



TITLE

Adoption of Management Aid (MA) Classification, Job Description, and Salary Schedule

RECOMMENDATION

Adopt a resolution establishing the Management Aid (MA) classification and approving the associated job description (Exhibit A) and salary schedule (Exhibit B).

CONTACT

Cliff Campbell, Acting Fire Chief

BACKGROUND & ANALYSIS

Staff is proposing the establishment of a Management Aid (MA) classification, along with an associated job description and salary schedule, to provide the District with a flexible staffing option for temporary and project-based assignments. The District does not currently have a classification that allows for this level of flexibility without creating a permanent position.

The job description is intentionally broad to allow for a range of assignments, including administrative, technical, and command-level support, depending on operational needs. The salary schedule provides a wide range to align compensation with the level and complexity of each assignment.

This structure allows the District to respond efficiently to temporary workload demands. This classification is:

- Temporary and at-will
- Non-benefited
- Utilized on an as-needed basis

The classification may be used for a variety of assignments, including:

- Command-level support (e.g., part-time Assistant Chief)
- Administrative or clerical support
- Special projects, studies, or technical assignments

A job description (Exhibit A) and salary schedule (Exhibit B) have been developed to support

implementation of this classification.

This classification may also be used for retired annuitants, in compliance with applicable CalPERS regulations.

FISCAL IMPACT

There is no immediate fiscal impact associated with establishing this classification.

Any future use will be:

- Managed within existing budget appropriations, or
- Brought forward to the Board for approval if additional funding is required

BOARD PRIORITY PROGRAMS AND PROJECTS

Public Safety: "Ensure American Canyon remains a safe community"

ENVIRONMENTAL REVIEW

There is no environmental impact associated with this action. The proposed action is not a "project" as defined under the California Environmental Quality Act (CEQA).

ATTACHMENTS:

1. [Resolution 2026-10 Management Aid](#)
2. [Exhibit A_200.12 Management Aid](#)
3. [Exhibit B Salary Schedule](#)