

Those persons wishing to speak on any item, whether or not it is included on the agenda, are requested to fill out and submit to the Clerk of the Board a "Request to Speak" form. Thank you.

It is the intention of the Chino Valley Independent Fire District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Chino Valley Independent Fire District will attempt to accommodate you in every reasonable manner. Please contact the Administration Office (909) 902-5260 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the District's Administrative Headquarters, 14011 City Center Drive, Chino Hills, CA 91709.

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting - Standing Committee Meeting
Human Resources Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, June 28, 2021

9:00 a.m.

****SPECIAL TELECONFERENCE MEETING INFORMATION****

In accordance with the California Governor's Executive Order N-29-20; guidance from the California Department of Public Health; and in an effort to combat the spread of COVID-19, the Chino Valley Fire District ("Fire District") will hold **all** Regular and Special Committee meetings of the Board of Directors remotely until further notice. There will be no physical meeting location.

Current Meeting GoToWebinar URL:

<https://attendee.gotowebinar.com/register/8427053355173462544>

Instructions and GoToWebinar URL links for all meetings will be listed on all agendas. Agendas are posted on the Fire District website at CVIFD.org and at Fire District Headquarters 72 hours prior to a Regular Committee Meeting and 24 hours prior to a Special Committee Meeting.

Please be aware that when you join the meeting real-time, your screen name will appear on the GoToWebinar screen.

For ADA accommodations, please contact the Clerk of the Board at (909) 315-8805 or by email at clerk@chofire.org 48 hours prior to the meeting.

REAL-TIME AND RECORDED PUBLIC VIEWING OF COMMITTEE MEETINGS

The Committee will use the platform GoToWebinar to hold Committee Meetings. Register using the GoToWebinar URL listed on the Committee meeting agenda.

For **computer real-time** viewing of a Committee Meeting, a URL link will be provided on all Committee Meeting agendas allowing the public to register and access the Committee Meeting using the application GoToWebinar. Upon entering the meeting, you will be in listen-only mode and muted.

For **telephone real-time listen-only** mode, registration is not required. Please follow the instructions

below:

1. Call: 1 (877) 568-4108
2. Enter attendee number: 435-238-047
3. Select the # key: 886-850-027

PUBLIC COMMENTS DURING COMMITTEE MEETINGS

The public will have the option to either submit a public comment by email to be read into the record by the Clerk of the Board at the requested time during the Committee Meeting, or participate and provide a public comment real-time at the appropriate requested time during the meeting.

Please follow the instructions below to provide public comment during a Committee Meeting.

PUBLIC COMMENT – Read by the Clerk of the Board during Committee Meeting:

- Email your comments to clerk@chofire.org
- Email subject line should read: “Public Comment – Read by Clerk of the Board.” List date of meeting. The body of the email should include the public comment exactly as it should be read by the Clerk of the Board during the meeting. Specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, please provide a topic description. If the comment is on a specific item on the agenda, please clearly describe the location of the item on the agenda such as New Business and state the number of the agenda item.
- Comments read by the Clerk of the Board must be limited to 300 words.
- Submit emails 1 hour prior to the start time of the Committee Meeting.
- Please note that your name will be read into the record.

PUBLIC COMMENT – Real-time public participation during Committee Meeting:

If you wish to provide a real-time public comment, please register at GoToWebinar URL:

<https://attendee.gotowebinar.com/register/8427053355173462544>

When registering for a real-time public comment, specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, provide a topic description. If the comment is on a specific item on the agenda, clearly describe the location of the item on the agenda such as New Business and state the number of the agenda item.

- Log on to GoToWebinar with the URL link provided on the Committee agenda 15 minutes prior to the start of the meeting. Upon entering the meeting you will be muted.
- Registered attendees will be unmuted at the time of the public comment.
- Attendees may also need to “unmute” their own devices to be heard.
- When your name is called, begin the public comments by stating your name and address (optional) for the record.
- Comments must be limited to 5 minutes.

SUBSCRIBING TO AGENDA

If you would like to receive notice when an agenda is posted, please go to our website and subscribe by performing the following steps:

1. On the homepage (www.cvifd.org), hover over the ‘Departments’ tab, and select ‘Agendas & Minutes’ under the Clerk of the Board tab.
2. Select ‘Board Agendas & Minutes.’

3. Click the option that says 'Notify Me', then add your email and/or phone number to receive alerts regarding CVIFD Agenda postings. Agendas are posted on the Fire District website at www.CVIFD.org and at Fire District Headquarters 72 hours prior to a Regular Board Meeting and 24 hours prior to a Special Committee Meeting in compliance with the Brown Act.

