

SANTA CLARA COUNTY CENTRAL FIRE PROTECTION DISTRICT  
SALARY ORDINANCE

ORDINANCE NO. CFPD-2019-2

AN ORDINANCE RELATING TO THE COMPENSATION OF OFFICES OF THE SANTA CLARA COUNTY CENTRAL FIRE PROTECTION DISTRICT FIXING THE COMPENSATION AND SALARY OF EMPLOYEES IN SUCH OFFICES AND REPEALING ALL OTHER ORDINANCES IN CONFLICT HEREWITH

The Board of Directors of the Santa Clara County Central Fire Protection District, State of California, does ordain as follows:

**SECTION 1: DEPARTMENTAL POSITION ALLOCATIONS AND COMPENSATION**

Based upon competent evidence submitted at the salary hearings of the County of Santa Clara for the fiscal year 2018/2019 and acting pursuant to the provisions of the Fire Protection District Law of 1987, the wages found herein may be modified in order to reflect those prevailing throughout the County of Santa Clara for comparable work. The salaries, wages, compensation and expenses provided herein shall be in full for all official services performed unless herein expressly otherwise provided and shall be paid on the basis of the biweekly pay period plan. Compensation shall be payable on or before the seventh (7<sup>th</sup>) calendar day after the conclusion of each biweekly pay period for services rendered during the preceding biweekly pay period. All officers and employees of the District shall charge, collect and pay all fees required by law to be charged, collected and paid into the District General Fund and no officer or employee of the District shall be compensated by fees. The number of District officers and employees shall be specified in this Ordinance under the column entitled "Total No. of FTEs."

**SECTION 2: JOB CLASSIFICATIONS AND SALARY RANGES**

The offices, deputies, assistants and employees of the District shall be classified and shall receive as full-time biweekly compensation for the services required of them by law or by virtue of their office, the salaries as set forth in the Salary Schedule.

- (1) Where a vacancy exists in a position authorized by the Salary Ordinance, the Fire Chief, in lieu of filling the vacancy in the class authorized, may fill the position at the lower related class level provided:
  - a. Either there is no current appropriate eligible list for the higher class; or positions in classes in the same series are to be underfilled for specific training purposes; and
  - b. The typical tasks, duties and responsibilities required of the higher class include those required by the related lower class. The Fire Chief may subsequently fill such position at the class level established by the Salary Ordinance provided that such action will not result in the removal of an incumbent with permanent status except as provided by the District's Personnel Rules and Regulations,

- (2) The rate of compensation for extra help, or for persons employed and working on an hourly basis, shall be computed at an hourly rate equivalent to the hourly rate for Step 1 of the salary shown on the Salary Schedule for that classification; except that extra help may be appointed at any step in the appropriate salary range depending on the difficulty of recruitment, unusual qualifications or upon prevailing rates being paid, upon the recommendation and approval of the Fire Chief.
- (3) Upon the recommendation and approval of the Fire Chief, the rate of compensation for those employees who were hired on an exempt, unclassified, or contractual arrangement and subsequently converted to extra help may be set at the salary step closest to their previous salary, but not to exceed the third step of the appropriate salary range.

**SECTION 3: SALARY SCHEDULE**

TOTAL POSITIONS: 65

TOTAL FTEs: 333

Total No. of FTEs		Position Titles
4		ADMINISTRATIVE ASSISTANT I
5		ADMINISTRATIVE ASSISTANT II
3		ADMINISTRATIVE ASSISTANT III *
	or	ADMINISTRATIVE ASSISTANT IV *
1		ASSISTANT FIRE CHIEF *
	or	DEPUTY CHIEF *
1		ASSISTANT FIRE MARSHAL
12		BATTALION CHIEF
3		BUSINESS SERVICES ASSOCIATE I
	or	BUSINESS SERVICES ASSOCIATE II
1		COMMUNITY RISK PROGRAM DIRECTOR*
2		COMMUNITY RISK SPECIALIST I
	or	COMMUNITY RISK SPECIALIST II
1		CONSTRUCTION COORDINATOR
1		CONTRACT COMPLIANCE ANALYST*
1		DATA BASE ADMINISTRATOR *
4		DEPUTY CHIEF *
1		DEPUTY CHIEF *
	or	DIRECTOR OF FIRE PREVENTION*
1		DEPUTY DIRECTOR OF COMMUNICATIONS*
1		DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT *
15		DEPUTY FIRE MARSHAL I

