



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: May 6, 2025

DATE: March 12, 2024

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

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SUBJECT: Recommendation to approve a class specification and salary range of \$99,099 - \$108,202 for a new Executive Office Manager position and to unfreeze and reclassify the vacant position of Executive Assistant effective May 19, 2025. (All Commission Districts.) **FOR POSSIBLE ACTION**

SUMMARY

Recommendation to approve a class specification and salary range of \$99,099 - \$108,202 for a new Executive Office Manager position and to unfreeze and reclassify the vacant position of Executive Assistant effective May 19, 2025.

PREVIOUS ACTION

January 4, 2022, the Board of Fire Commissioners approved a recommendation to approve an updated Truckee Meadows Fire Protection District salary matrix for non-represented staff to include two salary change recommendations for the Logistics Coordinator from \$45,073 - \$58,344, pay grade 703 to \$51,147 - \$66,414, new pay grade 706 and for the Human Resources Support Specialist of \$58,156 - \$75,691, pay grade 715, and one reclassification/salary change recommendations from Administrative Assistant I to Executive Assistant to include an increase in the salary range from \$58,156 - \$75,691, pay grade 715 to \$62,254 - \$80,891, pay grade 725 as evaluated by KF retroactively to January 1, 2022.

BACKGROUND

The District has identified a need for enhanced executive-level administrative support due to the increasing complexity of its operations. The existing Executive Assistant classification, currently vacant, does not fully encompass the scope of higher-level project involvement and strategic responsibilities now required.

To address this, the creation of a new classification, Executive Office Manager, is proposed. This position would assume daily administrative duties while also taking on significant responsibility

for more complex projects. This new role is intended to replace the frozen and vacant Executive Assistant position.

In preparation for this change, the District engaged Korn Ferry to conduct a formal classification and compensation study for the proposed Executive Office Manager classification. The study analyzed the required duties, responsibilities, and market compensation. The results, including a recommended class specification and salary structure effective May 19, 2025, form the basis for the recommendations presented in this report and are attached for Board review.

FISCAL IMPACT

The Fiscal Year 2024-2025 additional cost is estimated at \$4,000 and will remain within the current year's budget. The reclassification was anticipated and will be included in the Fiscal Year 2025-2026 budget.

RECOMMENDATION

Recommendation to approve a class specification and salary range of \$99,099 - \$108,202 for a new Executive Office Manager position and to unfreeze and reclassify the vacant position of Executive Assistant, effective May 19, 2025.

POSSIBLE MOTION

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

I move to approve a class specification and salary range of \$99,099 - \$108,202 for a new Executive Office Manager position and to unfreeze and reclassify the vacant position of Executive Assistant, effective May 19, 2025."