



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Alex Gurza

SUBJECT: AMENDMENTS TO THE CITY
PAY PLAN FOR VARIOUS
CLASSIFICATIONS

DATE: August 20, 2012

Approved

Date

8/30/12

RECOMMENDATION

Adopt a resolution to:

1. Amend the City of San José Pay Plan effective September 11, 2012, to create the following classifications:
 - a. Industrial Electrician (3661)
 - b. Senior Industrial Electrician (3662)
 - c. Industrial Electrician Supervisor (3663)

2. Amend the City of San José Pay Plan effective September 11, 2012, to delete the following obsolete classes:
 - a. Custodial Supervisor (3216)
 - b. Custodian PT (3212)
 - c. Mechanical Parts Assistant (1531)
 - d. Senior Custodian (3213)
 - e. Senior Pump Maintenance Worker (3120)
 - f. Supervisor, Administration (1138)

OUTCOME

If the above recommendations are approved, the City of San José Pay Plan will be amended to create the new classifications of Industrial Electrician (3661), Senior Industrial Electrician (3662), and Industrial Electrician Supervisor (3663), 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, the City of San José Pay Plan must be amended by Council resolution. 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

The Industrial Electrician series is being created to recognize the specialized training, experience and duties required to maintain high-voltage electrical power generation equipment at the Water Pollution Control Plant:

- a. Industrial Electrician (3661) with an annual pay range of \$76,897.60 - \$93,704.00. This classification performs journey-level electrical work in connection with the construction, maintenance, installation, inspection testing, repair and alteration of electrical power generating plant and substation machinery and equipment and other electrical equipment and systems found in the Water Pollution Control Plant (i.e. the sewage and wastewater treatment facility).
- b. Senior Industrial Electrician (3662) with an annual pay range of \$84,884.80 - \$103,417.60. This classification performs advanced journey level work involved in the construction, maintenance, installation, inspection, repairing, testing and troubleshooting of electrical power generating plant and substation machinery and equipment and other electrical equipment and systems found in the Water Pollution Control Plant (i.e. the sewage and wastewater treatment facility). Duties may also include serving in lead capacity to staff including the assigning and monitoring or work.
- c. Industrial Electrician Supervisor (3663) with an annual pay range of \$93,704.00 - \$114,150.40. This classification is responsible for supervision and coordination of maintenance programs for electrical power generating plant and substation machinery and equipment and other electrical equipment and systems and HVAC systems at the Water Pollution Control Plant.

Deletion of Classifications

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

- a. Custodial Supervisor (3216) – function is no longer performed.
- b. Custodian PT (3212) – function is no longer performed.

- c. Mechanical Parts Assistant (1531) – specialized function is no longer performed; duties are included in a more general classification.
- d. Senior Custodian (3213) – function is no longer performed.
- e. Senior Pump Maintenance Worker (3120) – specialized function is no longer performed; duties are included in a more general classification.
- f. Supervisor, Administration (1138) – specialized function is no longer performed; duties are included in a more general classification.

PUBLIC OUTREACH



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 September 11, 2012, Council meeting.

COORDINATION

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

COST IMPLICATIONS

The Environmental Services Department has identified 6 current employees as being eligible for reallocation to the new classes. The increase in cost including salary, fringe and benefits is estimated at \$114,443 for the remainder of FY 2012-2013 and will be covered by salary savings from the Plant Operating Fund. Annualized cost for FY 2013-2014 is estimated at \$141,691
Budget Reference: San Jose/Santa Clara Treatment Plant Operating Fund 513, page XI-85.

HONORABLE MAYOR AND CITY COUNCIL

Subject: City Pay Plan Amendments

February 6, 2012

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CEQA

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



Alex Gurza
Deputy City Manager

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

Attachments:

- Industrial Electrician (3661) class specification
- Senior Industrial Electrician (3662) class specification
- Industrial Electrician Supervisor (3663) class specification

City of San José
CLASS SPECIFICATION

TITLE: INDUSTRIAL ELECTRICIAN (3661)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Industrial Electrical Supervisor	Non - exempt

CLASS SUMMARY

Performs journey-level electrical work in connection with the construction, maintenance, installation, inspection testing, repair and alteration of electrical power generating plant and substation machinery and equipment and other electrical equipment and systems found in the Water Pollution Control Plant (i.e. the sewage and wastewater treatment facility). Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Industrial Electrician is the first level of a three-level industrial electrician series. The Industrial Electrician is distinguished from the Senior Industrial Electrician in which the latter is responsible for performing more advanced maintenance and repair work in an industrial facility and for serving as a designated lead. The Industrial Electrician series is distinguished from the Electrician series in that in addition to performing the duties characteristic of the latter series, incumbents are required to maintain high voltage power lines, their supporting structures, and related equipment as a primary work assignment.