	or	DEPUTY FIRE MARSHAL II
	or	ASSOC. FIRE PROTECTION ENGINEER
	or	FIRE PROTECTION ENGINEER
3		DEPUTY FIRE MARSHAL TRAINEE
1		DIRECTOR OF BUSINESS SERVICES *
1		DIRECTOR OF COMMUNICATIONS*
1		DIRECTOR OF EMERGENCY MANAGEMENT *
1		DIRECTOR OF PERSONNEL SERVICES *
1		EMS COORDINATOR *
1		FINANCIAL ANALYST/ACCOUNTANT *
	or	PRINCIPAL FINANCIAL ANALYST/ACCOUNTANT *
68		FIRE CAPTAIN
1		FIRE CHIEF *
3		FIRE MECHANIC I
	or	FIRE MECHANIC II
165		FIREFIGHTER/ENGINEER
	or	FIREFIGHTER - TRAINEE (Extra Help)
2		GENERAL MAINT. CRAFTSWORKER
1		GIS ANALYST *
1		HAZARDOUS MATERIALS ASSISTANT FIRE MARSHAL
2		HAZARDOUS MATERIALS SPECIALIST
1		INFORMATION SPECIALIST
1		INFORMATION SYSTEMS ANALYST I
	or	INFORMATION SYSTEMS ANALYST II
1		INFORMATION TECHNOLOGY OFFICER *
1		INFORMATION TECHNOLOGY PROJECT COORDINATOR*
2		MANAGEMENT ANALYST - ASSOCIATE A *
	or	MANAGEMENT ANALYST - ASSOCIATE B *
	or	MANAGEMENT ANALYST *
1		NETWORK & SECURITY ADMINISTRATOR*
1		OFFICE ASSISTANT
1		PERSONNEL SERVICES TECHNICIAN*
3		PROGRAM SPECIALIST I
	or	PROGRAM SPECIALIST II
1		SENIOR COMMUNITY RISK SPECIALIST
2		SENIOR DEPUTY FIRE MARSHAL

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1		SENIOR FIRE MECHANIC
1		SENIOR FIRE PROTECTION ENGINEER
1		SENIOR HAZARDOUS MATERIALS SPECIALIST
1		SENIOR MANAGEMENT ANALYST*
2		SENIOR PROGRAM SPECIALIST
1		SUPPLY SERVICES SPECIALIST I
1		SUPPLY SERVICES SPECIALIST II
	or	SUPPLY SERVICES SPECIALIST, Hired prior to August 1, 2016
1		SUPPORT SERVICES MANAGER*

\* See Resolution No. CFPD-2014-2 for Unrepresented employee benefits.

**SECTION 4: POSITION OVERFILL**

The Fire Chief shall have authority to double-fill up to five (5) positions on a temporary basis for specific training purposes, not to exceed twelve (12) months per position.

**SECTION 5:**

Exhibit A – Schedule of Monthly Salary Rates by Position is approved in accordance with the provisions of Section 570.5 of the California Code of Regulations and is to be posted on the Fire District’s website.

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**SECTION 6:**

This Ordinance shall take effect October 30, 2018 and all sections shall be implemented on November 5, 2018 (Pay Period 18/24).

PASSED AND ADOPTED by the Board of Directors of the Santa Clara County Central Fire Protection District, State of California, this OCT 30 2018 by the following vote:

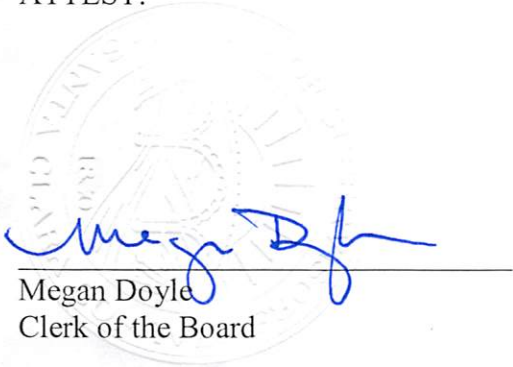
AYES: Directors, **CHAVEZ CORTESE SIMITIAN, WASSERMAN, YEAGER**  
NOES: Directors, **NONE**  
ABSENT: Directors **NONE**




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S. Joseph Simitian, President  
Board of Director


Signed and certified that a copy of this document has been delivered by electronic or other means to the President, Board of Directors.

