applications consist of one out-of-county volunteer fire department organization representative, one CDF representative, two members of the County Volunteer Fire Chief's Association, one representative from a federal agency; and one personnel representative as staff resource; and one member of the County Volunteer Fire Chief's Association to be invited for Board's interview process. John Granger/County Volunteer Chief's Association, provided input. Motion was held in abeyance, pending further review of the final documents by members of the Chief's Association, and for final action later this date.

11:31 a.m. John Granger/VFD, returned with recommended changes for fire organization. Following discussion, previous motion was amended, agreeable with maker and second, to include changes in the typical duties/to add coordinate and attend monthly meetings of Volunteer Chief's Association and person should act as a liaison between the Chief's Association and the Board; and request that title be reversed, providing this does not create a problem with the funding agency/Ayes: Unanimous.

cc: Evelyn Billings, Auditor
Gary Gilbert, County Fire Warden
File

MARIPOSA COUNTY

JOB TITLE: FIRE WARDEN/EMERGENCY SERVICES OFFICER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Subject to legislative and administrative determination of policy, to plan, organize and direct the operation of the Emergency Services Department, including non-law enforcement communications; Fire Marshal functions, including code enforcement; fire, including administration, budgeting, training, purchasing and planning of the volunteer fire program; other emergency planning programs and activities including County OES responsibilities; and to do other related work as required. The duties and responsibilities of the position require a high degree of administrative skill to maximize emergency response capabilities, and the ability to coordinate departmental activities with other departments and agencies. This is a department head position receiving direction from the Board of Supervisors through the Administrative Officer. This position is required to be on call and subject to extended work hours.

SUPERVISOR: This position is appointed by and serves at the pleasure of the Board of Supervisors.

TYPICAL DUTIES

- Plans, organizes, directs, coordinates and controls the programs and activities of the department through staff, contract and volunteer efforts.
- Develops short and long-range goals for programs and activities and sets objectives to attain the established goals.
- Analyzes and evaluates the effectiveness of existing operations and implements improvements in departmental services.
- Reviews program funding needs and directs and participates in the formulation, preparation and presentation of departmental budget.
- Oversees the maintenance of departmental fiscal records and budgetary controls.
- Consults and coordinates with other departments, other agencies and user groups concerning assigned tasks.
- Acts as Director of Fire Services (Fire Warden), responsible for the allocation of resources and appropriate planning for the development of a County-wide fire service.

MARIPOSA: FIRE WARDEN/EMERGENCY SERVICES OFFICER**TYPICAL DUTIES:** (cont'd)

- Coordinates fire protection and fire prevention activities and supervises these efforts.
- Acts as liaison between the Volunteer Fire Chiefs Association and the Board of Supervisors.
- Coordinates and attends monthly meetings of the Volunteer Fire Chiefs Association.
- Designs, administers and maintains records concerning comprehensive training programs.
- Supervises and directs the training and development of departmental personnel.
- Selects, assigns, directs, reviews, and evaluates the work of subordinate staff.
- Prepares or directs the preparation of contract agreements.
- Appears before the Board of Supervisors to present recommendations, plans, projects, objectives, goals, and timetables.
- Prepares reports concerning projects, services, contracts, and operations for the Administrative Office, other agencies, and the Board of Supervisors.
- Evaluates legislation affecting departmental operations.
- Directs the identification and evaluation of alternative or expanded revenue sources.
- Prepares reports and correspondence.
- Attends meetings and conferences.

EMPLOYMENT STANDARDS:**Possession of:**

- a valid California driver's license.

Knowledge of:

- the principles and effective practices of administration and organization.
- local government organization and operation.

MARIPOSA: FIRE WARDEN/EMERGENCY SERVICES OFFICER**Knowledge of:** (cont'd)

- fire prevention, protection, and administration.
- principles of personnel management.
- principles and practices necessary to plan, organize, direct, implement, evaluate and coordinate complex and varied programs.
- governmental finance and budgeting procedures as they affect an operating department.
- Federal and State policies and plans for emergency services and disasters.
- functions and services of centralized communications.

