



SHERIFF'S OFFICE  
**COUNTY OF HUMBOLDT**

826 FOURTH STREET  
EUREKA, CALIFORNIA 95501-0516      PHONE (707) 445-7251

For the meeting of: **April 22, 2014**

**Date:** March 28, 2014  
**To:** BOARD OF SUPERVISORS  
**From:** MICHAEL T. DOWNEY, SHERIFF  
**Subject:** ADOPT CLASSIFICATION OF EMERGENCY SERVICES MANAGER AND REALLOCATION OF PROGRAM COORDINATOR IN BUDGET UNIT 274

**RECOMMENDATION(S):**

That the Board of Supervisors

1. Adopt the new classification of Emergency Services Manager (salary range 418, class number 0193, employee unit 08) into the classification plan; and
2. Reallocate the Program Coordinator position (salary range 405, class 1425, position 01) currently occupied by Daniel Larkin in budget unit 274 to Emergency Services Manager (salary range 418, class 0193), effective the beginning of the biweekly pay period following approval.

**SOURCE OF FUNDING:** General Fund

**DISCUSSION:**

On March 20, 2014, Human Resources completed a classification review of the Program Coordinator position in the Sheriff's Office of Emergency Services. After review of the duties performed by this position, Human Resources has recommended the class description of Program Coordinator be amended and the position classification be changed to Emergency Services Manager to more adequately describe the position and the duties performed. An increase of thirteen (13) salary range is also recommended.

**FINANCIAL IMPACT:**

The cost of the reclassification of this position will be \$607 for the remainder of this fiscal year and approximately \$3,950 annually thereafter. The increase will be absorbed in the general fund allocation to budget unit 274 for the current fiscal year.

**ALTERNATIVE TO STAFF RECOMMENDATIONS:**

The Board may choose not to adopt the classification of Emergency Services Manager and not reallocate the

Prepared by Linda Modell      CAO Approval Cheryl Dilligham

REVIEW:	Auditor <u>MM</u>	County Counsel _____	Personnel <u>WJ</u>	Risk Manager _____	Other _____
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Lovelace

Seconded by Supervisor Bass

And unanimously carried by those members present,

The Board hereby adopts the recommended action contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

Dated: April 22, 2014  
Kathy Hayes, Clerk of the Board

Program Manager position in the Sheriff's Office of Emergency Services. This is not recommended since the employee would be working out of class.

**OTHER AGENCY INVOLVEMENT:**

None

- ATTACHMENTS:**
1. Classification Review of Program Coordinator Dan Larkin Memo dated March 20, 2014
  2. Emergency Services Manager class description.





**County of Humboldt  
Human Resources/Risk Management  
825 5<sup>th</sup> Street, Room 100  
Eureka, CA 95501**

**Date:** March 20, 2014

**To:** Sheriff Michael Downey

**From:** David Gauthier, Human Resources Analyst

**Subject:** Classification review of Program Coordinator, Dan Larkin

At your request, the Human Resources Department conducted a classification review of the Program Coordinator position currently occupied by Dan Larkin. The review was requested for the purpose of evaluating the appropriateness of the classification for this position.

Currently, Dan Larkin performs his duties as Program Coordinator in the Office of Emergency Services. Based upon review of the Job Analysis Questionnaire prepared by Dan Larkin and Lieutenant Steve Knight and submitted by your department on November 7, 2013, and my subsequent interviews with Dan Larkin and Lieutenant Steve Knight, the Human Resources Department has determined that the Program Coordinator position currently occupied by Dan Larkin is not appropriately classified. Furthermore, the Human Resources Department recommends that a new classification of Emergency Services Manager be adopted into the County's classification plan, and that Dan Larkin be reclassified as Emergency Services Manager.

During the course of the classification study it became evident that Dan Larkin has been performing duties beyond the scope of Program Coordinator. Mr. Larkin's position as Program Coordinator has evolved significantly since his original hire date. He provides direction over other Office of Emergency Services staff, is responsible for complex and difficult emergency services programs, budgets and management tasks. Additionally, he provides significant emergency services support and assistance to the Sheriff's Department administration. Although similar in nature to the responsibilities identified in the job specifications for Program Coordinator, the authority of the Office of Emergency Services spans beyond traditional County programs and includes duties and responsibilities that encompass County-wide responses to a wide variety of emergency events. Additionally, a higher level of authority is necessary as this position becomes vital to proper execution and management of emergency services during an emergency event, up to and including providing direction and advice to high ranking County officials. Upon examining existing County job classifications, it became apparent that an appropriate existing County class was not available to reclassify Dan Larkin, so therefore, the development of Emergency Services Manager.

Dan Larkin's current position as Program Coordinator is an AFSCME represented class. If approved by the Board of Supervisors, Mr. Larkin's reclassification to Emergency Services Manager will move the position into the Management and Confidential classification. As such, the AFSCME Union was consulted regarding the reclassification of this position and they had no objections.

You will need to prepare a report to the Board of Supervisors with the following specific recommendations:

“That the Board of Supervisors:

1. Adopt the new classification of Emergency Services Manager (salary range 418, class number 0193, employee unit 08) into the classification plan; and
2. Reallocate the Program Coordinator position (salary range 405, class 1425, position 01) currently occupied by Dan Larkin in budget unit 274 to Emergency Services Manager (salary range 418, class 0193)

effective the beginning of the bi-weekly pay period following approval.”

