

RESOLUTION NO. 2022-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING A CERTAIN CLASS SPECIFICATION IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2022-031 (FULLERTON MANAGEMENT ASSOCIATION) APPENDIX A

THE CITY COUNCIL OF THE CITY OF FULLERTON RESOLVES AS FOLLOWS:

1. City Council establishes the following new classification and adds to the classification plan:

<u>Title</u>	<u>Effective Date</u>
Emergency Medical Services Manager	August 2022

2. City Council adopts the following new class specification, attached hereto:

<u>Title</u>	<u>Effective Date</u>
Emergency Medical Services Manager	August 2022

3. City Council amends Resolution No. 2022-031 (Fullerton Management Association) Appendix A, attached hereto, to place the following new classification:

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>
Emergency Medical Services Manager	645	\$7,670	\$9,789

4. This resolution shall become effective August 16, 2022.

ADOPTED BY THE FULLERTON CITY COUNCIL ON August 16, 2022.

Fred Jung
Mayor

ATTEST:

Lucinda Williams, MMC
City Clerk

Date

EMERGENCY MEDICAL SERVICES MANAGER

Definition:

Under general direction, plans, organizes, oversees, coordinates, and reviews the Emergency Medical Services (EMS) program for the Fire Department; administers current and long-term planning activities; manages the effective use of program resources to improve organizational productivity and services; provides complex and responsible support to the Fire Chief in areas of expertise.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive, other duties may be required and assigned.

Plans, coordinates, monitors, and evaluates the City's EMS program including the Paramedic and Emergency Medical Technician (EMT) pre-hospital care system; ensures medical aid in the City is handled appropriately.

Develops and implements policies and procedures for the EMS program, including medical operational procedures and protocols for Paramedic and EMT personnel based on state, county, and local regulations.

Coordinates, schedules, and conducts the required Continuing Medical Education (CME) and skills maintenance sessions for Paramedics and EMTs; evaluates training results to ensure performance standards are met; and monitors the Paramedic accreditation process to ensure compliance with state, county and local laws and regulations.

Develops, implements and manages the Quality Improvement Program; identifies training needs; coordinates, facilitates and/or conducts and evaluates EMS training activities as appropriate; tracks, maintains records and generates corresponding reports regarding certification and other educational and licensing requirements; recommends and/or implements corrective action as necessary; assists the base hospital and the Orange County EMS Agency with quality improvement; ensures Orange County EMS Agency reporting requirements.

Represents the City at designated receiving hospital facilities.

Evaluates equipment used by Paramedics and EMTs in providing pre-hospital care; ensures the addition, elimination or changes of equipment as needed; orders new equipment and parts, supplies and materials as required.

Responds to field incidents when required for fire ground rehabilitation of Firefighters or other duties.

Serves as a liaison for EMS related issues with state and local regulatory agencies, medical and fire agencies, and personnel.

Serves as a resource to the supervising Captains regarding evaluation of Paramedic and

EMT personnel.

Investigates complaints and inquiries related to the EMS program and oversees, recommends, and coordinates corrective action.

Trains, evaluates, and motivates personnel to ensure performance meets department standards; assists in the development, delivery, and evaluation of other training programs, not related to the EMS program, for the Fire Department as necessary

Participates in the development and implementation of goals, objectives, and priorities for the EMS program.

May manage the delivery of cardiopulmonary resuscitation (CPR) training for employees and citizens; ensures compliance with applicable regulations and standards.

May monitor and evaluate EMS expenditures.

Directs, assigns, monitors, and evaluates the work of assigned staff members.

Maintains records and prepares reports and administrative summaries.

Researches, prepares, and presents various reports related to the EMS program to City Council, other City departments and the public.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business depending on area assigned.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries boxes of files and records weighing 30 pounds or less.

Class Characteristics:

Emergency Medical Services Manager is a single incumbent non-sworn position assigned to the Fire Department responsible for managing EMS program activities.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles, practices, procedures and responsibilities of an EMS program, pre-hospital EMS, and patient care.

