TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: March 10, 2023

SUBJECT: Fire Protection Engineer – Madison Fire Department

The Human Resources Department received a request from Fire Chief Chris Carbon to study the 1.0 FTE positions #2147 and #4996 of Fire Protection Engineer (CG 18, Range 13), which are currently vacant. Upon reviewing the updated position description and class specification, and reviewing other professional classifications within the City, I recommend the following:

- Delete the classification of Fire Protection Engineer in CG18, Range 13;
- Create a new classification of Fire Protection Engineer in CG18, Range 12;
- Recreate positions #2147 and #4996 into the new classification.

The Fire Protection Engineer classification specification describes:

> … responsible professional, and **supervisory**, work in developing and implementing fire protection engineering programs and services. Work primarily involves directing the Fire Department's plan review, new construction inspection, and tank inspection programs (**including staff supervision** and program management); and providing technical expertise and consultation on a wide variety of fire protection engineering issues. Under the direction of the Fire Marshall, this position is characterized by considerable judgment and discretion. [emphasis added]

The Fire Protection Engineer supervised the Elevator Code Enforcement Officers. As position #2147 is now vacant due to a recent promotion, the Fire Department has re-evaluated the position and no longer has a need for this classification to supervise other employees. There are multiple leadworkers, who lead other employees and can assist in this manner for the Elevator staff. The extra layer of supervision is not necessary and these employees will report directly to the Fire Marshal.

In terms of salary placement, this work is still highly technical professional work, which aligns well with the following classifications in CG 18, Range 12 that do not supervise other employees:

- The Hydrogeologist 4 performs advanced level professional technical work in the Engineering Division.
- The Control Systems Programmer performs specialized professional work within the Water Utility.
- The Engineer 4 provides performs professional engineering work within public works agencies.
- The Landscape Architect 4 performs professional landscape architectural work within the Parks Division.

Due to the removal of supervisory responsibilities of position #2147 and #4996, I recommend deleting the classification of Fire Protection Engineer in CG18, Range 13, creating a new classification of Fire Protection Engineer in CG18, Range 12, and recreating positions #2147 and #4996 in the new classification, all within the Fire operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

| Compensation Group/Range | 2023 Annual Minimum (Step 1) | 2023 Annual Maximum (Step 5) | 2023 Annual Maximum +12% longevity |
|---|---|---|---|
| 18/12 | $81,073 | $97,877 | $109,622 |
| 18/13 | $85,103 | $102,377 | $114,662 |

cc: Chris Carbon – Fire Chief
Tracy Burrus – Assistant Fire Chief
Bill Sullivan – Fire Marshal