



CITY COUNCIL AGENDA REPORT

MEETING DATE: May 3, 2016

ITEM NUMBER: **CC-7**

SUBJECT: ESTABLISHMENT OF THE NEW CLASSIFICATION OF EMERGENCY SERVICES ADMINISTRATOR

DATE: APRIL 25, 2016

FROM: CEO'S OFFICE – HUMAN RESOURCES DIVISION

PRESENTATION BY: KASAMA LEE, PRINCIPAL HUMAN RESOURCES ANALYST
BRYAN GLASS, POLICE CAPTAIN

FOR FURTHER INFORMATION CONTACT: LANCE NAKAMOTO AT (714) 754-5172

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 16-_____ (Attachment 1), which amends Resolution 15-34 establishing the new Emergency Services Administrator job classification (Attachment 2); and corresponding salary range of \$7,682 - \$10,296 (Tier 1) and \$6,969 - \$9,338 (Tier 2) per month.

BACKGROUND:

The Police Department's Office of Emergency Management (OEM) is responsible for the City's disaster preparedness and is the liaison to other government agencies, districts and organizations on disaster preparedness. The OEM leads the City in comprehensive emergency management including planning for, mitigation of, preparation for, response to, and recover from natural, man-made, and accidental incidents of high consequence.

Since July 2010, the City has not had a full-time employee dedicated solely to disaster preparedness. Over the past six years, these duties have been reassigned to sworn Police staff and most recently to a part-time Management Analyst.

ANALYSIS:

With limited staffing resources, the OEM has been restricted to minimally performing its core functions. In addition, the City runs the risk of being out of compliance with training which will impact the City's ability to recover from a disaster including accessing resources and state and federal funds.

The Police Department currently has a Logistical Support Manager position vacant. By reallocating this position and hiring an experienced Emergency Services Administrator, the City will be able to make progress towards the OEM's goals of supporting emergency management activities and efforts in a time sensitive and comprehensive manner. Some of these goals include:

- Ensuring the City Emergency Operations Center (EOC) is maintained and the necessary training and exercise of City and partner staff are continued.
- Ensuring the City Emergency Operations Plan (EOP) is current and that all City departments' EOC duties and responsibilities are consistent and compliant with state and federal guidelines.
- Ensuring City staff has access to all required and recommended training relevant to emergency management and EOC activation protocols and responsibilities.
- Coordinating and expanding community outreach efforts and actively establishing and maintaining partnerships with community leaders and political subdivisions throughout the City.
- Enhancing funding opportunities by pursuing grant opportunities.
- Ensuring the City is compliant with the Standardized Emergency Management System (SEMS), Incident Command System (ICS) and National Incident Management System (NIMS) training and records retention requirements.

ALTERNATIVES CONSIDERED:

The alternative would be to continue to utilize part-time staff to perform these duties.

FISCAL REVIEW:

The salary and related benefits of the new Emergency Services Administrator position have already been included in the Fiscal Year 2015-2016 budget (Logistical Support Manager position).

LEGAL REVIEW:

The City Attorney's Office has reviewed the attached documents and, where appropriate, approved them as to form. Also, the Costa Mesa City Employees Association (CMCEA) has been notified of this new job classification.

CONCLUSION:

Staff recommends that the City Council adopt Salary Resolution 16-____ that establishes the new classification and salary range as set forth in the attached documents.

KASAMA LEE
Principal Human Resources Analyst

BRYAN GLASS
Police Captain

TAMARA S. LETOURNEAU
Assistant Chief Executive Officer

ROBERT N. SHARPNACK
Chief of Police

STEPHEN DUNIVENT
Interim Director of Finance

THOMAS DUARTE
City Attorney

DISTRIBUTION: CEO
City Attorney
City Clerk
Interim Finance Director

ATTACHMENTS: 1 [Emergency Services Administrator Job Description](#)
2 [Resolution No. 16-XX](#)