Applicable county and state EMS policies.

Administration of EMS quality assurance practices, procedures, and regulations.

Principles and practices of organization, management and administration as applied to municipal fire department/EMS programs.

Practices and techniques for budgeting, purchasing and report writing.

Principles and techniques of program monitoring; evaluation tools/methods used in measuring the quality of EMS.

Principles and practices of adult teaching and group training methods.

Research and reporting methods, techniques, and procedures.

Applicable federal and state rules and regulations related to area assigned.

English usage, spelling, grammar, punctuation, and report writing techniques.

Modern office practices, methods, and computer equipment and applications related to the work.

Conflict resolution techniques.

Techniques for providing a high level of customer service.

Methods of making effective oral and written presentations.

AND

Ability to:

Effectively manage and coordinate a comprehensive EMS program.

Establish a comprehensive Quality Improvement Program.

Collect, interpret, and evaluate program operation data; evaluate and revise program objectives and procedures.

Analyze emergency response and operations problems; plan, coordinate, and initiate actions to implement decisions and/or recommendations.

Develop and conduct classroom and practice training courses and programs.

Prepare administrative and financial reports.

Recommend and implement goals, objectives, policies, and procedures for providing assigned services.

Understand, interpret, and apply general and specific administrative policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Plan, organize, schedule, assign and review the work of others.

Conduct research and analysis.

Work independently, understand, and follow verbal and written directions, and use independent judgment and initiative; analyze situations quickly and accurately and take effective actions.

Work collaboratively with other departments, government officials, and outside agencies.

Operate modern office equipment including computer equipment and applicable and specialized software.

Organize work, maintain accurate records, and adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing and make oral presentations to groups.

Read and write at the level required for successful job performance.

Handle job stress and maintain a professional demeanor and remain calm and composed in demanding situations.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which provides the required knowledge, skills, and abilities is considered qualifying. A typical way to obtain the required qualifications is:

An Associate of Arts or Science degree with major coursework in nursing, health, health care, public administration, or a related field. Bachelor's degree or higher desirable.

AND

Five years of experience as a registered Nurse or licensed Paramedic working in emergency medical services including two years of experience coordinating and maintaining a pre-hospital emergency medical services or similar type program.

Special Requirements

Possession of a California Registered Nursing License (RN) and/or California Licensed Paramedic at time of appointment and throughout employment in this position.

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs which may include responding during evenings, weekends and holidays for an emergency situation impacting the City. May be required to work prolonged periods of time during an emergency or for events and/or training.

The City of Fullerton's Conflict of Interest Code requires that an Emergency Medical Services Manager file financial disclosure statements in accordance with state and local laws.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Requirements

Work is performed primarily indoors in an office environment with outdoor/on-site work as needed. When work is performed outdoors there may be full exposure to the elements. The incumbent uses a computer keyboard and screen, drives a vehicle on City business, grasps, sits, stands, walks, and may twist, bend, reach, kneel, crouch, crawl, climb stairs and inclines and may lift, move, push, pull, drag, and carry boxes of files and other items weighing 30 pounds or less. When performing outdoors/on-site work the incumbent may walk and stand on slippery and uneven surfaces and be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical and mechanical hazards, and vehicular traffic. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt

