

RESOLUTION NO. 5761

**RESOLUTION AMENDING SALARY PLAN IN ACCORDANCE
WITH ORDINANCE NO. 563**

WHEREAS, Ordinance No. 563 and amendments thereto provide, among other things, that the City Council shall fix and determine the salary range for each classified position and shall by resolution create positions in City employment and set salary ranges as said Council may from time to time determine.

NOW, THEREFORE, BE IT RESOLVED that the following job description for Fire Analyst (Temporary) is adopted.

BE IT FURTHER RESOLVED that the unclassified hourly wage for the Fire Analyst (Temporary) position is hereby established as follows:

Effective August 1, 2009

Unclassified Hourly Wage Employee Schedule Position	Hourly Wage
Fire Analyst (Temporary)	\$28.55 Hour

IN COUNCIL DULY PASSED this 21st day of July, 2009.

I, the undersigned, hereby certify that the foregoing resolution was duly adopted by the City of Sebastopol City Council following a roll call vote:

City of Sebastopol City Council:

Ayes: Councilmembers Robinson, Wilson, Shaffer and Mayor Gurney

Noes: None

Absent: Vice Mayor Kelley

Abstain: None

APPROVED: _____

Sarah Glade Gurney
Sarah Glade Gurney, Mayor

ATTEST: _____

Mary E Goufley
Mary Goufley, City Clerk

**City of Sebastopol
Job Description**

Job Title: Fire Analyst (Temporary)
Division: Public Safety
Department: Fire
Location: Fire House
Shift: As Required
Reports To: Fire Chief
Prepared By: R. Puccinelli
Approved By: City Council
Approved Date: 08/01/2009
FLSA Status: Exempt

SUMMARY

Under the direction of the Fire Chief, performs difficult, technical work involved in the review and analysis of budgets, contract compliance requirements, audits, staffing, programs, systems and procedures; maintains liaison with other agencies, Staff and Committees, and other governmental agencies; and performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Collects data and makes analysis of work programs, cost estimates, and organizational changes presented in the annual budget.
- Collects, assembles, analyzes and interprets data including policies, functions, organizational structures, forms and procedures, work output and workload, space and physical layouts; prepares accompanying narrative and statistical reports.
- Develops and recommends adoption of improved management practices through research and analysis.
- Confers with staff and others in order to secure necessary information.
- Prepares narrative and statistical reports in a wide variety of administrative and management areas, reviews and analyzes contracts, performs contract compliance and makes recommendations in connection with these studies.
- Prepares information on operations and activities for dissemination to various communications media.
- Prepares operating policies, assists with annual budget development and organization and work flow charts.
- Reviews federal and state grant programs and coordinating applications for such grants.
- Attends meetings related to administration and operations.
- Perform other related duties as assigned by Fire Chief.

KNOWLEDGE AND ABILITIES

Considerable knowledge of: principles and practices relating to modern budget, programs and systems management; the operations and functions of local government.

Working knowledge of: group dynamics as it relates to public organizations; research methodology, report writing and basic statistics and their application; written and oral communications, including language mechanics, syntax and English composition; computer applications related to work including

methods of graphic presentation.

Some knowledge of: modern office methods and procedures.

Ability to: plan and organize research and statistical work relating to the various aspects of administration, budget and general management matters; understand, interpret and apply rules, regulations and ordinances, and federal, state and local legislation; effectively communicate orally and in writing, and present conclusions before advisory and policy bodies; establish and maintain effective working relationships with Boards, Committees, management personnel, employees, and the public in carrying out sound management policies; perform data collection, interpretation and evaluation pertaining to administrative, fiscal and management matters; use principles of inductive and deductive reasoning to validate conclusions and recommendations; persuade, rationalize and project consequences of decisions and/or recommendations; analyze administrative problems, budget requests, and a variety of programs, systems and procedures.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Any combination of course work and training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, academic course work in public administration, business administration, management, accounting, political science, economics, statistics, English composition, psychology or closely related courses would provide such opportunity.

Work experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, two years experience related to general administration, accounting, budgetary analysis, or personnel work including research, analysis and preparation of written reports and recommendations would provide such opportunity.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid appropriate California driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.