

August 26, 2009

Council Meeting
September 15, 2009

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

**Subject: HR - Approve the Revised and Re-titled Class Specification for Deputy Fire Chief
and Amendment to Resolution for Safety Management Employees**

RECOMMENDATION

Recommendation of the Human Resources Director and the Civil Service Commission that City Council:

- 1) Approve the revised and re-titled class specification for Deputy Fire Chief.

Recommendation of the Human Resources Director that City Council:

- 1) Adopt an amendment to the resolution regarding employment compensation for Safety Management Employees to implement the title change for Deputy Fire Chief.

Expenditure: None

BACKGROUND

The Fire Chief requested a review of the class specification for Fire Division Chief which had not been studied since 1991. Results of the study found that the class specification should be re-titled as Deputy Fire Chief and minor revisions be made to ensure the major responsibilities and the requirements of the position were accurately reflected.

At their meeting of June 8, 2009, the Civil Service Commission unanimously approved the proposed class specification for Deputy Fire Chief. This recommendation is submitted to your Honorable Body for your review and approval.

ANALYSIS

The study revealed that the title and several sections of the class specification required changes to reflect the current responsibilities and requirements of the position. The title was changed from Fire Division Chief to Deputy Fire Chief to reflect the current industry standard. In addition several sections were modified to update the class specification.

Language was changed in the Distinguishing Characteristics section to reflect that incumbents at this level function at a managerial level.

The Examples of Duties section was modified to reflect the managerial duties required of the position and expected at this level of the organization. In addition, the Examples of Other Duties section was added to the class specification.

Several statements were added to the Qualification Guidelines section that reflect the Knowledge and Abilities required to perform the job duties of the position

The Experience and Education Section was revised to more accurately describe the required experience and certification for the position as follows:

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

Ten years fire service experience and current rank of Fire Battalion Chief or Fire Captain following the successful completion of the probationary period; and equivalent to high school graduation. The possession of an AA degree in Fire Science or a related field from a college of recognized standing may be substituted for one year of the required experience. The possession of a Bachelor's degree in Fire Science/Public Administration or a related field may be substituted for two years of the required experience. Master's degree in Fire Science/ Public Administration or a related field may be substituted for three years of the required experience.

A Bachelor's degree in Fire Science/Public Administration or a related field is highly desirable.

Respectfully submitted,
CIVIL SERVICE COMMISSION



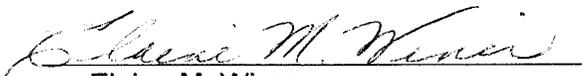
Carol Dean, Chair

ELAINE M. WINER
Human Resources Director

By 

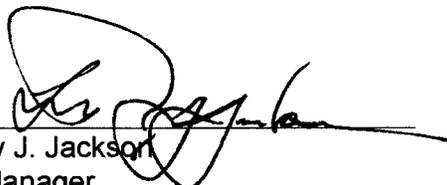
Melody P. Lawrence
Human Resources Manager

CONCUR:



Elaine M. Winer
Human Resources Director

NOTED:



LeRoy J. Jackson
City Manager

- Attachments:
- A. Civil Service Commission Meeting Item for Revision of the Deputy Fire Chief
 - B. Revised and Retitled Class Specification for Deputy Fire Chief
 - C. Amendment to Safety Management Resolution

Honorable Chairperson and Members
of the Civil Service Commission
City Hall
Torrance, California

Subject: Approval of the Revised and Re-titled class Specification for Deputy Fire Chief

RECOMMENDATION

The Human Resources Director recommends that your Honorable Body approve the re-titled and revised class specification of Deputy Fire Chief and forward to the City Council for adoption.

BACKGROUND

The Fire Chief requested a review of the class specification for Fire Division Chief which had not been studied since 1991. Results of the study found that the class specification should be re-titled as Deputy Fire Chief and minor revisions be made to ensure the major responsibilities and the requirements of the position were accurately reflected. The revised and re-titled class specification has been prepared and is submitted to your Honorable Body for your review and approval.

