



2. The memorandum to the Mayor and City Council dated September 27, 2012, from Deputy City Manager, Alex Gurza, recommending the amendment to the City of San Jose Pay Plan is attached as Attachment A and incorporated in this Resolution.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2012, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

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CHUCK REED  
Mayor

ATTEST:

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DENNIS D. HAWKINS, CMC  
City Clerk



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Alex Gurza

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

**DATE:** September 27, 2012

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Approved

Date

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## RECOMMENDATION

Adopt a resolution to:

1. Amend the City of San José Pay Plan effective October 23, 2012, to create the following classification:
  - a. CADD Technician (3716)
2. Amend the City of San José Pay Plan effective October 23, 2012, to delete the following obsolete classes:
  - a. Alarm Technician (2233)
  - b. Aquatics Coordinator, Therapeutics PT (6148)
  - c. Director, General Services U (1648)
  - d. Police Artist (2244)
  - e. Principal Budget Analyst U (1659)
  - f. Senior Facility Sound & Light Technician (3230)
  - g. Tree Maintenance Leadworker (3416)

## OUTCOME

If the above recommendations are approved, the City of San José Pay Plan will be amended to create the new classification of CADD Technician (3716) 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 Classification

- a. CADD Technician (3716), with an annual pay range of \$60,715.20 – \$73, 860.80 annually: Performs difficult technical engineering work in the preparation of civil (including structural and/or transportation), electrical, or mechanical engineering drawings and other graphic material using computer-aided drafting (specifically AutoCAD and/or Micro-Station) and manual drafting methods and working accurately and in compliance with drafting standards. A separate classification is appropriate due to the specialized nature of the work. The salary range is equivalent to the current pay range for Senior Engineering Technician, which is work at a similar level of complexity.

### Deletion of Classifications

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

- a. Alarm Technician (2233) —function is no longer performed.
- b. Aquatics Coordinator, Therapeutics PT (6148) – specialized function is no longer performed; duties are included in a more general classification.
- c. Director, General Services U (1648) – function is no longer performed.
- d. Police Artist (2244) —function is no longer performed.
- e. Principal Budget Analyst U (1659) – specialized function is no longer performed; duties are included in a more general classification.
- f. Senior Facility Sound & Light Technician (3230) —function is no longer performed.
- g. Tree Maintenance Leadworker (3416) —function is no longer performed.

### 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 October 23, 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, Airport and the Human Resources Department.

### COST 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

Alex Gurza  
Deputy City Manager

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

Attachments:  
CADD Technician (3716) class specification

City of San José  
**CLASS SPECIFICATION**

**TITLE: CADD Technician (3716)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Associate CADD Designer	Engineer	Non-exempt

**CLASS SUMMARY**

Under general supervision, performs difficult technical engineering work in the preparation of civil (including structural and/or transportation), electrical, or mechanical engineering drawings and other graphic material using computer-aided drafting (specifically AutoCAD and/or Micro-Station) and manual drafting methods and working accurately and in compliance with drafting standards. May supervise lower-level technicians.

**DISTINGUISHING CHARACTERISTICS**

This is a journey-level classification with specific expertise and responsibility in preparation of engineering drawings. It is distinguished from the Engineering Technical series in that the latter perform a variety of general sub-professional engineering, architectural and landscape architectural support work not limited to preparation of engineering drawings.

**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:** Successful completion of high school, or possession of a General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate.

**Experience:** Four (4) years of increasingly responsible sub-professional engineering/technical support experience working with AutoCAD and/or Micro-Station.

**Acceptable Substitutions:** Successful completion of two (2) academic years or sixty (60) semester units of college level engineering technology courses or related field may be substituted for up to two (2) years of sub-professional engineering/technical support experience.

**Certification or License:** Certification from recognized training facility in the use of AutoCAD and/or Micro-Station. Current, valid driver's license authorizing the operation of a motor vehicle.

**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: CADD Technician (3716)**

**Basic Knowledge, Skills and Abilities**

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

Knowledge of:

- Principles of mathematics, algebra, geometry and trigonometry and their application to drafting work.
- Nomenclature, symbols, methods, practices, techniques and instruments used performing assessment and/or engineering related drafting work.
- Drafting techniques and design formats using manual and/or automated tools (AutoCAD and/or MicroStation).
- Research techniques and methodologies.

Skill in:

- Preparing clear, concise, and accurate drafting designs either manually or using an automated system.

Ability to:

- Apply technical engineering principles and practices;
- Read and interpret plans and blueprints;
- Perform computations involving engineering formulas, trigonometry, and geometry;
- Perform drafting using AutoCAD and/or Micro-Station and manual tools;
- Express factual and conceptual information verbally and in writing;
- Develop and maintain effective working relationships with individuals from a variety of cultural and socio-economic backgrounds.

**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 CADD Standards use and enforcement.

Ability to:

- Prepare cost estimates, contracts and specifications;
- Research and understand title reports, deed, and other official documents;
- Work on a range of CADD design-engineering solutions.
- Assess and understand user needs and to develop the necessary plans and drawings to meeting those needs.
- Develop realistic work schedules and identify schedule impacts for changed conditions.
- Solve practical problems and interpret a variety of instructions furnished in written oral diagram or schedule form.
- Maintain technical & engineering drawings using 2-D/3-D CADD software as necessary.
- Coordinate/delegate CADD work tasks
- Provide Quality Assurance of CADD work assignments
- Supervise and train subordinates.

City of San José  
**CLASS SPECIFICATION**

**TITLE: CADD Technician (3716)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (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.	Prepares civil (including structural and/or transportation), electrical, or mechanical engineering drawings and other graphic material using computer-aided drafting (specifically AutoCAD and/or Micro-Station) and manual drafting methods in compliance with engineering drafting standards to create presentable and accurate plans for clients.	Continuous
2.	Checks and may evaluate the technical drawings of other staff.	Continuous
3.	Conducts engineering investigations and collects and calculates field/departmental data for the preparation of designs and drawings.	Continuous
4.	Makes preliminary checks and reviews engineering documents and drawings for accuracy, engineering sufficiency, and conformance to specifications and standards.	Continuous
5.	Assists in the preparation of cost and quantity estimates for engineering projects, project specifications and written reports, and site investigations.	Frequent
6.	Participates in the development of agreements with other agencies and private firms relating to CADD information.	Frequent
7.	Participates in the development and operation of City-wide management in the planning, operating and maintenance of the built environment (sewers, pavement, municipal buildings, traffic control, parks maintenance and other infrastructure elements).	Occasional
8.	Indexes, reproduces and maintains engineering documents stored in databases or spreadsheets in hard copy form.	Occasional
9.	Prepares written reports, minutes, correspondence, field reports and specifications in the course of performing work.	Frequent
10.	Explains and enforces drafting procedures and standards and contributes to the development of computer-aided drafting and design (CADD) standards.	Frequent
11.	May supervise a team of lower level technicians and schedule jobs according to priority.	As Required
12.	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 9/12; s000*