



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
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Fifth District

June 27, 2008

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

From: William T Fujioka  
Chief Administrative Officer

## **FIRE DEPARTMENT CHIEF DEPUTY, EMERGENCY OPERATIONS (UC) AND ASSISTANT FIRE CHIEF SALARY ADJUSTMENTS**

Consistent with the Board-approved policy on management appointments, the Chief Executive Office (CEO) reviewed and recommends Board approval of the Fire Department's request for salary adjustments as indicated for the following: 1) Chief Deputy, Emergency Operations (UC) Daryl Osby at a monthly salary of \$16,317 or 12.9 percent above his current salary, but \$1,732 below the Control Point of R20 (Attachment I) and 2) five (5) newly appointed Assistant Fire Chiefs (Joseph Graham, Mark L. Bennett, Luke Claus, Charles Gutierrez, and Glynn Johnson) at monthly salaries of \$12,839 or 12.39 percent above their current salaries (Attachment II). Board approval is required as these salary increases exceed 10 percent each.

The Chief Deputy, Emergency Operations (UC) and the Assistant Fire Chiefs are responsible for management and oversight of either large divisions, encompassing up to three battalions and a large number of fire stations, or large and complex business functions, such as the Fire Marshal, Air and Wildland, and the Fire Department Camp system. The following is a summary of their experience and new responsibilities:

### Daryl Osby, Chief Deputy, Emergency Operations (UC), R20

Mr. Osby has worked for the County for over 24 years. Currently, he is the Deputy Fire Chief over the East Operations Bureau, and his payroll title is Deputy Fire Chief, Emergency Operations (UC), R18. He has held this item since November 20, 2001. Mr. Osby has a Bachelor of Science Degree in Organizational Leadership and is in the process of completing his Master of Science Degree in Emergency Services Administration. He also holds

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certifications as a California State Certified Incident Commander and Certified Chief Officer. In addition, he has also completed training with the Federal Emergency Management Agency, National Wildfire Coordinating Group, California State Marshal, and the Emergency Management Institute.

Mr. Osby will report directly to Fire Chief P. Michael Freeman, and his new responsibilities will include management and oversight of the Department's Emergency Operations, which includes 167 Fire Stations in 58 Contract Cities and the unincorporated areas of Los Angeles County. In addition, he will oversee the Department's Special Operations Bureau, which is responsible for training, Emergency Medical Services, Homeland Security, and the Air and Wildland Division.

Joseph Graham, Assistant Fire Chief, S16

Mr. Graham has worked for the County for over 30 years and promoted through the ranks of Firefighter. He has served as a Battalion Chief for 14 years from 1993 until his recent promotion to Acting Assistant Fire Chief. He has served in assignments in the Fire Training Academy, Air Operations, Hazardous Materials, and the Fire Command and Control facility. Some of his special assignments have included Air to Sea Rescue Operations with the United States Coast Guard, Air Squad Paramedic, Honor Guard Chairman, and Emergency Preparedness Coordinator. Mr. Graham holds a Bachelor of Science Degree along with certifications as a State Fire Officer and State Chief Officer.

Mr. Graham's new responsibilities will include management and oversight of the Division VII Emergency Operations, which covers the cities of West Hollywood, Universal City, Malibu, Westlake Village, Calabasas, Agoura Hills, and the unincorporated areas of Los Angeles County. Additionally, Mr. Graham will be responsible for responding to major emergencies as a member of the Department's Incident Management Teams.

Mark J. Bennett, Assistant Fire Chief, S16

Mr. Bennett has been with the County for 24 years and has served as an Acting Assistant Fire Chief in 2005, 2006, and 2007; a total of 19 months. He has promoted through the ranks of Firefighter and has held the position of Battalion Chief since 2001. He serves the cities of Huntington Park, South Gate, Lynwood, Maywood, and the unincorporated areas of Los Angeles County.

Mr. Bennett's new responsibilities will include management and oversight of the Department's 911 calls for all 58 Contract Cities and the unincorporated areas of Los Angeles County. Additionally, Mr. Bennett will be responsible for responding to major emergencies as a member of the Department's Incident Management Teams.

Luke Claus, Assistant Fire Chief, S16

Mr. Claus has been with the County for over 31 years and with the Fire Department for 22 years. He previously served as a Battalion Chief from September 2004 to the present. While promoting through the sworn ranks of Firefighter to Battalion Chief, Mr. Claus also served as the Operations Staff Aide Captain for two (2) Deputy Fire Chiefs, was an Incident Commander on several second alarm fires, and was involved in the Los Angeles County Safe Haven Baby Safe Surrender training. Mr. Claus holds a Bachelor of Arts Degree and has taken numerous emergency training courses offered by the Federal Emergency Management Act and the Fire Department.