ANALYSIS

The study revealed that the title and several sections of the class specification required changes to reflect the current responsibilities and requirements of the position. The title was changed from Fire Division Chief to Deputy Fire Chief to reflect the current industry standard. In addition several sections were modified to bring update the class specification.

The following language was added to the Distinguishing Characteristics section to reflect the level in which the position is expected to perform duties:

Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

The Examples of Duties section was modified to reflect the managerial duties required of the position and expected at this level of the organization. In addition, the Examples of Other Duties section was added to the class specification. Duties such as the following were added:

- Develops and monitors the division budget and establishes budgetary controls.
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Acts as Department liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups.
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division.
- Implements and maintains Federal, State and local mandates.
- Serves as Acting Fire Chief in the absence of the Fire Chief.
- Prepares reports and recommendations for City Council and commission agenda items.

Several statements were added to the Qualification Guidelines section that reflect the Knowledge and Abilities required to perform the job duties of the position. Examples of the Knowledge statements include:

- Project management methods and practices.
- Management and supervisory principles and practices.
- Budget preparation and administration principles and practices.
- Applicable Federal, State and local regulations.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.

Examples of Abilities statements include:

- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Evaluate, develop and implement Department policy and programs to improve operations.
- Develop and monitor the division budget and establish budgetary controls.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Ensure safety and professional work standards are met.

The Experience and Education Section was revised to more accurately describe the required experience and certification for the position as follows:

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

Ten years fire service experience and current rank of Fire Battalion Chief or Fire Captain following the successful completion of the probationary period; and equivalent to high school graduation. The possession of an AA degree in Fire Science or a related field from a college of recognized standing may be substituted for one year of the required experience. The possession of a Bachelor's degree in Fire Science/Public Administration or a related field may be substituted for two years of the required experience. Master's degree in Fire Science/ Public Administration or a related field may be substituted for three years of the required experience.

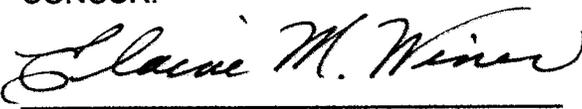
A Bachelor's degree in Fire Science/Public Administration or a related field is highly desirable.

Respectfully submitted,



 Melody P. Lawrence
 Human Resources Manager

CONCUR:



 Elaine M. Winer
 Human Resources Director

NOTED:



 Laura Lohnes
 Civil Service Manager

Attachments: A. Revised Class Specification for Deputy Fire Chief
 B. Existing Class Specification for Fire Division Chief

DEPUTY FIRE CHIEF

DEFINITION

Under direction from the Fire Chief, plans, organizes and directs the activities of the Operations Division of the Fire Department which is responsible for preventing and extinguishing fires; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Distinguished from the Fire Chief in that the incumbent is not responsible for managing the entire Fire Department. Distinguished from the Fire Battalion Chief in that the incumbent is responsible for the coordination and direction of the activities for all three Operations Division platoons. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

SUPERVISION EXERCISED/RECEIVED

Receives general direction from the Fire Chief, provides direct supervision to the Operations Division, Fire Battalion Chiefs and support staff. Provides technical supervision over the directors for each program within the Fire Department.

EXAMPLES OF DUTIES

- Plans, organizes, and directs Operations Division personnel and activities in preventing and extinguishing fires; handling hazardous situations/materials; saving lives and property; and providing emergency medical services.
- Provides strategic command during major emergency incidents by managing the personnel, facilities and equipment of the Operations Division.
- Implements and enforces Departmental rules, regulations, policies and procedures to meet current and future needs of the City.
- Coordinates comprehensive training programs for Fire Department personnel to ensure departmental readiness in all situations.
- Recommends and reviews purchase of equipment and supplies.
- Provides Fire Department related information to the news media.
- Represents the Fire Department to other City Departments and at public functions.
- Prepares and maintains technical, budgetary, personnel and activity reports and records.
- Develops and monitors the division budget and establishes budgetary controls.
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Prepares and/or reviews correspondence.
- Acts as Department liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups.