ATTEST:



  
\_\_\_\_\_  
Megan Doyle  
Clerk of the Board

APPROVED AS TO FORM AND LEGALITY:

  
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Aimee N. Logan  
Lead Deputy County Counsel

**EXHIBIT A**

**Santa Clara County Central Fire Protection District  
Schedule of Monthly Salary Rates by Position  
Effective November 5, 2018**

<b>Position</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
ADMINISTRATIVE ASSISTANT I	5,475.93	5,749.73	6,037.22	6,339.08	6,656.03
ADMINISTRATIVE ASSISTANT II	6,627.00	6,958.35	7,306.27	7,671.58	8,055.16
ADMINISTRATIVE ASSISTANT III *	8,072.93	8,476.58	8,900.41	9,345.43	9,812.70
ADMINISTRATIVE ASSISTANT IV *	9,283.86	9,748.05	10,235.45	10,747.22	11,284.58
ASSISTANT FIRE CHIEF *	17,778.57	18,667.50	19,600.88	20,580.92	21,609.97
ASSISTANT FIRE MARSHAL	13,334.84	14,001.58	14,701.66	15,436.74	16,208.58
ASSOC. FIRE PROTECTION ENGINEER	9,457.39	9,930.26	10,426.77	10,948.11	11,495.52
BATTALION CHIEF	14,410.34	15,130.86	15,887.40	16,681.77	17,515.86
BUSINESS SERVICES ASSOCIATE I	5,475.93	5,749.73	6,037.22	6,339.08	6,656.03
BUSINESS SERVICES ASSOCIATE II	6,627.00	6,958.35	7,306.27	7,671.58	8,055.16
COMMUNITY RISK PROGRAM DIRECTOR*	10,930.97	11,477.52	12,051.40	12,653.97	13,286.67
COMMUNITY RISK SPECIALIST I	6,727.44	7,063.81	7,417.00	7,787.85	8,177.24
COMMUNITY RISK SPECIALIST II	8,712.98	9,148.63	9,606.06	10,086.36	10,590.68
CONSTRUCTION COORDINATOR	10,930.97	11,477.52	12,051.40	12,653.97	13,286.67
CONTRACT COMPLIANCE ANALYST*	9,283.86	9,748.05	10,235.45	10,747.22	11,284.58
DATA BASE ADMINISTRATOR *	9,283.86	9,748.05	10,235.45	10,747.22	11,284.58
DEPUTY CHIEF *	16,067.19	16,870.55	17,714.08	18,599.78	19,529.77
DEPUTY DIRECTOR OF COMMUNICATIONS*	13,355.93	14,023.73	14,724.92	15,461.17	16,234.23
DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT *	11,533.34	12,110.01	12,715.51	13,351.29	14,018.85
DEPUTY FIRE MARSHAL I	9,457.39	9,930.26	10,426.77	10,948.11	11,495.52
DEPUTY FIRE MARSHAL II	10,676.20	11,210.01	11,770.51	12,359.04	12,976.99
DEPUTY FIRE MARSHAL TRAINEE	7,005.32	7,355.59			
DIRECTOR OF BUSINESS SERVICES *	15,611.44	16,392.01	17,211.61	18,072.19	18,975.80
DIRECTOR OF COMMUNICATIONS*	14,039.07	14,741.02	15,478.07	16,251.97	17,064.57
DIRECTOR OF EMERGENCY MANAGEMENT *	13,334.84	14,001.58	14,701.66	15,436.74	16,208.58
DIRECTOR OF FIRE PREVENTION*	15,611.44	16,392.01	17,211.61	18,072.19	18,975.80
DIRECTOR OF PERSONNEL SERVICES *	14,435.80	15,157.59	15,915.47	16,711.24	17,546.80
EMS COORDINATOR *	10,516.22	11,042.03	11,594.13	12,173.84	12,782.53
FINANCIAL ANALYST/ACCOUNTANT *	9,283.86	9,748.05	10,235.45	10,747.22	11,284.58
FIRE CAPTAIN	11,348.80	11,916.24	12,512.05	13,137.65	13,794.53
FIRE CHIEF *	19,748.78	20,736.22	21,773.03	22,861.68	24,004.76
FIRE MECHANIC I	7,247.29	7,609.65	7,990.13	8,389.64	8,809.12
FIRE MECHANIC II	8,696.94	9,131.79	9,588.38	10,067.80	10,571.19
FIRE PROTECTION ENGINEER	10,676.20	11,210.01	11,770.51	12,359.04	12,976.99
FIREFIGHTER - TRAINEE (Extra Help)	8,511.65				
FIREFIGHTER/ENGINEER	9,457.39	9,930.26	10,426.77	10,948.11	11,495.52
GENERAL MAINT. CRAFTSWORKER	7,229.64	7,591.12	7,970.68	8,369.21	8,787.67
GIS ANALYST *	9,283.86	9,748.05	10,235.45	10,747.22	11,284.58
HAZARDOUS MATERIALS ASSISTANT FIRE MARSHAL	13,334.84	14,001.58	14,701.66	15,436.74	16,208.58
HAZARDOUS MATERIALS SPECIALIST	10,676.20	11,210.01	11,770.51	12,359.04	12,976.99
INFORMATION SPECIALIST	9,283.86	9,748.05	10,235.45	10,747.22	11,284.58
INFORMATION SYSTEMS ANALYST I	6,752.79	7,090.43	7,444.95	7,817.20	8,208.06
INFORMATION SYSTEMS ANALYST II	8,072.93	8,476.58	8,900.41	9,345.43	9,812.70
INFORMATION TECHNOLOGY OFFICER *	13,334.84	14,001.58	14,701.66	15,436.74	16,208.58
INFORMATION TECHNOLOGY PROJECT COORDINATOR*	9,283.86	9,748.05	10,235.45	10,747.22	11,284.58

