

---

# MENLO PARK FIRE PROTECTION DISTRICT

## STAFF REPORT

---

**TO:** Human Resources Committee  
**FROM:** Human Resources Department

**MEETING DATE:** October 1, 2024  
**PREPARED BY:** Kristin MacDonald  
**APPROVED BY:** Francine Hunt

**ITEM:** DISCUSS RECLASSIFYING THE EMERGENCY SERVICES SPECIALIST AND COMMUNITY VOLUNTEER COORDINATOR POSITIONS TO COMMUNITY RISK REDUCTION OFFICER I/II/III

---

### **RECOMMENDATION**

It is recommended that the Human Resources Committee:

1. Accept the report as submitted; and
2. Discuss reclassifying the Emergency Services Specialist and Community Volunteer Coordinator positions to Community Risk Reduction Officer I/II/III; and
3. Recommend this item be forwarded to the Board of Directors for approval.

### **BACKGROUND**

The Fire Prevention Division has three similar positions, each budgeted with one full-time employee in the 2024/25 fiscal year: an Emergency Services Specialist (vacant), a Community Volunteer Coordinator (filled), and a Community Risk Reduction Officer (filled). Typically, when two or more classifications perform similar tasks or work but differ in degree of difficulty and responsibility, they are converted into a class series. The District has several other class series including Fire Inspector I/II, Risk Reduction Officer I/II/III, Mechanic I/II, and Administrative Specialist I/II.

### **DISCUSSION**

The Community Risk Reduction Officer, Community Volunteer Coordinator, and Emergency Services Specialist job descriptions all share similar responsibilities, including community outreach, program development, public training, and program promotion. The Emergency Services Specialist specializes in the CERT program, the Community Volunteer Coordinator works with District volunteer groups, and the Community Risk Reduction Officer focuses on schools and other community organizations.

Due to attrition, vacancies, and the cyclical nature of some of the programs, the current Community Risk Reduction Officer I and Community Volunteer Coordinator have worked with all the different groups and programs, performing the work of the three different classifications. The proposed job description is a combination of the three current job descriptions.

The reclassification of the Emergency Services Specialist and Community Volunteer Coordinator into the Community Risk Reduction Officer I/II/III class series would provide the District the flexibility to assign staff to programs based on the strengths of the employee and the cyclical needs of the division. Positions may be filled at the I, II, or III level. If hired at the Community Risk Officer I, promotion to a higher level shall be based on requisite years of service in the prior classification, satisfaction of educational requirements, quality of performance, likelihood of success in the higher classification, and the needs of the District. The level III classification is intended to have just one incumbent that would act as a lead over the other two incumbents. The realignment of these job classifications also allows for and encourages career development and growth while reducing the possibility of valued employees pursuing career advancement with another organization. The Community Risk Reduction Officer I/II/III series will continue to be represented by AFSCME.

This reclassification request has a direct impact on the incumbent of the Community Volunteer Coordinator position. If approved, the current Community Volunteer Coordinator would be reclassified into a Risk Reduction Officer II, based on experience and qualifications, and placed into the nearest step to her current pay rate without a reduction in pay.

The District Board of Directors retains sole authority to amend the District's authorized classifications. The reclassification recommendations are consistent with existing Memorandum of Understanding between the District and the labor unit represented by AFSCME (American Federation of State, County and Municipal Employees).

### **FISCAL IMPACT**

The 2024-25 fiscal impact would be approximately \$3,200.

### **ATTACHMENTS**

- A. Emergency Services Specialist Job Description
- B. Community Volunteer Coordinator Job Description
- C. Community Risk Reduction Officer I/II/III Job Description
- D. Community Risk Reduction Officer I/II/III Draft Job Description