

LOS ANGELES FIRE DEPARTMENT



SEP 18 2007

DOUGLAS L. BARRY
FIRE CHIEF

September 11, 2007

BOARD OF FIRE COMMISSIONERS
FILE NO. 07-094

TO: Board of Fire Commissioners

FROM: Douglas L. Barry, Fire Chief *DLB*

SUBJECT: REQUEST FOR STAFFING FOR THE PROFESSIONAL STANDARDS
DIVISION

FINAL ACTION: ☐ Approved ☐ Approved w/Corrections ☐ Withdrawn
☐ Denied ☐ Received & Filed ☐ Other

Recommendations: That the Board:

Instruct the Commission Executive Assistant II to transmit this report to the Mayor and that the City Council, subject to the approval of the Mayor, authorize the following:

1. Resolution authority for one Fire Assistant Chief position, Class Code 2166, and one Secretary, Class Code 1116, in the Fire Department, for the period of October 1, 2007 to June 30, 2008, subject to position allocation by the Personnel Department.
2. Appropriate funds in the amount of \$237,512 from the Unappropriated Balance to Fund 100, Department 38, Fire Department as indicated below:

<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
1010	General Salary	\$39,150
1012	Sworn Salary	134,016
1030	Sworn Bonus	73
4430	Uniforms	5,714
6010	Office and Administrative	6,730
6020	Operating Supplies	400
7300	Furniture, Office & Tech Equip	12,000
7340	Transportation Equipment	33,465
9350	Communications Services	<u>5,300</u>
	Total	\$237,512

3. Authorize the City Administrative Officer to make technical corrections that may be necessary to implement the intent of this action.

Summary:

The City Controller and the Personnel Department's Audits of the Fire Department's personnel practices determined that the Fire Department's current complaint and disciplinary processes needed improvement. Since the release of this audit, the Department and its Stakeholders have worked diligently towards the goal of developing a plan that will address and resolve the deficiencies in the disciplinary process brought to light by these audits. Pursuant to C.F. 06-2930, C.F. 06-2959 and C.F. 07-0600, the Fire Department transmitted a plan developed along with the Stakeholders to the Mayor on June 5, 2007.

The Mayor's Office has convened the LAFD Professional Standards Division Working Group which is comprised of members of the Mayor's Office, LAFD, Personnel Department, CAO's Office, and LAPD. The ultimate goal and mission of this group is to present a final plan that will incorporate best practices, realistic timelines and resources required to implement the best model for the Professional Standards Division.

The LAFD's initial plan includes two critical components: the creation of the Office of Professional Standards Independent Assessor and the Professional Standards Division (PSD). It is imperative that the Fire Department move forward on critical aspects of the implementation of the Professional Standards Division, while the Fire Department's report is being analyzed and reviewed by various Committees, the CLA and CAO.

The LAFD Professional Standards Division Working Group recognized the need to have a Fire Assistant Chief position in place now to address issues that impact the Department regardless of the final Professional Standards Division plan, but still fall within the scope of what the PSD will handle.

Therefore, it is essential that a resolution authority be granted for the Fire Assistant Chief position immediately to begin 1) building the foundation for the PSD and managing the disciplinary process, 2) implementing various requirements of the PSD, and 3) testing the new Disciplinary Tracking System. Additionally, only one support position is being requested at this time. A Secretary position will be required to assist the Fire Assistant Chief in setting up various control measures, setting up and maintaining records, and developing necessary guidelines. The Department's current civilian staffing resources are not adequate to take on this extra workload.

Conclusion:

The LAFD Professional Standards Division Working Group is working fervently to develop a final plan that may require different positions than currently being requested. However, it is recognized that it is in the best interest of LAFD and its members to have a dedicated high ranking sworn member and support staff to address and minimize further disciplinary problems.

This Board report was prepared by Sandra Ocon, Senior Management Analyst II, Administrative Services Bureau.

Attachments

Form POES 3a (Rev. 7/07)