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 and Training:** High School Graduation or equivalent and completion of an approved apprenticeship program;
- **Experience:** One year of post-apprenticeship experience performing duties that include a minimum 12 kV or higher voltage substation construction, equipment maintenance, control and protective system troubleshooting and maintenance in an industrial, utility, and/or manufacturing environment.
- **Acceptable Substitutions:** Successful completion of the California Division of Apprenticeship Standards electrician certification exam or documented proof of completion of 8500 hours of both course work and experience in all of the areas covered in the State of California Electrician Apprenticeship Standards may be substituted for completion of a recognized Electrician Apprenticeship program. These areas include residential wiring, commercial and industrial wiring, intercom and signals, controls, underground work, trouble shooting, finishing and fixture hanging, solid state controls, and stock and inventory.
- **Licensing/Certification:** Possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California. Substation Maintenance certification meeting the requirements of OSHA 29 CFR 1910.269(a)(2)(vii) is desirable.

Other Qualifications

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

City of San José
CLASS SPECIFICATION

TITLE: INDUSTRIAL ELECTRICIAN (3661)

Basic Knowledge, Skills and Abilities

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

Knowledge of:

- Fundamentals of electricity and electronics including their application to the operation of high voltage substation equipment (i.e. 115kv, 4160v & 480v), electrical motor controls, circuit breakers, generator controls, protective relay testing & calibration, and switchgears;
- National Electrical Code, California Electrical Safety Orders, NFPA70E, and CAL OSHA;
- Techniques, tools, and materials of the electrical utility trade;
- Environmental and safety practices, procedures, and standards.

Ability to:

- Read and interpret blueprints, schematics and electrical diagrams and documents;
- Install and maintain electrical systems and equipment;
- Direct the activities of electrical vendors, contractors and other staff;
- Make rough estimates of materials, supplies, and equipment required for jobs;
- maintain accurate records of time, labor, materials and equipment for work performed and prepare reports (oral and written) as necessary;
- Drive electric carts and light duty vehicles safely;
- Develop standard operating procedures and train new staff on work procedures;
- Use communication and interpersonal skills to interact effectively with coworkers, supervisor, the general public, etc. to exchange or convey information;
- Understand, follow and provide oral and written instructions.

Skill to:

- Operate hand and power tools and equipment in a safe manner;
- Operate and maintain electric motors, transformers, generators, controls, and other electrical equipment;
- Troubleshoot electrical problems in an industrial facility;
- Use computers and related software applications.

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.)

- Ability to program Programmable Logic Controllers (PLCs) & Variable Frequency Drives (VFD's);
- Training and/or certification in any of the following:
NFPA 70E; Electrical Safety for Industrial Facilities; Programmable Logic Controllers (PLC's); Motor Controls; Variable Frequency Drives (VFD's).

City of San José
CLASS SPECIFICATION

TITLE: INDUSTRIAL ELECTRICIAN (3661)

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.	Maintain, operate and adjust electrical primary power substations ranging from 4160 to 115kv, including circuit breakers, relays, batteries and controls.	Continuous
2.	Test low and high voltage electrical equipment including circuits, transformers, high voltage switches, phase shifters, and electrical components of process control, telemetering, cathodic protection systems and electronic equipment boards.	Continuous
3.	Diagnose problems and determine needed repairs or modifications; install conduit and pull wires for motors, control panels and lighting fixtures	Continuous
4.	Review work orders, maintain activity logs, prepare requisitions and obtain approvals for various projects.	Continuous
5.	Design, fabricate and install electrical systems and components to include ensuring code compliance and installing wiring and electrical equipment.	Continuous
6.	Determine precautions and follow safe and effective work procedures; check job sites for potential hazards.	Continuous
7.	Attend various meetings and act as a liaison with contractors, vendors, and other departments.	Frequent
8.	Purchase electrical supplies to include filling out paperwork; coordinating purchases; and, choosing vendors.	Frequent
9.	Respond to emergencies including evaluating and taking required actions and determining if support is needed immediately.	Occasional
10.	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 8/12; s000

City of San José
CLASS SPECIFICATION

TITLE: SENIOR INDUSTRIAL ELECTRICIAN (3662)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Industrial Electrical Supervisor	Non - exempt