Ability to:

- plan, direct, coordinate and administer the work of staff engaged in diverse technical and administrative programs and activities.
- formulate and implement County-wide emergency service plans.
- analyze emergency situations accurately and adopt effective course of action.
- establish and maintain effective working relationships with the public, public officials, other departments and government agencies, boards, commissions, and other interested parties.

work effectively in the coordination of volunteer fire groups and individuals, including subordinate station chief personnel.

- interpret and evaluate departmental policy and program practices, define problem areas, plan, coordinate, and initiate action to implement policy decisions.
- exercise initiative, ingenuity, and sound judgement in solving difficult administrative, technical, and personnel problems.
- develop and implement short and long-range departmental goals and objectives.
- prepare and present clear, concise, and logical oral and written reports.

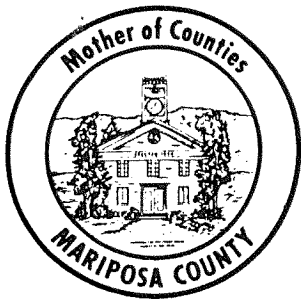
MARIPOSA: FIRE WARDEN/EMERGENCY SERVICES OFFICER**Ability to:** (cont'd)

- coordinate departmental activities with other departments and agencies.

A typical way to gain the knowledge, skill, and ability outlined above is:

a bachelor's degree in fire services, public safety, business or public administration, or a related field is desirable; five (5) or more years of increasingly responsible supervisory or administrative experience in or with a volunteer-dependent fire organization; and at least one year of experience working in or with government emergency services.

Creation date: 10/91
emergsvc.frm



**FIRE WARDEN/EMERGENCY SERVICES OFFICER
OPEN/IN-COUNTY
SALARY: \$39,000 ANNUALLY
FINAL FILING DATE: NOVEMBER 15, 1991, 5:00 P.M.**

THE POSITION:

Subject to legislative and administrative determination of policy, to plan, organize and direct the operation of the Emergency Services Department, including non-law enforcement communications; Fire Marshal functions, including code enforcement; fire, including administration, budgeting, training, purchasing and planning of the volunteer fire program; other emergency planning programs and activities including County OES responsibilities; and to do other related work as required. The duties and responsibilities of the position require a high degree of administrative skill to maximize emergency response capabilities, and the ability to coordinate departmental activities with other departments and agencies. This is a department head position receiving direction from the Board of Supervisors through the Administrative Officer. This position is required to be on call and subject to extended work hours.

SUPERVISOR: This position is appointed by and serves at the pleasure of the Board of Supervisors.

EMPLOYMENT STANDARDS:

Possession of: valid California driver's license.

Knowledge of:

the principles and effective practices of administration and organization; local government organization and operation; fire prevention, protection, and administration; principles of personnel management; principles and practices necessary to plan, organize, direct, implement, evaluate and coordinate complex and varied programs; governmental finance and budgeting procedures as they affect an operating department; Federal and State policies and plans for emergency services and disasters; and functions and services of centralized communications.

Ability to:

plan, direct, coordinate and administer the work of staff engaged in diverse technical and administrative programs and activities; formulate and implement County-wide emergency service plans; analyze emergency situations accurately and adopt effective course of action; establish and maintain effective working relationships with the public, public officials, other departments and government agencies, boards, commissions, and other interested parties; work effectively in the coordination of volunteer fire groups and individuals, including subordinate station chief personnel; interpret and evaluate departmental policy and program practices, define problem areas, plan, coordinate, and initiate action to implement policy decisions; exercise initiative, ingenuity, and sound judgement in solving difficult administrative, technical, and personnel problems; develop and implement short and long-range departmental goals and objectives; prepare and present clear, concise, and logical oral and written reports; and coordinate departmental activities with other departments and agencies.

THE EXAMINATION:

The examination process will consist of a competitive review of the required knowledges and abilities based on a review of the application. This review is followed by a competitive evaluation of the supplemental application. Those successful in this evaluation will be invited to an oral examination (100%) based on the required knowledges and abilities. The examination may be altered if there are less than six qualified applicants.

MINIMUM QUALIFICATIONS:

A typical way to gain the knowledge, skill, and ability outlined above is:

a bachelor's degree in fire services, public safety, business or public administration, or a related field is desirable; five (5) or more years of increasingly responsible supervisory or administrative experience in or with a volunteer-dependent fire organization; and at least one year of experience working in or with government emergency services.