Mr. Claus' new responsibilities will include management and oversight of the Division III Emergency Operations which covers the cities of La Canada-Flintridge, Santa Clarita, and the unincorporated areas of Los Angeles County. Additionally, Mr. Claus will be responsible for responding to major emergencies as a member of the Department's Incident Management Teams.

Charles Gutierrez, Assistant Fire Chief, S16

Mr. Gutierrez has been with the County for over 33 years and promoted through the ranks of Firefighter, serving as a Battalion Chief from April 2003 to the present. He began his career as a Fire Suppression Aid and has served in assignments that include Supervising Camp Foreman, Emergency Preparedness Officer, and Public Information Officer. Mr. Gutierrez has completed numerous Fire Department courses, the National Incident Management System course, and served on one of the Department's Incident Management Teams for over 10 years.

Mr. Gutierrez's new responsibilities will include management and oversight of Division VI Emergency Operations, which covers the cities of South Gate, Huntington Park, Lynwood, Inglewood, and the unincorporated areas of Los Angeles County. Additionally, Mr. Gutierrez will be responsible for responding to major emergencies as a member of our Department's Incident Management Teams.

Glynn Johnson, Assistant Fire Chief, S16

Mr. Johnson has been with the County for over 30 years and promoted through the ranks of Firefighter, serving as a Battalion Chief from 2002 to the present. He has been involved in numerous catastrophic emergency disasters as a Chief Officer, including but not limited to the 1992 Los Angeles riots, 1994 Northridge earthquake, 2002 Bonelli plane crash, and the 2004 San Dimas Canyon swift water rescue. In addition to his Masters Degree in Education, Mr. Johnson has completed programs and courses with the U.S. Department of Justice, U.S. Air Force School of Applied Aerospace Sciences, Auburn University's Weapons of Mass Destruction Incident Command, the National Fire Academy, and the State Fire Marshal. He has taught courses at various colleges in Los Angeles County, the U.S. Department of Justice in Alabama, U.S. Department of Homeland Security, and the U.S. National Fire Academy.

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Mr. Johnson's new responsibilities will include management and oversight of Division VIII Emergency Operations, which covers the cities of La Puente, Industry, Pomona, Walnut, Diamond Bar, and the unincorporated areas of Los Angeles County. Additionally, Mr. Johnson will be responsible for responding to major emergencies as a member of the Department's Incident Management Teams.

We have included a Fire Department organization chart (Attachment III) and the County's position descriptions (Attachment IV) to assist in depicting the requested areas of responsibilities and position requirements of the higher level position of Chief Deputy, Emergency Operations (UC), R20 and Assistant Fire Chief, S16 that the incumbents have been appointed.

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 July 1, 2008, the CEO will authorize the Fire Department to proceed with these salary adjustments.

Please contact Mr. Ernie Miyamoto, Public Safety, at (213) 974-1178 if you have any questions or need additional information.

WTF:SRH:RDC  
JW:EM:yjf

#### Attachments

c: Executive Officer, Board of Supervisors  
County Counsel  
Fire Department

Fire.MAPP.promotions.bm

**Chief Deputy, Emergency Operations (UC) - Salary Recommendations  
Management Appraisal and Performance Plan  
Tier I – R20 Salary Schedule**

<u>Name</u>	<u>Current Salary</u>	<u>Proposed Increase</u>	<u>Requested Salary</u>	<u>Percentage Increase</u>
Daryl Osby	\$14,448.00	\$1,869.00	\$16,317.00	12.90

MAPP promotional provisions, recommend that comparable information and salary levels of all equivalent or peer internal positions be considered when establishing a recommended salary. The following are the two (2) incumbents, one recently retired on March 31, 2008 (Chief Deputy, Gary Lockhart), currently holding items at the level of R20 within the Fire Department and their current compensation levels.

