

AGENDA
EL DORADO HILLS COUNTY WATER DISTRICT
(FIRE DEPARTMENT)
BOARD OF DIRECTORS
EIGHT HUNDRED FOURTY SEVENTH MEETING
(A Special Meeting)
Tuesday, May 3, 2022
4:00 p.m.
(1050 Wilson Blvd., El Dorado Hills, CA)

ATTENTION

Residents planning to address the Board of Directors at this Board meeting: due to the concerns about the COVID-19 virus, we respectfully ask if you are feeling ill for any reason not to attend in person.

Anyone who would like to participate in the meeting via Zoom may use the link or conference line below:

Zoom Webinar Video Conference link:

<https://us02web.zoom.us/j/82075664546?pwd=VzdtMHA1QzV6NXlpY3ZS1prUTRmdz09>

Meeting ID: 820 7566 4546

Passcode: 858189

Conference Dial in:

1-669-900-9128

Please submit your comments in writing to inquiries@edhfire.com and they will be entered into the public record. If you are healthy and choose to attend the meeting, we ask that you maintain a six-foot buffer between you and others, as suggested by the State Department of Public Health.

NOTE

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the Board Clerk at 916-933-6623; ext. 1038, at least two (2) days prior to the meeting.

- I. Call to Order
- II. Pledge of Allegiance
- III. Oral Communications
 - A. Any person wishing to address the Board on any item that is not on the Agenda may do so at this time. No action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes per person and twenty minutes for all comments unless otherwise authorized by the Board.
- IV. New Business
 - A. Review and approve the conversion of one Administrative Assistant II position to Human Resources Specialist and proposed new salary range
 - B. Review and approve Resolution 2022-07 Amendment #3 to the Unrepresented Administrative Support Agreement
 - C. Review and approve updated public salary schedule, effective May 3, 2022
- V. Adjournment

Note: Action may be taken on any item posted on this agenda.

This Board meeting is normally recorded.



El Dorado Hills Fire Department

1050 Wilson Blvd. • El Dorado Hills, CA 95762 • Phone (916) 933-6623 • Fax (916) 933-5983

Maurice Johnson
Fire Chief

DATE: May 3, 2022
TO: Board of Directors
AGENDA ITEM: IV.A
SUBJECT: Human Resources Specialist

TOPIC

Staff seeks Board approval to convert one of the Administrative Assistant II positions that will be soon vacant to a Human Resources Specialist position.

SUMMARY

Staff has identified a need for a Human Resources Specialist to better support the Human Resources Division. This position will increase the level of internal customer service and the efficiency of work performed.

DISCUSSION

An Administrative Assistant II position will become vacant on May 5, 2022, and to better support the Human Resources Division, staff seeks approval to convert the vacant Administrative Assistant II position and recruit for a skilled Human Resources Specialist. The conversion of this position will positively impact the Human Resources Division to provide better support to the District.

A Human Resources Specialist would provide administrative support to the Human Resources Director by performing assignments in the areas of recruitment and selection, classification and compensation, promotional examinations, employee benefits, workers' compensation and leave administration, performance evaluations, policies and procedures, and other human resources related duties. Being able to recruit for a candidate who possesses this skill set would be extremely beneficial to the Human Resources Division and the District.

Compensation Analysis

Staff completed a base compensation and a total compensation analysis for the position of Human Resources Specialist. Staff used the salary range for the Administrative Assistant II position to determine where this salary range was in comparison to Human Resources Specialist salaries within the external job market. The salary for the Administrative Assistant II position was not in line with the job market based on base salary, however, was in line with the market based on total compensation.

"Serving the Communities of El Dorado Hills, Rescue and Latrobe"

Staff then looked at the department’s internal equity structure and compared the Human Resources Specialist job description with other internal job descriptions and determined that the job description of the Accounting Specialist/Board Clerk has similar complexities and requirements, so staff is recommending the Human Resources Specialist salary range mirror that of the Accounting Specialist/Board Clerk to ensure fairness within the Department’s internal equity structure and to also be competitive in the external job market upon recruitment to fill this vacancy.

Proposed Salary Range for Human Resources Specialist:

	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$31.26	\$32.83	\$34.45	\$36.19	\$37.99
Monthly	\$5,419	\$5,690	\$5,972	\$6,273	\$6,586

FISCAL IMPACT

The proposed Human Resources Specialist position salary range is 5% more than that of the Administrative Assistant II position, for an estimated increase in the annual cost of the base wage of \$4,400 in fiscal year 2022-23. However, there will be an estimated savings in fiscal year 2022-23 of \$7,000 resulting from the Administrative Assistant II position being vacant through approximately July 2022. Therefore, there will be no fiscal impact of the proposed base wage increase in fiscal year 2022-23.