AGENDA

ROLL CALL

FLAG SALUTE

INVOCATION

Chaplain Ruben Estrada

PUBLIC COMMUNICATIONS

This is the time and place for the general public to address the Committee about subjects that do not appear elsewhere on the agenda. The public may address items on the agenda at the time addressed by the Committee.

Due to Board policy and Brown Act requirements, action may not be taken on any issue on the agenda. When you address the Board, please state your name and address (optional) prior to making your remarks. Please limit your comments to 5 minutes.

MINUTES

1. Minutes - May 29, 2019, Meeting

OLD BUSINESS - None

NEW BUSINESS

2. RECLASSIFICATION OF PAYROLL COORDINATOR (CONFIDENTIAL) TO PAYROLL ADMINISTRATOR (CONFIDENTIAL)

Purpose is to review the proposed reclassification of the Payroll Coordinator (Confidential) position to Payroll Administrator (Confidential).

ADJOURNMENT

I, Sandra Heney, Clerk of the Board, on behalf of the Board of Directors, do hereby certify that a copy of this agenda has been posted by 6:00 p.m., on Friday, June 25, 2021.



Sandra Heney, Clerk of the Board

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Minutes - May 29, 2019, Meeting

ATTACHMENTS:

Minutes - May 29, 2019, Meeting

CHINO VALLEY INDEPENDENT FIRE DISTRICT

Standing Committee Meeting

Human Resources

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Wednesday, May 29, 2019
7:30 a.m. Committee Meeting

MINUTES

ROLL CALL

Director Mike Kreeger
Director Sarah Ramos-Evinger
Fire Chief Shackelford
Deputy Chief Collins
Deputy Chief Faherty
Finance Director Heide
Human Resources Director Kuchwara
Administrative Secretary Cisneros

FLAG SALUTE

Deputy Chief Mike Faherty

INVOCATION

Robert Lewis, Jr., Fire District Chaplain

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes November 30, 2017, Meeting.

The Committee recommended the minutes be filed, as presented.

OLD BUSINESS

None.

NEW BUSINESS

1. CLASSIFICATION SPECIFICATION AND SALARY RANGE – FULL-TIME INFORMATION TECHNOLOGY (IT) SPECIALIST POSITION

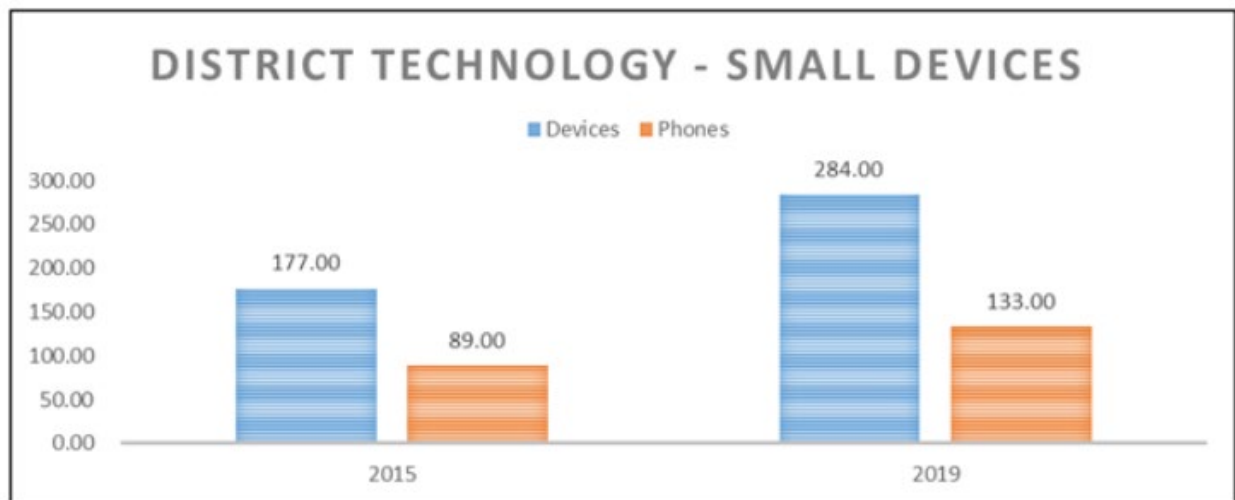
Purpose is to present a classification specification and salary range for the position of full-time Information Technology (IT) Specialist, and provide direction to staff.