<u>Name</u>	<u>Item</u>	<u>Appointment Date</u>	<u>Current Salary</u>
Gary Lockhart	Chief Deputy, Emergency Operations (UC)	3/6/2006	\$16,317.00
Michael Dyer	Chief Deputy, Emergency Operations (UC)	7/1/2006	\$16,317.00

MANAGEMENT APPRAISAL PERFORMANCE PLAN  
TIER I SALARY STRUCTURE  
QUARTILE TABLE - R SCHEDULE  
(Salary effective January 1, 2008)

Attachment I

RANGE	FIRST QUARTILE		SECOND QUARTILE		CONTROL POINT	THIRD QUARTILE		FOURTH QUARTILE	
R1	\$3,634.29	\$4,100.92	\$4,100.93	\$4,567.54	\$4,567.54	\$4,567.55	\$5,034.17	\$5,034.18	\$5,500.79
R2	\$3,906.89	\$4,408.52	\$4,408.53	\$4,910.15	\$4,910.15	\$4,910.16	\$5,411.78	\$5,411.79	\$5,913.40
R3	\$4,199.87	\$4,739.12	\$4,739.13	\$5,278.36	\$5,278.36	\$5,278.37	\$5,817.61	\$5,817.62	\$6,356.85
R4	\$4,514.90	\$5,094.60	\$5,094.61	\$5,674.29	\$5,674.29	\$5,674.30	\$6,253.98	\$6,253.99	\$6,833.67
R5	\$4,853.57	\$5,476.75	\$5,476.76	\$6,099.92	\$6,099.92	\$6,099.93	\$6,723.10	\$6,723.11	\$7,346.27
R6	\$5,217.45	\$5,887.35	\$5,887.36	\$6,557.25	\$6,557.25	\$6,557.26	\$7,227.15	\$7,227.16	\$7,897.04
R7	\$5,608.77	\$6,328.91	\$6,328.92	\$7,049.05	\$7,049.05	\$7,049.06	\$7,769.19	\$7,769.20	\$8,489.33
R8	\$6,029.45	\$6,803.61	\$6,803.62	\$7,577.76	\$7,577.76	\$7,577.77	\$8,351.92	\$8,351.93	\$9,126.07
R9	\$6,481.80	\$7,314.03	\$7,314.04	\$8,146.26	\$8,146.26	\$8,146.27	\$8,978.50	\$8,978.51	\$9,810.73
R10	\$6,967.92	\$7,862.57	\$7,862.58	\$8,757.22	\$8,757.22	\$8,757.23	\$9,651.87	\$9,651.88	\$10,546.52
R11	\$7,490.47	\$8,452.21	\$8,452.22	\$9,413.95	\$9,413.95	\$9,413.96	\$10,375.70	\$10,375.71	\$11,337.44
R12	\$8,052.09	\$9,085.94	\$9,085.95	\$10,119.79	\$10,119.79	\$10,119.80	\$11,153.64	\$11,153.65	\$12,187.49
R13	\$8,656.30	\$9,767.73	\$9,767.74	\$10,879.16	\$10,879.16	\$10,879.17	\$11,990.59	\$11,990.60	\$13,102.02
R14	\$9,305.50	\$10,500.28	\$10,500.29	\$11,695.06	\$11,695.06	\$11,695.07	\$12,889.85	\$12,889.86	\$14,084.63
R15	\$10,003.46	\$11,287.86	\$11,287.87	\$12,572.26	\$12,572.26	\$12,572.27	\$13,856.66	\$13,856.67	\$15,141.06
R16	\$10,753.73	\$12,134.46	\$12,134.47	\$13,515.18	\$13,515.18	\$13,515.19	\$14,895.91	\$14,895.92	\$16,276.64
R17	\$11,560.08	\$13,044.34	\$13,044.35	\$14,528.60	\$14,528.60	\$14,528.61	\$16,012.87	\$16,012.88	\$17,497.13
R18	\$12,427.29	\$14,022.90	\$14,022.91	\$15,618.51	\$15,618.51	\$15,618.52	\$17,214.12	\$17,214.13	\$18,809.72
R19	\$13,359.34	\$15,074.62	\$15,074.63	\$16,789.89	\$16,789.89	\$16,789.90	\$18,505.17	\$18,505.18	\$20,220.45
R20	\$14,361.29	\$16,205.22	\$16,205.23	\$18,049.14	\$18,049.14	\$18,049.15	\$19,893.06	\$19,893.07	\$21,736.98
R21	\$15,438.39	\$17,420.61	\$17,420.62	\$19,402.82	\$19,402.82	\$19,402.83	\$21,385.04	\$21,385.05	\$23,367.25
R22	\$16,596.27	\$18,727.15	\$18,727.16	\$20,858.03	\$20,858.03	\$20,858.04	\$22,988.92	\$22,988.93	\$25,119.80
R23	\$17,840.99	\$20,131.69	\$20,131.70	\$22,422.38	\$22,422.38	\$22,422.39	\$24,713.08	\$24,713.09	\$27,003.78
R24	\$19,179.06	\$21,641.56	\$21,641.57	\$24,104.06	\$24,104.06	\$24,104.07	\$26,566.57	\$26,566.58	\$29,029.07
R25	\$20,617.49	\$23,264.68	\$23,264.69	\$25,911.87	\$25,911.87	\$25,911.88	\$28,559.06	\$28,559.07	\$31,206.25

