



RESOLUTION NO.

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, in accordance with Section 501 of the County of El Dorado Personnel Rules Resolution #018-2019 applicable to represented and unrepresented employees, at the recommendation of the Human Resources Department, the Board of Supervisors shall approve all new classes and class specifications, abolish classes, and determine the representation unit or units to which each class is assigned; and

WHEREAS, in accordance with Section 604 of the County of El Dorado Personnel Rules Resolution #018-2019 applicable to represented and unrepresented employees, and Section 601 of the El Dorado County Salary and Benefits Resolution #016-2020 applicable to unrepresented employees, the Board of Supervisors shall by Resolution establish the salary for all authorized positions within the County; and

WHEREAS, in accordance with Section 602 of the County of El Dorado Personnel Rules Resolution #018-2019 applicable to represented employees, and Section 401 of the El Dorado County Salary and Benefits Resolution #016-2020 applicable to unrepresented employees, the Board of Supervisors shall by Resolution specify the number and classification of all authorized positions for each department of the County.

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors of the County of El Dorado authorizes the Director of Human Resources to make any technical corrections if needed.

BE IT FURTHER RESOLVED, that the Board of Supervisors of the County of El Dorado does hereby adopt the job class numbers, salary ranges, and bargaining units for the new classifications as set forth herein, and amends the salary schedule, effective the first pay period following adoption.

BE IT FURTHER RESOLVED, that the Board does hereby adopt the allocation changes and amends the Authorized Personnel Allocation Resolution #105-2019 as set forth below, effective the first pay period following adoption.

New Classifications			
Job Class. No.	Bargaining Unit	Classification Title	Salary Range
4608/4609	TC	Defensible Space Inspector I/II	\$17.86 – \$23.87 \$3095.73 – \$4,137.47

Allocation Change						
Department	Job Class No.	Class Title	Departmental Total Positions			
			Allocated	Filled	Proposed	New Allocation
Chief Administrative Office	TC	Defensible Space Inspector I/II	0.0	0.0	1.0	1.0

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the ____ day of _____, 2020, by the following vote of said Board:

Ayes:

Attest:
Kim Dawson
Clerk of the Board of Supervisors

Noes:
Absent :

By: _____
Deputy Clerk

Brian K. Veerkamp, Chair, Board of Supervisors



DEFENSIBLE SPACE INSPECTOR I/II

DEFINITION

Under general supervision or direction, performs inspection of land around residential and commercial structures to determine if they meet the requirements set forth in the County's Vegetation Management and Defensible Space Ordinance; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Defensible Space Inspector I: This is the entry-level classification in the Defensible Space Inspector class series. Initially under close supervision, incumbents learn the methods and techniques of inspecting, auditing, and diagnosing the landscaped areas around structures to determine if they have been adequately maintained and designed to reduce fire danger, and enforce or administer the provisions of the County's Vegetation Management and Defensible Space Ordinance. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Defensible Space Inspector II: This is the fully qualified journey-level classification in the Defensible Space Inspector class series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents may assume specialized responsibility.

Positions in the Defensible Space Inspector class series are flexibly staffed, and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Conducts defensible space inspections.
- Interprets, applies, and enforces the County's Vegetation Management and Defensible Space Ordinance and its regulations.
- Maintains comprehensive records of inspections related to vegetation management activities, including pictures of work performed and associated records.
- Coordinates with local fire districts and the California Department of Forestry and Fire Protection to enforce the County's Vegetation Management and Defensible Space Ordinance.

- Completes data input and analysis of a variety of information related to vegetation management activities, and makes recommendations to management on enhancements.
- Prepares notices and correction letters that outline vegetation management compliance issues and deficiencies, which outline correction methods, time limits, and necessary remedial work required.
- Conducts meetings with homeowners regarding inspections and provides information on defensible space options with the intent to achieve compliance with the Ordinance.
- Monitors enforcement activities and conducts follow-up inspections.
- Assists in the enforcement activities in accordance with the County's Vegetation Management and Defensible Space Ordinance; as needed, appears in proceedings as a County representative.
- Presents vegetation management education and outreach programs to the public.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Defensible space, forestry, and fuels management, which includes the principles, practices, and methods used in site evaluation and hazard reduction.
- Vegetation, soils, climatic conditions, and ecological factors found throughout the county.
- Fire protection principles, specifically as it relates to wildland fire in the urban interface.
- Requirements of documentation and presentation of evidence.
- County and department policies and procedures.
- Principles and practices of recordkeeping and work documentation.
- Principles and practices of work safety.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Conduct detailed inspections, obtain information, and provide recommendations on defensible space for property owners.
- Apply pertinent federal, state, and local laws, rules, and regulations.
- Apply County and department policies and procedures.
- Detect fire hazards.
- Demonstrate effective customer service skills.
- Read, understand, and utilize maps.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Prepare complete and concise documents and reports.
- Understand and follow oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Establish and maintain a variety of filing, recordkeeping, control, and tracking systems.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Defensible Space Inspector I:

Equivalent to graduation from high school;

AND

Six (6) months of experience in forestry, fire prevention, fire suspension and control, natural resource management, or closely related experience.

An associate degree in forestry, fire science, environmental science, natural resource management, conservation, or a closely related field may be substituted for the required experience.

Defensible Space Inspector II:

Equivalent to graduation from high school;

AND

Three (3) months of defensible space inspector experience at a level equivalent to the County's classification of Defensible Space Inspector I.

Licenses and Certifications:

Defensible Space Inspector I and II:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Assessing Wildfire Hazards in the Home Ignition Zone Training Certificate from the National Fire Protection Association is desirable.
- Defensible Space Assessor Training Certificate from the Tahoe Regional Planning Authority is desirable.

Defensible Space Inspector II:

- Defensible Space Inspector Training Certificate from the California Department of Forestry and Fire Protection.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, drive on surface streets, and make inspections; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking uneven terrain, and landscapes when performing inspections. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds. Reasonable accommodations will be made for individuals on a case by case basis.

ENVIRONMENTAL CONDITIONS

Employees partly work in the office and partly in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing policies and procedures.

RUSH, PLEASE!!

Legistar #: _____

RESOLUTION ROUTING SHEET

Date Prepared: 2/3/2020

Need Date: 2/4/2020

PROCESSING DEPARTMENT:

Department: Human Resources

Dept. Contact Name: Jordan Meyer / ^{sue} Humick Phone: x5023

Department Head Signature: [Signature]

Requesting Department: HR/CAO Org Code: 0800000

Service Requested: Resolution Review

Description:

- ① Establish job class, salary range & BU for new classification of Defensible Space Inspector I/II
- ② Amend personnel allocation - CAO, Add 1.0 FTE Defensible Space Inspector I/II

COUNTY COUNSEL:

Approved: Disapproved: Date: 2/4/20 By: [Signature]

County Counsel Comments:

HR APPROVAL: N/A (Resolution)

RISK MANAGEMENT: N/A (Resolution)

EDC COUNTY COUNSEL
2020 FEB 3 AM 11:03

PLEASE CALL x 5023 FOR PICK-UP... THANKS!