



## CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

**TO:** PERSONNEL COMMISSION  
**FROM:** TRAVIS HOPKINS, ASSISTANT CITY MANAGER  
**SUBJECT:** CREATION OF FIRE MARSHAL JOB CLASSIFICATION  
**DATE:** OCTOBER 21, 2020

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The Fire Department is seeking to create the job classification of **Fire Marshal**.

The **Fire Marshal** classification will ensure effective and efficient coordination and oversight of fire prevention inspections and operations, and manages related programs and activities. This classification combines duties of the Assistant Fire Marshal position with some duties formerly managed by a sworn Fire Division Chief. The new, non-sworn classification provides the required expertise to perform the full range of job duties necessary to fulfill the department's operational goals and objectives. The classification will be FLSA exempt – Officials & Administrators and will be represented by the Management Employees Organization (MEO) bargaining unit. The department's staffing total will not increase by the creation of this classification and full funding for the position is budgeted in the FY 2020-2021 budget.

The pay range recommendation presented is based upon internal and external classification comparisons. The recommended compensation was determined in accordance with Personnel Rule 12-1 Assigning Positions to Appropriate Ranges and Pay Plans. Market data for similar external classifications and comparison to internal classifications with comparable minimum qualifications, knowledge, skills, training, experience, breadth and scope of work were factors considered in establishing the pay range.

The City and MEO have conferred regarding the creation of this new classification and its inclusion into the City's classification plan at the recommended compensation level.

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

### **STAFF RECOMMENDATION**

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**Proposed Job Class Title:** Fire Marshal

**Proposed Pay Range:**        \$60.49    \$63.82    \$67.33    \$71.02    \$74.93

**Recommendation:**        **Amend the City's Classification Plan by approving the proposed Fire Marshal job classification and establishing the compensation**

**Attachment:**                Fire Marshal Job Classification Specification

**Cc:**                                Scott Haberle, Fire Chief  
                                        Kevin Justen, Senior Administrative Analyst  
                                        Debra Jubinsky, MEO, Chief Steward  
                                        Aaron Peardon, Senior Labor Relations Representative, OCEA