**Fire Assistant Fire Chief - Salary Recommendations  
Management Appraisal and Performance Plan  
Tier II - S16 Salary Schedule**

<u>Name</u>	<u>Current Salary</u>	<u>Proposed Increase</u>	<u>Requested Salary</u>	<u>Percentage Increase</u>
Joseph Graham	\$11,423.18	\$1,415.82	\$12,839.00	12.39
Mark L. Bennett	\$11,423.18	\$1,415.82	\$12,839.00	12.39
Luke Claus	\$11,423.18	\$1,415.82	\$12,839.00	12.39
Charles Gutierrez	\$11,423.18	\$1,415.82	\$12,839.00	12.39
Glynn Johnson	\$11,423.18	\$1,415.82	\$12,839.00	12.39

MAPP promotional provisions recommend that comparable information and salary levels of all equivalent or peer internal positions be considered when establishing a recommended salary. The following are 12 incumbents currently holding items at the level of S16 within the Fire Department and their current compensation levels.

<u>Name</u>	<u>Item</u>	<u>Appointment Date</u>	<u>Current Salary</u>
Mark B. Nelson	Assistant Fire Chief, S16	9/17/2007	12,839.65
Donald A. Deyoung	Assistant Fire Chief, S16	9/17/2007	12,839.65
Robert M. Valdillez	Assistant Fire Chief, S16	9/17/2007	12,839.65
David R. Richardson, Jr.	Assistant Fire Chief, S16	9/17/2007	12,839.65
Jerry D. Vandenberg	Assistant Fire Chief, S16	4/1/2006	13,257.51
Ronald D. Watson	Assistant Fire Chief, S16	4/15/2006	13,257.51
Angel Montoya	Assistant Fire Chief, S16	4/1/2005	13,257.51
Edward M. Gil	Assistant Fire Chief, S16	4/1/2004	13,257.51
Ernie R. Golphene	Assistant Fire Chief, S16	4/1/2004	13,257.51
Michael Metro	Assistant Fire Chief, S16	4/1/2004	13,257.51
Johnny Jee	Assistant Fire Chief, S16	2/1/2002	13,257.51
Fidel J. Nieto	Assistant Fire Chief, S16	2/1/2002	13,257.51

