September 20, 2012

TO: Board of Fire Commissioners
FROM: Brian L. Cummings, Fire Chief
SUBJECT: FISCAL YEAR 2012-2013 ANNUAL ORGANIZATION CHART

Recommendations:

That the Board of Fire Commissioners adopt and sign the attached organization chart for Fiscal Year 2012-2013, and authorize the Personnel Services Section to make technical adjustments, as necessary, to implement the Board's intention.

Summary:

The revised organization chart reflects the removal of the Departmental Chief Accountant (DCA) report to the Commission. The DCA was shown on the org. chart with reporting responsibilities to the Commission as a functional designation. The DCA is a direct report to the Chief Management Analyst as included in the organization chart for the Administrative Services Bureau (ASB).

City Charter Sec. 504 (b) Chief Accounting Employee, states that "the head of each department shall appoint an employee of the department, other than a member of the board or the chief administrative officer, to serve as chief accounting employee. The chief accounting employee shall perform those duties imposed upon him or her by the Charter, by ordinance, or by the board."

The DCA duties will continue to include responsibility assigned by the Board of the Fire Commission for comprehensive reporting on the status of the Department’s accounts and financial administration. This work is reviewed through periodic and oral reports to the board.

Revised Board report prepared by Sandy Lai, Personnel Analyst II, Personnel Services Section.

Please return the approved and signed Board report and the original organization chart for Fiscal Year 2012-2013 to Sandy Lai of Personnel Services Section.

Attachment
FIRE DEPARTMENT - ADMINISTRATION