

**TO:** Civil Service Commission

**FROM:** Mark Danaj

**SUBJECT: AMENDMENTS TO THE  
CLASSIFICATION PLAN**

**DATE:** September 21, 2009

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Section 3.04.520 of the Civil Service Rules states that when the Director of Human Resources revises or amends the City's classification plan, he/she shall file a written copy of each revision with the Commission at or before the next regular meeting of the Commission. Following are the revisions to the classification plan that have been made since the last meeting of the Commission.

**1. New Class Specifications**

- a. Retirement Actuarial Analyst I/II (7502/7503). This class is designed to research investment data and perform actuarial analysis to support recommendations relating to the financial viability of the City's retirement pension investments.
- b. Public Safety Radio Dispatcher Trainee (8532). This class is designed as an entry-level training classification for public safety radio dispatching.

**2. Deletions**

- a. Insurance Analyst (1261)
- b. Director Equality Assurance U (1426)
- c. Central Services Supervisor (1516)
- d. Senior Police Property Specialist (1523)
- e. Mechanical Parts Worker (1532)
- f. Senior Buyer (1543)
- g. Yard Master (1552)
- h. Legal Services Manager (2124)
- i. Sign Painter (3125)
- j. Equipment Maintenance Machinist (3174)
- k. Assistant Fire Master Mechanic (3332)
- l. Fire Master Mechanic (3333)
- m. Plant General Operations Supervisor (3615)
- n. Engineer, Maintenance Services, WPC (3893)
- o. Code Enforcement Administrator (3943)
- p. Sales Representative (4236)
- q. Sales Representative PT (4237)
- r. Senior Airport Noise Specialist (5244)
- s. Supervising Librarian (6241)
- t. Director Convention Arts & Entertainment U (6344)
- u. Division Manager, Public Safety (8510)
- v. Administrative Manager (1610)

**3. Reallocations of Positions**

The following reallocation is a result of a significant change to the position's responsibilities.

<b>Position #</b>	<b>From (Current Class)</b>	<b>To (New Class)</b>	<b>Dept.</b>
00015479	Training Specialist (1693)	Senior Analyst (1654)	Human Resources

  
Mark Danaj  
Director, Human Resources

Attachments

- Retirement Actuarial Analyst I/II job specification
- Public Safety Radio Dispatcher Trainee job specification

**City of San José**  
**CLASS SPECIFICATION**

**RETIREMENT ACTUARIAL ANALYST I/II (7502/7503)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Retirement Services	Deputy Director, Retirement Investment Officer	Exempt

**CLASS SUMMARY**

Responsible for providing analytical and administrative support for the investment/actuarial program of the San Jose Federated City Employee's Retirement System and Police and Fire Department Retirement Plan by researching investment data and information and formulating recommendations or by performing actuarial analysis relating to the financial viability of the Plan; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

Retirement Actuarial Analyst I is the entry level class of the investment/actuarial classifications allocated to the Retirement Services Department providing technical support for Retirement Investment Officers and the Chief Investment Officer (Deputy Director). This class is flexibly staffed with Retirement Actuarial Analyst II which is the fully experienced journey level class in the series. Retirement Actuarial Analyst I/II differs from Retirement Investment Officer in that the latter performs duties that require more comprehensive knowledge of finance and higher level analysis of investments.

**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 Actuarial Science or Actuarial Mathematics.

**Experience:** Retirement Actuarial Analyst I—none required. Retirement Actuarial Analyst II—Three (3) years of professional actuarial experience as an actuary in a public agency, financial institution or in pension consulting.

**Licensing:** Completion of a minimum of two exams towards Associate of the Society of Actuaries (ASA) Certification or Chartered Financial Analyst (CFA) exam level I. ASA Certification or CFA Certification are desirable

City of San José  
**CLASS SPECIFICATION**

**RETIREMENT ACTUARIAL ANALYST I/II (7502/7503)**

**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:

- Actuarial Mathematics.
- Pension valuation methodologies.
- Actuarial gain/loss analysis.
- Word processing, spreadsheets, database management, other computer applications and Business office procedures.

Skills and Abilities to:

- Use Excel, Word, Microsoft Outlook and other relevant computer software.
- Use spreadsheets and databases for analysis and presentation of information.
- Write clearly, concisely and persuasively about technical subject matter.

**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:

- Methodologies for establishing actuarial valuation assumptions
- Actuarial principles behind benefit calculations.
- Society of Actuaries Research and professional actuarial publications.
- Principles and application of actuarial science to the retirement profession.