Deputy Chief Faherty reported that in early 2015, District management staff engaged NexLevel, an outside IT services consultant, to evaluate potential solutions for technology service delivery. He also reported that the study revealed that the best option was to create an in-house IT department and recommended hiring a full-time Senior Support Analyst for its first position. Deputy Chief Faherty reported that the 2015 study also revealed that the

District possessed IT needs well in excess of a single position and made additional recommendations to add IT personnel as funding becomes available.

Deputy Chief Faherty stated that since the hiring of the full-time Senior Support Analyst in August of 2015, the demands on the IT department have dramatically surged. He also reported that in order to keep pace with the increasing IT demands, the District engaged an outside temporary staffing services provider to arrange for temporary IT assistance. Deputy Chief Faherty reported that as of May 2019, the temporary IT assistant surpassed one year of service to the District.

Deputy Chief Faherty stated that the chart below in the agenda packet, identified the escalation in devices that the IT department supports. He also reported that device management comprises only a small part of IT responsibilities, but demonstrates the District's growing reliance on technology to conduct daily business.



Deputy Chief Faherty stated that some of the activities driving the IT device surge and expanding duties include the addition of:

- IP phone systems to all stations
- New fleet and maintenance facility
- iPads for apparatus mapping and ePCR
- iPads for CRR mobile permits and inspections
- modems to LifePak monitors
- modems to support Dispatch AVI
- management and support of modems and ePCR assumed from Ontario IT

Deputy Chief Faherty stated that management is in concurrence of the recommendation of an additional full-time IT position. Deputy Chief Faherty provided copies of the position classification that was created for the Information Technology Specialist and a salary survey was conducted using surrounding cities with like positions. Deputy Chief Faherty stated it was recommended that this position be classified as hourly and be part of the non-safety collective bargaining unit.



Deputy Chief Faherty stated that the proposed monthly base salary range is \$4,883 - \$5,935. He also reported that an estimated fiscal 2019-2020 impact of approximately \$73,000, fully burdened, and based on a September 1, 2019 hire date. He also reported that the budget will also be impacted by the two months of temporary services during the hiring process.

The Human Resources Committee agreed to move this item to the full Board for approval under the Consent Calendar.

ADJOURNMENT

Meeting was adjourned at 7:45 a.m.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: JUNE 28, 2021

TO: HUMAN RESOURCES COMMITTEE

FROM: TIM SHACKELFORD, FIRE CHIEF

**SUBJECT: RECLASSIFICATION OF PAYROLL COORDINATOR (CONFIDENTIAL)
TO PAYROLL ADMINISTRATOR (CONFIDENTIAL)**

PURPOSE:

Purpose is to review the proposed reclassification of the Payroll Coordinator (Confidential) position to Payroll Administrator (Confidential).

DISCUSSION:

The current Payroll Coordinator (Confidential) position classification was last updated in 2014. Since that time, the District has experienced significant growth and our financial, budgetary and operational processes, procedures and related requirements have continued to become increasingly sophisticated and complicated, as have our payroll and associated processes.

Over the last seven plus years, the District's salary and benefit costs have increased more than 50%, consistent with overall increases in the District's operating budget during the same timeframe, and labor costs regularly represent in excess of 80% of the District's annual operating budget. As a service organization, payroll is a critically important component of the District's administrative functions, and one in which a high degree of competence and accuracy is required in a highly dynamic and complex environment.

The District finance team manages a sophisticated ERP computer system and our annual audit is increasingly more complex each year, with both having significant payroll impact. The demands associated with the District's award-winning budgetary reporting and complex budget development processes are more significant than ever. The District also produces an award-winning Comprehensive Annual Financial Report (Comprehensive AFR), which adds an additional layer of complexity to our annual finance processes. The District did not participate in either the budget or the Comprehensive AFR national award programs back in 2014. The standards and requirements associated with these awards programs through the Government Finance Officers Association have a significant direct impact on our payroll function.

Additionally, the California Public Employees Retirement System (CalPERS) has significantly increased payroll reporting requirements in recent years, in particular due to the increased focus on and scrutiny of public pensions, including the accuracy of data reporting and anti-pension spiking initiatives. Also, the addition of a second tier of pension benefits by way of the Public Employee Pension Reform Act (PEPRA) in 2013, presents its own unique challenges for payroll. The increasingly complex requirements and burdensome associated rules and regulations with these CalPERS changes provide added demands on payroll which did not exist in years past.