Established August 2022

FULLERTON MANAGEMENT ASSOCIATION
SCHEDULE OF BASE SALARY RATES AND
ALLOCATION OF CLASSES TO SALARY RANGES

Effective August 16, 2022

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
500	Inactive						
515	Inactive						
525	Inactive						
530	Parks and Recreation Supervisor I						
	Approx. Annual	56,151	58,959	61,907	65,002	68,252	71,665
	Approx. Monthly	4,679	4,913	5,159	5,417	5,688	5,972
	Approx. Bi-Weekly	2,160	2,268	2,381	2,500	2,625	2,756
	Hourly	26.996	28.345	29.763	31.251	32.813	34.454
532	Building Permit Supervisor						
	Approx. Annual	57,526	60,402	63,422	66,594	69,923	73,419
	Approx. Monthly	4,794	5,034	5,285	5,549	5,827	6,118
	Approx. Bi-Weekly	2,213	2,323	2,439	2,561	2,689	2,824
	Hourly	27.657	29.040	30.492	32.016	33.617	35.298
534	Library Circulation Manager						
	Approx. Annual	58,798	61,738	64,824	68,066	71,469	75,042
	Approx. Monthly	4,900	5,145	5,402	5,672	5,956	6,254
	Approx. Bi-Weekly	2,261	2,375	2,493	2,618	2,749	2,886
	Hourly	28.268	29.682	31.166	32.724	34.360	36.078
535	Approx. Annual	60,049	63,051	66,204	69,514	72,990	76,639
	Approx. Monthly	5,004	5,254	5,517	5,793	6,082	6,387
	Approx. Bi-Weekly	2,310	2,425	2,546	2,674	2,807	2,948
	Hourly	28.870	30.313	31.829	33.420	35.091	36.846
540	Jail Supervisor						
	Approx. Annual	62,452	65,575	68,853	72,296	75,911	79,706
	Approx. Monthly	5,204	5,465	5,738	6,025	6,326	6,642
	Approx. Bi-Weekly	2,402	2,522	2,648	2,781	2,920	3,066
	Hourly	30.025	31.526	33.103	34.758	36.496	38.320

RANGE NO.	CLASS TITLE	<u>STEPS</u>					
		1	2	3	4	5	6
545	Utility Services Supervisor						
	Approx. Annual	65,236	68,498	71,923	75,519	79,295	83,260
	Approx. Monthly	5,436	5,708	5,994	6,293	6,608	6,938
	Approx. Bi-Weekly	2,509	2,635	2,766	2,905	3,050	3,202
	Hourly	31.364	32.932	34.578	36.307	38.123	40.029
550	Building and Facilities Supervisor Equipment Supervisor			Landscape Supervisor I Street Supervisor			
	Approx. Annual	66,487	69,812	73,302	76,968	80,816	84,857
	Approx. Monthly	5,541	5,818	6,109	6,414	6,735	7,071
	Approx. Bi-Weekly	2,557	2,685	2,819	2,960	3,108	3,264
	Hourly	31.965	33.563	35.242	37.004	38.854	40.796
580	Approx. Annual	68,168	71,576	75,155	78,913	82,858	87,001
	Approx. Monthly	5,681	5,965	6,263	6,576	6,905	7,250
	Approx. Bi-Weekly	2,622	2,753	2,891	3,035	3,187	3,346
	Hourly	32.773	34.412	36.132	37.939	39.836	41.827
583	Senior Librarian						
	Annual	69,926	73,422	77,093	80,948	84,995	89,245
	Approx. Monthly	5,827	6,119	6,424	6,746	7,083	7,437
	Approx. Bi-Weekly	2,689	2,824	2,965	3,113	3,269	3,433
	Hourly	33.618	35.299	37.064	38.917	40.863	42.906
585	Code Enforcement Supervisor Forensic Supervisor Landscape Supervisor II Parks and Recreation Supervisor II			Police Communications Supervisor Sewer Supervisor Water Distribution Supervisor Water Production Supervisor			
	Approx. Annual	71,687	75,271	79,034	82,986	87,136	91,492
	Approx. Monthly	5,974	6,273	6,586	6,916	7,261	7,624
	Approx. Bi-Weekly	2,757	2,895	3,040	3,192	3,351	3,519
	Hourly	34.465	36.188	37.997	39.897	41.892	43.987
600	Senior Administrative Analyst						
	Approx. Annual	72,681	76,315	80,130	84,137	88,344	92,761
	Approx. Monthly	6,057	6,360	6,678	7,011	7,362	7,730
	Approx. Bi-Weekly	2,795	2,935	3,082	3,236	3,398	3,568
	Hourly	34.943	36.690	38.524	40.450	42.473	44.597

