

**CITY OF DANA POINT**  
**AGENDA REPORT**

Reviewed By:	
DH	X
CM	X
CA	___

---

**DATE: APRIL 11, 2005**

**TO: CITY MANAGER  
HONORABLE MAYOR AND CITY COUNCIL**

**FROM: SHARIE APODACA, DIRECTOR OF ADMINISTRATIVE SERVICES**

**SUBJECT: AMENDMENT OF CLASS SPECIFICATION FOR EXISTING EMERGENCY SERVICES COORDINATOR POSITION**

---

**RECOMMENDED ACTION:**

In order to facilitate the enhancement and recently approved reorganization of the Emergency and Support Services Division, that the City Council adopt a Resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, AMENDING THE SALARY RANGE AND CLASS SPECIFICATION FOR THE BUDGETED POSITION OF EMERGENCY SERVICES COORDINATOR

**DISCUSSION:**

At the March 23, 2005 meeting, the City Council approved a staff recommendation to enhance the level of service provided by the Emergency Services Division. This reorganization included combining the Emergency Services Division with the Facilities Maintenance Division under the umbrella of an expanded division called Emergency and Support Services. These changes included bringing the facilities maintenance operation in-house, and creating two positions: a Facilities Maintenance Worker, which will be re-evaluated in one year; and an Emergency and Support Services Manager to direct and oversee the priorities and activities of the Emergency and Support Services Division. The City Manager has filled the position of Emergency and Support Services Manager by an internal appointment leaving the position of Emergency Services Coordinator vacant. At this time it is appropriate to amend the job specification and salary range for the Emergency Services Coordinator position before the recruitment begins to fill the vacancy.

The amended class specification for the Emergency Services Coordinator (ESC) position is included in this report as [Exhibit 2](#). This amended job specification and adjusted salary range ([Exhibit 1](#)) are proposed in order to appropriately level this position and account for the new reporting organization within the Emergency and Support Services Division. The core duties of the ESC have been maintained, however language has been added to reflect

that the ESC will report directly to the Emergency and Support Services Manager as opposed to the City Manager. The revised job specification reflects responsibilities and areas where the ESC will report to and assist the division manager with existing ESC duties and very importantly, new programs.

**FISCAL IMPACT:**

None. This position has been accounted for in the Emergency Services Division of the adopted Budget for FY 03-04/04-05. The proposed adjustment to the salary range will reduce the top end of the range and bring this class in line with comparable mid-manager positions in Orange County.

**ALTERNATIVE ACTIONS:**

As determined by Council.

**ACTION DOCUMENTS:**

**Page No.**

A. A <a href="#">RESOLUTION</a> OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, AMENDING THE SALARY RANGE AND CLASS SPECIFICATION FOR THE BUDGETED POSITION OF EMERGENCY SERVICES COORDINATOR .....	3
▪ <a href="#">Exhibit 1</a> – Position Title and Salary Range .....	5
▪ <a href="#">Exhibit 2</a> – Specifications for Emergency Services Coordinator .....	6

**SUPPORTING DOCUMENTS:**

None.

**ACTION DOCUMENT A****RESOLUTION NO. \_\_\_\_\_****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, AMENDING THE SALARY RANGE AND CLASS SPECIFICATION FOR THE BUDGETED POSITION OF EMERGENCY SERVICES COORDINATOR**

WHEREAS, pursuant to the City's Personnel Ordinance, the City Manager has the authority to hire, set salaries, and adopt personnel policies; and

WHEREAS, the existing position title and salary range of Emergency Services Coordinator is budgeted in the FY 03-04/04-05 budget; and

WHEREAS, the City Manager recommends the formal amendment of the class specification and salary range for the position title of Emergency Services Coordinator.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

**SECTION 1.** The following Personnel Policies are hereby amended:

Position Titles and Salary Ranges ([Exhibit 1](#))

Such Position Titles and Salary Ranges are attached and incorporated into this Resolution by reference.

