



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Alex Gurza

SUBJECT: AMENDMENTS TO THE CITY
PAY PLAN FOR VARIOUS
CLASSIFICATIONS

DATE: July 12, 2011

Approved

Date

7/15/11

RECOMMENDATION

Adoption of a resolution to:

1. Amend the City of San Jose Pay Plan effective August 2, 2011 to create the following classifications:
 - a. Principal Engineer/Architect (3820)

OUTCOME

If the above recommendations are approved, the City of San Jose Pay Plan will be amended to add the classification of Principal Engineer/Architect (3820).

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 Classification

- a. Principal Engineer/Architect (3820) with an annual pay range of \$108,222.40 – 131,580.80. 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 top of the salary range is equivalent to the top of the current pay range for Division Manager, which is work at a similar level of technical complexity.

EVALUATION AND FOLLOW-UP

No additional City Council action is expected for these amendments.

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 August 2, 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/
ALEX GURZA
Deputy City Manager/Human Resources Director

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

Attachments
Principal Engineer/Architect (3820)

City of San José
CLASS SPECIFICATION
TITLE: Principal Engineer/Architect (3820)

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.

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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

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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 x/11; 3820s000*