



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: April 16, 2019

DATE: March 26, 2019
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Charles A. Moore, Fire Chief
Phone: (775) 328-6123 Email: cmoore@tmfpd.us
SUBJECT: Recommendation to approve a class specification titled Human Resources Manager and to reclassify the vacant position of Human Resources Administrator to an unclassified/appointed position titled Human Resources Manager. (All Commission Districts) FOR POSSIBLE ACTION

SUMMARY

This item is a recommendation to approve a class specification titled Human Resources Manager and to reclassify the vacant position of Human Resources Administrator to an unclassified/appointed position titled Human Resources Manager.

Strategic Objective supported by this item: *Safe, Secure and Healthy Communities*

PREVIOUS ACTION

On May 17, 2016, the Board of Fire Commissioners approved the new position Human Resources Administrator.

BACKGROUND

After reviewing the complexity of the "Human Resources Division" of the District, the District has identified a need for a Human Resources Manager. This new position will not only be responsible for existing Human Resources Administrator work, but will be heavily involved in other higher level projects.

The existing position for Human Resources Administrator will be replaced with the Human Resources Manager.

FISCAL IMPACT

The annual salary range of a Human Resources Administrator is \$67,579.20 to \$87,880.00 and the annual salary range of a Human Resources Manager is \$81,764.80 to \$106,288.00. The total fiscal year 2019 impact with the position reclassification will be approximately \$8,000 to \$12,000 depending upon placement in the range.

RECOMMENDATION

It is recommended that the Board approve a class specification titled Human Resources Manager and to reclassify the vacant position of Human Resources Administrator to an unclassified/appointed position titled Human Resources Manager.

POSSIBLE MOTION

Should the Board agree with staff' recommendation, a possible motion could be:

“I move to approve a class specification titled Human Resources Manager and to reclassify the vacant position of Human Resources Administrator to an unclassified/appointed position titled Human Resources Manager.”