

SANTA CLARA COUNTY CENTRAL FIRE PROTECTION DISTRICT  
SALARY ORDINANCE

ORDINANCE NO. CFPD-2024-2-O

AN ORDINANCE OF THE SANTA CLARA COUNTY CENTRAL FIRE PROTECTION DISTRICT  
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 2023/2024, 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 Santa Clara County 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, Positions and FTE," in Exhibit A – Schedule of Job Classifications and Positions.

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

The officers, 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.



**SECTION 6:**

This Ordinance shall take effect November 7, 2023 and all sections shall be implemented on November 13, 2023 (Pay Period 23/24).

**PASSED AND ADOPTED** by the Board of Directors of the Santa Clara County Central Fire Protection District, State of California, this NOV 07 2023 by the following vote:

~~ARENAS, CHAVEZ, ELLENBERG~~  
AYES: LEE, SHMITIAN  
NOES: NONE  
ABSENT: ARENAS  
ABSTAIN: NONE

  
\_\_\_\_\_  
SUSAN ELLENBERG, PRESIDENT  
Board of Directors

Attest:  
  
\_\_\_\_\_  
TIFFANY LENNEAR  
Clerk of the Board

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
MASA SHIOHIRA  
Lead 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 13, 2023

TOTAL POSITIONS: 72  
TOTAL FTEs: 340

Total No. of FTEs	Position Title		Position Title	
3	ADMINISTRATIVE ASSISTANT I			
6	ADMINISTRATIVE ASSISTANT II			
1	ADMINISTRATIVE ASSISTANT III	or	ADMINISTRATIVE ASSISTANT IV	*
1	ASSISTANT FIRE CHIEF	or	DEPUTY CHIEF	*
1	ASSISTANT FIRE MARSHAL			
11	BATTALION CHIEF			
1	BATTALION CHIEF - PRE-FIRE MANAGEMENT & WILDFIRE RESILIENCE			
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	COMMUNITY WILDFIRE SPECIALIST			
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 INFORMATION TECHNOLOGY			*
1	DIRECTOR OF PERSONNEL SERVICES			*
1	DIRECTOR OF SUPPORT SERVICES			*
1	EMS PROGRAM NURSE MANAGER			*
1	EXECUTIVE ASSISTANT TO THE FIRE CHIEF			*
1	FACILITIES MAINTENANCE MANAGER			
1	FINANCIAL ANALYST/ACCOUNTANT			*
72	FIRE CAPTAIN			
1	FIRE CHIEF			*
2	FIRE FUELS CREW SUPERVISOR			
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	
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			*
2	PROGRAM SPECIALIST I	or	PROGRAM SPECIALIST II	
1	SENIOR COMMUNITY RISK SPECIALIST			
2	SENIOR DEPUTY FIRE MARSHAL			
1	SENIOR FIRE MECHANIC			
1	SENIOR FIRE PLANS EXAMINER			
1	SENIOR HAZARDOUS MATERIALS SPECIALIST			
1	SENIOR MANAGEMENT ANALYST			*

Total No. of FTEs	Position Title		Position Title	
2	SENIOR PROGRAM SPECIALIST			
1	SUPPLY SERVICES SPECIALIST I			
1	SUPPLY SERVICES SPECIALIST II	or	SUPPLY SERVICES SPECIALIST, Hired before August 1, 2016	
1	SENIOR SYSTEMS ANALYST			
1	SYSTEMS ADMINISTRATOR			*

\*See Resolution No. CFPD-2021-5 for Unrepresented employee benefits

EXHIBIT B  
Santa Clara County Central Fire Protection District  
Schedule of Monthly Salary Rates by Position  
Effective November 13, 2023