Considered: 10/30/2018

**EXHIBIT A**

**Santa Clara County Central Fire Protection District  
Schedule of Monthly Salary Rates by Position  
Effective November 5, 2018**

<b>Position</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
MANAGEMENT ANALYST - ASSOCIATE A *	6,694.02	7,028.72	7,380.16	7,749.17	8,136.63
MANAGEMENT ANALYST - ASSOCIATE B *	8,072.93	8,476.58	8,900.41	9,345.43	9,812.70
MANAGEMENT ANALYST *	9,283.86	9,748.05	10,235.45	10,747.22	11,284.58
NETWORK & SECURITY ADMINISTRATOR*	9,937.08	10,433.93	10,955.63	11,503.41	12,078.58
OFFICE ASSISTANT	4,977.97	5,226.87	5,488.21	5,762.62	6,050.75
PERSONNEL SERVICES TECHNICIAN*	6,627.00	6,958.35	7,306.27	7,671.58	8,055.16
PRINCIPAL FINANCIAL ANALYST/ACCOUNTANT *	10,676.44	11,210.26	11,770.77	12,359.31	12,977.28
PROGRAM SPECIALIST I	6,727.44	7,063.81	7,417.00	7,787.85	8,177.24
PROGRAM SPECIALIST II	8,712.98	9,148.63	9,606.06	10,086.36	10,590.68
SENIOR COMMUNITY RISK SPECIALIST	9,937.06	10,433.91	10,955.61	11,503.39	12,078.56
SENIOR DEPUTY FIRE MARSHAL	11,533.34	12,110.01	12,715.51	13,351.29	14,018.85
SENIOR FIRE MECHANIC	10,434.02	10,955.72	11,503.51	12,078.69	12,682.62
SENIOR FIRE PROTECTION ENGINEER	11,533.34	12,110.01	12,715.51	13,351.29	14,018.85
SENIOR HAZARDOUS MATERIALS SPECIALIST	11,821.40	12,412.47	13,033.09	13,684.74	14,368.98
SENIOR MANAGEMENT ANALYST*	10,676.44	11,210.26	11,770.77	12,359.31	12,977.28
SENIOR PROGRAM SPECIALIST	9,937.06	10,433.91	10,955.61	11,503.39	12,078.56
SUPPLY SERVICES SPECIALIST I	4,977.97	5,226.87	5,488.21	5,762.62	6,050.75
SUPPLY SERVICES SPECIALIST II	5,475.93	5,749.73	6,037.22	6,339.08	6,656.03
SUPPLY SERVICES SPECIALIST, Hired prior to August 1, 2016	8,991.86	9,441.45	9,913.52	10,409.20	10,929.66
SUPPORT SERVICE MANAGER*	13,334.84	14,001.58	14,701.66	15,436.74	16,208.58

\* - Non Represented Positions