**MANAGEMENT APPRAISAL & PERFORMANCE PLAN  
TIER II SALARY STRUCTURE TABLES – S SCHEDULE**

**Table T – Effective January 1, 2008**

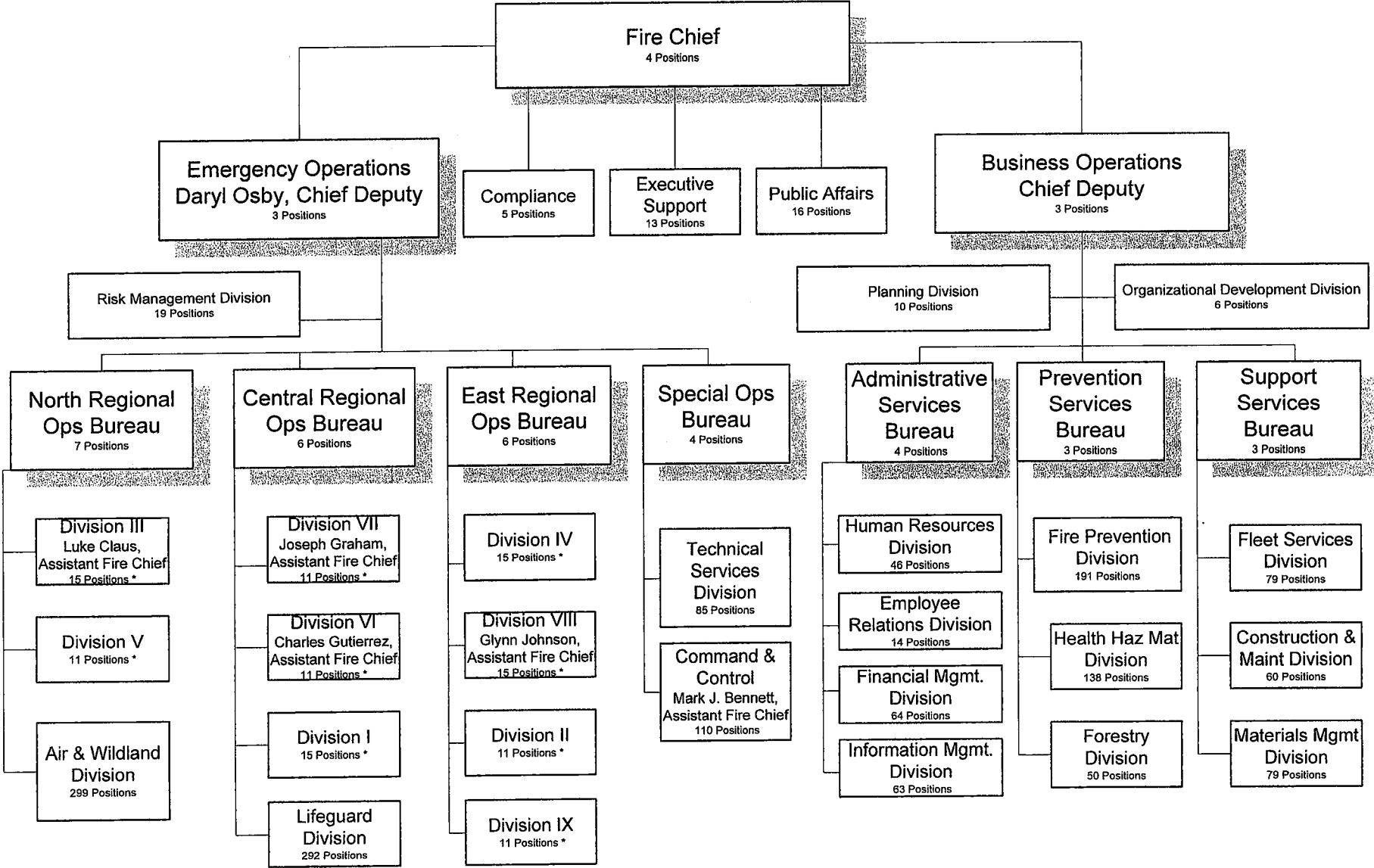
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
S1	3,634.28	3,743.32	3,855.62	3,971.28	4,090.42	4,213.14	4,339.53	4,469.72	4,603.81	4,741.92	4,884.18	5,030.70	5,180.17	5,332.76	5,489.50	5,650.41	5,815.50	5,984.79
S2	3,908.86	4,024.07	4,144.79	4,269.13	4,397.20	4,529.12	4,664.99	4,804.84	4,948.09	5,097.57	5,250.49	5,408.01	5,489.13	5,671.46	5,855.04	5,739.86	5,825.96	5,913.36
S3	4,199.87	4,325.87	4,455.65	4,589.32	4,727.00	4,868.81	5,014.87	5,165.32	5,320.27	5,479.88	5,644.28	5,813.81	5,900.81	5,989.32	6,079.16	6,170.35	6,262.91	6,356.85
S4	4,514.86	4,650.31	4,789.82	4,933.51	5,081.52	5,233.97	5,390.98	5,552.71	5,719.30	5,890.87	6,067.80	6,249.63	6,343.37	6,438.52	6,536.10	6,633.13	6,732.82	6,833.61
S5	4,853.48	4,999.08	5,149.08	5,303.53	5,462.63	5,626.51	5,795.31	5,969.17	6,148.24	6,332.69	6,522.67	6,718.35	6,819.13	6,921.41	7,025.23	7,130.61	7,237.57	7,346.14
S6	5,217.49	5,374.02	5,535.24	5,701.29	5,872.33	6,048.50	6,229.86	6,416.86	6,609.36	6,807.64	7,011.87	7,222.23	7,330.56	7,440.52	7,552.13	7,665.41	7,780.39	7,897.10
S7	5,608.80	5,777.07	5,950.38	6,128.89	6,312.76	6,502.14	6,697.20	6,898.12	7,105.06	7,318.21	7,537.76	7,763.89	7,880.35	7,998.56	8,118.54	8,240.31	8,363.92	8,489.38
S8	6,029.48	6,210.35	6,398.66	6,588.86	6,786.21	6,989.80	7,199.49	7,415.48	7,637.84	7,867.08	8,103.09	8,346.19	8,471.38	8,598.45	8,727.43	8,858.34	8,991.21	9,126.08
S9	6,481.67	6,676.12	6,876.41	7,082.70	7,295.18	7,514.03	7,739.46	7,971.64	8,210.79	8,457.11	8,710.83	8,972.15	9,106.73	9,243.33	9,381.98	9,522.71	9,665.55	9,810.54
S10	6,967.80	7,176.83	7,392.14	7,613.90	7,842.32	8,077.59	8,319.91	8,569.51	8,826.60	9,091.40	9,364.14	9,645.06	9,789.74	9,936.58	10,085.63	10,236.92	10,390.47	10,546.33
