



Office of the City Manager

CONSENT CALENDAR

July 30, 2024

To: Honorable Mayor and Members of the City Council

From: LaTanya Bellow, Interim City Manager

Submitted by: Aram Kouyoumdjian, Director of Human Resources

Subject: Establish Classification and Salary – Assistant Fire Inspector

RECOMMENDATION

Adopt a Resolution establishing the job class specification and salary of Assistant Fire Inspector with an hourly salary range of \$36.8038 - \$44.7352.

FISCAL IMPACT

If staffed as a full-time career classification, the proposed hourly range of \$36.8038 - \$44.7352 (\$76,551.82 - \$93,049.22 annually) will have a fiscal impact of approximately \$133,613.55 - \$162,408.10 when full benefits are applied.

CURRENT SITUATION AND ITS EFFECTS

The new job classification creates an entry-level opportunity to recruit individuals interested in entering the fire prevention field and will support succession planning in the Fire Prevention Division of the Berkeley Fire Department. The knowledge, skills, and abilities represent the current industry standards in fire prevention.

BACKGROUND

The Fire Prevention Division of the Berkeley Fire Department plans, organizes, and implements prevention and inspection programs, fire and arson investigations, vegetation management, hazard abatement, code enforcement, public fire safety education, plan checks, and development of codes and ordinances; the Wildland Urban Interface (WUI) Division addresses the wildland fire threat that faces the Berkeley community by performing vegetation management inspections, and delivering education to community groups.

To provide these services to the community, the divisions are currently staffed by one Fire Marshal, one Deputy Fire Marshal, and 8 sworn Fire Prevention Inspectors. The Department also offers internships that afford valuable exposure and career

opportunities to those new to the industry, and provide extensive training. Candidates who emerge from internship programs often do not have the requisite experience to become journey-level Fire Prevention Inspectors. An entry-level classification of Assistant Fire Inspector bridges the internship programs and journey-level classifications such as Fire Inspector. In addition, having the classification of Assistant Fire Inspector provides a layer of support to Fire Prevention Inspectors.

The salary range is internally aligned with the Assistant Inspector classification, which is the equivalent classification used in the City's Planning Department.

The new classification was approved by the Personnel Board at its meeting of July 8 by unanimous vote.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

The entry-level classification of Assistant Fire Inspector serves as a bridge into journey-level classifications such as Fire Prevention Inspector and provides support to the Fire Prevention and WUI divisions of the Berkeley Fire Department.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807.

ATTACHMENTS

1: Resolution

Exhibit A: Assistant Fire Inspector – Job Class Specifications and Salary Range

RESOLUTION NO. xxxxx - N.S.

NEW JOB SPECIFICATIONS AND SALARY RANGE FOR ASSISTANT FIRE INSPECTOR

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, job specifications are foundational components of the City’s Classification and Compensation plan; and

WHEREAS, the Human Resources Department developed job specifications for the Assistant Fire Inspector classification with an hourly salary range of \$36.8038 - \$44.7352; and

WHEREAS, the entry-level classification of Assistant Fire Inspector serves as a bridge into journey-level classifications such as Fire Prevention Inspector and provides support to the Fire Prevention and Wildland Urban Interface (WUI) divisions of the Berkeley Fire Department; and

WHEREAS, the Personnel Board recommended on July 8, 2024 to adopt the new job specifications and salary range for the Assistant Fire Inspector class;

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the classification for Assistant Fire Inspector is established with a salary range and classification as shown in Exhibit A, effective July 30, 2024;

BE IT FURTHER RESOLVED that the Assistant Fire Inspector classification have an hourly salary range of \$36.8038 to \$44.7352 over five (5) salary steps:

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
\$36.8038	\$38.6439	\$40.5761	\$42.6050	\$44.7352

Exhibit A:
Assistant Fire Inspector – Job Class Specifications and Salary Range

EXHIBIT A



CITY OF BERKELEY
Established Date: July XX, 2024

Assistant Fire Inspector

Class Code:
XXXX

Bargaining Unit: Unrepresented Classification

SALARY RANGE

\$36.8038 - \$44.7352 Hourly
\$2,944.30 - \$3,578.82 Biweekly
\$6,379.32 - \$7,754.11 Monthly
\$76,551.82 - \$93,049.26 Annually

DESCRIPTION:

DEFINITION

Under general supervision of Fire Marshal or designee, the Assistant Inspector performs inspections of buildings and structures for compliance with local fire prevention ordinances; and assists in the investigation of existing fire hazards in commercial, residential and/or industrial properties. The incumbent is expected to make appropriate recommendations to correct evidences of fire hazards as well as perform inspections for violations of fire laws, codes and ordinances, and performs other work related to fire prevention and other related duties as required.

CLASS CHARACTERISTICS

This single position entry-level classification assists with fire inspection activities and is distinguished from Fire Prevention Inspector which is the journey-level classification. The classification Fire Prevention Inspector (Sworn) also requires Emergency Medical Technician I certification.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Assists with inspections of buildings and structures for fire hazards (i.e. accumulation of debris or flammable materials, blocked fire exits, inadequate fire extinguishing equipment, faulty wiring).
2. Assists with investigation and follow-up of fire hazard complaints.
3. Assists with the issuance of violation notices.
4. Participates in the investigation of premises after fires to ascertain cause and actual loss.
5. May inspect the installation of equipment to insure adherence to safety measures.

6. Prepares and maintains written reports of investigations.
7. Informs the public or private groups on fire prevention methods and regulations.
8. Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of work assignments.
9. May assist with development and presentation of fire safety education programs.
10. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and systems of fire safety and protection, including equipment and systems of extinguishment.
2. Laws, codes, and ordinances governing fire safety of buildings, hazardous materials, and land, including special license and permit applications.
3. Laws, codes, and ordinances governing fire safety of buildings, hazardous materials.
4. Principles, methods, and equipment used in investigation of origin and cause of fires.
5. Code enforcement procedures and authorities of involved jurisdictions.
6. Recordkeeping and reporting requirements for fire safety inspections, permits, and fire investigations.

Ability to:

1. Assist with the evaluation of fire safety compliance of structures, fire suppression systems and equipment, commercial and industrial operations, and special use permit applications.
2. Assist with the investigation and analysis of the origins and causes of fires.
3. Assist with preparation of clear and concise reports, correspondence, and other written materials.
4. Assist with operation of fire investigation tools and equipment.
5. Read, interpret, and apply fire safety codes, ordinances, and laws.
6. Read and interpret building plans, schematics, and diagrams.
7. Understand and carry out oral and written instructions; read, write, understand and communicate to perform the essential functions of the position.
8. Establish and maintain effective working relationships with those encountered in the course of the work.

Skill in:

1. Interpersonal communication, public speaking, and community outreach activities.
2. Facilitating meetings with community members.
3. Preparation of reports.
4. Operating an automobile.
5. Use of computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from high school and one year of experience in fire, building, or code enforcement inspections in a paid professional, internship, or volunteer capacity. Municipal experience desirable.

Other desirable qualifications include: Completion of California State Fire Marshal's Fire Prevention 1A, 1B, and 1C courses; Fire Inspector 1A, 1B, 1C, and 1D; or International Code Council (ICC) Fire Inspector I; Associate's degree in fire science, emergency management, fire protection engineering, environmental science, ecosystem management, public policy, public administration, or related field.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CLASSIFICATION HISTORY:

Classification Code	XXXX
Classification Established	July XX, 2024
FLSA Status	Non-Exempt
Admin Leave / Overtime	Overtime
Representation Unit	Unrepresented
Probationary Period	6 months
Workers' Comp Code	9410