



PERSONNEL CLASSIFICATION

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members.

PURPOSE

To establish the personnel classification plan for use by Stoney Point Fire Department.

DEFINITIONS

Guideline - a general rule, principle, outline of a policy

Member – any career, volunteer, staff, and auxiliary personnel affiliated with the department

Shall - indicates a mandatory requirement

GUIDELINES

The Fire Chief of Stoney Point Fire Department shall be responsible for developing and maintaining the personnel classification plan. This plan shall accurately reflect the responsibilities of, and duties performed by members in the classes to which their position is assigned. The Fire Chief shall recommend to the Board of Directors the creation of any new classification of position as necessary to accurately reflect the changes of duties and responsibilities of members and the department. The Fire Chief and Board of Directors shall annually review the personnel classifications to ensure that they are in compliance with existing standards of performance and meet the needs of the department. The personnel classification plan covers all positions with the exception of Fire Chief which is determined by the Board of Directors.

Allocation of Positions

When a new position is established or the duties of an existing position change, the Fire Chief will submit in writing a comprehensive job description describing in detail the duties of the position. The Fire Chief will amend the appropriate class allocation or shall recommend to the Directors the establishment of a new classification. The Directors shall then consider and act on each recommendation.

Policy Number

7A.009

Page 1 of 3



Classifications

Stoney Point Fire Department currently manages the following personnel classifications:

- Deputy Fire Chief
 - duties and responsibilities in accordance with SOG 7A.012
- Assistant Fire Chief (Career and Volunteer)
 - duties and responsibilities in accordance with SOG 7A.012
- Division Fire Chief (Career and Volunteer)
 - duties and responsibilities in accordance with SOG 7A.012
- Captain (Career and Volunteer)
 - duties and responsibilities in accordance with SOG 7A.012
- Lieutenant (Career and Volunteer)
 - duties and responsibilities in accordance with SOG 7A.012
- Engineer (Career and Volunteer)
 - duties and responsibilities in accordance with SOG 7A.012
- Firefighter (Career and Volunteer)
 - duties and responsibilities in accordance with SOG 7A.012
- Emergency Medical Technician (Volunteer)
- Junior Firefighter (Volunteer)
- Administrative Staff (Paid)

Policy Number

7A.009

Page 2 of 3

Compensation for Career and Paid Staff Members

Stoney Point Fire Department provides compensation to its career and paid staff members at a rate that is commensurate with the position classification for the jurisdiction. Rates of compensation are determined upon employment and based upon education, certifications, and other relevant criteria at the time of employment. Members that are promoted, demoted, transferred, or reclassified shall be compensated according to the classification compensation scale for the new position. The member shall be fully qualified for the new position before the compensation is adjusted for any promotion or transfer. Members that are demoted shall immediately receive the new compensation rate for their position.



Part Time Paid Staff

Members that are employed for part time or temporary work in a classified position shall be paid an hourly wage adjusted for that position as approved by the Fire Chief.

Entry Level Compensation

There are no provisions for hiring an employee at a compensation rate above the established entry level compensation plan. The Fire Chief shall make any recommendations for a deviation to this policy directly to the Board of Directors for consideration and approval on a case-by-case basis.

Compensation Rate Revisions

The Board of Directors shall be responsible for amending or changing the existing compensation plans for each classified position at the recommendation of the Fire Chief. Existing career or paid staff members within that classification shall have their compensation increased to the new rate immediately upon approval. Newly acquired career or paid staff shall be employed at the new rate.

References

Stoney Point Fire Department By Laws

Policy Number

7A.009

Page 3 of 3