

FIRE DEPARTMENT FIRE/EMS ANALYST

GENERAL DUTIES: Under general direction of the Fire Chief, performs professional analytical work of considerable difficulty in administrative assignments involving departmental budget and fiscal programs; personnel matters; organizational analyses, including Fire Department strategic planning, developing and analyzing department methods and processes with special emphasis on statistical data and records management systems. May supervise or lead other administrative staff. Perform related work as required.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Manage the Fire Department administrative programs and assist staff with departmental personnel issues. Confer with Fire Chief and other department managers on the more difficult management/administrative problems.
2. Supervise or lead in developing, collecting and analyzing data for organizational improvement and problem resolution; prepare reports and recommendations for improved departmental operations, services, systems or organizational methods. Develop and analyze department performance measures, such as response times and outcomes and uses data for strategic planning of resource utilization, deployment and location.

3. Develop and monitor the Fire Department capital and operating budgets in coordination with Fire staff and City Administration; prepare expenditure estimates; oversee departmental level financial transactions, purchase requisitions and accounts payable; ensure Departmental expenditures are within budget.
4. Function as Fire Department coordinator and liaison for new construction projects and fire station remodel projects.
5. Develop grant applications to improve service levels and perform grant administration duties.
6. Negotiate and develop contracts to meet specific City or department needs; prepare bids and specifications as required.
7. Coordinate departmental efforts to improve organizational effectiveness through a continuous improvement processes in the implementation and use of automated systems such as records management (RMS) and computer aided dispatch (CAD).
8. May supervise and provide direction to departmental support staff.
9. Use automated data processing applications, including spreadsheets and databases, to analyze and present information.
10. Provide in-depth analytical reports regarding the effectiveness, productivity and efficiency of programs and operations of the Fire Department.
11. Identify cost effective methods to deliver departmental programs.
12. Provide recommendations for staffing plans with appropriate budgets and cost analyses.
13. In coordination with City Administration, provide oversight of fire facility design and construction/remodel plans to ensure projects meet Fire Department requirements and are completed in a timely manner and within budget.
14. Perform other related duties as assigned.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS:

1. Statistical and analytical skills.
2. Proficient in the use of a personal computer and various computer software.
3. Organizing work, setting priorities, meeting critical deadlines, and following-up on assignments with a minimum of supervision and direction.
4. Excellent oral and written communication skills

5. Excellent customer service skills.

KNOWLEDGE: Knowledge of:

1. Knowledge of Fire Department operations policies and procedures.
2. Knowledge of models and techniques used in Fire Department strategic planning such as resource utilization and allocation, deployment strategies and outcome analysis.
3. Knowledge of the principles, practices, and policies of City organization, administration and management.
4. Knowledge of City government's organizational structure, and functions.
5. Knowledge of financial management including government financing and budgeting and accounting theory and practices.
6. Knowledge of personnel administration, and employee relations.
7. Knowledge of the use and functionality of GIS systems to analyze and improve the delivery of Fire and EMS services.
8. Knowledge of contract and grant administration principles.
9. Knowledge of the principles and practices of supervision.
10. Knowledge of report writing techniques and the principles of editing.
11. Knowledge of research techniques and statistical analysis.
12. Knowledge of principles of organization and methods analyses.

ABILITIES: Ability to:

1. Ability to evaluate administrative problems and present solutions.
2. Ability to communicate effectively with others, both orally and in writing.
3. Ability to organize work, set priorities, meet deadlines and follow up on assignments with a minimum of supervision and direction.
4. Ability to organize, analyze, interpret and present data and recommendations to a variety of audiences.

5. Ability to use automated data processing applications to compile and analyze data and present information.
6. Ability to establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies and the general public.
7. Ability to perform administrative staff analytic work of considerable difficulty.
8. Ability to provide excellent customer service.
9. Ability to understand, interpret, and apply personnel rules, standards and procedures.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laser jet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. Copying machine
7. 10-key adding machine
8. Facsimile machine
9. Typewriter
10. Paper shredder
11. Paper cutter
12. Presentation equipment, microphones, easels, overhead projectors, etc.
13. Specialized computer software
14. Automobile

PHYSICAL DEMANDS

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders and boxes of work-related material:

1. Sitting, for very prolonged periods of time attending meetings or working at the computer.
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.

11. Driving
12. Speed, in meeting deadlines

SENSORY DEMANDS:

Under typical office or field conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder/cutter, camera or automobile:

1. Seeing
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, 90% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, radios and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment

Field Conditions:

1. Outdoors: Typical field conditions traveling to meetings, attending training sessions, and conducting ride-along with crews or observing training exercises less than 10% of the time.
2. Travel: Varying conditions via automobile, train or air, less than 5% of the time.
3. Lighting: Normal outdoor conditions, and chance exposure to extreme weather conditions.
4. Ventilation: Heating and air conditioning provided by vehicle.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter. When traveling to meetings or seminars, there is some exposure to mechanical hazards while utilizing a vehicle. Some hazardous duty may be experienced conducting ride-along and performing onscene observations and documentation.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE, AND QUALIFICATIONS:

1. Completion of a Baccalaureate Degree from an accredited college or university in business or public administration or a closely related field, and
2. Five (5) years of increasingly responsible professional analytic work in the areas of budget, fiscal, personnel and organizational methods analyses.
3. Management and/or administrative experience with a fire agency desired, but not required.
4. Demonstrated experience performing detailed analysis and preparation of reports related to evaluation of organizational operations, systems and effectiveness.
5. Demonstrated experience managing the budget and fiscal functions for a department or large organizational unit.
6. Possess and maintain a valid California driver's license and a safe driving record in order to operate a vehicle for some assignments.
7. Pass a detailed background check that includes Department of Justice criminal record check.
8. Pass a post-offer medical examination which includes a drug test.
9. Prefer a non-tobacco user.