Skills and Abilities to:

- Review and assess the reasonability of Pension valuation reports.
- Reproduce Actuarial gain/loss analysis.
- Review actuarial valuation assumptions.
- Ensure internal benefit calculations conform to generally accepted actuarial principles.

City of San José  
**CLASS SPECIFICATION**

**RETIREMENT ACTUARIAL ANALYST I/II (7502/7503)**

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.	Review and assess the reasonability of Pension valuation reports.	20%
2.	Reproduce Actuarial gain/loss analysis.	20%
3.	Assist with the preparation of monthly reports and presentations covering investment performance, economic data reporting, and derivative monitoring; assist with the preparation of quarterly reports covering trading analysis, securities lending, style drift, and universe comparison.	20%
4.	Review actuarial valuation assumptions.	20%
5.	Ensure internal benefit calculations conform to Generally Accepted Actuarial Principles.	20%
6.	May be responsible for oversight of fund managers; may supervise technical or clerical staff	As Required
7.	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)

<b>CLASSIFICATION HISTORY:</b> Created 9/09; s000
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**City of San José**  
**CLASS SPECIFICATION**

**PUBLIC SAFETY RADIO DISPATCHER TRAINEE (FT) (8532)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police, Fire	Senior Public Safety Radio Dispatcher	Non-Exempt

**CLASS SUMMARY**

Under immediate supervision, learns to dispatch police, fire and emergency medical personnel and equipment; actively participates in a Basic Dispatch training course, as assigned by the hiring department; performs all related learning and testing activities; participates in field training exercises as needed to fully develop dispatching skills; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry-level training classification for public safety dispatching within the City of San Jose. Incumbents are provided with formal training, both in the classroom and in the field, in order to develop the knowledge, skills and abilities necessary to perform the full range of public safety dispatching functions. This class can be distinguished from the class of Public Safety Radio Dispatcher because the latter is the journey-level class where incumbents are required to handle the full range of telephone answering and dispatch functions under general supervision. Trainees must complete the training program and be appointed to the class of Public Safety Radio Dispatcher in order to retain employment.

**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 Experience :** Successful completion of high school and one year of experience receiving, processing and/or dispatching calls in a radio dispatch or call center **OR**, successful completion of high school and three years of experience working in public contact employment.

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

None.

**Other Qualifications**

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

None.

**Basic Knowledge, Skills and Abilities**

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

- Ability to learn to accurately and quickly how to enter information in the computer system while receiving information via radio and telephone.

- Ability to learn radio codes used in computer-aided dispatch.
- Ability to retain composure and work accurately under pressure in emergency situations.
- Ability to read, write, spell, and speak in clear and concise English.
- Ability to pass an intensive police background investigation.
- Ability to deal tactfully with the public and others.
- Ability to follow oral and written instructions.
- Ability to learn and interpret maps.
- Ability to work in a confined area and wear a radio headset.
- Ability to type.

**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 City emergency telephone answering and law enforcement or dispatching techniques, policies and procedures.
- Knowledge of the general policies and procedures pertaining to the operation of the City dispatch center.
- Knowledge of primary roads, streets, highways, areas, major buildings and public facilities within the City's boundaries.
- Ability to analyze responses from law enforcement computer networks for compatibility with the original request.

<b>DUTY NO.</b>	<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:	<b>FREQUENCY*</b>
1.	Learns to dispatch police and fire personnel and equipment on both routine and emergency calls utilizing the computer aided dispatch system, video display terminals, radio dispatching consoles, and related equipment; learns to monitor and maintain the status of assigned public safety personnel and equipment; learns to initiate fire equipment move-ups to ensure adequate city-wide fire protection; learns to analyze situations accurately and take effective action to help assure officer safety.	95%
2.	Answers the telephone and receives emergency, non- emergency, and 9-1-1 requests for assistance; evaluates the information and creates a CAD system event by typing live conversation text and strings into a CAD system, transferring the call to the proper emergency service provider, or providing information to the caller.	5%
3.	Inquires, interprets, verifies, receives, and disseminates information from law enforcement computer networks relating to wanted persons, stolen property, vehicle registration, etc.	As Required
4.	Maintains familiarity with major roads, streets, areas, and industrial and public facilities within City boundaries.	As Required
5.	May be responsible for completing reports on routine non-emergency type calls in accordance with established procedures.	As Required

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:	FREQUENCY*
6.	Determines and reports the need for equipment repairs and may call back communications and other maintenance personnel for emergency repair of facilities and equipment.	As Required
7.	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:** Established 9/09; s000