

Deputy Fire Chief



CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY



UNIQUE OPPORTUNITY

This is an exceptional opportunity to join the elite fire service of the nation's tenth largest city in protecting the lives and property of over 1 million residents.

THE DEPARTMENT

The San José Fire Department (SJFD) is a full-service, all-hazard metropolitan fire department that provides service within approximately 208 square miles. The protection area includes residential, commercial, high-rise, industrial, wildland-urban interface areas, San Francisco Bayfront, four major hospitals, the SAP Center, the PayPal Stadium, San José State University, Norman Y. Mineta San José International Airport, three super-regional malls, high-tech industry leading companies and the United State Patent and Trademark Office.

The Department is organized across five Bureaus which are Field Operations; Support Services; Fire Prevention; Training and Emergency Medical Services; and Administrative Services. Under the Fire Chief, the staff consists of an Assistant Fire Chief, four Deputy Fire Chiefs, and a civilian Deputy Director. The Fire Department FY 2021-2022 proposed operating budget is \$288.3 million. SJFD is budgeted for 719 sworn personnel and 130 civilian personnel for a total of 849 employees.

The SJFD responds from 33 fire stations organized across five battalions under the Bureau of Field Operations. There are 33 engine companies, 9 truck companies, 8 wildland companies, 1 Urban Search and Rescue Unit, a Hazardous Incident Team and other specialized apparatus including the Aircraft Rescue & Fire Fighting. SJFD provides Advanced Life Support Paramedic first responder service contractually through the County of Santa Clara and works in conjunction with its subcontractor, Rural Metro Ambulance/American Medical Response. Each engine and truck company throughout the City is staffed with an accredited paramedic. The Department also operates three Squads to create operational efficiencies and supplement County of Santa Clara ambulance resources.

In FY 2020-2021, the Department responded to nearly 95,000 calls for service of which roughly 60% were emergency medical service related. The SJFD Communications Center is recognized as an Accredited Center of Excellence by the National Academy of Emergency Medical Dispatch.

For additional information on the City of San José and SJFD visit www.sanjoseca.gov and www.sjfd.org.

THE CITY

Known as the "Capital of Silicon Valley," the City of San José plays a vital economic and cultural role anchoring the world's leading region of innovation. Located at the southern tip of the San Francisco Bay, San José is one of the most diverse large cities in the United States. San José's transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San José's quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses. San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.



THE POSITION

Deputy Fire Chiefs represent the San José Fire Department in multiple arenas and candidate(s) should feel comfortable taking an active and visible role in the community. Under the direction of the Fire Chief, and serving as a member of Senior Staff, the Deputy Fire Chiefs each plan, coordinate and direct the activities of a major Bureau of the Fire Department and perform related work as required. The SJFD employs four Deputy Fire Chief positions that supervise the following areas: 1) the Bureau of Field Operations (BFO); 2) the Bureau of Fire Prevention (BFP); 3) the Bureau of Support Services (BSS); and, 4) the Bureau of Training and Emergency Medical Services (BET). The Deputy Fire Chief position in BFP is also known as the Fire Marshal.

Typical duties:

Deputy Fire Chief's typical duties include responding to and assuming command at the scene of major fires and related emergencies; and, supervising and directing the operation of a major bureau of the Fire Department.

The Deputy Fire Chief assigned to the Bureau of Field Operations directs emergency response personnel across five battalions on three shifts.

The Deputy Fire Chief/Fire Marshal assigned to the Bureau of Fire Prevention supervises and directs a comprehensive fire prevention program, including the development of new codes, physical inspections, state and local code enforcement, water system approval, education of the public, administration of the hazardous materials ordinance and oversight of the Arson Investigation Program.

The Deputy Fire Chief assigned to the Bureau of Support Services oversees fleet procurement and maintenance, equipment and supply procurement and distribution, and facilities maintenance and construction including major capital projects.

The Deputy Fire Chief assigned to the Bureau of Emergency Medical Services (EMS) and Training oversees two major divisions including Training which conducts training academies, offers professional development program courses, and provides EMS continuing education courses, continuous quality improvement, clinical oversight, and certification and licensure monitoring.

