



FIRE DIVISION CHIEF

\$130,536—\$174,036 PER YEAR

APPLICATION CLOSING DATE:

Open Until Filled

First review of applications will be Friday, September 22, 2017

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, there are **five (5) required items that must be submitted** in order for you to be considered:

- **A completed City of Gilroy/CalOpps online application form with supplemental question responses.**
- **Cover Letter that explains interest in this position with the Gilroy Fire Department.**
- **A detailed resume that highlights your related skills and experience.**
- **Required Certifications** (State of California Office of the Fire Marshal Fire Officer Certification or equivalent educational certificate, ICS-300 Certificate, CPR/AED and First Aid Certification)
- **Completed City of Gilroy Self Attestation Form**

(There are several ways to submit the above required items: they may be uploaded as attachments to your on-line application, mailed, or dropped off at the Human Resources Department.)

ABOUT THE POSITION

The City of Gilroy is recruiting for a Fire Division Chief position. The goal of the Fire Department is to provide effective and efficient fire suppression, rescue and medical response with properly trained and equipped firefighters and paramedics.

GENERAL DESCRIPTION:

Under the general direction of the Fire Chief, manages a Fire Division and may supervise one of three emergency response platoons. The position that is currently open, manages the Emergency Medical Services Division. Division Chiefs may be assigned to an Administrative position with back-up emergency response duties. May function as 24-hour Duty Chief for the assigned platoon. May serve as the acting Fire Chief.

EXAMPLES OF DUTIES:

- Manage programs and personnel associated with one of three divisions: Fire Operations Division, Fire Training Division or Emergency Medical Services Division.
- Develop and direct the implementation of Division goals, objectives, policies and procedures.
- Develop recommendations and participate in the budget development and administration on a divisional level.
- Draft and submit accurate, concise and complete reports within appropriately established timelines.
- Propose amendments and/or adoption of Standard Operating Procedures, rules, regulations and directives.
- Skillfully and tactfully represent the interests of the City and the Fire Department when working with the media and making public presentations.
- Maintain open and effective communications with staff through regularly scheduled meetings. Be receptive and open to staff's ideas and suggestions.
- Comply with City and Department policies, including MOU between Firefighters Local 2805 and the City.
- Establish appropriate performance targets and objectives for staff and conduct timely, objective and impartial employee performance appraisals.
- Maintain a friendly and professional relationship with peers and members of the community.
- Train and direct staff and be available to them for guidance.
- Mentor individuals and motivate them to achieve maximum performance.
- Plan, implement, coordinate and evaluate pre-fire planning and inspection programs.
- Plan, implement, coordinate and evaluate the Fire Department safety program; investigates accidents and recommends appropriate action; instructs fire officers and personnel in safety practices.
- On a rotational basis, perform Battalion Chief functions, having responsibility for a 24 hour platoon/shift on an average of 10 shifts per month.
- Exercise direct supervision over assigned Fire Department personnel. When performing Battalion Chief functions, exercise direct supervision over all platoon/shift supervisors (i.e., Fire Captains).
- Investigate and/or oversee the investigation of fires for cause, origin and circumstances.
- May assume command of the Fire Department in the absence of the Fire Chief.

- Perform related duties as assigned.
- May fill a position in the EOC.

QUALIFICATIONS

1. A combination of education, experience, and training equal or equivalent to the following:
 - A Bachelor's degree in public administration, business administration, fire science, fire technology, other fire service related program, or other related field of study;
 - Six years of full-time paid experience in an organized Fire Department which includes a minimum of three (3) years as a Fire Captain or higher. Further, the three (3) years of Captain experience must include structural and wildland firefighting work experience.
 - A State of California Office of the Fire Marshal Fire Officer Certification or equivalent educational certification from another jurisdiction.
 - ICS-300 Certificate or equivalent certification.

The City of Gilroy reserves the right, in its sole discretion, to determine whether or not the combination of education, experience, and certification is qualifying. The most qualified candidates will be determined at the City's sole discretion.

2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s) by the time of appointment.
3. Possess and maintain a valid CPR/AED and First Aid certification.
4. Pass a detailed background investigation for employment.
5. Pass a post-offer, comprehensive psychological evaluation for employment.
6. Pass a post-offer, comprehensive medical examination for employment, including a drug screen.
7. Must sign a non-tobacco use contract.
8. Must participate in annual occupational health and wellness screening as required by the City of Gilroy.
9. Must reside within a fifteen minute response time to any of the City of Gilroy fire stations within six months of appointment.
10. Prefer bilingual, English/Spanish.

Ideal Candidate will:

- Be a dynamic leader, teacher, mentor, and fire service innovator who is approachable, open and experienced at developing relationships in a team environment.
- Have demonstrated the ability to exercise sound judgment and decision making both in an emergency response environment and in administrative and management situations.
- Be an excellent communicator and be able to express himself/herself clearly and concisely, both orally and in writing.
- Represent the Fire Department and make effective presentations in public situations including City Council meetings and community events.
- Be a seasoned fire officer experienced at command of all types of emergencies, preferably as a Chief Officer or Acting Chief Officer.
- Possess a solid understanding of the Incident Command System and be capable of managing complex multi-unit and multi-agency emergency incidents.
- Have experience as a Duty Chief or Battalion Chief with management/supervision experience over a platoon (shift) of stations and captains.
- Have demonstrated experience handling citizen inquiries and customer complaints; the ability to perform effective public relations functions; can effectively resolve disputes, MOU issues and disciplinary matters.
- Have experience working in an ALS delivery system.
- Have hands-on experience developing and managing a budget for a division or work group.
- Have direct experience with policy/procedure development and has program and project management experience.
- Be proficient in the use of PC's and laptop computers and programs such as MS Outlook, Word and Excel.
- Have working knowledge of automated fire records management systems.
- Have firsthand experience in contemporary labor relations and the implementation and use of labor/management committees.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire for this position is part of the on-line application form for this recruitment on Calopps.org (Member City: Gilroy). You must file your responses via the on-line application process. The city will evaluate your responses to these questions as part of the application review to determine who will be invited to the next step in the selection process.

