

SANTA CLARA COUNTY CENTRAL FIRE PROTECTION DISTRICT
SALARY ORDINANCE

ORDINANCE NO. CFPD-2020-1

AN ORDINANCE REPLACING SANTA CLARA COUNTY CENTRAL FIRE PROTECTION
ORDINANCE NO. CFPD-2019-2, AS AMENDED BY ORDINANCE NO. CFPD-2019-3 AND
ORDINANCE NO. CFPD-2019-4, FIXING THE COMPENSATION AND SALARY OF THE
EMPLOYEES IN THE OFFICES OF THE SANTA CLARA COUNTY CENTRAL FIRE
PROTECTION DISTRICT 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 2019/2020, 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 (7th) 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, Positions and FTE," in Exhibit A – Schedule of Job Classifications and Positions.

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

Exhibit B – 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. 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, for a period not to exceed twelve (12) months per position.

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SECTION 5:

This Ordinance shall take effect October 22, 2019 and all sections shall be implemented on November 04, 2019 (Pay Period 19/24).

PASSED AND ADOPTED by the Board of Directors of the Santa Clara County Central Fire Protection District, State of California, this OCT 22 2019 by the following vote:


AYES: Directors, CHAVEZ, CORTESE, ELLENBERG
NOES: Directors, SIMITIAN, WASSERMAN
ABSENT: Directors, NONE



S. JOSEPH SIMITIAN, PRESIDENT
Board of Directors


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:



MASA SHIOHIRA
Deputy County Counsel

Exhibits to this Ordinance: Exhibit A - Schedule of Job Classifications and Positions
Exhibit B - Schedule of Monthly Salary Rates by Position

EXHIBIT A
Santa Clara County Central Fire Protection District
Schedule of Job Classifications and Positions
Effective November 4, 2019

TOTAL POSITIONS: 67
TOTAL FTEs: 334

Total No. of FTEs	Position Title		Position Title	
3	ADMINISTRATIVE ASSISTANT I			
6	ADMINISTRATIVE ASSISTANT II			
2	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	DATABASE ADMINISTRATOR			*
3	DEPUTY CHIEF			*
1	DEPUTY CHIEF	or	DIRECTOR OF FIRE PREVENTION	*
1	DEPUTY DIRECTOR OF COMMUNICATIONS			*
1	DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT			*
16	DEPUTY FIRE MARSHAL I	or	DEPUTY FIRE MARSHAL II or ASSOC. FIRE PLANS EXAMINER or FIRE PLANS EXAMINER	
3	DEPUTY FIRE MARSHAL TRAINEE	or	DEPUTY FIRE MARSHAL I	
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			*
68	FIRE CAPTAIN			
1	FIRE CHIEF			*
3	FIRE MECHANIC I	or	FIRE MECHANIC II	
165	FIREFIGHTER/ENGINEER	or	FIREFIGHTER or FIREFIGHTER TRAINEE (Extra-help)*	
2	GENERAL MAINT. CRAFTSWORKER			
1	GIS ANALYST			*
1	HAZARDOUS MATERIALS ASSISTANT FIRE MARSHAL			
2	HAZARDOUS MATERIALS SPECIALIST	or	HAZARDOUS MATERIALS INSPECTOR	
1	INFORMATION SPECIALIST			
1	INFORMATION SYSTEMS ANALYST I	or	INFORMATION SYSTEMS ANALYST II	
1	INFORMATION SYSTEMS ANALYST I	or	INFORMATION SYSTEMS ANALYST II INFORMATION SYSTEMS ANALYST III	
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			*
1	PRINCIPAL FINANCIAL ANALYST/ACCOUNTANT			*
3	PROGRAM SPECIALIST I	or	PROGRAM SPECIALIST II	
1	SENIOR COMMUNITY RISK SPECIALIST			
2	SENIOR DEPUTY FIRE MARSHAL			

Total No. of FTEs	Position Title		Position Title	
1	SENIOR FIRE MECHANIC			
1	SENIOR FIRE PLANS EXAMINER			
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 before August 1, 2016	
1	SUPPORT SERVICES MANAGER			*

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

EXHIBIT B
Santa Clara County Central Fire Protection District
Schedule of Monthly Salary Rates by Position
Effective November 4, 2019

