ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Meeting
Tuesday, August 5, 2014
12:00 Noon

Orange County Fire Authority
Regional Fire Operations and Training Center
1 Fire Authority Road
Room AE117
Irvine, California 92602

Trish Kelley, Warren Kusumoto, Noel Hatch, Al Murray,
Dave Shawver, and Steven Weinberg

Unless legally privileged, all supporting documentation and any writings or documents provided to a majority of the Budget and Finance Committee after the posting of this agenda, which relate to any item on this agenda will be made available for public review in the office of the Clerk of the Authority located on the 2nd floor of the OCFA Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602, during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Thursday, and every other Friday, (714) 573-6040. In addition, unless legally privileged, all supporting documentation and any such writings or documents will be available online at http://www.ocfa.org.

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Supporting documents, including staff reports, are available for review at the Orange County Fire Authority Regional Fire Operations and Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Friday from 8:00 a.m. to 5:00 p.m.

If you wish to speak before the Budget and Finance Committee, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority. Speaker Forms are available on the counter noted in the meeting room.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE by Director Weinberg

ROLL CALL

PUBLIC COMMENTS

Any member of the public may address the Committee on items within the Committee's subject matter jurisdiction but which are not listed on this agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. We request comments made on the agenda be made at the time the item is considered and that comments be limited to three minutes per person. Please address your comments to the Committee as a whole, and do not engage in dialogue with individual Committee Members, Authority staff, or members of the audience.

ELECTION OF CHAIR AND VICE CHAIR

COMMITTEE ORIENTATION PRESENTATION

MINUTES
No items.

CONSENT CALENDAR
No items.

DISCUSSION CALENDAR

1. **Approval of Classification Specifications within the GIS Series and Associated Salary Ranges**
   Submitted by: Jeremy Hammond, Human Resources Director

   Recommended Action:
   Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of August 21, 2014, with the Human Resources Committee's recommendation that the Executive Committee:

   1. Adopt the new classification specification of GIS Technician and assign the annual salary range of $64,625 to $87,089.
   2. Adopt the new classification specification of GIS Analyst and assign the annual salary range of $79,913 to $107,702.
   3. Adopt the new classification specification of Senior GIS Analyst and assign the annual salary range of $88,899 to $119,808.
   4. Authorize the Human Resources Director to amend the OCFA Table of Class Titles to include these new classifications and salary ranges.

2.   Selection of Human Resources Committee's Regular Meeting Dates/Time and Frequency
Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Actions:
1. Committee to discuss and decide on dates/time and frequency of its regular meetings.
2. Direct staff to modify the Board Rules of Procedure to reflect the dates/time/frequency of the regular meetings of the Human Resources Committee as decided, and to submit the modified Rules of Procedure to the Board for approval in August.

REPORTS
No items.

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

CS1.   CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION
Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation (1 case)

CLOSED SESSION REPORT

ADJOURNMENT – The next regular meeting of the Human Resources Committee will be determined by the Committee.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby and front gate public display case of the Orange County Fire Authority, Regional Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 31st day of July 2014.

_____

Sherry A.F. Wentz, CMC
Clerk of the Authority

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, August 13, 2014, 12:00 noon
Executive Committee Meeting	Thursday, August 21, 2014, 6:00 p.m.
Claims Settlement Committee Meeting	Thursday, August 28, 2014, 5:30 p.m.
Board of Directors Meeting	Thursday, August 28, 2014, 6:30 p.m.

TO: Human Resources Committee, Orange County Fire Authority

FROM: Jeremy Hammond
                Human Resources Director

SUBJECT: **Approval of Classification Specifications within the GIS Series and Associated Salary Ranges**

Summary:
This item seeks approval of new Classification Specifications to provide additional levels of classifications within the established GIS Series.

Recommended Action:
Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of August 21, 2014, with the Human Resources Committee's recommendation that the Executive Committee:
1. Adopt the new classification specification of GIS Technician and assign the annual salary range of $64,625 to $87,089.
2. Adopt the new classification specification of GIS Analyst and assign the annual salary range of $79,913 to $107,702.
3. Adopt the new classification specification of Senior GIS Analyst and assign the annual salary range of $88,899 to $119,808.
4. Authorize the Human Resources Director to amend the OCFA Table of Class Titles to include these new classifications and salary ranges.