Compliance with Fair Labor Standards Act (FLSA) requirements is especially onerous in a complex labor law environment with safety payroll, and federal and state payroll tax laws have also continued to evolve in recent years, adding additional challenges with regard to tax withholding and reporting rules through payroll.

The proposed position classification for the Payroll Administrator is attached to this report and contains substantial additions to and modifications of the current position classification of Payroll Coordinator. Most significantly, the proposed classification includes the strong preference for a bachelor's degree for this upgraded position. The addition of the degree preference is consistent with the position classification of the Accountant, which went through a similar reclassification process from Accounting Technician in 2016.

This position reclassification will further the District's succession planning goals by allowing for more knowledge transfer between the Finance Director and the higher-level position of Payroll Administrator, and from a recruitment and retention perspective, ensure that the position is appropriately compensated for the higher level of responsibility associated with the rigorous demands of the position.

The differential between the salary schedule of the current position and the proposed reclassification is about 14%, resulting in an approximate annual fully burdened cost increase of about \$9,000. If approved, the fiscal impact of the reclassification for Fiscal '21-22 could be absorbed in the board approved budget and would not require a budget adjustment at this time.

RECOMMENDATION:

It is recommended that the Human Resources Committee review and discuss this request for the reclassification of the Payroll Coordinator (Confidential) position to Payroll Administrator (Confidential), and provide direction to staff.

ATTACHMENTS:

Draft Job Classification



Chino Valley Fire District Position Classification

Payroll ~~Coordinator~~ Administrator - Confidential

Position Summary

The class of Payroll ~~Coordinator~~ Administrator is a highly specialized position of the Finance department. Under general supervision of the Finance Director, performs a variety of complex technical accounting duties involving the maintenance of an in-house payroll system and payroll-related benefit data, labor-related budget development and planning, payroll analysis, special projects and related activities.

The Payroll ~~Coordinator~~ Administrator is a single-position classification and is designated confidential in accordance with Government Code 3507.5.

Essential Job Functions

The following are the duties performed by employees in this classification, and incumbents may perform some or all of these functions. However, this job specification is intended to identify essential functions and requirements of the job, and should not be considered all-inclusive.

- Review and processes time records and staffing reports to ensure conformance with appropriate District policies and regulations, bargaining contracts, board resolutions, FLSA, and salary schedules.
- Maintain and update employee payroll and payroll related benefit data and corrections, including, but not limited to, salary changes, special compensation, workers' compensation 4850 adjustments, retroactive payments and tax adjustments, direct deposit, tax withholding, withholding orders, computer loans, union dues, deferred compensation, house fund, group term life, and flexible spending account.
- Generate payroll checks for routine and special payrolls, initiate electronic transfers for direct deposits and ensure checks are accurate and completed as scheduled.
- Prepare bi-weekly, monthly and annual payroll reports and reconciliation of employment and payroll distribution, payroll expenditures, payroll related benefits liabilities for payment, and general ledger posting.
- Administer retirement payroll, ~~and~~ special compensation and adjustment reporting; ~~and~~ initiate payment to CalPERS according to retirement law and CalPERS guidelines for reporting.
- Report, process, track limits, and submit payment for deferred compensation.
- Receive and respond to inquiries regarding payroll, taxes, payroll related retirement and post-retirement reporting; payroll-related benefits, deductions and calculations; research and resolve concerns within a timely matter.
- Complete wage verifications for workers' compensation and unemployment claims, employee mortgage loans, withholding orders, and state and long-term disability.
- Manage and maintain all payroll records including timesheets and staffing reports, personnel action forms, deductions and withholdings, and retroactive payments.
- Reconcile payroll and tax withholding records; prepare state and federal quarterly and annual reports and initiate tax deposits to appropriate agencies; prepare and distribute annual W-2 forms.
- Prepare and deliver presentations at new hire orientations, providing information on payroll, taxes, CalPERS pension reporting, and other payroll-related items.
- Work closely with Finance Director to establish key payroll-related assumptions for annual

