



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 2, 2023

Staff Contact: Sean Slamon, Fire Chief

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed reclassification of the Wildland Fuels Management Officer position (currently Unclassified, P601) to the position of Fuels Management Grants Administrator (Classified, P202). (Sean Slamon, sslamon@carson.org)

Staff Summary: The Carson City Fire Department's ("CCFD") Wildland Fuels Management Officer position is currently vacant. This item seeks authorization to reclassify that Wildland Fuel Management Officer position to a Fuels Management Grants Administrator position. The reclassified position will be non-exempt under the Fair Labor Standard Act ("FLSA") and will manage planning and reporting activities for CCFD's wildland fuels grants with no supervisory duties.

Agenda Action: Formal Action / Motion

Time Requested: 10 minutes

Proposed Motion

I move to reclassify the Wildland Fuel Management Officer position to a Fuels Management Grants Administrator position.

Board's Strategic Goal

Efficient Government

Previous Action

February 17, 2022 (17A): The Board of Supervisors ("Board") recognized a new bargaining unit for grant-funded CCFD employees performing wildland fuel reduction work ("Wildland Group"). The Wildland Group includes the Wildland Fuels Management Officer.

Background/Issues & Analysis

The Wildland Fuels Management Officer position is currently a FLSA-exempt management position that was created when the City received funds in 2016 under the Southern Nevada Public Land Management Act ("SNPLMA") grant for fuels reduction programs. The position was originally created to manage and administer the SNPLMA grant with the duties of grant reporting and direct supervision of the seasonal firefighters employed under the grant.

However, CCFD's wildland fuels management program has grown considerably in recent years with the addition of grant and contract funding for fuels reduction programs through the Nevada Division of Forestry ("NDF") and NV Energy ("NVE").

With the increase in the grant program activities under SNPLMA, NDF's program and NVE's program, there is a need for this position to focus completely on project oversight and grant reporting activities, with no supervisory duties. The Wildland Fuel Management Officer is an unclassified position, and the pay range is \$27.2209 to

40.8311 per hour without overtime eligibility. If the position is reclassified, it would become a classified position with a pay range of \$29.9434-\$44.9148 per hour with overtime eligibility.

These grants fully support a full-time Wildland Fuels Management Officer position, which is currently vacant, and they would continue to cover the cost of the salary and benefits for the reclassified position. The reclassified position would remain part of the Wildland Group.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City Charter, § 2.330

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: 2752505 Grant Fund, grant number to be established in MUNIS if the Board approves acceptance of grant.

Is it currently budgeted? No

Explanation of Fiscal Impact: Wages \$82,835 and Benefits \$37,275 to be covered by SNPLMA Grant.

Alternatives

Do not approve the reclassification and/or provide alternative direction to staff.

Attachments:

[Fuels Management Grants Administrator \(Final\).pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE: Fuels Management Grants Administrator
DEPARTMENT: Fire
REPORTS TO: Battalion Chief
DATE: Dec. 2022

FLSA: Non-exempt
GRADE: P201/P202
PCN: TBD

SUMMARY OF JOB PURPOSE:

Under general supervision, performs a variety of professional and technical duties involved in grant oversight, administration, and procurement of services for funding granted to the Fire Department for fuel reduction projects on public and private property; develops work flow/work plans for fuels reduction projects; and participates in public awareness events.

***This is a grant funded position and as such the incumbent is responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed. ***

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Identifies grant funding needs, researches, and maintains information on available federal, state, local and private grant funding sources to maximize funding opportunities available to the Department, prepares and submits grant applications, ensures grant compliance and accountability; and implements and monitors grant funded projects.
- Performs assessments of public and private property related to hazardous fuels.
- Educates property owners on hazardous fuel reduction methods, codes, and ordinances.
- Coordinates disposal/removal of biomass from hazardous sites and enforces fire prevention codes and ordinances for defensible space.
- Develops fuel reduction plans and prescriptions, creates project work schedules and provides oversight and documentation of the work required in the plans; provides guidance and direction to the staff members to ensure project plans are completed within the grant requirements; confirms work is completed by staff and/or contractors on-time and in accordance with the plans.
- Monitors, evaluates, and provides recommendations for appropriate vegetation resource protection and use.
- Develops and administers contracts for fuels reduction projects with consultants and contractors; inspects and approves work performed for compliance.
- Develops and administers grants for fuels reduction and vegetation management projects.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Administers procedures for the receipt of program funds from various funding sources; and creates required reports.
- Plans for and coordinates grant reporting processes and prepares and submits required grant performance reports to granting agencies.
- Researches, monitors, and coordinates fiscal compliance activities; maintains respective compliance requirements; provides current information to the Department to work towards the goal of zero single audit findings.
- Utilizes a community support network and meets with representatives of government bodies, local businesses, other groups or organizations to develop best practices, promote program objectives, develop new programs and solicit participation, efficiently utilizing available expertise.
- Reviews funding requests and coordinates the review process, as needed.
- Develops, monitors and maintains grant project tracking systems to ensure timely preparation of grant reimbursement remittances and compliance with grant requirements.
- Maintain a variety of files and records related to grant/program activities; prepare financial, statistical and operational reports for compliance with grant requirements.
- Prepare and recommend the program budget, make recommendations for space utilization and purchase equipment and supplies; approve expenditures and monitor budget accounts.
- Perform grant reconciliation and projections.
- Assists in all audit requirements for the City and sub-grantees.
- Answers any inquiries relating to grants, contracts, budgets, and program activities.
- Contributes to the overall quality of the Department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with all personnel in the course of duties; acts in a manner that promotes a harmonious and effective workplace environment.
- Represents the City in various advisory boards, committees, and commissions and other public meetings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in accounting, finance, business administration, public administration or a related field; AND two (2) years of professional experience in finance, grants administration or compliance management; OR an equivalent combination of education, training and experience as determined by Human Resources.

A background in forestry, natural resource management or related field is preferred.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license

Required Knowledge and Skills

Knowledge of:

- Principles and practices of statistical data analysis.
- Principles and practices of project budgeting.
- Principles and practices of budget preparation and fiscal analysis.
- Principles and practices of public administration and management.
- Principles and practices of program evaluation.
- Computer applications that relate to the job including but not exclusive to Microsoft Windows, Word, Office, Excel, Internet and E-Mail applications.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Communicating effectively in oral and written forms.
- Fuels reduction and vegetation management practices.
- Maps and geographic information systems.
- Principles and practices of grant writing and administration.

Skill in:

- Reviewing financial documents for completeness and accuracy.
- Compiling and reviewing budget figures.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Making accurate arithmetic calculations.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Instructing others in work procedures; interpreting, explaining and applying requirements, rules and regulations related to various funding sources; interpreting, explaining and applying principles and practices of grant administration.
- Using initiative and independent judgment within established procedural guidelines.
- Applying computer applications related to the job including but not exclusive to Microsoft Word, Office, Excel; Internet and E-Mail applications.
- Communicating clearly and concisely, both orally and in writing.
- Using initiative and independent judgment within established procedural guidelines.
- Demonstrating courteous and cooperative behavior when interacting with personnel contacted in the course of duties; acts in a manner that promotes a harmonious and effective workplace environment.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

CONDITIONS OF EMPLOYMENT:

1. *All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continued employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*

JOB DESCRIPTION**Fuels Management Grants Administrator**

6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.*
7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“Carson City is an Equal Opportunity Employer”