Background:
The Human Resources Division performs reviews of Authority Classification Specifications in an effort to confirm that the Classification Specifications accurately describe the duties and responsibilities required to be performed by employees appointed to each classification. A recent review of organizational areas within the Authority revealed a need to establish new classifications within the GIS series, which assume responsibilities at different levels than those of existing classifications.

The OCFA consumes extensive amounts of location based information and uses location based applications to fulfill its mission. GIS technology creates, maintains, manages, produces, analyzes, displays, and provides location based information and applications to meet business needs.

In 2006, OCFA Executive Management commissioned an Enterprise GIS Strategic Plan as a key part of the Technology Master Plan. Primary components of this GIS Strategic Plan were to consolidate responsibility for GIS technology development, create a GIS Section in the

Information Technology Division, and make GIS an enabling technology and vital component of normal daily business activities. In 2009, the OCFA GIS section was recognized internationally at the ESRI International Users Conference with a Special Achievement GIS award for excellence in use of GIS technology for Public Safety. The ability to maintain this level of productivity, benefits, customer service, industry leadership, as well as the ability to meet future OCFA GIS technology expectations depends upon establishing and maintaining highly skilled and stable staff within the GIS section.

The above recommended action to add additional classifications within the GIS series will support the needs of the GIS Section. This action will allow OCFA to continue to utilize and advance within the GIS section and increase efficiency and operations on a day to day basis.

Impact to Cities/County:
None.

Fiscal Impact:
All proposed positions will be funded within the existing budget.

Staff Contacts for Further Information:
Jeremy Hammond, Human Resources Director
Human Resources Department
jeremyhammond@ocfa.org
(714) 573-6018

Joel Brodowski, IT Manager
Support Services Department
joelbrodowski@ocfa.org
(714) 573-6421

Attachments:
1. Class Specification – GIS Technician
2. Class Specification – GIS Analyst
3. Class Specification – Senior GIS Analyst

ORANGE COUNTY FIRE AUTHORITY
CLASS SPECIFICATIONS

JOB TITLE: GIS Technician

REPORTS TO: GIS Manager   **FLSA:** Non-Exempt

SUPERVISES: Varies   **CLASS CODE:**

DEPARTMENT: Information Technology

CLASS SUMMARY:
Incumbents are responsible for performing paraprofessional level GIS activities under supervision in administering, maintaining, troubleshooting, and/or developing GIS computer systems and/or application. Incumbents may be required to serve on an emergency response team in the field.

DISTINGUISHING CHARACTERISTICS:
The GIS Technician is the first level in a four level Geographic Information Systems series. The GIS Technician is distinguished from other IT classes by its spatial database, development and maintenance responsibilities.

ESSENTIAL FUNCTIONS: (These duties are intended to be a representative sample of the duties performed by the class.)

Constructs, implements, develops, and maintains geospatial information, databases, and applications. Maintains, updates, and distributes map boundary layers using standard symbols, styles, and patterns.

Creates and distributes maps and other related data (routinely and upon request) to OCFA, outside agencies and the general public.

Conducts a variety of research, which includes: field work, contacting other agencies to obtain pertinent information, looking at historical information, reviewing paper records, and other related information sources.

Constructs maps and geospatial data, which includes: analyzing customer requests, determining what information to include; determining the level of map complexity; determining appropriate symbology and layout design; determining the appropriate methods of distribution; and, performing other related activities.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

JOB TITLE: GIS Technician

Bachelor's Degree in Geography, or a related field, and one year of GIS experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSES AND CERTIFICATIONS (position requirements at entry):

- Valid California Driver's License.
- GISP Certificate desirable

KNOWLEDGE OF (position requirements at entry):

- GIS concepts;
- Mapping symbols and standards;
- Geospatial data capture methodology;
- Research methods;
- Geodesy, cartesian coordinate systems, projections, and digital orthophotography;
- Customer service principles;
- ArcGIS Desktop, ArcCatelog, ArcToolbox;
- Esri geodatabases;
- Geospatial data capture, editing, and mapping; and
- Windows Server 2008, Windows 7 64-Bit, MS Office 2010.

