

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 8, 2023

TO: Ross Valley Fire Board

FROM: Jason Weber, Fire Chief

SUBJECT: Approve Resolution 23-05 Amending the Salary and Job Class Specifications for Administrative Assistant

RECOMMENDATION

That the Board adopt Resolutions 23-05 that revises Resolution 22-16 and approve a new job classification for the Administrative Assistant.

BACKGROUND

The revised resolution establishes the salary and benefits package for the Administrative Assistant. The new job classification better defines duties needed to support the department.

DISCUSSION:

The department's Administrative Assistant position has been vacant since July 2022. A temporary hire was used to fill the position until January 2023. The position is currently vacant and we are using a contractor to support administrative services.

The salary and benefits are commensurate with other similar positions in the region. The Administrative Assistant position assists the executive level of the Department, provides clerical support to the Board and liaisons with allied agencies. The three-tier position will allow the Department to run a recruitment and fill the position based on a wide range of candidates.

FISCAL IMPACT:

Proposed changes to the salary schedule for the position of Administrative Assistant will increase general fund costs for the remainder of this fiscal year by \$5,290. Staff will work with your Board to make necessary adjustments to the FY23-24 budget to reflect the increased personnel costs, which are estimated to be an annual increase of approximately \$15,000 ongoing.

Encl: Resolution 23-05 Administrative Assistant – **Attachment #1**
Administrative Assistant Job Classification – **Attachment #2**