



Legislation Details (With Text)

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File created: 4/28/2021 **In control:** Board of Supervisors

On agenda: 5/18/2021 **Final action:** 5/18/2021

Title: Human Resources Department and Chief Administrative Office, Emergency Medical Services and Emergency Preparedness and Response Division, recommending the Board:
1) Approve and adopt the new class specification for Chief Administrative Office: Sr. Defensible Space Inspector;
2) Adopt and authorize the Chair to sign Resolution 048-2021 to:
a) Approve the salary range, job class number, and bargaining unit for the new classification of Sr. Defensible Space Inspector; and
b) Amend the Fiscal Year 2020-21 Authorized Personnel Allocation Resolution by adding one Sr. Defensible Space Inspector (1.0 FTE) allocation to the Chief Administrative Office and delete one (1.0 FTE) vacant Defensible Space Inspector I/II allocation from the Chief Administrative Office.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Resolution 5-18-21, 2. B - Approved Blue Route 5-18-21, 3. C - Sr. Defensible Space Inspector FINAL, 4. Executed Resolution 048-2021

Date	Ver.	Action By	Action	Result
5/18/2021	1	Board of Supervisors	Approved	Pass

Human Resources Department and Chief Administrative Office, Emergency Medical Services and Emergency Preparedness and Response Division, recommending the Board:

- 1) Approve and adopt the new class specification for Chief Administrative Office: Sr. Defensible Space Inspector;
- 2) Adopt and authorize the Chair to sign Resolution **048-2021** to:
 - a) Approve the salary range, job class number, and bargaining unit for the new classification of Sr. Defensible Space Inspector; and
 - b) Amend the Fiscal Year 2020-21 Authorized Personnel Allocation Resolution by adding one Sr. Defensible Space Inspector (1.0 FTE) allocation to the Chief Administrative Office and delete one (1.0 FTE) vacant Defensible Space Inspector I/II allocation from the Chief Administrative Office.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

The Board of Supervisors adopted the Vegetation Management and Defensible Space Ordinance on April 30, 2019 (Legistar #19-0630). Responsibility for developing and implementing a program to support and enforce the ordinance has been placed within the Emergency Medical Services and Emergency Preparedness Division of the Chief Administrative Office.

The addition of 1.0 FTE Sr. Defensible Space Inspector is recommended to coordinate vegetation management and defensible space program activities with other departments, outside agencies, and

fire agencies. The position will assist and participate in the development and implementation of long and short-term planning, goals, objectives, policies, procedures, and work standards for the Vegetation Management program. Further, the position will serve as the primary defensible space inspector on fire agency referred parcels for defensible space enforcement and abatement.

The current classification structure of the Emergency Preparedness Division does not have an advanced journey-level classification to perform these coordination duties. Therefore, Human Resources developed the classification of Sr. Defensible Space Inspector through meetings with the Chief Administrative Office and analysis of similar classifications in other jurisdictions. Given the limited market data for this proposed classification, Human Resources is proposing to set the salary based on internal alignment.

Additionally, the Emergency Preparedness Division plans to delete 1.0 FTE Defensible Space Inspector I/II which will offset the cost of the Sr. Defensible Space Inspector.

ALTERNATIVES

The Board could choose not to adopt the new class specification and direct Human Resources to make revisions or conduct additional analysis.

PRIOR BOARD ACTION

Legistar #19-0630 - Vegetation Management and Defensible Space Ordinance

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Employees' Association (Local 1)

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The approximate annual cost of adding the Sr. Defensible Space Inspector position is approximately \$91,000. The savings from deleting the vacant Defensible Space Inspector I/II position is approximately \$86,000. The remaining \$5,000 will be reduced from extra-help appropriations to ensure the change in allocations does not have a Net County Cost impact.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a copy of the executed Resolution to Lauren Montalvo and Jordan Meyer in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Joseph Carruesco, Interim Director of Human Resources