SKILLS (position requirements at entry):
- Cartographic design principles;
- Ability to follow direction;
- Communicating technical information to a non-technical audience;
- Using personal computers, large format printers, scanners;
- Providing customer service;
- Capturing and maintaining geospatial databases;
- Conducting research;
- Using a computer and applicable software applications;
- Creating maps;
- Updating and modifying map and data files;
- Creating graphics;
- Preparing reports;
- Ensuring enterprise geodatabase data quality; and
- Communication and interpersonal skills as applied to interactions with coworkers, supervisor(s), and the general public.

JOB TITLE: GIS Technician

PHYSICAL REQUIREMENTS:

Positions in this class typically require: stooping, reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

WORKING CONDITIONS:

Incumbents may be subjected to moving mechanical parts and electrical currents.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Classification History:

Final prepared by OCFA, Date: 08-14
Human Resources Director Review:
Jeremy Hammond_____ Date:_____
Adopted by Board of Directors: 08-21-14

ORANGE COUNTY FIRE AUTHORITY
CLASS SPECIFICATIONS

JOB TITLE: GIS Analyst

REPORTS TO: GIS Manager   **FLSA:** Non-Exempt

SUPERVISES: Varies   **CLASS CODE:**

DEPARTMENT: Information Technology

CLASS SUMMARY:
Incumbents are responsible for performing professional level activities under supervision in administering, maintaining, troubleshooting, and/or developing GIS computer systems and/or applications. Incumbents may serve as a lead on projects and to lower level staff. Incumbents may also serve as a subject matter expert in area of assignment. Incumbents may be required to serve on an emergency response team in the field.

DISTINGUISHING CHARACTERISTICS:
The GIS Analyst is the third level in a four level Geographic Information Systems series. The GIS Analyst is distinguished from the GIS Technician by its project lead responsibilities and level of experience in a specific area of expertise, and enterprise scope of responsibility under supervision.

ESSENTIAL FUNCTIONS: (These duties are intended to be representative sample of the duties performed by the class.)

Designs, implements, develops, and analyzes geospatial information, databases, and applications.

Provides technical support to GIS end users; provides training and installs client applications.

Provides solutions architecture for GIS projects, geodatabases, applications, mobile applications, and projects.

Conducts a variety of research including field work, contacting other agencies to obtain pertinent information, looking at historical information, reviewing paper records, and other related information sources.

Designs analytical cartography and data layers including analyzing customer requests, determining level of map complexity, appropriate symbology and layout design, and the appropriate methods of distribution; and, performing other related activities.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

JOB TITLE: GIS Analyst

Bachelor's Degree in Geography, or a related field, and three year of GIS experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSES AND CERTIFICATIONS (position requirements at entry):

- Valid California Driver's License.
- GISP Certificate is highly desired.

KNOWLEDGE OF (position requirements at entry):

- GIS concepts;
- Geospatial applications for mobile and web environments;
- Mapping symbols and standards;
- Geospatial data capture methodology;
- Research methods;
- Geodesy, cartesian coordinate systems, projections, and digital orthophotography;
- ArcGIS Desktop, ArcCatelog, ArcToolbox;
- Esri geodatabases;
- Geospatial data capture, editing, and mapping;
- Windows Server 2008, Windows 7 64-Bit, MS Office 2010; and
- Customer service principles.

SKILLS (position requirements at entry):
- Project Management;
- Evaluating software applications;
- Communicating technical information to a non-technical audience;
- Testing and debugging programs;
- Providing customer service;
- Designing and constructing geospatial databases;
- Conducting research;
- Using a computer and applicable software applications;
- Ensuring enterprise geodatabase data quality.
- Creating cartographic designs;
- Updating and modifying map and data files;
- Analyzing and supporting end-user GIS applications;
- Preparing reports; and
- Communication and interpersonal skills as applied to interactions with coworkers, supervisor(s) and the general public.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: stooping, reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

WORKING CONDITIONS:

Incumbents may be subjected to moving mechanical parts and electrical currents.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Classification History:
Final prepared by OCFA, Date: 08-14
Human Resources Director Review:
Jeremy Hammond_____ Date:_____
Adopted by Board of Directors: 08-21-14