**SECTION 2.** All prior Resolutions and parts of Resolutions in conflict with this Resolution are hereby rescinded.

**SECTION 3.** The following classification is designated as an exempt, at will position and is hereby amended:

Emergency Services Coordinator ([Exhibit 2](#))

**SECTION 4.** This Position Title and Salary Range shall become effective on April 11, 2005.

**SECTION 5.** All prior Resolutions and parts of Resolutions in conflict with this Resolution are hereby rescinded.

**PASSED, APPROVED AND ADOPTED** this 11th day of April, 2005

\_\_\_\_\_  
WAYNE RAYFIELD, MAYOR

**ATTEST:**

\_\_\_\_\_  
SHARIE APODACA, ACTING CITY CLERK

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss.  
CITY OF DANA POINT )

I, Sharie Apodaca, Acting City Clerk of the City of Dana Point, do hereby certify that the foregoing Resolution No. \_\_\_\_\_ was duly adopted and passed at an adjourned regular meeting of the City Council on the 11th day of April 2005, by the following roll-call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
SHARIE APODACA, ACTING CITY CLERK

**EXHIBIT 1**

**CITY OF DANA POINT  
SALARY RANGE**

**Position Title**

**Monthly Salary Range**

Emergency Services Coordinator

\$4460 – \$5797

**EXHIBIT 2**

*The City of Dana Point  
33282 Golden Lantern  
Dana Point, CA 92629*

**EMERGENCY SERVICES COORDINATOR****DEFINITION:**

Under general direction to plan and coordinate the City's Emergency Plan; to monitor and coordinate emergency response training; to represent the City at various emergency planning meetings and functions; to prepare reports and recommendations; and to do other work as required.

**CLASS CHARACTERISTICS:**

This is a one position class. The incumbent works under general guidelines with a high degree of independence. Assigned duties involve working closely with other jurisdictions, agencies and public utilities.

This is an Exempt, At-Will position.

**EXAMPLES OF DUTIES** - The typical duties assigned to this class include, but are not limited to:

1. Researches, analyzes and develops recommendations regarding emergency preparedness programs and procedures; prepares and presents written and oral reports; prepares and presents policy, procedure and other recommendations.
2. Designs, develops and coordinates preparation of the Emergency Plan; designs the emergency response staff organization and coordinates staff training; develops and recommends policies and procedures to implement emergency response programs; critiques, evaluates and recommends or implements revisions to the Emergency Plan on an on-going basis.
3. Assists in implementing and monitoring the Emergency Preparedness Budget.
4. Designs, organizes and equips the Emergency Operations Center and Operations Office.
5. Represents the City at meetings with partner agencies, citizens, professional groups and others; prepares and delivers presentations as requested or directed; answers questions and inquiries in person and in writing.
6. Is available to respond at any time (24 hours/day, 7 days/week) to an emergency situation impacting the City.

**MINIMUM QUALIFICATIONS:****Knowledge:**

General knowledge of the principles of emergency response planning including planning, policies, procedures, and practices.

General knowledge of emergency services agencies.

General knowledge of the function and organization of an emergency operations center and emergency communication procedures.

Some knowledge of budget administration.

Some knowledge of the principles of supervision.

**Ability to:**

Design, develop and coordinate an emergency response plan including staff training programs for an emergency response.

Assist in developing and monitoring a budget.

Prepare written reports and deliver presentations pertaining to various aspects of the emergency services program.

Communicate effectively and establish cordial working relationships with those contacted in the course of work assignments.

Use or learn to use a computer to perform administrative or statistical analysis related to assigned duties.

**Education and Experience:**

Graduation from an accredited college or university with a major in public administration or a closely related field.

Two years of experience researching, analyzing, and recommending policies, procedures or actions related to emergency response planning.

**Licenses:**

Possession of or ability to obtain a valid California Driver's License