Supplemental Questions:

1. As this position manages the EMS Division, please share your specific EMS experience and any EMS projects that you may have managed.

2. Please explain why you are interested in the Fire Division Chief position in Gilroy. What motivated you to apply? Why Gilroy?
3. The City of Gilroy's retirement plan for new CalPERS members in the fire safety group is the CalPERS 2% at 57 plan with a three year average for final compensation reporting. New hires that qualify as classic members fall under the CalPERS 2% at 55 plan with a three year average for final compensation. The CalPERS employee contribution is a pre-tax payroll deduction (currently 50% of the total normal cost for new members and 7% for classic members) from the employee's pay. CalPERS requires five years of service to vest and the minimum retirement age is 50. Please confirm that you have researched the retirement plan and can accept this plan for purposes of retirement benefits.
4. What are your initial plans to meet the 15 minute response time to a Gilroy fire station requirement within six months from date of hire? Are you able to commit to relocation at your own expense if selected for the position?
5. What research have you done on the Gilroy Fire Department and Gilroy community? What from that research makes this position attractive to you?
6. What are your career goals and, if hired as a Division Chief with the Gilroy Fire Department, where do you see yourself professionally in three years? In five years? In ten years?
7. Customer service is a key core value and priority of the Gilroy organization. If hired as a Division Chief with the Gilroy Fire Department how will you help to further this value in the department? Please include at least two specific examples in your response.
8. Looking at your overall qualifications and skills that you currently possess, what is the main "added value" that you think you will bring to the Gilroy Fire Department?

COMPENSATION AND BENEFITS

Health Allowance and Flexible Benefits Plan

Depending upon the number of dependents the health allowance ranges from \$736.02 to \$1,943.68 per month for core health benefits. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision care and medical and dependent care accounts are also available.

Other Benefits

The City of Gilroy shall comply with the Public Employee Pension Reform Act (PEPRA) that went into effect on January 1, 2013.

- **Fire Safety Employees Categorized as "Classic" CalPERS Members Hired On or After January 1, 2013:** The city shall provide the 2% at 55 CalPERS retirement plan for employees in the Fire Safety CalPERS category that were hired to a full-time Fire Safety position with the city of Gilroy on or after January 1, 2013 who are categorized as a "classic" member of CalPERS. Final compensation is based on a three year average. The employee shall pay a seven (7%) employee contribution as a pre-tax payroll deduction pursuant to IRC 414(h)(2).

- **Fire Safety Employees Hired On or After January 1, 2013 Categorized as “New” CalPERS Members:** The city shall provide the 2% at 57 CalPERS retirement plan for employees in the Fire Safety CalPERS category that were hired to a full-time Fire Safety position with the city of Gilroy on or after January 1, 2013 who are categorized as a “new” member of CalPERS. Employees in this category shall have a pre-tax payroll deduction for 50% of the total normal cost of the plan as identified annually by CalPERS. This employee payroll deduction amount may change from year to year as required by PEPRA. Final compensation is based on a three year average.

Leaves and Work Schedule

Employees accrue 8 hours of sick leave each month. Annual vacation ranges from two to four weeks per year, based on years of service. Division Chief’s work varied 40 hour schedules as assigned by the Fire Chief, currently two 12 hour workdays and one 10 hour workday every six days with assigned 24-hour duty coverage on the two 12 hour workdays. Division Chiefs are provided 56 hours of administrative leave each fiscal year and 44 hours of personal leave each fiscal year. These leaves are not vested leaves and must be used within the fiscal year.

Payroll

All City employees are paid monthly, on the last business day of each month via direct deposit.

Representation

Persons appointed to this position are covered by the Gilroy Management Association (GMA) Memorandum of Understanding. Employees have the option to join GMA membership.

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Self-Attestation Form – a fully completed Fire Division Chief Self Attestation Form must be completed and submitted with your application packet. Given that this position will work in the Gilroy Fire Department a detailed background check is required. This form is the first step in this process and will allow you to self-assess relative to any background issues that may come up should you be considered further. A copy of this form can be found on the city website under *Job Listings* and the Fire Division Chief Job Flyer.

City Application Form – Candidates must complete the CalOpps City of Gilroy application form for this position and submit on line. Please prepare attachments prior to completion of the CalOpps application so that you may upload and attach them to your CalOpps submittal.

Apply Online:

1. Go to <http://www.calopps.org>.
2. Click on “Member Agencies”
3. Click on the “City of Gilroy”
4. Scroll down until you see “City of Gilroy Job Openings”
5. Click on desired job title
6. Click on “Apply”
7. Click on “Create a Profile”

Please scan and save your attachments into PDF documents before uploading and attaching them to your application. Once you have the above items ready to upload, you can attach them to your CalOpps on-line application and submit them electronically OR, if you do not have access to a scanner, you will need to mail in the application attachments (cover letter, resume and references) to the City of Gilroy Human Resources Department for attachment to your application. *These forms must be submitted electronically with your CalOpps application or must be received by mail shortly after you submit your online materials.*

If for some reason you are not able to upload the required application package items via CalOpps, please fax them with a cover sheet to our confidential FAX line: (408) 846-0200. In the alternative, you may mail them or hand-carry them to: **City of Gilroy, Human Resources Department, 7351 Rosanna Street, Gilroy, CA 95020.**

This recruitment is open until filled and first review of applications will be Friday, September 22, 2017. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City’s expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.