



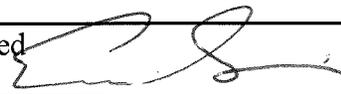
Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Kay Winer

**SUBJECT: AMENDMENTS TO THE CITY
PAY PLAN FOR VARIOUS
CLASSIFICATIONS**

DATE: April 4, 2011

Approved 

Date 4/8/11

RECOMMENDATION

Adoption of a resolution to:

1. Amend the City of San Jose Pay Plan effective April 26, 2011 to create the following classifications:
 - a. Principal Engineer/Architect (3816)
 - b. Radio Communications Manager (8523)
2. Amend the City of San Jose Pay Plan effective April 26, 2011 to delete job classifications no longer in use:
 - a. Assistant City Attorney SII (2197)
 - b. Chief Deputy City Attorney (SII) (2137)
 - c. Communications Services Operator (1176)
 - d. Communications Services Operator PT (1177)
 - e. Emergency Preparedness Director U (2341)
 - f. Horticulturalist (3424)
 - g. Parks Development Officer (3450)
 - h. Public Communications Manager (1675)
 - i. Redevelopment Program Manager (4232)

OUTCOME

If the above recommendations are approved, the City of San Jose Pay Plan will be amended to add the classifications of Principal Engineer/Architect (3816) and Radio Communications Manager (8523) and to delete various classifications as specified below.

BACKGROUND

When new job classifications are added or deleted, job titles are changed, or salaries are revised, relevant resolutions must be amended. The City Pay Plan reflects all job classification and compensation changes made through Council Resolution and is on file in the Human Resources Department and published on the City's internet and intranet sites.

ANALYSIS

Creation of New Classifications

- a. Principal Engineer/Architect (3816) with an annual pay range of \$114,400 - \$139,499.62. This class is responsible for planning, organizing, coordinating and directing the activities for the implementation of an assigned major engineering, architectural, construction, or other related technical project or program. Incumbents in this class act as individual contributors, providing high level technical advice on projects or programs and/or directing the activities for the implementation of major projects and programs. A separate classification is appropriate due to the specialized nature of the work. The salary range is equivalent to the current on-going pay range for Division Manager, which is work at a similar level of complexity. FY10-11 one-time reductions will be applied to the pay range once the class is created.
- b. Radio Communications Manager (8523) with an annual pay range of \$109,990.40 – \$134,638.40. This class is responsible for administrative and technical expertise to maintain the City's radio communication infrastructure (public safety and non-public safety) and assisting in the formulation and implementation of administrative policies to maximize the integrity and reliability of the City's radio communications systems, both locally and regionally. A separate classification is appropriate due to the specialized nature of the work. The salary range is equivalent to the current on-going pay range for Program Manager II, which is work at a similar level of complexity. FY10-11 one-time reductions will be applied to the pay range once the class is created.

Deletion of Classifications

The following classifications are being deleted as they are no longer in use.

- a. Assistant City Attorney SII (2197) — replaced by unclassified
- b. Chief Deputy City Attorney (SII) (2137) — replaced by unclassified
- c. Communications Services Operator (1176) — specialized function is no longer performed
- d. Communications Services Operator PT (1177) — specialized function is no longer performed
- e. Emergency Preparedness Director U (2341) — replaced by Deputy Director
- f. Horticulturalist (3424) — specialized function is no longer performed
- g. Parks Development Officer (3450) — specialized function is no longer performed
- h. Public Communications Manager (1675) — replaced by unclassified
- i. Redevelopment Program Manager (4232) — specialized function is no longer performed

EVALUATION AND FOLLOW-UP

No additional City Council action is expected for these amendments.

April 4, 2011

Subject: Amendments to Pay Plan

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PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

Although this does not meet any of the above criteria, this memo will be posted on the City's website for the April 26, 2011 Council meeting.

COORDINATION

This memorandum was coordinated with the Budget Office, Office of Employee Relations, the City Attorney's Office and the Human Resources Department.

COST SUMMARY/IMPLICATIONS

There are no cost implications pertaining to this resolution. Creation of new classifications does not create additional positions; new classes are created in order to better describe existing work.

CEQA

Not a project, File No. PP10-068 (b), Municipal Code, Title 3.

/s/

KAY WINER

Acting Director, Human Resources Department

For questions please contact Sarah Nunes, Employment Manager, at 975-1458.