- Coordinates projects with other City departments and agencies.
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division.
- Implements and maintains Federal, State and local mandates.
- Serves as Acting Fire Chief in the absence of the Fire Chief.
- Prepares reports and recommendations for City Council and commission agenda items.
- Attends and conducts meetings as required.

EXAMPLES OF OTHER DUTIES

The following represent duties that are generally performed by this position, but are not considered to be principal job duties.

- On request, trains or sets up training programs for industrial plant fire forces.
- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems.
- Develops and reviews reports and other documents submitted by subordinates.
- Performs related duties as required.

QUALIFICATION GUIDELINES

Knowledge of:

- Principles, practices and techniques of fire department administration, organization and operation;
- Advanced methods and techniques of fire fighting, fire suppression and prevention, and handling of hazardous materials situations;
- Rules, regulations, policies and procedures of the Torrance Fire Department;
- Local, State and Federal safety codes, ordinances and laws;
- Management and supervisory principles and practices including the selection, training, evaluation and discipline of employees; and laws governing employee relations matters.
- Project management methods and practices.
- Management and supervisory principles and practices.
- Budget preparation and administration principles and practices.
- Applicable Federal, State and local regulations.
- High quality customer service methodology and principles.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

Ability to:

- Plan, organize and direct a major unit of a fire department;
- Analyze emergency situations and direct emergency operations;
- Assess situations quickly and adopt effective courses of action;
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Evaluate, develop and implement Department policy and programs to improve operations.
- Develop and monitor the division budget and establish budgetary controls.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.

- Plan, organize, assign, coordinate and manage the activities of professional and support staff.
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with the City Council, public officials, other City employees, staff, private community organizations, and others encountered in the course of work.
- Present proposals and recommendations effectively in public meetings.
- Develop clear, concise, and comprehensive studies, reports, and agenda items.
- Communicate effectively orally and in writing.
- Ensure safety and professional work standards are met.
- Operate a computer and other office equipment.

License and/or Certificate

Must possess and maintain an appropriate, valid California driver's license.

Education and/or Experience

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

Ten years fire service experience and current rank of Fire Battalion Chief or Fire Captain following the successful completion of the probationary period; and equivalent to high school graduation. The possession of an AA degree in Fire Science or a related field from a college of recognized standing may be substituted for one year of the required experience. The possession of a Bachelor's degree in Fire Science/Public Administration or a related field may be substituted for two years of the required experience. Master's degree in Fire Science/ Public Administration or a related field may be substituted for three years of the required experience.

A Bachelor's degree in Fire Science/Public Administration or a related field is highly desirable.

SPECIAL REQUIREMENTS

Work is performed primarily indoors in an office environment and requires working under varied conditions when engaged in lifesaving and fire suppression activities. In the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

CAREER LADDER INFORMATION

Experience gained in this classification may serve to meet the minimum requirements for promotion to Fire Chief.



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City of Torrance
Class Code: 7116

June 1991

TO EXPRESS INTEREST IN THIS POSITION, CLICK [HERE](#)

Fire Division Chief

Definition

Under direction from the Fire Chief, plans, organizes and directs the activities of the Operations Division of the Fire Department which is responsible for preventing and extinguishing fires; and performs related work as required.

Distinguishing Characteristics

Distinguished from the Fire Chief in that the incumbent is not responsible for managing the entire Fire Department. Distinguished from a Battalion Chief in that a Battalion Chief is not responsible for the coordination and direction of the activities of all three Operations Division platoons.