CLASS SUMMARY

Performs advanced journey level work involved in the construction, maintenance, installation, inspection, repairing, testing and troubleshooting of electrical power generating plant and substation machinery and equipment and other electrical equipment and systems found in the Water Pollution Control Plant (i.e. the sewage and wastewater treatment facility). Duties may also include serving in lead capacity to staff including the assigning and monitoring of work; overseeing and monitoring the work of consultants and vendors; designing, fabricating and installing electrical systems; ensuring code compliance; providing temporary power. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Senior Industrial Electrician is the second level of a three-level industrial electrician series. The Senior Industrial Electrician is distinguished from the Industrial Electrician in that the former has responsibility for performing more advanced maintenance and repair work in an industrial facility and serves as a designated lead. The Senior Industrial Electrician is distinguished from the Industrial Electrician Supervisor in that the latter has full supervisory responsibilities. The Industrial Electrician series is distinguished from the Electrician series in that in addition to performing the duties characteristic of the latter series, incumbents are required to maintain high voltage power lines, their supporting structures, and related equipment as a primary work assignment.

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 and Training:** High School Graduation or equivalent and completion of an approved apprenticeship program;
- **Experience:** Three years of post-apprentice journey level industrial electrician experience performing duties that include a minimum 12 kV or higher voltage substation construction, equipment maintenance, control and protective system troubleshooting and maintenance in an industrial, utility, and/or manufacturing environment.
- **Licensing/Certification:** Possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California. Completion of Substation Maintenance certification meeting the requirements of OSHA 29 CFR 1910.269(a)(2)(vii).

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.)

City of San José
CLASS SPECIFICATION

TITLE: SENIOR INDUSTRIAL ELECTRICIAN (3662)

Knowledge of:

- Fundamentals of electricity and electronics including their application to the operation of high voltage substation equipment (i.e. 115kv, 4160v & 480v), electrical motor controls, circuit breakers, generator controls, protective relay testing & calibration, and switchgears;
- Recognition of the equipment and supplies commonly used in the electrician trade;
- Methods and techniques of installing, maintaining and repairing low and high voltage electrical circuit and distribution systems and hydroelectric generating equipment;
- Operational characteristics of large motors, switch gear, standby generator and high voltage substation equipment;
- Occupational hazards and standard safety practices;
- Operational methods and practices associated with water treatment processes;
- Operational characteristics of a variety of measuring and test equipment and tools for electrical maintenance;
- Principles of mathematics related to the electrical trade;
- Applicable codes and ordinances including the National Electric Code and California Electrical Safety Order;
- Pertinent Federal, State and local codes, laws and regulations;

Ability to:

- Independently perform the most difficult electrical maintenance, repair, installation and testing functions;
- Analyze problems and develop effective solutions;
- Work independently in the absence of supervision;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;

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.)

- Knowledge of operations, services and activities of electrical maintenance and electrical safety program;
- Knowledge of principles of lead supervision and training;
- Ability to provide lead direction and training.
- Ability to interpret and explain department policies and procedures.
- Training and/or certification in any of the following:
 NFPA 70E; Electrical Safety for Industrial Facilities; Programmable Logic Controllers (PLC's); Motor Controls; Variable Frequency Drives (VFD's); Protective Relays;
 Generation Controls

City of San José
CLASS SPECIFICATION

TITLE: SENIOR INDUSTRIAL ELECTRICIAN (3662)

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.	Lead and train staff responsible for maintaining, operating and adjusting electrical primary power substations ranging from 4160 to 115kv voltage, including circuit breakers, relays, batteries and controls.	Continuous
2.	Plan, direct and participate in testing low and high voltage electrical equipment including circuits, transformers, high voltage switches, phase shifters, and electrical components of process control, telemetering, cathodic protection systems, and electronic equipment boards.	Continuous
3.	Train assigned employees in their areas of work including electrical maintenance, testing and installation methods, procedures and techniques.	Continuous
4.	Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.	Continuous
5.	Design, fabricate and install electrical systems and components ensuring code compliance and installing of wiring and electrical equipment.	Continuous
6.	Perform inspections and monitor work of high voltage electrical substation contracts to ensure conformance to applicable standards and specifications	Continuous
7.	Supervise the use, care and operation of hand and power tools	Continuous
8.	Determine precautions and follow safe and effective work procedures; check job sites for potential hazards.	Continuous
9.	Ensure adherence to safe work practices and procedures.	Continuous
10.	Purchase electrical supplies to include filling out paperwork; coordinating purchases; and, choosing vendors.	Frequent
11.	Provide temporary power to include determining needs, installing equipment and estimating costs.	Occasional
12.	Respond to emergencies including evaluating and taking required actions and determining if support is needed immediately.	As Required
13.	Perform 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 8/12; s000

