



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
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Agenda Report

19-764

Agenda Date: 7/16/2019

REPORT TO COUNCIL

SUBJECT

Action on the New Job Specifications for Assistant Fire Chief and Senior Management Analyst, and Set Salary Ranges for Each

BACKGROUND

The Assistant Fire Chief and Senior Management Analyst positions are new management positions in the City's unclassified service and the incumbents will serve at the discretion of the City Manager in an "at will" basis. Sections 4 and 6 of the Personnel and Salary Resolution require City Council approval of new job classifications and specifications.

DISCUSSION

The Human Resources Department worked with the City Manager's Office to create job specifications for the positions of Assistant Fire Chief and Senior Management Analyst. The job descriptions incorporate the expectations for the incumbents to adhere to the City's Code of Ethics and Values and demonstrate strong professional and service-oriented leadership.

This report captures key elements for each of the positions.

Assistant Fire Chief - with an annual salary range of \$247,356 - \$320,124.

The Assistant Fire Chief will be responsible for planning, organizing, and directing the activities of the Fire Department. This classification is distinguished from the lower class of Deputy Fire Chief in that the incumbent in this classification is second in command in the Fire Department and is responsible for the overall day-to-day operations of the department. The position will be responsible for acting in the capacity of the Fire Chief in his/her absence; planning, organizing, directing and coordinating activities of Fire Department personnel; assume command at the scene of major fires, significant catastrophic events, and other related emergencies; and developing, administering, and enforcing the policies and procedures of the Department.

Senior Management Analyst - with an annual salary range of \$118,483 - \$153,344.

The Senior Management Analyst provides a bridge between existing Management Analysts and mid-management (i.e. Division Manager, Assistant to the City Manager, etc.). The creation of this classification provides employees with a promotional career path and will better prepare them for a mid-management position.

The Senior Management Analyst is an advanced level professional analyst position responsible for performing the most complex administrative assignments in support of management and for supervising/leading the work of professional staff. This position will be responsible for regularly working on tasks that are varied and complex, requiring considerable discretion and independent

judgement. This classification is distinguished from the lower level class of Management Analyst in that the lower level class performs journey level work and is not responsible for supervising staff. Typical duties may include assisting in the development and implementation of new and/or revised programs, systems, policies, and procedures; managing department or city-wide programs and projects with general direction; and review and analyze policies and procedures to determine efficiency and effectiveness, both financially and operationally.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There are currently no approved budgeted positions for the classifications of Assistant Fire Chief or Senior Management Analyst. The fiscal impact will be dependent upon the placement of a future incumbent. If an incumbent is hired or promoted, the cost will be included in the applicable departmental budget or absorbed within existing department appropriations, depending upon the timing of the hire. The annual total compensation cost (salary and benefits) for an Assistant Fire Chief is approximately \$359,333 - \$456,868 and \$186,239 - \$233,307 for a Senior Management Analyst.

COORDINATION

This report has been coordinated with the Finance Department and City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the new job descriptions for Assistant Fire Chief (with an annual salary range of \$247,356 - \$320,124) and Senior Management Analyst (with an annual salary range of \$118,483 - \$153,344).

Reviewed by: Teresia Zadroga-Haase, Director of Human Resources

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Job Specification for Assistant Fire Chief
2. Job Specification for Senior Management Analyst