



# ***Agenda Report***

## ***Fullerton City Council***

**MEETING DATE:** SEPTEMBER 16, 2025

**TO:** CITY COUNCIL / SUCCESSOR AGENCY

**SUBMITTED BY:** LAURA GIANNETTI-MERCER, ACTING HUMAN  
RESOURCES DIRECTOR

**PREPARED BY:** LAURA GIANNETTI-MERCER, ACTING HUMAN  
RESOURCES DIRECTOR

**SUBJECT:** CLASSIFICATION PLAN UPDATES FOR CERTAIN  
LIBRARY AND NON-REGULAR FIRE DEPARTMENT  
POSITIONS AND ASSOCIATED COMPENSATION AND  
SALARY ADJUSTMENTS

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### **SUMMARY**

Proposed amendments to the City of Fullerton personnel classification plan for positions in the Library and Fire Departments and adjust salary and compensation accordingly.

### **PROPOSED MOTION**

Adopt the following resolutions:

RESOLUTION NO. 2025-XXX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING, UPDATING AND DELETING CERTAIN CLASSIFICATION SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2023-014 (FULLERTON FIREFIGHTERS' ASSOCIATION) APPENDIX A

RESOLUTION NO. 2025-XXX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, REGARDING NON-REGULAR EMPLOYEE COMPENSATION AND SUPERSEDING RESOLUTION NO. 2024-035

### **ALTERNATIVE OPTIONS**

- Approve the Proposed Motion
- Do not approve the Proposed Motion
- Other options brought by City Council.

## STAFF RECOMMENDATION

Staff recommends the Proposed Motion.

## CITY MANAGER REMARKS

None.

## PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

## FISCAL IMPACT

The Ambulance Operator position has no fiscal impact as the City-Operated Ambulance Program will replace contracted services at a lower cost. The proposed changes to the following positions have no fiscal impact: Library Clerical Assistant, Library Technical Assistant I/II and Consultant Specialist positions.

The annualized Fire Department Utility Worker I/II fiscal impact for Fiscal Year (FY) 2025-26 totals approximately \$3,600 to transition incumbents to the new classification. The prorated cost for the remainder of the FY totals approximately \$3,100. The Fire Department FY 2025-26 budget has sufficient funds to absorb the minimal fiscal impact.

## BACKGROUND AND DISCUSSION

### *Library*

The City last revised the Library Clerical Assistant and Library Technical Assistant I/II positions in 2005. This item proposes updating the essential functions of the classifications to provide greater detail of the duties performed by incumbents. Staff also proposes language to reflect the duties performed when assigned passport services responsibilities including federal government requirements for employees processing passport applications.

Staff proposes combining Library Technical Assistant I and Library Technical Assistant II into one series and added language to facilitate progression from Library Technical Assistant I to Library Technical Assistant II commensurate with experience, knowledge and work performed which gives the Department flexibility to efficiently move employees within the series without a recruitment.

Staff updated outdated language throughout all classification specifications.

Staff does not recommend salary changes. The proposed changes have no fiscal impact.

### *Ambulance Operator*

City Council approved transitioning to a City-Operated Ambulance Program integrating Emergency Medical Services (EMS) transportation currently managed through an external provider on April 1, 2025. This requires establishing a classification specification for Ambulance Operator which will allow the Fire Department to hire the appropriate personnel to staff the program.

Ambulance Operator is a non-safety, non-regular, at will position with appointments limited to 24 months with a possible 12-month extension at the discretion of the Fire Chief. Incumbents must possess a valid California Department of Motor Vehicles Ambulance Driver Certificate, CPR certification and State of California approved Emergency Medical Technician (EMT) 1 or EMT Fire Service Certificate.

Staff recommends setting the pay at \$20.00 per hour which keeps Fullerton competitive with other regional ambulance programs. Additionally, Ambulance Operators working at least 12 hours on July 4<sup>th</sup>, Thanksgiving or Christmas would receive a \$75 holiday stipend.

#### *Fire Department Utility Worker I/II*

Fire Department Utility Worker is a non-regular classification to expose incumbents to the fire service. Generally, employees provide non suppression support to suppression personnel in the field and perform station duties. The position primarily prepares candidates for a fire suppression career. The Department would like to also include a pathway in this position for individuals interested fire prevention and fire management.

Staff proposed revising the Fire Department Utility Worker I and II classification to include two pathways – fire operations in support of suppression functions and fire prevention and renaming the position to Fire Support Aide Series which better reflects the role of these positions.

Staff proposes assigning Fire Support Aide – Fire Operations to salary range 961/step 1 (\$17.75 per hour) which is the same range as Fire Department Utility Worker II. The proposed placement of Fire Support Aide – Fire Prevention is salary range 960/step 1 (\$16.75 per hour) equal Fire Department Utility Worker I.

#### *Fullerton Firefighters' Association Salary Schedule*

The Fullerton Firefighter's Association (FFA) Salary Schedule includes salary ranges and steps for positions represented by the FFA. The salary ranges for Firefighter and Fire Engineer include hourly rates for employees who work 56 hours per week as well as for those who work 40 hours per week. Having both rates on the same salary range can results in pay rate entry errors. Staff proposes a revised salary schedule to place each work week schedule on its own salary range to minimize possible errors. Staff does not propose changes to hourly rates and this item has no fiscal impact. The revised salary schedule format is consistent with the format adopted for other bargaining groups.

#### *Consultant Specialist*

The Resolution Regarding Non-Regular Employee Compensation Appendix A includes the Consultant Specialist position. No classification specification exists for Consultant Specialist as the City utilizes this position when the City appoints a non-regular employee to perform duties outside of existing classification specifications. The Consultant Specialist position has no set hourly rates as staff sets rate as appropriate based on the duties performed. Staff proposes creating levels of Consultant Specialist including hourly pay ranges within each level as follows:

	Minimum	Maximum
Consultant Specialist I	\$17.00	\$50.00

Consultant Specialist II	\$50.01	\$150.00
Consultant Specialist III	\$150.01	\$250.00

The change has no fiscal impact as staff would place current Consultant Specialists in the appropriate level based on their hourly rate.

Attachments:

- Attachment 1 – Draft Resolution (Class Plan Update)
- Attachment 2 – Draft Resolution (Non-Regular Compensation)
- Attachment 3 – Draft Resolution (Non-Regular Compensation) Redline
- Attachment 4 – Library Clerical Assistant Redline Draft
- Attachment 5 – Library Technical Services Series Redline Draft
- Attachment 6 – Fire Support Aide Series Redline Draft

cc: Interim City Manager Eddie Manfro