



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

September 5, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**FIRE DEPARTMENT MANAGEMENT PROMOTION EXCEEDING 10 PERCENT INCREASE**

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the Fire Department's attached request to promote Tim Ottman to Manager II, Craft Operations (R12) at an annual salary of \$87,984 (First Quartile). Pursuant to the policy, Board approval is required as the recommended salary increase exceeds 10 percent, but does not exceed the control point of the new salary range. Approval of this request will result in an 18.0 percent salary increase for Mr. Ottman, however it will place him 5.5 percent below the salary of the current, lowest paid manager (R12) within the Department (see Attachment).

Mr. Ottman, who currently is a Building Crafts Superintendent I (Schedule 97F), will be promoted to a vacant, budgeted Manager II, Craft Operations (R12) position. Although this promotion reflects a significant increase, it is still 18.7 percent below the control point for the position, and reflects a 5.5 percent increase over his highest paid subordinate.

Mr. Ottman has worked for the County for over 14 years and currently has been performing the duties of acting Chief, Facilities Management, which include directing the Construction and Maintenance Division of the Fire Department, including the remodeling, repairing, and renovating of 158 fire stations, 11 Fire Camps, 4 Regional Training Centers, 10 Forestry facilities, and various other facilities responsibilities. The Department is extremely fortunate to have a candidate of Mr. Ottman's knowledge and ability to assume this new position.

Each Supervisor  
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Based on the above information, we recommend approval of the Fire Department's request. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by September 22, 2003, we will authorize the Fire Department to proceed with this appointment.

Please contact me if you have any questions or need additional information.

DEJ:DL  
RG:EM:ljp

Attachment

c: Executive Officer, Board of Supervisors  
P. Michael Freeman, Fire Department

fire.bm



Los Angeles County Fire Department  
R-12 MAPP Managers  
August 6, 2003

<u>Position</u>	<u>Monthly Salary</u>	<u>Annual Salary</u>
Assistant Chief, Lifeguard Services	\$9,264	\$111,171
Chief, Financial Management	\$8,142	\$97,707
Chief, Information Systems	\$8,142	\$97,707
Chief, Health Hazardous Materials	\$7,731	\$92,781
<b>Chief, Facilities Management<sup>1</sup></b>	<b>\$7,332</b>	<b>\$87,987</b>

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<sup>1</sup> The proposed salary for Tim Ottman. Payroll title is Manager II, Craft Operations.

**CHIEF, FACILITIES MANAGEMENT, FIRE  
DIVISION CHIEF  
LIST OF DUTIES**

- Directs the Construction and Maintenance division of the Fire Department including the remodeling, repairing, and renovating the following owned and leased facilities:
  - 158 fire stations, of which 150 are owned and 8 are leased
  - 11 Fire Camps, of which 2 are owned and 9 are leased.
  - 4 regional training centers, all are owned.
  - 10 forestry facilities, all are owned.
  - 9 fire prevention offices, all are leased.
  - 1 warehouse, Pacoima Facilities, all are owned.
  - 8 craft shops, all are owned.
  - Heavy equipment repair and storage building.
  - Helicopter Repair Facility.
  - Airport located at the Pacoima Facility.
  
- Plans, assigns, coordinates, supervises and reviews the work of a variety of subordinates craft and trade workers and supervisors including, but not limited to Carpenters, Electricians, Plumbers, Painters, Welders, etc.
  
- Manages and inspects stations construction and alteration work performed by the unit; ensures division complies with building codes and safety regulations.
  
- Manages the maintenance and preparation of work records, reports, and correspondence relative to zone and safety regulations.
  
- Prepares progress and cost reports on work performed by the division.
  
- Administers all maintenance, repairs and placements of 5 lifeguard facilities and the 1,200 lifeguard towers.
  
- Oversees maintenance and repairs of the Department's Dispatch Center.
  
- Directs, plans and determines future requirements for additional facilities by working directly with new developers in procuring all future fire station sites.
  
- Confers with the Fire Chief to determine specific projects and their scope.
  
- Establishes priorities in relation to cost and urgency of the project.
  
- Directs the resolution of specific construction, maintenance and technical problems related to equipment and facility maintenance.

- Participates and maintains Departmental liaison with the Chief Administrative Office's, Real Property Division in establishing annual funding for capital projects pertaining to the construction of new facilities and the renovation of existing sites and facilities.
- Manages the development of policies and procedures to ensure the effective and efficient operation of the division.
- Manages and approves the allocation and distribution of funds and administers a \$42 million Capital Project Budget annually for the Division and monitors expenditures.
- Establishes a transition plan, which describes the new proposed organization and its fiscal impact to the Department.
- Directs and establishes clear criterias for site selection and acquisition including site accessibility, issues, proximity to intersections, minimum parcel dimensions, total site area, buildable area, and topography.

The Fire Department is requesting a Division Chief (Range 12) position to function as the chief for Construction and Maintenance Division and to replace an allocated Assistant Fire Chief position (MAP Range 15). Chief, Construction and Maintenance position reports directly to the Deputy Fire Chief and is responsible for overseeing the overall planning, organizing, and directing of Construction and Maintenance Division activities, including the development, assignment, and higher level clearance of goals, objectives, long range and multiyear plans for supervisors and managers of subordinate organizational units; and subsequently managing the overall a multi-craft division comprised of various craft and trade workers and supervisors providing craft services to enhance achievement of the goals and objectives. Services provided involve the maintenance, construction, alteration and the repair of Department facilities and equipment. The incumbent acts as technical advisor to the Fire Chief and Bureau Chiefs on all building matters. In addition, the position manages a staff of 53 positions and a budget of \$42 million. An internal comparison of the subject position indicates that the position should be compensated on MAP Range 12.

The nature of the duties and scope of responsibilities of the requested position conform with the allocation criterions for Manager II, Crafts Operations for providing the following significant functions:

- Maintenance program planning, including evaluating the condition of all facility components such as buildings and grounds, determining total maintenance and improvement requirements, evaluating operation and maintenance capability in terms of manpower and materials, and planning project priorities to provide optimum service to occupant;
- Financial planning and control, including determining funding requirements for facility operation and maintenance, justifying budget requests to managers;

- Facility requirements planning, including evaluating present use of buildings, space management, equipment, and other facilities; and projecting future requirements in terms of expanding or changing requirements.

Therefore, it is recommended to allocate the position as requested by the Department.