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
620	Project Manager I						
	Approx. Annual	76,307	80,123	84,129	88,335	92,752	97,390
	Approx. Monthly	6,359	6,677	7,011	7,361	7,729	8,116
	Approx. Bi-Weekly	2,935	3,082	3,236	3,398	3,567	3,746
	Hourly	36.686	38.521	40.447	42.469	44.592	46.822
621	Library Division Manager Library Division Manager - Adult Services Library Division Manager - Children's Services						
	Annual	76,844	80,687	84,721	88,957	93,405	98,075
	Approx. Monthly	6,404	6,724	7,060	7,413	7,784	8,173
	Approx. Bi-Weekly	2,956	3,103	3,259	3,421	3,592	3,772
	Hourly	36.944	38.792	40.731	42.768	44.906	47.152
630	Approx. Annual Approx. Monthly Approx. Bi-Weekly Hourly	79,154 6,596 3,044 38.055	83,111 6,926 3,197 39.957	87,267 7,272 3,356 41.955	91,630 7,636 3,524 44.053	96,212 8,018 3,700 46.256	101,022 8,419 3,885 48.568
632	Accounting Supervisor Approx. Annual Approx. Monthly Approx. Bi-Weekly Hourly	 81,713 6,809 3,143 39.285	 85,799 7,150 3,300 41.249	 90,089 7,507 3,465 43.312	 94,593 7,883 3,638 45.477	 99,323 8,277 3,820 47.751	 104,289 8,691 4,011 50.139
635	Building and Facilities Superintendent Equipment Superintendent Code Enforcement Manager Housing Manager Landscape Superintendent Police Technical Services Manager						
	Approx. Annual	83,937	88,134	92,541	97,168	102,026	107,128
	Approx. Monthly	6,995	7,345	7,712	8,097	8,502	8,927
	Approx. Bi-Weekly	3,228	3,390	3,559	3,737	3,924	4,120
	Hourly	40.355	42.372	44.491	46.715	49.051	51.504
640	Parks and Recreation Manager						
	Approx. Annual	88,136	92,543	97,170	102,028	107,130	112,486
	Approx. Monthly	7,345	7,712	8,097	8,502	8,927	9,374
	Approx. Bi-Weekly	3,390	3,559	3,737	3,924	4,120	4,326
	Hourly	42.373	44.492	46.716	49.052	51.505	54.080

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
645	Emergency Medical Services Manager Housing and Homeless Resources Manager			Information Systems Project/Programmer Manager Plan Check Engineer			
	Approx. Annual	92,036	96,637	101,469	106,543	111,870	117,463
	Approx. Monthly	7,670	8,053	8,456	8,879	9,322	9,789
	Approx. Bi-Weekly	3,540	3,717	3,903	4,098	4,303	4,518
	Hourly	44.248	46.460	48.783	51.222	53.784	56.473
650	Manager - Building and Facilities and Sewer Divisions			Manager - Landscape and Street Divisions			
	Approx. Annual	93,739	98,426	103,347	108,514	113,940	119,637
	Approx. Monthly	7,812	8,202	8,612	9,043	9,495	9,970
	Approx. Bi-Weekly	3,605	3,786	3,975	4,174	4,382	4,601
	Hourly	45.067	47.320	49.686	52.170	54.779	57.518
652	Approx. Annual	96,509	101,335	106,402	111,722	117,308	123,173
	Approx. Monthly	8,042	8,445	8,867	9,310	9,776	10,264
	Approx. Bi-Weekly	3,712	3,897	4,092	4,297	4,512	4,737
	Hourly	46.399	48.719	51.155	53.712	56.398	59.218
655	Airport Manager						
	Approx. Annual	99,239	104,201	109,411	114,881	120,625	126,657
	Approx. Monthly	8,270	8,683	9,118	9,573	10,052	10,555
	Approx. Bi-Weekly	3,817	4,008	4,208	4,419	4,639	4,871
	Hourly	47.711	50.096	52.601	55.231	57.993	60.893
656	Building Official/Plan Check Engineer Senior Civil Engineer			Water Superintendent			
	Approx. Annual	100,983	106,032	111,334	116,901	122,746	128,883
	Approx. Monthly	8,415	8,836	9,278	9,742	10,229	10,740
	Approx. Bi-Weekly	3,884	4,078	4,282	4,496	4,721	4,957
	Hourly	48.550	50.977	53.526	56.202	59.012	61.963
658	Information Technology Manager			Revenue Manager			
	Approx. Annual	102,085	107,189	112,549	118,176	124,085	130,289
	Approx. Monthly	8,507	8,932	9,379	9,848	10,340	10,857
	Approx. Bi-Weekly	3,926	4,123	4,329	4,545	4,773	5,011
	Hourly	49.079	51.533	54.110	56.816	59.656	62.639
660	Approx. Annual	103,520	108,696	114,131	119,837	125,829	132,120
	Approx. Monthly	8,627	9,058	9,511	9,986	10,486	11,010
	Approx. Bi-Weekly	3,982	4,181	4,390	4,609	4,840	5,082
	Hourly	49.769	52.258	54.870	57.614	60.495	63.519