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Fire Assistant Chief - 2166		3. Present Salary or Wage Rate: 163,051	
4. Reason for Preparing Description:		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position		<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	
5. Location of office or place of work: 200 N. Main Street Los Angeles, CA 90012		6. Name of Department: Los Angeles Fire Department Division: _____ Section: _____			
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name: Douglas Barry Title: Fire Chief Engineer					
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.					
PERCENT OF TIME		DUTIES			
50%		Manages the Department's disciplinary process, which includes oversight of Skelly hearings, personnel investigations, Board of Rights hearings, and other performance or work place issues that may arise. Ensures investigations are well documented, completed in a timely manner, discipline is applied uniformly and all incidents are tracked and reported appropriately. Reviews, audits, and analyzes all incidents for emerging issues or patterns and formulates recommendations relative to the implementation and modification of new and existing policies, procedures and/or systems. Makes regular reports of activities to the Fire Chief, Fire Commission and other bodies with oversight responsibilities.			
30%		Liaison with the Mayor's Office, Personnel Department (particularly the LAFD EEO Risk Manager), CAO, and Fire management in the organizational development and implementation of a Professional Standards Division within the LAFD.			
15%		Directs the work of the Risk Management Section and EEO Coordinator. Ensure staff is properly trained and EEO investigations are timely, thorough, well documented and tracked appropriately. Provide regular reports and recommendations to the Fire Chief.			
5%		Work with the MIS Division's development of an automated complaint tracking system to guarantee that it captures the information necessary to properly evaluate the Department's handling of all complaints, whether initiated from the public or from within the Department, such as performance, hazing, or EEO.			
9. How long have the duties been substantially as described above? <u>New Position</u>					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal computer, copier, scanner, and printer					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work) <u>65%</u>					
12. Indicate the number of employees supervised by class titles. 2 - Fire Captain II; 1 - Fire Battalion Chief; 1 Sr. Personnel Analyst II; 1 Secretary May supervise additional staff depending on the structure of the resulting Professional Standards Division					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.					
Signature: <u>[Signature]</u>		Date: <u>9-4-07</u>		Phone No: <u>978-3840</u>	

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

The duties may be altered by the organization and responsibilities of the Professional Standards Division, which is yet to be finalized.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

The incumbent reports directly to the Fire Chief, and will be given assignments in terms of broad goals and objectives.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

(b) Experience (type and length; list appropriate city classes, if any).

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job:

☐ Strength to: _____ Lift _____ Push _____ Pull _____

Average weight _____ Heaviest weight _____

☐ Climbing (stairs, ladders, poles)

How far _____

☐ Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

☐ Vision, to read fine print/numbers

☐ Hearing, for telephone/alerts

☐ Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☐ Hands and fingers

☐ Back, for strenuous labor

Other/explain _____

Hours per _____

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES.

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Ensures that state and federal laws, Department and City rules, policies, and procedures are properly interpreted and consistently applied; may develop and recommend policy or procedure changes to improve effectiveness and efficiency.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? _____ amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Will make personal contacts with managers and officials in the Fire Department, Mayor's Office, City Council, Unions, Personnel Department, City Attorney's Office, CAO, DFEH & EEOC.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

✓ Signature of the immediate supervisor

Douglas Barry

Date

9-4-07

Class Title Fire Chief Engineer

Phone No.

✓ Signature of department head

Douglas Barry

Date

9-4-07

POSITION DESCRIPTION**City of Los Angeles****DO NOT USE THIS SPACE**

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Secretary, 1116	3. Present Salary or Wage Rate:
4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation		Date Prepared 09/07/07
5. Location of office or place of work: 200 North Main Street Los Angeles, CA 90012		6. Name of Department <u>Fire</u> Division <u>Professional Standards</u> Section _____
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Fire Assistant Chief</u>		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
PERCENT OF TIME	DUTIES	
35%	Provides all necessary secretarial support to the Division Commander, maintains the appointment calendar for the Division Commander, and master calendar for the Division members, performs other secretarial duties including but not limited to correspondence control and maintenance of files (automated and section files).	
25%	Answers telephones, interacts with other governmental agencies, City offices and department personnel; responds to request for information (public and private entities).	
15%	Attends meetings with the Division Commander and takes minutes for dissemination and archival; schedules and sets up meetings for the Division.	
15%	Assists the Division Commander and staff in the preparation of reports such as documents and spreadsheets pertaining to individual project schedules.	
10%	Executes all word processing operations for the Division. Proofreads and reviews all correspondence for acceptable format and edits and make recommendations as necessary.	
9. How long have the duties been substantially as described above? <u>new</u>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Computer, fax machine, printer, photocopier, phone and Department vehicle.		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>N/A</u>		
12. Indicate the number of employees supervised by class titles.		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____ Date <u>09/07/07</u> Phone No. _____		

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

The duties are accurately and sufficiently described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Employee's work is reviewed by the Division Commander. Employee receives minimum supervision and must be able to exercise independent judgment.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Per bulletin

(b) Experience (type and length; list appropriate city classes, if any).

Per bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: _____ Lift _____ Push _____ Pull _____

Average weight 5 Heaviest weight 15

☐ Climbing (stairs, ladders, poles)

How far _____

☐ Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain _____

Requires extensive computer work

Hours per
week

2

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Must have a good understanding of City policies as well as Fire Department procedures and policies.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Must exercise normal responsibility for prevention of loss involving office equipment.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Employee is responsible for ensuring that their office equipment is properly functioning in order to avoid injury to employee or delays in productivity.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A ; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Employee's regular duties require daily interaction with uniformed and civilian members, and the public.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares and maintains a variety of reports.

Signature of the immediate supervisor _____	Date	09/07/07
Class Title <u>Assistant Chief</u>	Phone No.	
Signature of department head _____	Date	09/07/07