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ADMINISTRATIVE ASSISTANT I	5,640.21	5,922.22	6,218.33	6,529.25	6,855.71
ADMINISTRATIVE ASSISTANT II	6,825.81	7,167.10	7,525.46	7,901.73	8,296.82
ADMINISTRATIVE ASSISTANT III	* 8,315.12	8,730.88	9,167.42	9,625.79	10,107.08
ADMINISTRATIVE ASSISTANT IV	* 9,562.38	10,040.50	10,542.53	11,069.66	11,623.14
ASSISTANT FIRE CHIEF	* 18,311.93	19,227.53	20,188.91	21,198.36	22,258.28
ASSISTANT FIRE MARSHAL	14,600.18	15,330.19	16,096.70	16,901.54	17,746.62
ASSOC. FIRE PLANS EXAMINER	10,500.92	11,025.97	11,577.27	12,156.13	12,763.94
BATTALION CHIEF	14,842.65	15,584.78	16,364.02	17,182.22	18,041.33
BUSINESS SERVICES ASSOCIATE I	5,640.21	5,922.22	6,218.33	6,529.25	6,855.71
BUSINESS SERVICES ASSOCIATE II	6,825.81	7,167.10	7,525.46	7,901.73	8,296.82
COMMUNITY RISK PROGRAM DIRECTOR	12,093.17	12,697.83	13,332.72	13,999.36	14,699.33
COMMUNITY RISK SPECIALIST I	7,968.66	8,367.09	8,785.44	9,224.71	9,685.95
COMMUNITY RISK SPECIALIST II	9,557.70	10,035.59	10,537.37	11,064.24	11,617.45
CONSTRUCTION COORDINATOR	11,258.90	11,821.85	12,412.94	13,033.59	13,685.27
CONTRACT COMPLIANCE ANALYST	* 9,562.38	10,040.50	10,542.53	11,069.66	11,623.14
DATABASE ADMINISTRATOR	* 9,562.38	10,040.50	10,542.53	11,069.66	11,623.14
DEPUTY CHIEF	* 16,549.21	17,376.67	18,245.50	19,157.78	20,115.67
DEPUTY DIRECTOR OF COMMUNICATIONS	* 13,756.61	14,444.44	15,166.66	15,924.99	16,721.24
DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT	* 11,879.34	12,473.31	13,096.98	13,751.83	14,439.42
DEPUTY FIRE MARSHAL I	9,994.38	10,494.10	11,018.81	11,569.75	12,148.24
DEPUTY FIRE MARSHAL II	10,996.49	11,546.31	12,123.63	12,729.81	13,366.30
DEPUTY FIRE MARSHAL TRAINEE	7,215.48	7,576.25	-	-	-
DIRECTOR OF BUSINESS SERVICES	* 16,079.78	16,883.77	17,727.96	18,614.36	19,545.08
DIRECTOR OF COMMUNICATIONS	* 14,460.24	15,183.25	15,942.41	16,739.53	17,576.51
DIRECTOR OF EMERGENCY MANAGEMENT	* 13,734.89	14,421.63	15,142.71	15,899.85	16,694.84
DIRECTOR OF FIRE PREVENTION	* 16,079.78	16,883.77	17,727.96	18,614.36	19,545.08
DIRECTOR OF PERSONNEL SERVICES	* 14,868.87	15,612.31	16,392.93	17,212.58	18,073.21
EMS COORDINATOR	* 10,831.71	11,373.30	11,941.97	12,539.07	13,166.02
FINANCIAL ANALYST/ACCOUNTANT	* 9,562.38	10,040.50	10,542.53	11,069.66	11,623.14
FIRE CAPTAIN	11,689.26	12,273.72	12,887.41	13,531.78	14,208.37
FIRE CHIEF	* 20,341.24	21,358.30	22,426.22	23,547.53	24,724.91
FIRE MECHANIC I	7,464.71	7,837.95	8,229.85	8,641.34	9,073.41
FIRE MECHANIC II	8,957.85	9,405.74	9,876.03	10,369.83	10,888.32
FIRE PLANS EXAMINER	11,546.31	12,123.63	12,729.81	13,366.30	14,034.62
FIREFIGHTER/ENGINEER	9,741.11	10,228.17	10,739.58	11,276.56	11,840.39
GENERAL MAINT. CRAFTSWORKER	7,446.53	7,818.86	8,209.80	8,620.29	9,051.30
GIS ANALYST	* 9,562.38	10,040.50	10,542.53	11,069.66	11,623.14
HAZARDOUS MATERIALS ASSISTANT FIRE MARSHAL	14,600.18	15,330.19	16,096.70	16,901.54	17,746.62
HAZARDOUS MATERIALS INSPECTOR	10,996.49	11,546.31	12,123.63	12,729.81	13,366.30
HAZARDOUS MATERIALS SPECIALIST	11,546.31	12,123.63	12,729.81	13,366.30	14,034.62
INFORMATION SPECIALIST	9,562.38	10,040.50	10,542.53	11,069.66	11,623.14
INFORMATION SYSTEMS ANALYST I	6,955.37	7,303.14	7,668.30	8,051.72	8,454.31
INFORMATION SYSTEMS ANALYST II	8,315.12	8,730.88	9,167.42	9,625.79	10,107.08
INFORMATION SYSTEMS ANALYST III	9,146.64	9,603.97	10,084.17	10,588.38	11,117.80
INFORMATION TECHNOLOGY OFFICER	* 13,734.89	14,421.63	15,142.71	15,899.85	16,694.84
INFORMATION TECHNOLOGY PROJECT COORDINATOR	* 9,562.38	10,040.50	10,542.53	11,069.66	11,623.14
MANAGEMENT ANALYST	* 9,562.38	10,040.50	10,542.53	11,069.66	11,623.14
MANAGEMENT ANALYST - ASSOCIATE A	* 6,894.84	7,239.58	7,601.56	7,981.64	8,380.72
MANAGEMENT ANALYST - ASSOCIATE B	* 8,315.12	8,730.88	9,167.42	9,625.79	10,107.08
NETWORK & SECURITY ADMINISTRATOR	* 10,235.19	10,746.95	11,284.30	11,848.52	12,440.95
OFFICE ASSISTANT	5,127.31	5,383.68	5,652.86	5,935.50	6,232.28
PERSONNEL SERVICES TECHNICIAN	* 6,825.81	7,167.10	7,525.46	7,901.73	8,296.82
PRINCIPAL FINANCIAL ANALYST/ACCOUNTANT	* 10,996.73	11,546.57	12,123.90	12,730.10	13,366.61