S11	7,490.38	7,715.09	7,946.55	8,184.94	8,430.49	8,683.41	8,943.91	9,212.23	9,488.59	9,773.25	10,066.45	10,368.44	10,523.97	10,681.83	10,842.05	11,004.69	11,169.76	11,337.30
S12	8,052.18	8,293.73	8,542.64	8,798.81	9,062.78	9,334.66	9,614.70	9,903.14	10,200.24	10,506.24	10,821.43	11,146.07	11,313.27	11,482.86	11,655.21	11,830.04	12,007.49	12,187.60
S13	8,656.07	8,915.78	9,183.23	9,458.72	9,742.49	10,034.76	10,335.80	10,645.88	10,965.25	11,294.21	11,633.04	11,982.03	12,161.76	12,344.19	12,529.35	12,717.29	12,908.05	13,101.67
S14	9,305.28	9,584.44	9,871.97	10,168.13	10,473.17	10,787.37	11,110.99	11,444.32	11,787.65	12,141.28	12,505.52	12,880.68	13,073.89	13,270.00	13,469.05	13,671.09	13,876.15	14,084.29
S15	10,003.17	10,303.27	10,612.37	10,930.74	11,258.66	11,596.42	11,944.31	12,302.64	12,671.72	13,051.87	13,443.43	13,846.73	14,054.43	14,265.25	14,479.23	14,696.42	14,916.86	15,140.62
S16	10,753.41	11,076.01	11,408.30	11,750.54	12,103.08	12,466.15	12,840.14	13,225.34	13,622.10	14,030.76	14,451.89	14,885.24	15,108.52	15,335.14	15,565.17	15,798.65	16,035.83	16,276.16
S17	11,559.92	11,906.72	12,263.92	12,631.84	13,010.79	13,401.11	13,803.15	14,217.24	14,643.78	15,083.07	15,535.56	16,001.63	16,241.66	16,485.28	16,732.58	16,983.55	17,238.30	17,496.88
S18	12,426.91	12,799.72	13,183.71	13,579.22	13,986.60	14,406.20	14,838.38	15,283.53	15,742.04	16,214.30	16,700.73	17,201.75	17,459.78	17,721.68	17,987.50	18,257.31	18,531.17	18,809.14
S19	13,358.93	13,759.70	14,172.49	14,597.86	15,035.59	15,486.66	15,951.26	16,429.80	16,922.69	17,430.37	17,953.29	18,491.88	18,769.26	19,050.80	19,336.56	19,629.61	19,921.01	20,219.83
S20	14,360.85	14,791.68	15,235.43	15,692.49	16,163.26	16,648.16	17,147.81	17,662.03	18,191.90	18,737.65	19,289.78	19,878.78	20,178.96	20,479.81	20,786.81	21,098.61	21,415.09	21,736.31