RECOMMENDATION

Staff recommends the Board approve the conversion of the vacant Administrative Assistant II position to a Human Resources Specialist position.

Submitted by:

Cora Hall
Director of Human Resources



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Maurice Johnson
Fire Chief

DATE: May 3, 2022
TO: Board of Directors
AGENDA ITEM: IV.B
SUBJECT: Approval of Amendment #3 to the Unrepresented Administrative Support Resolution

TOPIC

Amendment #3 to the Unrepresented Administrative Support Resolution.

SUMMARY

Staff seeks Board approval to adopt the revised Unrepresented Administrative Support Resolution.

DISCUSSION

The Unrepresented Administrative Support Resolution has been amended to reflect one recent change. Below is an explanation and outline of this amendment:

1. On May 3, 2022, the Board authorized and approved the job conversion of a vacant Administrative Assistant II position to a Human Resources Specialist position.

The proposed amendment is reflected in Amendment #3, enclosed herein.

FISCAL IMPACT

No fiscal impact

RECOMMENDATION

Approve and adopt Amendment #3 to the Unrepresented Administrative Support Resolution.

Submitted by:

Cora Hall
Director of Human Resources



UNREPRESENTED ADMINISTRATIVE SUPPORT RESOLUTION AMENDMENT #3

This Amendment #3 relating to the Unrepresented Administrative Support Resolution for the period of October 1, 2019, through June 30, 2023, referred to herein as “Amendment #3”, is made and entered effective this 3rd day of May 2022.

1. Article I, General, Section A. shall be amended to read as follows:

I. GENERAL

- A. This Salary and Benefits Resolution (Resolution) is for Unrepresented Administrative Support personnel that are regular full-time employees of the El Dorado Hills County Water District, also known as the El Dorado Hills Fire Department (Department). This Resolution includes employees in positions of Accounting Specialist/Board Clerk, Administrative Assistant I, Administrative Assistant II, Community Risk Reduction Specialist, Fire Prevention Inspector I, Fire Prevention Inspector II, Fire Prevention Specialist, Fire Equipment Mechanic, and Human Resources Specialist.

EL DORADO HILLS COUNTY WATER DISTRICT

RESOLUTION NO. 2022-07

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO HILLS
COUNTY WATER DISTRICT APPROVING AND AUTHORIZING AMENDMENT #3 TO
THE UNREPRESENTED ADMINISTRATIVE SUPPORT RESOLUTION**

WHEREAS, the Board wishes to approve the changes related to Article I. General, Section A., of the Unrepresented Administrative Support Resolution; and,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of the El Dorado Hills County Water District, hereby approves the changes related to Article I. General, Section A., of the Unrepresented Administrative Support Resolution as outlined in Amendment #3 are hereby approved.

The foregoing resolution was passed and adopted by the Board of Directors of the El Dorado Hills County Water District at a meeting of said Board held on the 3rd day of May 2022, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Jessica Braddock, Board Secretary