EXHIBIT B
Santa Clara County Central Fire Protection District
Schedule of Monthly Salary Rates by Position
Effective November 4, 2019

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PROGRAM SPECIALIST I	6,929.26	7,275.72	7,639.51	8,021.49	8,422.56
PROGRAM SPECIALIST II	8,974.37	9,423.09	9,894.24	10,388.95	10,908.40
SENIOR COMMUNITY RISK SPECIALIST	10,521.76	11,047.85	11,600.24	12,180.25	12,789.26
SENIOR DEPUTY FIRE MARSHAL	12,093.17	12,697.83	13,332.72	13,999.36	14,699.33
SENIOR FIRE MECHANIC	10,747.04	11,284.39	11,848.61	12,441.04	13,063.09
SENIOR FIRE PLANS EXAMINER	12,699.01	13,333.96	14,000.66	14,700.69	15,435.72
SENIOR HAZARDOUS MATERIALS SPECIALIST	12,699.01	13,333.96	14,000.66	14,700.69	15,435.72
SENIOR MANAGEMENT ANALYST *	10,996.73	11,546.57	12,123.90	12,730.10	13,366.61
SENIOR PROGRAM SPECIALIST	10,235.17	10,746.93	11,284.28	11,848.49	12,440.91
SUPPLY SERVICES SPECIALIST I	5,127.31	5,383.68	5,652.86	5,935.50	6,232.28
SUPPLY SERVICES SPECIALIST II	5,640.21	5,922.22	6,218.33	6,529.25	6,855.71
SUPPLY SERVICES SPECIALIST, Hired before August 1, 2016	9,261.62	9,724.70	10,210.94	10,721.49	11,257.56
SUPPORT SERVICES MANAGER *	13,734.89	14,421.63	15,142.71	15,899.85	16,694.84
FIREFIGHTER TRAINEE (Extra-help) *	8,767.00	-	-	-	-
PAID INTERN \$15 PER HR (Extra-help) *	2,600.00	-	-	-	-
PAID INTERN \$20 PER HR (Extra-help) *	3,466.67	-	-	-	-

*Unrepresented employee