City of San José
CLASS SPECIFICATION

TITLE: INDUSTRIAL ELECTRICIAN SUPERVISOR (3663)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Division Manager	Non-Exempt

CLASS SUMMARY

Responsible for supervision and coordination of maintenance programs for electrical power generating plant and substation machinery and equipment and other electrical equipment and systems and HVAC systems at the Water Pollution Control Plant. The Industrial Electrician Supervisor's work includes the planning, scheduling, coordinating, and organizing of projects and work to ensure optimum utilization of staff and resources in assigned area. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Industrial Electrician Supervisor is the third level of a three-level industrial electrician series. The Industrial Electrician Supervisor is distinguished from the Senior Industrial Electrician in that the former has full supervisory responsibilities. The Industrial Electrician series is distinguished from the Electrician series in that in addition to performing the duties characteristic of the latter series, incumbents are required to maintain high voltage power lines, their supporting structures, and related equipment as a primary work assignment.

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 and Training:** High School Graduation or equivalent and completion of an approved apprenticeship program.
- **Experience:** Four years of post apprenticeship journey-level industrial electrician experience performing duties that include a minimum 12 kV or higher voltage substation construction, equipment maintenance, control and protective system troubleshooting and maintenance in an industrial, utility, and/or manufacturing environment; including one year performing lead responsibilities equivalent to Senior Industrial Electrician.
- **Licensing/Certification:** Possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California. Completion of Substation Maintenance certification meeting the requirements of OSHA 29 CFR 1910.269(a)(2)(vii).

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:

City of San José
CLASS SPECIFICATION

TITLE: INDUSTRIAL ELECTRICIAN SUPERVISOR (3663)

- Principles and operations of electrical systems associated with water treatment processes including high voltage substation equipment (i.e. 115kv, 4160v & 480v), electrical motor controls, circuit breakers, generator controls, transformers, protective relay testing & calibration, and switchgears.
- Fundamentals and theories of electricity and electronics;
- Principles and practices of heating, ventilation, and air conditioning systems maintenance and repair.
- Principles and practices of supervision
- Techniques, tools, and materials of the electrical utility trade,
- Environmental and safety practices, procedures, and standards
- National Electrical Code, California Electrical Safety Orders, NFPA70E, and CAL OSHA;
- Pertinent Federal, State and local codes, laws and regulations;

Ability to:

- Plan, assign, supervise, coach, train, and evaluate the work of subordinates;
- Direct the activities of electrical vendors, contractors and other staff
- Analyze problems in a variety of electrical, electromechanical, and electronic equipment and determine needed repairs;
- Set priorities, schedule work, and coordinate work with other organizational units;
- Oversee and inspect work of contractors
- Establish and maintain effective working relationships

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.)

- Ability to establish and maintain preventive maintenance and electrical safety programs
- Ability to prepare budget recommendations
- Ability to maintain records and prepare reports of work progress using maintenance management information systems;
- Training and/or certification in any of the following:
NFPA 70E; Electrical Safety for Industrial Facilities; Programmable Logic Controllers (PLC's); Motor Controls; Variable Frequency Drives (VFD's); Protective Relays;
Generation Controls

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.	Supervise staff responsible for the maintenance, operation and adjustment of electrical primary power substations ranging from 4160 to 115kv voltage, including circuit breakers, relays, batteries and controls.	Continuous
2.	Prioritize projects and work assignments, conduct performance appraisals; ensure training of staff; make hiring, termination and disciplinary recommendations.	Continuous

City of San José
CLASS SPECIFICATION

TITLE: INDUSTRIAL ELECTRICIAN SUPERVISOR (3663)

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.	Estimate time, cost, labor, and materials needed; make work assignments and procure resources.	Continuous
4.	Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.	Frequent
5.	Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.	Frequent
6.	Performs inspections and monitors work of high voltage electrical substation contracts to ensure conformance to applicable standards and specifications.	Continuous
7.	Coordinate and monitor the progress of projects, and the work of consultants and vendors including planning, scheduling, assigning and tracking work.	Continuous
8.	Direct and assist in the troubleshooting and repair of Plant electrical and HVAC equipment.	Continuous
9.	Establish and maintain preventive maintenance and emergency response protocol, including maintaining on-call lists and schedules.	Continuous
10.	Prepare and administer budget to include forecasting, expenditures, tracking, and approval of purchases. Oversee and maintain inventories of parts and supplies.	Frequent
11.	Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of electrical and HVAC maintenance programs.	Occasional
12.	Prepare various reports such as activity reports, incident and accident reports, work progress, and time and material reports.	Occasional
13.	Respond to emergencies including evaluating and taking required actions.	As Required
14.	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 8/12; s000