**NOTE:**

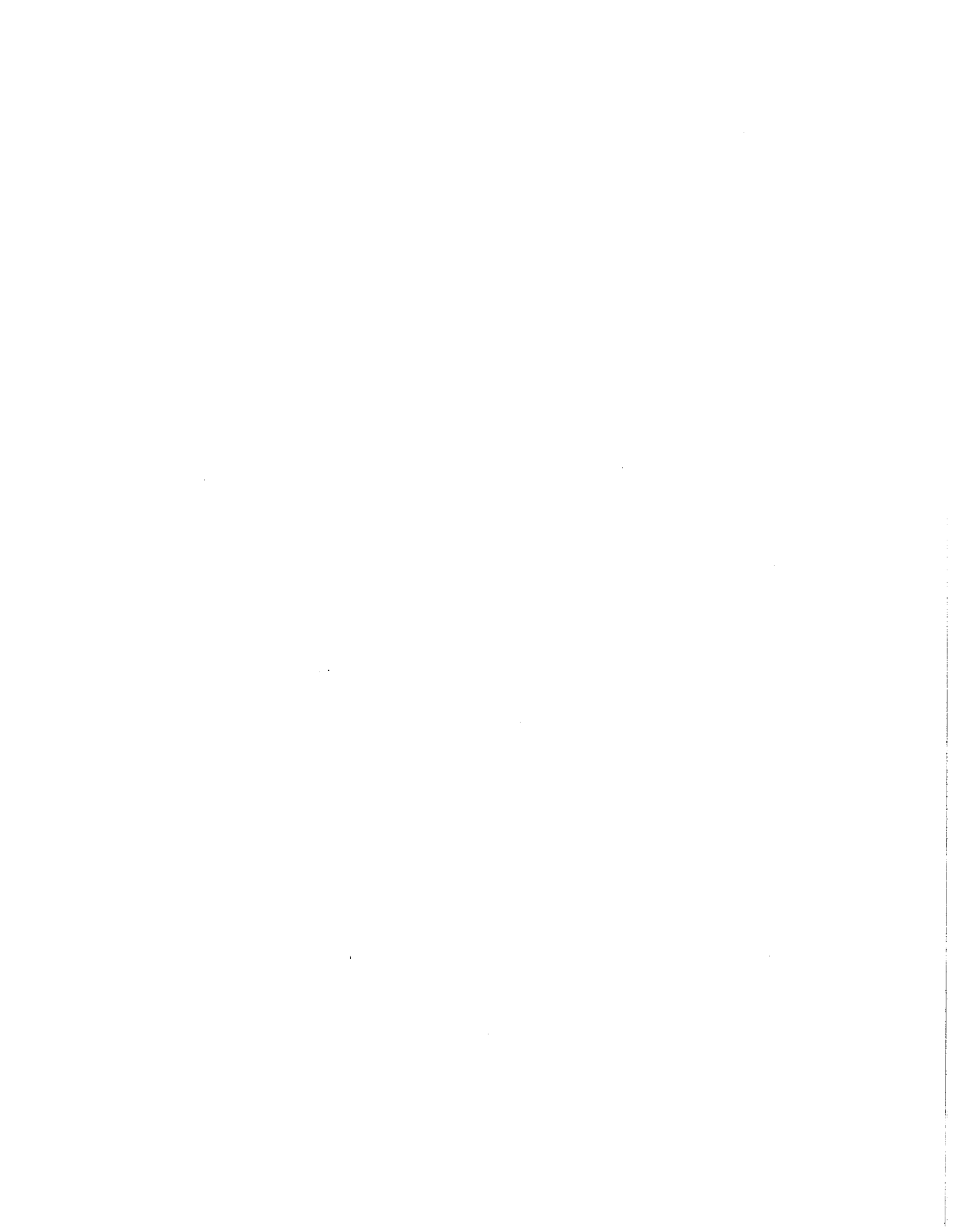
As a result of arithmetical rounding, the published monthly salary structures may differ by no more than two cents from computerized payroll system calculations.



**LOS ANGELES COUNTY FIRE DEPARTMENT**  
**P. MICHAEL FREEMAN, FIRE CHIEF**  
 2008-09 Final Changes Positions = 4,343



\* Includes 2,546 Emergency Field Personnel Positions.



**COUNTY OF LOS ANGELES  
POSITION DESCRIPTION**

**TITLE:** CHIEF DEPUTY, EMERGENCY OPERATIONS, FIRE (UC)

**ITEM NUMBER:** 0220

**APPROVAL DATE:** 07/02/02

**DEFINITION:**

Acts as assistant head of the Fire Department.

**STANDARDS:**

These two positions are unclassified and are distinguished by their executive and administrative responsibility for assisting the County Forester & Fire Warden (Fire Chief) in planning and directing all operations of the Fire Department including fire prevention, fire suppression, reforestation projects, lifeguard services, and the enforcement of federal, state, and local laws dealing with fire protection. Incumbents must possess the requisite knowledge, skills, and abilities required to manage an organization including the direction of budget, personnel, fiscal, supply, and other administrative functions as well as line or technical functions such as fire prevention, fire fighting and fire suppression.

**EXAMPLES OF DUTIES:**

Assist the Fire Chief in planning, organizing and directing all operations of the Fire Department including formulating and preparing all policies, programs, and procedures.

Direct and participate in the development of both short-term goals and long range objectives for departmental operations and the achievement of those goals and objectives.

Recommend the adoption, enactment, and amendment of County ordinances, resolutions and regulations, federal and state statutes, and the County Charter in order to provide effective, efficient and economical administration of the Department.

Direct and participate in the formulation of Department policies in terms of program, personnel, and equipment.

Provide direction to the Deputy Director, Deputy Chiefs (UC) and other senior managers of the Fire Department.

Direct and evaluate investigations of public complaints pertaining to the activities of employees of the Department.

Establish and maintain liaison with the public, community groups, professional organizations, elected officials, and other County departments.

Participate in the development and administration of the Fire Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; and monitor and approve expenditure on behalf of the Fire Chief.

Assist in directing fire prevention, fire suppression, and paramedic rescue activities in the Fire Protection District, contract cities, and unincorporated areas of the County.

Assist in directing reforestation and lifeguard services.