ORANGE COUNTY FIRE AUTHORITY
CLASS SPECIFICATIONS
JOB TITLE: Senior GIS Analyst

REPORTS TO: GIS Manager   **FLSA:** Non-Exempt

SUPERVISES: Varies   **CLASS CODE:**

DEPARTMENT: Information Technology

CLASS SUMMARY:
Incumbents are responsible for performing professional level activities under minimal supervision, including developing and maintaining spatial databases and performing research and analysis. Understands and interprets organizational geospatial needs, develops applications and mapping products that fulfill the unique needs for Fire Protection and Emergency Services agencies. Incumbents may be required to serve on an emergency response team in the field.

DISTINGUISHING CHARACTERISTICS:
The GIS Senior Analyst is the fourth level in a four level Geographic Information Systems series. The GIS Senior Analyst is distinguished from the GIS Analyst by its advanced application development responsibilities, and extensive database skill sets.

ESSENTIAL FUNCTIONS: (These duties are intended to be a representative sample of the duties performed by the class.)

Performs full range of professional journey level GIS activities.

Serves as a lead and provides project management leadership including identifying, analyzing, developing, and deploying new GIS technologies.

Evaluates, develops emerging tools, technologies, and standards; analyzes and makes recommendations and/or decisions regarding feasibility; prepares related reports.

Designs, implements, develops, and analyzes geospatial information, databases, applications, and SQL scripts.

Develops methodology and perform solutions architecture for work flows for desktop, internet, and mobile GIS applications.

Performs GIS programming and development with knowledge of C-Sharp, ASP.net, HTML, Java Script.

Performs high level technical or specialized troubleshooting.

Performs other duties of a similar nature or level, as assigned.

JOB TITLE: Senior GIS Analyst

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

Bachelor's Degree in Geography, or a related field, and three year of GIS experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSES AND CERTIFICATIONS (position requirements at entry):

- Valid California Driver's License.
- GISP Certificate desirable

KNOWLEDGE OF (position requirements at entry):

- GIS concepts;
- Mapping symbols and standards;
- Mathematical concepts;
- Research methods;
- Database design principles;
- Customer service principles;
- ArcGIS Desktop, ArcCatelog, ArcToolbox;
- Esri geodatabases;
- Geospatial data capture, editing, and mapping;
- Windows Server 2008, Windows 7 64-Bit, MS Office 2010; and
- GIS application development.

SKILLS (position requirements at entry):
- Providing customer service;
- Designing spatial databases;
- Conducting research;
- Using a computer and applicable software applications;
- Creating maps;
- Updating and modifying map files;
- GIS application development and deployment;
- Ensuring enterprise geodatabase data quality;
- Preparing reports; and
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor(s) and the general public.

JOB TITLE: Senior GIS Analyst

PHYSICAL REQUIREMENTS:
Positions in this class typically require: stooping, reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

WORKING CONDITIONS:
Incumbents may be subjected to moving mechanical parts and electrical currents.

NOTE:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Classification History:
Final prepared by OCFA, Date: 08-14
Human Resources Director Review:
Jeremy Hammond_____ Date:_____
Adopted by Board of Directors: 08-21-14

TO: Human Resources Committee, Orange County Fire Authority

FROM: Sherry Wentz
            Clerk of the Authority

SUBJECT: **Selection of Human Resources Committee's Regular Meeting Dates/Time and Frequency**

Summary:
This item seeks approval of the dates/time/frequency of the regular meetings of the Human Resources Committee.

Recommended Actions:
1. Committee to discuss and decide on dates/time and frequency of its regular meetings.
2. Direct staff to modify the Board Rules of Procedure to reflect the dates/time/frequency of the regular meetings of the Human Resources Committee as decided, and to submit the modified Rules of Procedure to the Board for approval in August.

Background:
On January 23, 2014, the Board of Directors authorized the establishment of the Human Resources Committee as an additional standing committee to serve in an advisory capacity to staff and the Board of Directors.