Examples Of Duties

- Plans, organizes, and directs Operations Division personnel and activities in preventing and extinguishing fires;
- handling hazardous situations/materials;
- saving lives and property;
- and providing emergency medical services.
- Provides strategic command during major emergency incidents by managing personnel, facilities and equipment of the Operations Division. Supervises, evaluates and disciplines Operations division personnel in accordance with City regulations and in conformance with State and Federal law.
- Implements and enforces Departmental rules, regulations, policies and procedures to meet current and future needs of the City.
- Coordinates comprehensive training programs for Fire Department personnel to ensure departmental readiness in all situations.
- Recommends and reviews purchase of equipment and supplies.
- Provides Fire Department related information to the news media.
- Represents the Fire Department to other City Departments and at public functions.
- Prepares and maintains technical, budgetary, personnel and activity reports and records.
- Serves as Acting Fire Chief in the absence of the Fire Chief.

Minimum Qualifications

Knowledge of:

- Principles, practices and techniques of fire department administration, organization and operation;

ATTACHMENT B

- Advanced methods and techniques of firefighting, fire suppression and prevention, and handling of hazardous materials situations;
- Rules, regulations, policies and procedures of the Torrance Fire Department;
- Local, State and Federal safety codes, ordinances and laws;
- Management and supervisory principles and practices including the selection, training, evaluation and discipline of employees; and laws governing employee relations matters.

Ability to:

- Plan, organize and direct a major unit of a fire department;
- Analyze emergency situations and direct emergency operations;
- Assess situations quickly and adopt effective courses of action;
- Communicate effectively both orally and in writing;
- Make effective formal presentation at Council meetings and public functions;
- Establish and maintain cooperative relationships with other City employees, government officials and the public;
- Prepare and maintain technical, budgetary, personnel activity reports and records.

License Required

Possession of a valid California Motor Vehicle Operator's License of the appropriate class or grade.

Experience

Ten years fire service experience, including at least 2 years at the permanent rank of Fire Captain or higher. College or graduate level coursework may be substituted on the following basis: Two years of education in Fire Science, Public Administration or related courses may substitute for one year of experience.

Education

Equivalent to high school graduation. Possession of an AA in Fire Science or related field and Chief Fire Officer certification from the State of California are highly desirable.

City of Torrance
Class Code: 7116
Class Designation: Civil Service

September 2009
(Revised)

DEPUTY FIRE CHIEF

DEFINITION

Under direction from the Fire Chief, plans, organizes and directs the activities of the Operations Division of the Fire Department which is responsible for preventing and extinguishing fires; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Distinguished from the Fire Chief in that the incumbent is not responsible for managing the entire Fire Department. Distinguished from the Fire Battalion Chief in that the incumbent is responsible for the coordination and direction of the activities for all three Operations Division platoons. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

SUPERVISION EXERCISED/RECEIVED

Receives general direction from the Fire Chief, provides direct supervision to the Operations Division, Fire Battalion Chiefs and support staff. Provides technical supervision over the directors for each program within the Fire Department.

EXAMPLES OF DUTIES

- Plans, organizes, and directs Operations Division personnel and activities in preventing and extinguishing fires; handling hazardous situations/materials; saving lives and property; and providing emergency medical services.
- Provides strategic command during major emergency incidents by managing the personnel, facilities and equipment of the Operations Division.
- Implements and enforces Departmental rules, regulations, policies and procedures to meet current and future needs of the City.
- Coordinates comprehensive training programs for Fire Department personnel to ensure departmental readiness in all situations.
- Recommends and reviews purchase of equipment and supplies.
- Provides Fire Department related information to the news media.
- Represents the Fire Department to other City Departments and at public functions.
- Prepares and maintains technical, budgetary, personnel and activity reports and records.
- Develops and monitors the division budget and establishes budgetary controls.
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Prepares and/or reviews correspondence.
- Acts as Department liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups.