Attachments:

Principal Engineer/Architect (3816) class specification

Radio Communications Manager (8523) class specification

City of San José
CLASS SPECIFICATION
TITLE: Principal Engineer/Architect (3816)

DEPARTMENT: Varies	ACCOUNTABLE TO: Deputy Director	FLSA STATUS: Exempt
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CLASS SUMMARY

Plans, organizes, coordinates and directs the activities for the implementation of an assigned major engineering, architectural, construction, or other related technical project or program or acts as a high level technical advisor. Supervises professional and sub-professional engineering staff. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fifth-level professional class in a five-class series. An incumbent in this class reports to a Deputy Director and acts as a high level technical advisor on projects or programs or directing the activities for the implementation of major projects and programs. Incumbents in this class act as individual contributors, providing high level technical advice on projects or programs and/or directing the activities for the implementation of major projects and programs. This class is distinguished from the lower-level Senior Engineer, which typically functions as a manager of a Section of a Division rather than the manager of a major, large-scale project or program and does not act as a high level technical advisor on major projects and programs. Sr. Engineers are generally assigned to positions as managers rather than positions as individual contributors. While a Senior Engineer assumes broad responsibility in the fields of planning, implementing and monitoring projects, the Principal Engineer represents the Department in implementation of major projects or programs and has responsibility for final approval of all projects. This classification is distinguished from the classification of Division Manager, in that the latter classification has full management responsibility for a Division, and is not assigned as a project or program manager with technical expertise in one given field.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education: Bachelor's degree from an accredited college or university in the required professional discipline.

Experience : Eight (8) years of progressively responsible, directly related professional experience, including at least three (3) years of experience at a level equivalent to Senior Engineer or Senior Architect.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a Certificate of Registration in the required discipline.
- Possession of a valid California's driver's license may be required.

City of San José
CLASS SPECIFICATION
TITLE: Principal Engineer/Architect (3816)

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- Principles and practices of the required professional discipline.
- Federal, State and local regulations pertaining to the products of the required discipline.
- Principles and practices of management, supervision and training.
- Design and construction document development.
- Research methods
- Computer programs and hardware required for the effective production and management of the engineering and management products.

Ability to:

- Deal effectively and tactfully with other professionals, elected officials, contractors, consultants and the general public.
- Communicate clearly and concisely, both orally and in writing.
- Plan, assign and direct the preparation of complex plans, reports and recommendations.
- Develop effective policies and procedures.
- Prepare concise cost-estimates and monitor budgets.
- Review and evaluate submitted plans and designs.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- A Master's degree from an accredited college or university in a related discipline
- At least one year of experience managing a major technical project or program

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Oversees engineering/architectural or other technical research; directs the collection of field data; reviews, analyzes, and prepares recommendations to Senior and Executive staff regarding project and/or program scope or objectives	Continuous
2.	Consults with Senior and Executive staff, contractors, other departments, and consultants to plan, design and construct major engineering/architectural or other technical projects. Acts as the City's expert in a particular discipline (i.e. Structural, Electrical, Mechanical, etc.) as required.	Frequent

City of San José
CLASS SPECIFICATION
TITLE: Principal Engineer/Architect (3816)

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
3.	Supervises engineering/architectural and other professional and sub-professional project staff engaged in a variety of large-scale technical, engineering, architectural or construction projects and/or programs. Supervisory duties include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations and any other recommendations related to the change in status of employees. May also coordinate and supervise the work of project teams comprised of individuals in a variety of organizations or agencies in order to achieve desired results.	Continuous
4.	Makes detailed analyses of proposed projects for the economic benefit and the practical engineering/architectural issues.	Occasional
5.	Reviews, approves, signs, and seals plans, calculations and specifications.	Occasional
6.	Negotiates and administers contracts and agreements with consultants, vendors, agencies and contractors.	Occasional
7.	Directs and coordinates the preparation of cost estimates and project and/or program budgets; monitors budgets and schedules for performance.	Frequent
8.	Represents the Department on boards and commissions, and to outside agencies, professional and business groups.	Occasional
9.	Confers with elected and appointed officials, citizen groups and the general public to explain engineering or technical projects and/or programs.	Occasional
10.	Understands, promotes and supports the City Service Area's Business Plans and the core services of the Department.	Continuous
11.	Prepares technical reports and correspondence as required.	Occasional
12.	Acts in the absence of the Division Manager, as required.	As Required
13.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY *Created 4/11; 3816s001*