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ADMINISTRATIVE ASSISTANT I	6,471.38	6,794.95	7,134.70	7,491.44	7,866.01
ADMINISTRATIVE ASSISTANT II	7,831.68	8,223.26	8,634.42	9,066.14	9,519.45
ADMINISTRATIVE ASSISTANT III	* 9,540.46	10,017.48	10,518.35	11,044.27	11,596.48
ADMINISTRATIVE ASSISTANT IV	* 10,971.52	11,520.10	12,096.11	12,700.92	13,335.97
ASSISTANT FIRE CHIEF	* 21,828.39	22,919.81	24,065.80	25,269.09	26,532.54
ASSISTANT FIRE MARSHAL	16,751.71	17,589.30	18,468.77	19,392.21	20,361.82
ASSOC. FIRE PLANS EXAMINER	12,048.37	12,650.79	13,283.33	13,947.50	14,644.88
BATTALION CHIEF	17,692.91	18,577.56	19,506.44	20,481.76	21,505.85
BATTALION CHIEF - PRE-FIRE MANAGEMENT & WILDFIRE RESILIENCE	17,692.91	18,577.56	19,506.44	20,481.76	21,505.85
BUSINESS SERVICES ASSOCIATE I	6,471.38	6,794.95	7,134.70	7,491.44	7,866.01
BUSINESS SERVICES ASSOCIATE II	7,831.68	8,223.26	8,634.42	9,066.14	9,519.45
COMMUNITY RISK PROGRAM DIRECTOR	15,511.16	16,286.72	17,101.06	17,956.11	18,853.92
COMMUNITY RISK SPECIALIST I	9,142.95	9,600.10	10,080.11	10,584.12	11,113.33
COMMUNITY RISK SPECIALIST II	10,966.15	11,514.46	12,090.18	12,694.69	13,329.42
COMMUNITY WILDFIRE SPECIALIST	10,296.86	10,811.70	11,352.29	11,919.90	12,515.90
CONTRACT COMPLIANCE ANALYST	* 10,971.52	11,520.10	12,096.11	12,700.92	13,335.97
DATABASE ADMINISTRATOR	* 10,971.52	11,520.10	12,096.11	12,700.92	13,335.97
DEPUTY CHIEF	* 19,727.19	20,713.55	21,749.23	22,836.69	23,978.52
DEPUTY DIRECTOR OF COMMUNICATIONS	* 15,783.83	16,573.02	17,401.67	18,271.75	19,185.34
DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT	* 15,783.83	16,573.02	17,401.67	18,271.75	19,185.34
DEPUTY FIRE MARSHAL I	11,467.19	12,040.55	12,642.58	13,274.71	13,938.45
DEPUTY FIRE MARSHAL II	12,616.96	13,247.81	13,910.20	14,605.71	15,336.00
DEPUTY FIRE MARSHAL TRAINEE	8,278.78	8,692.72	-	-	-
DIRECTOR OF BUSINESS SERVICES	* 18,449.35	19,371.82	20,340.41	21,357.43	22,425.30
DIRECTOR OF COMMUNICATIONS	* 16,591.15	17,420.71	18,291.75	19,206.34	20,166.66
DIRECTOR OF EMERGENCY MANAGEMENT	* 16,591.15	17,420.71	18,291.75	19,206.34	20,166.66
DIRECTOR OF FIRE PREVENTION	* 18,449.35	19,371.82	20,340.41	21,357.43	22,425.30
DIRECTOR OF INFORMATION TECHNOLOGY	* 17,060.00	17,913.00	18,808.65	19,749.08	20,736.53
DIRECTOR OF PERSONNEL SERVICES	* 17,060.00	17,913.00	18,808.65	19,749.08	20,736.53
DIRECTOR OF SUPPORT SERVICES	* 17,060.00	17,913.00	18,808.65	19,749.08	20,736.53
EMS PROGRAM NURSE MANAGER	* 14,570.38	15,298.90	16,063.85	16,867.04	17,710.39
EXECUTIVE ASSISTANT TO THE FIRE CHIEF	* 10,971.52	11,520.10	12,096.11	12,700.92	13,335.97
FACILITIES MAINTENANCE MANAGER	12,918.05	13,563.95	14,242.15	14,954.26	15,701.97
FINANCIAL ANALYST/ACCOUNTANT	* 10,971.52	11,520.10	12,096.11	12,700.92	13,335.97
FIRE CAPTAIN	13,411.84	14,082.43	14,786.55	15,525.88	16,302.17
FIRE CHIEF	* 24,247.39	25,459.76	26,732.75	28,069.39	29,472.86
FIRE FUELS CREW SUPERVISOR	12,293.92	12,908.62	13,554.05	14,231.75	14,943.34
FIRE MECHANIC I	8,564.73	8,992.97	9,442.62	9,914.75	10,410.49
FIRE MECHANIC II	10,277.92	10,791.82	11,331.41	11,897.98	12,492.88
FIRE PLANS EXAMINER	13,247.82	13,910.21	14,605.72	15,336.01	16,102.81
FIREFIGHTER/ENGINEER	11,176.59	11,735.42	12,322.19	12,938.30	13,585.22
FIREFIGHTER	10,160.55	10,668.58	11,202.01	11,762.11	12,350.22
GENERAL MAINT. CRAFTSWORKER	8,543.88	8,971.07	9,419.62	9,890.60	10,385.13
GIS ANALYST	* 10,971.52	11,520.10	12,096.11	12,700.92	13,335.97
HAZARDOUS MATERIALS ASSISTANT FIRE MARSHAL	16,751.71	17,589.30	18,468.77	19,392.21	20,361.82
HAZARDOUS MATERIALS INSPECTOR	12,616.96	13,247.81	13,910.20	14,605.71	15,336.00
HAZARDOUS MATERIALS SPECIALIST	13,247.82	13,910.21	14,605.72	15,336.01	16,102.81
INFORMATION SPECIALIST	10,971.52	11,520.10	12,096.11	12,700.92	13,335.97
INFORMATION SYSTEMS ANALYST I	7,980.34	8,379.36	8,798.33	9,238.25	9,700.16
INFORMATION SYSTEMS ANALYST II	9,540.46	10,017.48	10,518.35	11,044.27	11,596.48
SYSTEMS ADMINISTRATOR	* 10,971.52	11,520.10	12,096.11	12,700.92	13,335.97
MANAGEMENT ANALYST	* 10,971.52	11,520.10	12,096.11	12,700.92	13,335.97
MANAGEMENT ANALYST - ASSOCIATE A	* 7,910.88	8,306.42	8,721.74	9,157.83	9,615.72
MANAGEMENT ANALYST - ASSOCIATE B	* 9,540.46	10,017.48	10,518.35	11,044.27	11,596.48
NETWORK & SECURITY ADMINISTRATOR	* 11,743.48	12,330.65	12,947.18	13,594.54	14,274.27