Assist in making periodic reports to the Board of Supervisors regarding the accomplishments of the Department.

Serves as acting Fire Chief in his absence.

Assist in efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

#### **MINIMUM REQUIREMENTS:**

Current status as an Assistant Fire Chief -OR- Three years experience in a management position at the level of Battalion Chief/Section Head or higher in the fire service or related field.

#### **DESIRABLE QUALIFICATIONS:**

Proven ability to effectively manage emergency, prevention, forestry or administrative support operations in the Los Angeles County Fire Department.

Demonstrated ability to deal with major problems and meet significant challenges in emergency or non-emergency functions.

Proactive team player who is able to work effectively as part of the executive management team.

Demonstrated personal commitment to the Fire Department and its Core Values.

Demonstrated ability and proven skills to function effectively at this level in the organization.

Proven ability to interact effectively and positively with Board Deputies, County staff, and other governmental agencies.

Demonstrated skills that would indicate the necessary ability to work closely with the Fire Chief in developing long-term goals and objectives for the Fire Department.

Proven ability to manage multiple high level managers, and coordinate their operations to achieve Departmental goals.

**LICENSE:**

A valid California Class C Driver License.

**PHYSICAL CLASS:**

2 - Light.





**Los Angeles County  
Department of Human Resources**

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***Class Specification: ASSISTANT FIRE CHIEF***

**ITEM NUMBER:** 0217

**APPROVAL DATE:** 09/26/2000

**DEFINITION:**

Has immediate charge of a major division of the Fire Department .

**CLASSIFICATION STANDARDS:**

Positions allocable to this class report to a Deputy Fire Chief, U.C., whom they assist in the administration of a bureau by directing the activities of major divisions of that bureau through subordinate supervisors. These divisions are responsible for such functions as fire fighting, construction and maintenance services, communications, and fire prevention. Incumbents in this class must exercise thorough knowledge of organizational and management practices, the principles and practices of budget preparation and administration, and thorough knowledge of the principles, practices, methods, and techniques of modern fire protection and safety, EMS, and HAZMAT activities. Incumbents must also have the ability to plan, assign, and direct the work of others through subordinate supervisors; deal effectively with the public, community groups, and elected city officials; coordinate operations within the department and with other departments and agencies; and have refined oral and written communication skills.

**EXAMPLES OF DUTIES:**

Manages a major Fire Department Division and/or related programs (e.g., fire protection and planning, fire suppression camp program, heavy equipment, air operations, etc.) by directing the strategic and daily activities of the Division.

Provides coordination services for all fire-related matters in several cities and communities, serving as a senior management representative by attending local meetings/seminars, making presentations, interacting/negotiating with local officials and stakeholders, etc., through verbal and written means.

Manages employees of the Division by assigning, planning, directing, and reviewing assignments; providing performance evaluations; investigating complaints of Division personnel; and recommending disciplinary action as needed.

Acts as a community representative by responding to complaints, interacting with news media, coordinating programs at local schools, working with the business community and utilities services, non-profit organizations, etc., in order to answer questions and disseminate information through verbal and written means.

Directs and coordinates administrative and staff services including training, planning, research, special projects and reports; legislative, code, and standards review; and community services.

Assists in the development of the Bureau budget and manages the Division budget by recommending and approving expenditures, projecting costs, and justifying expenditures in order to ensure compliance with budgetary allocation.

Manages the coordination of the work within a Division with other Departmental Divisions and local, State, and Federal agencies to address fire protection issues, community-based issues, and to meet Departmental goals.

Prepares various reports such as activity reports for communities and cities, Counties, and local, State, and Federal agencies to document services provided.

Serves as Duty Chief and member of Departmental Incident Management Team on a rotational basis in order to respond to administrative or emergency requests.

Responds to significant incidents, e.g., HAZMAT, EMS, wildland fires and weather-related occurrences, etc., functions as the Incident Commander at the scene, and coordinates with local/County officials in order to manage and mitigate the emergency.

Inspects Fire Department facilities, vehicles, equipment, uniforms, etc., to ensure compliance with applicable policies/regulations/standards and directs appropriate improvements/solutions where needed.

Meets and consults with representative groups to discuss labor issues.

***MINIMUM REQUIREMENTS:***

**TRAINING AND EXPERIENCE:**

Two years' experience as a Battalion Chief for the County of Los Angeles Fire Department. A Bachelor's Degree from an accredited college may be substituted for one year of the required experience or an Associate's Degree from an accredited college may be substituted for six months of the required experience.

**LICENSE:**

Must possess a valid California Class C Driver License.

**PHYSICAL CLASS:**

3 - Moderate.