At this same meeting, the Board of Directors approved the attached protocols of the Human Resources Committee, which included that the Committee would meet at the Regional Fire Operations & Training Center, with the desired recurring meeting dates and times to be established by the Committee.

Upon surveying the Human Resources Committee Members it has been determined that the best day to hold future meetings would be on the first Tuesday of the month. When polled for available times the best response was for 12 noon. Below are the availability results for the first meeting of the Human Resources Committee, with Chair Weinberg willing to accommodate the majority:

Name/ CC Mtgs	Good	Not Good
Hatch 3rd W	Mondays, Tuesdays, Wednesday (evenings), Thursdays	Wednesday mornings and afternoons Fridays
Kelley 1st & 3rd M		1st & 3rd Mondays, 2nd & 4th Tuesdays 11 am – noon, 1st Thursday 8 am-2 pm, 1st Thursday (evening)
Kusumoto 3rd M	Thursday after 5:30 p.m.	
Murray 1st & 3rd T	Check with scheduler based upon majority.	
Shawver 2nd & 4th T	Mondays, until late afternoon; 1st Tuesday, 3rd Wednesday (not late afternoon), Fridays	

As this is a newly formed Committee, it is also appropriate to discuss the frequency of its regular meetings. As there is not much regularly scheduled business for the Committee's consideration, at this time, the Committee may wish to elect meeting on a bi-monthly or quarterly basis, with the ability to call for special meetings as needed.

Impact to Cities/County:
None.

Fiscal Impact:
Slight fiscal impact if meal service is provided at the meetings.

Staff Contact for Further Information:
Sherry Wentz, Clerk of the Authority
sherrywentz@ocfa.org
(714) 573-6041

Attachment:
Human Resources Committee Protocol

Human Resources Committee Protocol

Background Information

· The Human Resources (HR) Committee shall be considered a Standing Committee, as defined by Rule 10 (a) of the Board of Directors Rules of Procedure.

· The HR Committee reports directly to the Board of Directors.

· The Human Resources Committee shall consist of up to seven members of the Board of Directors. The Chair shall make all appointments to the Human Resources Committee. Appointments to the Human Resources Committee shall be made in such a manner as to achieve, as close as reasonably possible, a balance between the number of members representing Structural Fire Fund and Cash Contract cities.

· At the first meeting of the Human Resources Committee following the annual election of the Chair and Vice Chair of the Board of Directors, the Directors assigned to the Human Resources Committee shall elect from its members a Chair and Vice Chair of the Committee.

· The Committee shall meet at the Regional Fire Operations & Training Center, with the designated-recurring meeting dates and times to be established by the Committee.

Committee Mission/Purpose

The Human Resources Committee advises the staff and makes recommendations to the Board of Directors on matters regarding human resources policies; job class specifications; compensation programs; benefit changes and renewals; labor negotiations; staff training, development and recognition programs; succession planning; risk management and workers' compensation policies; and development of management/performance evaluation and information systems.

Committee Guidelines

This section contains the operating philosophy of the Committee, its policy and decision-making responsibilities, staff involvement, the Committee's relationship to other committees and the Board of Directors, and other details about Committee activities.

> ***Operating Philosophy, Policy-Making and Oversight Responsibilities***
> · A broad regional perspective will be applied to issues coming before the Committee to achieve the mission of the Committee as well as the Authority.
>
> · The Authority's mission and goals relevant to human resources issues will be periodically revisited by the Committee.
>
> · The Committee will convey proposed revisions for its structure or oversight responsibilities for consideration by the Board of Directors.
>
> · The Committee will consider whether issues should:
>   o remain with the review jurisdiction of the Committee as an advisory item only
>   o be referred to the Executive Committee
>   o be referred to the Board of Directors
>
> · *All policy matters or matters requiring budget adjustments shall be referred to the Board of Directors.*

Staff Liaison, Agenda Materials & Staff Presentations

· The Human Resources Director will serve as the primary Staff Liaison to the Committee.

· Items shall be included on the Committee's agenda only with the approval of the Committee Chair or Staff Liaison.

· Written and oral reports by staff will be used in presenting issues to the Committee.

· An executive summary followed by sufficient backup material will be used to describe the major issues of the item and form the basic model of agenda material coming before the Committee.