- budget process, conducting related analyses while ensuring development of the labor-related portions of the District's annual budget through the District's automated systems.
- Prepare and deliver labor-related graphical and statistical management presentations as part of the annual budget development process.
 - Perform payroll-related mid-year budget review and analysis as necessary.
 - ~~Maintain and update payroll and payroll related benefit budgeting system to assist with budget forecasting and analysis and interface with management and staff.~~
 - Work proactively with management in providing ongoing payroll analysis and management reporting as necessary.
 - Compile data and complete statistical reports for annual local government compensation state controller's reporting, US Census Bureau, Social Security Administration, public record requests, and annual payroll, and workers' ~~reconciliation~~ compensation reconciliation reports.
 - Provide analysis and prepare projections of estimated payroll-related fiscal impacts of labor negotiations proposals, as necessary.
 - Work cooperatively with outside vendors and consultants to provide payroll-related data and other information necessary for completion of pension liability projections, bi-annual other post-employment liability valuations, etc.
 - Conduct year-end closing process as it relates to payroll matters; prepare year-end journal entries for payroll accruals and salary adjustments; prepare a variety of schedules and reports to assist auditors with the annual audit; interface with auditors as necessary.
 - Audit and test new payroll procedures to determine the best implementation method on payroll system; identify or assist in the development of changes to the payroll system to incorporate new employee contract provisions, new administrative policies and regulations and/or —changes to state or federal law. Collaborate with IT staff and software vendors in implementing changes, upgrades to the payroll system, and solving technical issues.
 - Interface with Human Resources, as necessary, in the course of processing payroll, and ~~in~~ dealing with confidential personnel and benefit related issues, and preparing annual report for third-party workers' compensation administrator.
 - ~~Cross-training and temporary~~ Provide back-up coverage in Accountant's absence in other areas
 - ~~as needed and the ability to —cross —train and oversee others in projects related to, and for processing, to process~~ payroll.
 - Perform a variety of complex analyses, special projects, and other related duties as assigned.

Qualifications

Knowledge of:

- Knowledge of payroll-Payroll and payroll related benefits administration; payroll and deductions policies, practices and procedures; federal and state payroll tax laws and regulations; garnishment and employment verification practices and procedures.
- Knowledge of governmental-Governmental accounting principles and financial recordkeeping; benefits and insurance deductions; deferred compensation plans; budget process; and CalPERS retirement.
- Computerized office software, payroll systems, and public safety time-keeping systems
- Knowledge of customer-Customer service methods and communication techniques; record management and file maintenance procedures; modern office equipment procedures and practices; automated and database and financial system practices.
- English grammar, vocabulary, spelling, and punctuation

Ability to:

- The ability to understand-Understand, interpret, explain and apply federal and state laws and regulations applicable to payroll, payroll related benefits, and retirement.

- Prepare and review payroll and benefit documents, forms, reports, spreadsheets, claims and correspondence accurately; and compile information in a timely manner.
- Maintain current knowledge of memoranda of understanding, CalPERS, state and federal legislation affecting payroll procedures; develop and implement modifications, ensuring compliance
- Operate a computer keyboard, calculator and standard office equipment; ~~and operate a personal computer to~~ utilize word processing, spreadsheet, and payroll/financial system applications software, including Microsoft Office Suite, Kronos/Telestaff, and CalPERS reporting application
- Perform complicated analyses, arithmetic computations and input data with speed and accuracy; correctly record and verify transactions, identify errors or discrepancies in accounting documentation.
- Maintain confidentiality and exercise discretion.
- Recognize and embrace learning opportunities; analyze problems to identify solutions. Must be flexible and adaptable, and have the ability to stay focused and positive in a dynamic environment. Interface effectively with all levels in the organization.
- Manage deadlines, ~~and~~ exercise independent judgment and consult with management when appropriate.
- Work independently, take initiative, research, be very organized, maintain high attention to detail, and be able to work on multiple projects simultaneously
- Review, analyze, and reconcile complex payroll, tax, and pension data
- Understand and follow written and oral instructions; communicate openly and effectively, both orally and in writing
- Attend off-site training, seminars and other meetings which may involve overnight travel on occasion.
- Work beyond normal work hours, as needed

Education and Experience Requirements:

Education:

- College-level coursework in payroll, payroll tax accounting, finance, business or public administration or closely related field with a bachelor's degree preferred. ~~Combination of education and/or experience sufficient to successfully perform the essential duties of this position.~~
- Possession and maintenance of a valid California Class C driver's license and satisfactory driving record.

Experience:

- Minimum two-three years of experience in payroll, finance, or a related field, preferably with a government agency, which involved the maintenance of automated payroll, financial and statistical records. Fire related payroll and payroll related benefits knowledge is highly desirable.

Physical Profile

Work is performed in a typical office environment with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting – frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; frequent public and/or co-worker contact; frequent periods of working alone.

- Environmental – frequent exposure to computer screens and noise.