8/85
Rev 9/86
Rev 7/89
Ret 9/90
Rev/Ret 2/96

**CITY OF SAN JOSE
COMMUNICATIONS SYSTEMS MANAGER (8523)**

CLASS PURPOSE

Under general direction, performs work of unusual difficulty in planning, organizing, coordinating and directing the installation and maintenance of the City's communications (radio and telecommunications) systems facilities and equipment, and multi-media networks. The major responsibility of this position is to provide administrative, technical and policy guidance for the effective management of the City's communications programs. Performs related duties as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed).

- Plans, directs, coordinates and supervises the communications systems design, equipment, repair, communications networks, and communications services of the City.
- Manages, through subordinate supervisors, the work of Communications Technicians and others engaged in division activities.
- Prepares and administers the Communications Management Division budget.
- Confers and coordinates with City departments and other agencies on technical matters involving communications systems.
- Designs and evaluates new or modified communications systems to insure proper integration in existing communications networks.
- Determines communications systems equipment and supply needs and requisitions necessary equipment and supplies.
- Analyzes and makes recommendations on policies and procedures for a more effective communication systems.
- Directs the development, implementation and coordination of training for communications personnel to maintain technical competency and familiarity with City equipment and departmental policies and procedures.
- Directs the preparation and maintenance of reports and records as required; supervises the preparation, justification and implementation of the division budget, participates in the preparation and development of the departmental budget.
- Directs and participates in studies and surveys, including pre-engineering surveys, to determine the City's communications needs; consults with departmental representatives; evaluates findings and, under administrative direction, implements new developments.
- Represents the City in contracts with the county, various state communications organization, the Federal Communications Commission and coordinates the City's communications systems with other governmental agencies as required.

Typical End Results Include

Ensuring the development and implementation of the City's communications program. Ensures the effective and efficient operation and supervision of the City's communications program to meet the needs of the City organization. Ensures that new technical developments and other improvements are integrated into the City's communications systems and that changing needs are continually addressed.

DISTINGUISHING CHARACTERISTICS

This is a single position class in which the incumbent plans, organizes, coordinates and directs the installation and maintenance of the communications facilities and related equipment of the City. An incumbent of this class reports to a deputy Director of General Services. Classes of Telecommunications Specialist and Senior Communications Technician report to the Communications Systems Manager.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

- Knowledge of the principles, practices and trends in public safety and emergency communications engineering and maintenance.
- Knowledge of the principles and methods of telecommunications systems and services.
- Knowledge of the principles and methods of multi-media telecommunications networks and equipment.
- Knowledge of local exchange carrier and international exchange carrier networks.
- Knowledge of Federal Communication Commission rules and regulations pertaining to transmitting and receiving information by radio.
- Knowledge of California Public Utility Commissioner regulations pertaining to telecommunication networks and systems.
- Knowledge of the principles of personnel management and supervision.
- Ability to establish and maintain cooperative working relationships with other representatives of management, the Police, Fire and other City departments, a variety of local and federal agencies, subordinate staff and others contacted in the course of work.
- Ability to supervise a highly trained technical staff and make operating decisions pertaining to the assignment of personnel and equipment.
- Ability to plan, organize, and direct a comprehensive communications program.
- Ability to evaluate communications systems and make modifications to existing equipment and systems.

Competency Knowledges, Skills and Abilities

- Knowledge of materials, methods and equipment used in testing, maintaining and installing communications systems.
- Ability to perform administrative work invoked in the management of a division, including budget preparation, cost analysis, evaluation of equipment needs, policy preparation and interpretation and related duties.
- Ability to evaluate the City's communications needs and present them clearly and concisely.

Training and Experience

Any combination of training and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in Telecommunications Managements, Electrical or Electronic Engineering, or a related technical field, and seven (7) years of experience in increasingly responsible communications management including at least three (3) years at the policy making level with direction and supervision of professional staff.

Licenses/Certificates

- Membership in the Associated Public Safety Communications Officers will be required within a prescribed time limit after appointment.
- Possession of a valid State of California driver's license may be required.

Formerly Communication Technical Manager
Formerly Chief Communications Technician

C01-8523.SPC