



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: October 6, 2020

DATE: September 15, 2020

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Charles A. Moore, Fire Chief
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SUBJECT: Recommendation to approve an increase in the salary range for the Chief Fiscal Officer (CFO) job classification from \$85,800-\$111,508 to \$102,960 - \$133,810 and authorize a 10% salary adjustment from \$111,508 to \$122,659 for the current CFO retroactively to July 1, 2020 based on the recommendations of the Korn Ferry/Hay Group, which was engaged to perform an analysis of the scope of the CFO's current job duties and pay data to ensure the recommended range is fair when compared to similar positions. (All Commission Districts.) **FOR POSSIBLE ACTION**

SUMMARY

Recommendation to approve an increase in the salary range for the Chief Fiscal Officer (CFO) job classification from \$85,800-\$111,508 to \$102,960 - \$133,810 and authorize a 10% salary adjustment from \$111,508 to \$122,659 for the current CFO retroactively to July 1, 2020 based on the recommendations of the Korn Ferry/Hay Group, which was engaged to perform an analysis of the scope of the CFO's current job duties and pay data to ensure the recommended range is fair when compared to similar positions.

PREVIOUS ACTION

May 14, 2014, the Board approved the reclassification to the position Senior Accountant to Chief Fiscal Officer.

BACKGROUND

The duties of Chief Fiscal Officer (CFO) have expanded since the position was first created in 2014. This position monitors the District's fiscal policies and procedures and is responsible for maintaining accurate financial records. This includes overseeing all activities related to accounting, payroll, purchasing, accounts payable, accounts receivable, long-term financial planning and management of a \$32 million annual budget.

Korn Ferry/Hay Group (KF), a globally recognized organizational consulting firm, was engaged to perform an analysis of the responsibilities and duties of the CFO to determine appropriate salary range when compared to similar positions. KF recommended that the base salary range be increased by 20 percent. The midpoint of the increased salary range reflects the 25th percentile of the national public sector market data in KF's database.

KF recommended that the salary range for the Chief Fiscal Officer (CFO) job classification be increased to \$102,960 - \$133,810 and authorize a 10% salary adjustment from \$111,508 to \$122,659 for the current CFO retroactively to July 1, 2020. The recommended salary range and adjustment is market competitive for the Chief Fiscal Officer of TMFPD.

FISCAL IMPACT

The additional annual 2020/2021 fiscal impact for the modification of the salary range for the Truckee Meadows Fire Protection District Chief Fiscal Officer job classification Salary Range is approximately \$14,413 including PERS. The increased rate is included in the Fiscal Year 2020/2021 budget.

RECOMMENDATION

It is recommended that the Board approve an increase in the salary range for the Chief Fiscal Officer (CFO) job classification from \$85,800-\$111,508 to \$102,960 - \$133,810 and authorize a 10% salary adjustment from \$111,508 to \$122,659 for the current CFO retroactively to July 1, 2020 based on the recommendations of the Korn Ferry/Hay Group, which was engaged to perform an analysis of the scope of the CFO's current job duties and pay data to ensure the recommended range is fair when compared to similar positions.

POSSIBLE MOTION

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

"I move to approve an increase in the salary range for the Chief Fiscal Officer (CFO) job classification from \$85,800-\$111,508 to \$102,960 - \$133,810 and authorize a 10% salary adjustment from \$111,508 to \$122,659 for the current CFO retroactively to July 1, 2020 based on the recommendations of the Korn Ferry/Hay Group, which was engaged to perform an analysis of the scope of the CFO's current job duties and pay data to ensure the recommended range is fair when compared to similar positions."