RANGE NO.	CLASS TITLE	<u>STEPS</u>					
		1	2	3	4	5	6
662	Approx. Annual	105,342	110,609	116,140	121,947	128,044	134,446
	Approx. Monthly	8,779	9,217	9,678	10,162	10,670	11,204
	Approx. Bi-Weekly	4,052	4,254	4,467	4,690	4,925	5,171
	Hourly	50.645	53.178	55.837	58.628	61.560	64.638
665	Economic Development Manager/ Principal Planner						
	Approx. Annual	106,674	112,007	117,608	123,488	129,663	136,146
	Approx. Monthly	8,889	9,334	9,801	10,291	10,805	11,345
	Approx. Bi-Weekly	4,103	4,308	4,523	4,750	4,987	5,236
	Hourly	51.285	53.850	56.542	59.369	62.338	65.455
667	Annual	108,207	113,617	119,298	125,263	131,526	138,103
	Approx. Monthly	9,017	9,468	9,942	10,439	10,961	11,509
	Approx. Bi-Weekly	4,162	4,370	4,588	4,818	5,059	5,312
	Hourly	52.023	54.624	57.355	60.223	63.234	66.396
670	Principal Civil Engineer						
	Approx. Annual	109,734	115,220	120,981	127,030	133,382	140,051
	Approx. Monthly	9,144	9,602	10,082	10,586	11,115	11,671
	Approx. Bi-Weekly	4,221	4,432	4,653	4,886	5,130	5,387
	Hourly	52.756	55.394	58.164	61.072	64.126	67.332
673	Approx. Annual	112,977	118,626	124,557	130,785	137,324	144,190
	Approx. Monthly	9,415	9,885	10,380	10,899	11,444	12,016
	Approx. Bi-Weekly	4,345	4,563	4,791	5,030	5,282	5,546
	Hourly	54.316	57.032	59.883	62.877	66.021	69.322
674	Building and Safety Manager Planning Manager						
	Annual	115,812	121,602	127,683	134,067	140,770	147,809
	Approx. Monthly	9,651	10,134	10,640	11,172	11,731	12,317
	Approx. Bi-Weekly	4,454	4,677	4,911	5,156	5,414	5,685
	Hourly	55.679	58.463	61.386	64.455	67.678	71.062
675	Principal Civil Engineer - Water						
	Annual	118,633	124,565	130,793	137,332	144,199	151,409
	Approx. Monthly	9,886	10,380	10,899	11,444	12,017	12,617
	Approx. Bi-Weekly	4,563	4,791	5,030	5,282	5,546	5,823
	Hourly	57.035	59.887	62.881	66.025	69.326	72.793