For informational purposes, please include a copy of this report, along with the attached specifications for Emergency Services Manager, with your report to the Board of Supervisors.

If you have any questions regarding this report please feel free to contact me at 476-2349.

Attachment: Job specification for Accounting Systems Analyst.

cc: Lieutenant Steve Knight  
Lieutenant Wayne Hanson  
Dan Larkin



EMERGENCY SERVICES MANAGER

DEFINITION

Under general direction, plans, develops, organizes, coordinates, and performs activities related to the preparation and implementation of County emergency management and preparedness programs; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Using a high level of independent judgment, this single position class has responsibility in the Office of Emergency Services (OES) for planning, developing, coordinating, implementing, and managing a variety of emergency programs and procedures. The work may also include the supervision and evaluation of subordinate OES staff and volunteers.

EXAMPLES OF DUTIES (Illustrative Only)

- Leads, oversees and coordinates emergency service activities including developing, implementing, and maintaining the County's emergency preparedness and disaster relief programs.
- Advises County leadership during critical events, crises, and disasters.
- Develops emergency plans consistent with state and federal laws and regulations.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing emergency preparedness services; implements policies and procedures.
- Monitors program performance; recommends and implements modifications to systems and procedures.
- Develops and conducts emergency management training sessions with other County departments and outside agencies.
- Develops interactive relationships with outside organizations including but not limited to local, state and federal fire suppression organizations, the state office of emergency services, county-wide law enforcement and emergency medical entities, Red Cross, school and other special districts, civil groups and utility companies; maintains close working relationships to ensure rapid and coherent responses in emergency situations.
- Oversees and directs a variety of emergency related community education programs including disaster preparedness programs.

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- Coordinates, researches, locates and administers a variety of private and public grants including Federal Emergency Management Administration (FEMA) grants.
- Prepares and presents reports to County management, County staff, and various committees; makes public presentations as necessary.
- Develops emergency management policy recommendations and capital acquisitions for County consideration.
- Responds to and assists in coordination of significant emergency situations; provides emergency planning consulting services to various County departments, local businesses, community groups and other agencies.
- Develops and coordinates the County's emergency operations center; evaluates regular and emergency communication systems; makes recommendations as appropriate.
- Promotes and coordinates specific activities within the emergency management program; prepares program marketing materials including news releases, flyers, schedules of events, pamphlets and brochures.
- Organizes, schedules and implements emergency preparedness activities and other related programs.
- Maintains records and develops reports concerning new or ongoing programs and program effectiveness; maintains records for disaster relief programs; maintains emergency preparedness reports; prepares statistical reports as required.
- Monitors program compliance with laws, rules and regulations related to provision of emergency preparedness and related services.
- Participates in the preparation and administration of assigned budget; submits budget recommendations.
- Maintains awareness of new developments in the field of emergency management and disaster relief; incorporates new developments into existing programs as appropriate.
- Supervises and directs subordinate staff and/or volunteers; plans, schedules and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- May participate in the hiring of assigned staff. May evaluate employee performance, counsel employees or effectively recommend initial disciplinary action and other personnel decisions.

### QUALIFICATIONS

#### Knowledge of:

Principles and practices of public administration related to the control and administration of a county's population in emergency situations, and to the techniques of employing available resources.



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Principles and practices of disaster preparedness, planning, program development and management.  
Perceived risk to hazards as a baseline for risk communication and public outreach campaigns.  
Emergency and natural disaster hazards particular to the County of Humboldt.  
Various emergency management systems including the National Incident Management System, California's Standardized Emergency Management System, and the Incident Management System.  
The functions of FEMA, the Red Cross, and County and State EOC operations as they impact emergency preparedness and emergency response.  
Techniques to gain community involvement in risk assessment, disaster planning, citizen and community disaster education and other emergency management programs.  
State and federal grant management policies, practices, and procedures.  
Supervisory principles and practices, including work planning, scheduling, review, evaluation and employee training.  
Basic budgetary principles and practices.  
Business arithmetic and statistical record keeping.

Skill in:

Planning, assigning, supervising, reviewing and evaluating the work of others.  
Training others in work procedures.  
Administration and coordination of emergency preparedness programs and activities.  
Developing and evaluating emergency preparedness program goals, procedures, standards, and methods based on legislative and administrative requirements.  
Interpreting and applying codes and regulations.  
Preparing effective reports, correspondence and other written materials.  
Maintaining accurate records and files.  
Exercising independent judgment within established policy guidelines.  
Coordinating multiple projects and meeting critical deadlines.  
Preparing and monitoring a program budget.  
Using multidisciplinary approaches to achieve goals and objectives.  
Establishing and maintaining effective interactive working relationships with those contacted in the course of the work.  
Operating standard office equipment including a calculator, personal computer or on-line computer terminal.

Other Requirements

Must possess a valid California driver's license.  
Must be willing to work evenings and weekends as necessary.  
Must be willing to work at any time during emergency events.  
Must be able to complete the FEMA Emergency Management Institute core training courses for the National Incident Management System (NIMS) within 90 days of employment.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in emergency management, public safety, public administration, or closely related field, and two years of professional experience in emergency management, disaster response, emergency response, and/or emergency preparedness programs.