City of Torrance
 Class Code: 7116
 Class Designation: Civil Service

September 2009
 (Revised)

- Coordinates projects with other City departments and agencies.
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division.
- Implements and maintains Federal, State and local mandates.
- Serves as Acting Fire Chief in the absence of the Fire Chief.
- Prepares reports and recommendations for City Council and commission agenda items.
- Attends and conducts meetings as required.

EXAMPLES OF OTHER DUTIES

The following represent duties that are generally performed by this position, but are not considered to be principal job duties.

- On request, trains or sets up training programs for industrial plant fire forces.
- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems.
- Develops and reviews reports and other documents submitted by subordinates.
- Performs related duties as required.

QUALIFICATION GUIDELINES

Knowledge of:

- Principles, practices and techniques of fire department administration, organization and operation;
- Advanced methods and techniques of fire fighting, fire suppression and prevention, and handling of hazardous materials situations;
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- Project management methods and practices.
- Management and supervisory principles and practices.
- Budget preparation and administration principles and practices.
- Applicable Federal, State and local regulations.
- High quality customer service methodology and principles.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

Ability to:

- Plan, organize and direct a major unit of a fire department;
- Analyze emergency situations and direct emergency operations;
- Assess situations quickly and adopt effective courses of action;
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Evaluate, develop and implement Department policy and programs to improve operations.
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- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.

City of Torrance
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September 2009
 (Revised)

- Plan, organize, assign, coordinate and manage the activities of professional and support staff.
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with the City Council, public officials, other City employees, staff, private community organizations, and others encountered in the course of work.
- Present proposals and recommendations effectively in public meetings.
- Develop clear, concise, and comprehensive studies, reports, and agenda items.
- Communicate effectively orally and in writing.
- Ensure safety and professional work standards are met.
- Operate a computer and other office equipment.

License and/or Certificate

Must possess and maintain an appropriate, valid California driver's license. Certification as a Chief Officer issued by the California Office of the State Fire Marshal is highly desirable.

Education and/or Experience

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

Ten years fire service experience and current rank of Fire Battalion Chief or Fire Captain following the successful completion of the probationary period; and equivalent to high school graduation. The possession of an AA degree in Fire Science or a related field from a college of recognized standing may be substituted for one year of the required experience. The possession of a Bachelor's degree in Fire Science/Public Administration or a related field may be substituted for two years of the required experience. Master's degree in Fire Science/ Public Administration or a related field may be substituted for three years of the required experience.

A Bachelor's degree in Fire Science/Public Administration or a related field is highly desirable.

SPECIAL REQUIREMENTS

Work is performed primarily indoors in an office environment and requires working under varied conditions when engaged in lifesaving and fire suppression activities. In the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

CAREER LADDER INFORMATION

Experience gained in this classification may serve to meet the minimum requirements for promotion to Fire Chief.

**RESOLUTION NO. 2009 -
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TORRANCE AMENDING RESOLUTION NO. 2009-30 SETTING
FORTH CHANGES REGARDING THE HOURS, WAGES, AND
WORKING CONDITIONS FOR SAFETY MANAGEMENT
EMPLOYEES.**

The City Council of the City of Torrance does hereby resolve as follows:

SECTION I

That Resolution No. 2009-30 is hereby amended as follows:

SECTION II

Effective September 15, 2009

ARTICLE 2 – COMPENSATION

SECTION 2.1 SAFETY MANAGEMENT PAY RANGES AND CLASS TITLES

The pay grade hereby assigned to the classification of Safety Management - Fire Division Chief shall continue as follows:

DELETE

Effective September 4, 2005

Class Title	1
Fire Division Chief	10940

Effective December 11, 2005

Class Title	1
Fire Division Chief	11402

Effective December 24, 2006

Class Title	1
Fire Division Chief	13121

Effective September 2, 2007

Class Title	1
Fire Division Chief	13854

ADD

Effective September 4, 2005

Class Title	1
Deputy Fire Chief	10940