All Deputy Fire Chiefs supervise and evaluate fire department personnel; make recommendations on employment, retention, promotion, demotion, and other personnel actions; direct and enforce the rules and regulations of the department; maintain effective working relationships with other departments, County, State, and Federal agencies; develop and control the operating budget for a Bureau and assist in the development of the Department's capital budget; as well as develop and implement an effective training program for departmental personnel. Appointments to these positions require disclosure of outside investments, real property interests, income, and business positions through Form 700. More information on requirements and disclosure, www.fppc.ca.gov/Form700.html.

This recruitment may be used to fill multiple positions in this, or other divisions of the department. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the applicants from this recruitment.

THE IDEAL CANDIDATE

The ideal candidate will be a dynamic, present and engaged servant leader with proven fire and EMS services administrative experience in a medium to large sized urban setting. Competitive candidates will have enjoyed strong internal and external relationships throughout their careers and have demonstrated a proactive approach to creating mutually beneficial partnerships in the community and the fire profession. The successful candidate will bring innovative, contemporary, and fresh ideas to the department, be experienced in assessing fire and EMS service models and staying abreast of current trends. A strong, transparent and inclusive leadership style that fosters a culture of respect and consistent accountability will serve the chosen candidate well. The preferred candidate will be a 'doer' who has a track record of getting things done and producing an exceptional work product. Those who managed in a highly resourceful manner and are known for their attentiveness to responsiveness, efficiency, and effectiveness will find success at SJFD.

Impressive candidates will also exhibit the following competencies and characteristics:

- » Exceptional, emotionally intelligent listener
- » Committed to and experienced with a multi-cultural workforce and community
- » Courageous and thoughtful but willing to make the difficult decision
- » A consummate team player
- » Exceptional communicator
- » Accessible and open to new ideas
- » Well-networked and resourceful
- » Participative, visible and involved with the workforce
- » Effective, empathetic change agent
- » Confident and talented problem solver
- » Effective mentor and coach
- » Ability to create a culture of mutual respect
- » Exhibits a high level of professionalism and flawless integrity
- » Politically astute yet apolitical





COMPENSATION AND BENEFITS

The approved salary range for this position is **\$143,894.98 - \$222,234.74**. The actual salary shall be determined by the final candidate's qualifications and experience. In addition to the starting salary, employees in this classification shall also receive an approximate five percent (5%) on-going non-pensionable pay.

The City provides an excellent array of benefits, including:

- » **Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- » **Health Insurance** – The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan options.
- » **Dental Insurance** – The City contributes 100% of the premium of the lowest priced plan for dental coverage.
- » **Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.
- » **Holidays** – Starting in 2022, the City will also observe Juneteenth as a holiday for a total of 15 paid holidays annually.
- » **Deferred Compensation** – The City offers an optional 457 Plan.
- » **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- » **Life Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- » **Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits website:

<https://www.sanjoseca.gov/your-government/departments/human-resources/benefits>



EDUCATION/EXPERIENCE

1. One (1) year as Battalion Chief or higher AND sixty (60) semester units/ninety (90) quarter units.
2. Two (2) years as Battalion Chief or higher AND thirty (30) semester units/forty-five (45) quarter units.
3. Three (3) years as Battalion Chief or higher.
4. Five (5) years as Fire Captain AND a Bachelor's degree from an accredited college or university in business administration, management science or related field. Additional work experience as Fire Captain cannot substitute for the required degree.

A Bachelor's Degree from an accredited college or university in business administration, management sciences or related field is highly desirable for those in a Battalion Chief or Fire Division Chief classification. Advanced coursework or training in leadership, management and/or organizational development is highly desirable.

Required Licensing

Possession of a valid State of California driver's license.

In addition, pursuant to the City's Covid-19 Mandatory Vaccination and Testing Policy, the City of San José is requiring all new hires to provide proof of Covid-19 vaccination as a condition of employment absent a documented medical and/or religious exemption.



■ APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted in the early stages of the process) by **Friday, December 10, 2021**. Résumé should reflect years and months of employment including beginning/ending dates.

Please go to our website to submit your application: <https://www.cps hr.us/recruitment/1900>



For further information contact:

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Website: www.cps hr.us

Résumés will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants immediately following the final filing date. Candidates deemed most qualified will be referred to the City. Selected candidates will be invited to participate in further interview and selection activities tentatively scheduled for early January 2022. An appointment will be made following comprehensive reference and background checks.