



EL DORADO HILLS FIRE DEPARTMENT

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

DATE: January 16, 2021
TO: Board of Directors
AGENDA ITEM: Item XIII-A
SUBJECT: Limited Term Appointment – Administrative Captain - 40 hour

The current workload in the Administrative Branch has gone up greatly over the past few years. COVID-19 has further complicated this demand on our Administrative staff to keep up with an ever-changing pandemic.

As our Department progresses, we find ourselves relying more and more on IT for our daily delivery of emergency and non-emergency services. We have identified that our current IT solution is not keeping pace with that demand. We need a comprehensive IT solution which includes IT program management and technical IT services.

We are proposing to select a Captain to fill a Limited Term Appointment (40-hour workweek) until December 31, 2021, to help accomplish some critical tasks including:

- IT Program Management including the development of a multi-year master plan for IT solutions
- Implementation of the 2021 Promotional Testing Plan (5-6 possible testing processes)
- Grant Program Management
- Safety and Risk Program Management
- Social Media Program Management
- Special Projects (Administrative Branch)

Selection Process:

We will solicit interest for this position from the Department and conduct an oral interview process should more than one (1) Captain show interest. We would then temporarily appoint qualified personnel to fill the shift Captain vacancy using our Temporary Appointment process.

Fiscal Impact

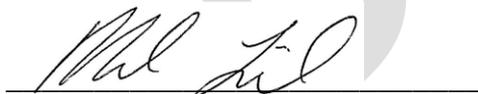
The cost of this proposal is:

Estimated Cost of Admin Captain Proposal		
Annual Cost of Shift Captain	\$ 196,434.77	(excludes OT)
Annual Cost of Admin Captain	\$ 211,095.76	(excludes OT)
Difference	\$ 14,660.99	
Estimated cost for 10 months	\$ 12,217.49	
Backfill Cost:		
Average OT Rate	\$ 59.00	
Average FLSA OT Rate	\$ 6.57	
Medicare	\$ 0.95	
Workers' Compensation	\$ 2.60	
Total OT Rate	\$ 69.12	
Estimated Backfill Hours	\$ 2,427	
Estimated Backfill OT Cost	\$ 167,727.76	
Total Estimated Cost of Proposal	\$ 179,945.25	

Recommendation

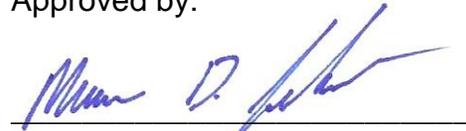
Staff recommends selecting a Captain to fill a Limited Term Appointment (40-hour workweek) until December 31, 2021.

Submitted by:



Michael Lilienthal
Deputy Chief Administration

Approved by:



Maurice Johnson
Fire Chief