Bobbi Bennett, President

El Dorado Hills Fire Department
Public Salary Schedule
5/3/2022



CLASSIFICATION		STEPS							
		1	2	3	4	5	6	7	8
ACCOUNTING SPECIALIST/ BOARD CLERK	Hourly	\$ 31.26	\$ 32.83	\$ 34.45	\$ 36.19	\$ 37.99			
	Monthly	\$ 5,419	\$ 5,690	\$ 5,972	\$ 6,273	\$ 6,586			
ADMIN. ASST. I	Hourly	\$ 24.89	\$ 26.14	\$ 27.43	\$ 28.81	\$ 30.25			
	Monthly	\$ 4,314	\$ 4,530	\$ 4,755	\$ 4,994	\$ 5,244			
ADMIN. ASST. II	Hourly	\$ 29.77	\$ 31.26	\$ 32.81	\$ 34.47	\$ 36.18			
	Monthly	\$ 5,161	\$ 5,419	\$ 5,687	\$ 5,974	\$ 6,272			
BATTALION CHIEF (LINE)	Hourly	\$ 45.94	\$ 48.02	\$ 50.20	\$ 52.48	\$ 54.88			
	Monthly	\$ 11,149	\$ 11,652	\$ 12,181	\$ 12,736	\$ 13,317			
CAPTAIN	Hourly	\$ 36.15	\$ 37.96	\$ 39.86	\$ 41.85	\$ 43.94			
	Monthly	\$ 8,772	\$ 9,211	\$ 9,672	\$ 10,155	\$ 10,663			
CAPTAIN/ PARAMEDIC	Hourly	\$ 37.59	\$ 39.47	\$ 41.44	\$ 43.51	\$ 45.69			
	Monthly	\$ 9,122	\$ 9,578	\$ 10,057	\$ 10,560	\$ 11,087			
COMMUNITY RISK REDUCTION SPECIALIST	Hourly	\$ 29.77	\$ 31.26	\$ 32.81	\$ 34.47	\$ 36.18			
	Monthly	\$ 5,161	\$ 5,419	\$ 5,687	\$ 5,974	\$ 6,272			
DEFENSIBLE SPACE INSPECTOR (TEMP/LIMITED TERM)	Hourly	\$ 25.00							
	Monthly	\$ 4,333							
DEFENSIBLE SPACE INSPECTOR TRAINEE (TEMP/LIMITED TERM)	Hourly	\$ 20.00							
	Monthly	N/A							
DEPUTY CHIEF	Hourly	\$ 83.83	\$ 87.71	\$ 91.78	\$ 96.05	\$ 100.54			
	Monthly	\$ 14,530	\$ 15,203	\$ 15,908	\$ 16,649	\$ 17,427			
DIRECTOR OF FINANCE	Hourly	\$ 72.65	\$ 75.97	\$ 79.45	\$ 83.11	\$ 86.19			
	Monthly	\$ 12,593	\$ 13,168	\$ 13,772	\$ 14,406	\$ 14,939			
DIRECTOR OF HUMAN RESOURCES	Hourly	\$ 72.65	\$ 75.97	\$ 79.45	\$ 83.11	\$ 86.19			
	Monthly	\$ 12,593	\$ 13,168	\$ 13,772	\$ 14,406	\$ 14,939			
ENGINEER	Hourly	\$ 31.52	\$ 33.10	\$ 34.75	\$ 36.49	\$ 38.32			
	Monthly	\$ 7,648	\$ 8,030	\$ 8,433	\$ 8,854	\$ 9,296			
ENGINEER/ PARAMEDIC	Hourly	\$ 33	\$ 35	\$ 37	\$ 38	\$ 40			
	Monthly	\$ 8,034	\$ 8,436	\$ 8,858	\$ 9,301	\$ 9,765			
FIRE CHIEF	Hourly	N/A							
	Monthly	\$ 19,928							
FIRE EQUIPMENT MECHANIC	Hourly	\$ 35.87	\$ 37.67	\$ 39.56	\$ 41.53	\$ 43.61			
	Monthly	\$ 6,218	\$ 6,530	\$ 6,856	\$ 7,199	\$ 7,558			

FIREFIGHTER/ PARAMEDIC	Hourly	\$ 25.88	\$ 27.18	\$ 28.53	\$ 29.96	\$ 31.46	\$ 33.04	\$ 34.69	\$ 36.42
	Monthly	\$ 6,280	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,634	\$ 8,016	\$ 8,417	\$ 8,838
FIRE MARSHAL/ DIVISION CHIEF	Hourly	\$ 58.21	\$ 60.81	\$ 63.53	\$ 66.40	\$ 69.40			
	Monthly	\$ 10,090	\$ 10,540	\$ 11,011	\$ 11,509	\$ 12,029			
FIRE PREVENTION INSPECTOR I	Hourly	\$ 33.26	\$ 34.92	\$ 36.66	\$ 38.50	\$ 40.42			
	Monthly	\$ 5,764	\$ 6,053	\$ 6,355	\$ 6,674	\$ 7,007			
FIRE PREVENTION INSPECTOR II	Hourly	\$ 39.14	\$ 41.09	\$ 43.15	\$ 45.31	\$ 47.58			
	Monthly	\$ 6,784	\$ 7,123	\$ 7,479	\$ 7,853	\$ 8,247			
FIRE PREVENTION SPECIALIST	Hourly	\$ 45.20	\$ 47.46	\$ 49.83	\$ 52.32	\$ 54.94			
	Monthly	\$ 7,835	\$ 8,226	\$ 8,638	\$ 9,069	\$ 9,522			
HUMAN RESOURCES SPECIALIST	Hourly	\$ 31.26	\$ 32.83	\$ 34.45	\$ 36.19	\$ 37.99			
	Monthly	\$ 5,419	\$ 5,690	\$ 5,972	\$ 6,273	\$ 6,586			