SPECIAL NOTES:

How to apply: Contact Mariposa County Personnel Department, P.O. Box 784 (4982 10th Street), Mariposa, CA 95338.

If you feel that you have any physical limitation that would require test accommodation, call (209) 966-5694.

PLEASE BE CAREFUL IN FILLING OUT YOUR PRIOR WORK HISTORY SECTION OF THE APPLICATION, STARTING AND ENDING DATES FOR EACH JOB LISTED, AND THE NUMBER OF HOURS PER WEEK YOU WORKED. IF HOURS VARIED, GIVE A SINGLE NUMBER ESTIMATE OF THE AVERAGE HOURS PER WEEK. APPLICATIONS RECEIVED WITHOUT THE REQUIRED SUPPLEMENTAL INFORMATION RUN THE RISK OF BEING SCREENED OUT OF THE SELECTION PROCESS.

NO APPOINTMENT WILL BE MADE PRIOR TO A PRE-EMPLOYMENT PHYSICAL EXAMINATION AND PROOF OF CITIZENSHIP OR RIGHT-TO-WORK.

THE INFORMATION CONTAINED HEREIN DOES NOT CONSTITUTE EITHER AN EXPRESSED OR IMPLIED CONTRACT OR OFFER OF EMPLOYMENT, AND THESE PROVISIONS ARE SUBJECT TO CHANGE.

MARIPOSA COUNTY

Mariposa County, population 15,000, is located in central California on the western slope of the Sierra Nevada. The County has an area of approximately 931,200 acres of which 452,384 acres is publicly owned and occupied by Yosemite National Park, the Bureau of Land Management, and the Sierra/Stanislaus National Forests. The climate of Mariposa County is varied and ranges from hot, dry summers and mild winters at the lower elevations to mild summers and severe winters in the eastern Sierra Nevada. Mariposa, an unincorporated community, is the County seat and has a current population of approximately 1,900. Business activity in Mariposa County is based on trade and service transactions that support a fluctuating tourist population, local livestock, timber and mining operations, and viticulture. Mariposa County, one of the original 17 established by the State in 1850, is governed by a five-member Board of Supervisors, and it boasts the oldest courthouse west of the Rockies in continuous use. Schools in the Mariposa County School District include elementary, junior high, and high schools. They are accredited through the Western Colleges, and Mariposa County High School seniors are in the top 10% nationwide in scholastic standings. Located at the southern end of the Mother Lode on State Highway 49, in addition to Yosemite, Mariposa is home to the California State Mining and Mineral Museum. The County offers unsurpassed scenery with activities which include skiing, fishing, boating, white-water rafting, hiking, sightseeing, and wine tasting - all to be enjoyed with clean, fresh air.

*** EQUAL OPPORTUNITY EMPLOYER ***

*** WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY ***

SUPPLEMENTAL APPLICATION FORM
FIRE WARDEN/EMERGENCY SERVICES OFFICER

Name: _____

Address: _____

Telephone: _____

INSTRUCTIONS TO APPLICANT

This supplemental requires you to prepare narrative descriptions of your relevant experience and capabilities. In answering the questions that follow, describe your most relevant experience, education or other background that demonstrates that you possess these particular qualifications.

We are asking you to go through this process to enable us to give you full credit for all relevant accomplishments. We recommend that you complete the form over a period of time.

Only those candidates demonstrating the best job-related qualifications will be invited to continue in the selection process. Therefore, it is to your advantage to complete this form thoroughly and accurately.

Responses such as "see resume", "see attached", or "see application" will **NOT** be evaluated. The application process and all materials submitted constitutes an examination.

IMPORTANT NOTE: BE SURE EACH POSITION YOU REFER TO ON YOUR SUPPLEMENTAL IS ALSO LISTED UNDER "21. PRIOR WORK HISTORY" ON YOUR REGULAR APPLICATION.

I, the undersigned, understand that all information provided herein is subject to verification and is true to the best of my knowledge and ability.

Signature

Date

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: CATHERINE HARMON, PERSONNEL OFFICER
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *mw*
RE: FIRE WARDEN/EMERGENCY SERVICES OFFICER

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

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