EXHIBIT B  
Santa Clara County Central Fire Protection District  
Schedule of Monthly Salary Rates by Position  
Effective November 13, 2023

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
OFFICE ASSISTANT	5,882.90	6,177.05	6,485.90	6,810.20	7,150.71
PERSONNEL SERVICES TECHNICIAN *	7,831.68	8,223.26	8,634.42	9,066.14	9,519.45
PRINCIPAL FINANCIAL ANALYST/ACCOUNTANT *	12,617.24	13,248.10	13,910.51	14,606.04	15,336.34
PROGRAM SPECIALIST I	7,950.38	8,347.90	8,765.30	9,203.57	9,663.75
PROGRAM SPECIALIST II	10,296.86	10,811.70	11,352.29	11,919.90	12,515.90
SENIOR COMMUNITY RISK SPECIALIST	12,072.28	12,675.89	13,309.68	13,975.16	14,673.92
SENIOR DEPUTY FIRE MARSHAL	13,875.26	14,569.02	15,297.47	16,062.34	16,865.46
SENIOR FIRE MECHANIC	12,330.76	12,947.30	13,594.67	14,274.40	14,988.12
SENIOR FIRE PLANS EXAMINER	14,570.38	15,298.90	16,063.85	16,867.04	17,710.39
SENIOR HAZARDOUS MATERIALS SPECIALIST	14,570.38	15,298.90	16,063.85	16,867.04	17,710.39
SENIOR MANAGEMENT ANALYST *	12,617.24	13,248.10	13,910.51	14,606.04	15,336.34
SENIOR PROGRAM SPECIALIST	11,743.46	12,330.63	12,947.16	13,594.52	14,274.25
SENIOR SYSTEMS ANALYST	11,357.51	11,925.39	12,521.66	13,147.74	13,805.13
SUPPLY SERVICES SPECIALIST I	5,882.90	6,177.05	6,485.90	6,810.20	7,150.71
SUPPLY SERVICES SPECIALIST II	6,471.38	6,794.95	7,134.70	7,491.44	7,866.01
SUPPLY SERVICES SPECIALIST, Hired before August 1, 2016	10,626.44	11,157.76	11,715.65	12,301.43	12,916.50
FIREFIGHTER TRAINEE (Extra-help) *	9,236.86	-	-	-	-
PAID INTERN \$15 PER HR (Extra-help) *	2,600.00	-	-	-	-
PAID INTERN \$20 PER HR (Extra-help) *	3,466.67	-	-	-	-
COMMUNITY WILDFIRE SPECIALIST (Extra-help) *	9,194.47	9,654.19	10,136.90	10,643.75	11,175.94
FIRE-FUELS CREW MEMBER (Extra-help) *	4,597.23	4,827.09	5,068.44	5,321.86	5,587.95

\*Unrepresented employee