

CSC 10/7/10
16

TO: Civil Service Commission

FROM: Mark Danaj

**SUBJECT: AMENDMENTS TO THE
CLASSIFICATION PLAN**

DATE: September 28, 2010

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

The following classifications are being created:

- a. Debt Administrator (1288). This class is designed to manage and administer the Citywide outstanding debt portfolio.
- b. Audiovisual Engineer (8034). This class is designed to manage and perform technical engineering work in design, installation, maintenance and repair of computer and non-computer based television video and audio components and systems for the City's Government Cable Access Channel and Web streaming operations.
- c. Sign Shop Technician (3717). This class is designed to perform skilled production work in the design, production and installation of signage and graphics.
- d. Apprentice Plant Mechanic (3627). This class is designed to perform work of routine difficulty in the maintenance, repair, and overhaul of varied Water Pollution Control Plant (WPCP) equipment while participating in an established apprenticeship program approved by the State of California, Department of Industrial Relations, Division of Apprenticeship Standards.

2. Retitles of Class Specifications

- a. School Safety Supervisor (formerly titled Supervising School Crossing Guard (2443)

3. Revisions of Class Specifications

- a. Program Manager I (8073)
- b. Program Manager II (8076)
- c. Division Manager (8074)

4. Reallocations of Positions

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

Position #	From (Current Class)	To (New Class)	Dept.
00012595	Video/Multimedia Producer (8032)	Audiovisual Engineer (8034)	City Manager's Office


Mark Danaj
Director, Employee Services

Attachments

Apprentice Plant Mechanic (3627)
Audiovisual Engineer (8034)
Debt Administrator (1288)
Division Manager (8074)
Program Manager I (8073)
Program Manager II (8076)
Sign Production Technician (3717)
School Safety Supervisor (2443)

City of San José
CLASS SPECIFICATION

TITLE: DEBT ADMINISTRATOR (1288)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Finance	Division Manager	Exempt

CLASS SUMMARY

Responsible for the management and administration of the Citywide outstanding debt portfolio including issuance of new debt; responsible for financial analysis performed on behalf of city departments; perform a variety of professional tasks relative to assigned area of responsibility; to plan, organize and direct the work of subordinate staff; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position assigned to the Finance Department Treasury Division, reporting directly to the Treasury Division Manager in the Finance Department. This position has primary responsibility for debt and related financial activities of the City. The position provides technical, functional and administrative supervision to a small number of professional, technical, and support staff but the primary emphasis of the position is the applied technical and administrative business skills within the area of responsibility.

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

Completion of a Baccalaureate Degree from an accredited college or university in Business, Finance, Accounting, Public Administration, or a closely related field including a minimum of eighteen semester units of advanced college course work in a combination of the following: Business or Governmental Finance, Accounting, Economics, Statistics, Quantitative Methods, or Governmental Financial Management. A Masters Degree in Business or Public Administration, Finance, or other related field is highly desirable.

.Six (6) years of increasingly responsible experience in public administration, and/or business administration, including at least two (2) years of experience in debt management and administration, and including at least two (2) years of supervisory experience of professional staff.

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

Valid California Driver's License may be required.

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: DEBT ADMINISTRATOR (1288)

Basic Knowledge, Skills and Abilities

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

- Knowledge of legal requirements and regulations regarding the investment and disbursement of bond proceeds.
- Knowledge of financial management including government financing and budgeting and accounting theory and practices.
- Knowledge of methods and techniques of business statistics, financial analysis, and economic principles.
- Knowledge of complex research techniques, data base development, analytical practices, and statistical methods.
- Knowledge of principles and procedures of financial record keeping and reporting.
- Ability to evaluate complex financial and operational management issues and develop, recommend and implement solutions.
- Ability to maintain positive working relationships with specialized financial service providers such as financial advisors, fiscal agents, trustees, underwriters and credit providers, including assisting in negotiating and administering agreements for such services.
- Ability to research and analyze financial market data and present findings.
- Ability to monitor and maintain the City's debt payment schedule
- Ability to prepare and present clear and concise management, financial and statistical reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to 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.)

- Ability to conduct reviews and analyses of City's long term debt financing needs and construct the appropriate financing strategy including type of instrument, magnitude of issuance and market timing.
- Knowledge of debt instruments would include, but are not limited to; general obligation, Airport revenue, sewer revenue, tax increment, special assessment, community facility districts, multi family housing revenue bonds and lease revenue bonds.
- Ability to advise and prepare financial analysis and research for other City Departments.

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.	Monitor and maintains the debt issuance, administration, and payment schedule; prepare written reports and Council agenda items relating to debt management issues; perform debt related financial analysis as required; perform citywide financial analysis as required.	30%

**City of San José
CLASS SPECIFICATION**

TITLE: DEBT ADMINISTRATOR (1288)

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*
2.	Confer regularly with a variety of underwriters, investors, and financial advisors regarding the City's debt portfolio. In addition, assist in the competitive selection of financial advisors, underwriters, banks, bond counsel, and trustees.	20%
3.	Develop long term financing strategies, including the use of commercial paper, variable and fixed long term debt, loans and reserves.	10%
4.	Direct and/or participate in the development and implementation of goals, objectives, policies and procedures for assigned programs; recommend policies and procedures; review and propose modification of standards, policies and procedures governing financing and debt issuance.	10%
5.	Interpret and ensure compliance with federal, state, city and other legal regulations pertaining to the management of the debt portfolio including the investment and disbursement of bond proceeds.	5%
6.	Serve as the City's contact with the public and other government agencies for debt administration and investments; respond to questions and inquiries in a timely and efficient manner.	5%
7.	Plan, organize, direct and coordinate the work of assigned subordinate professional technical and support staff; review and evaluate work products, methods, procedures and performances.	15%
8.	Perform related duties and responsibilities as requested.	5%
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 <i>Created x/10; 1288s000</i>

**City of San José
CLASS SPECIFICATION**

TITLE: Audiovisual Engineer (8034)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Manager's Office	Assistant to the City Manager	Non-exempt

CLASS SUMMARY

Under general supervision, manages and performs technical engineering work in design, installation, maintenance and repair of computer and non-computer based television video and audio components and systems for the City's Government Cable Access Channel and Web streaming operations. May also perform work in video and television production. At times, this position requires a flexible schedule, with evening and weekend assignments. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class reporting to an Assistant to the City Manager. The Audiovisual Engineer is distinguished from the Video/Multimedia Producer by its focus on technical engineering support of broadcast equipment and infrastructure.

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

A Baccalaureate Degree from an accredited college or university in the field of video engineering, broadcast television, video production, or closely related field with 3 years of increasingly responsible experience in one or more of the following areas: government access television, broadcasting, television news programming, media production, communications and/or media coverage.

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

- Possession of a valid California driver's license.
- At least one of the following:
 - Apple XSAN Administrator
 - Apple ACMA (Certified Media Administrator)
 - Society of Broadcast Engineers Certified Video Engineer
 - Society of Broadcast Engineers Certified Broadcast Television Engineer
 - Infocomm CTS-D/CTS-I Certification
 - CEDIA Certified Professional Designer

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:

- Professional audio, video, and networking equipment used for broadcast video functions;
- Test equipment, tools, and materials used in the design, development, upgrading, installation, maintenance and repair of broadcast video and audio equipment, components, and systems;

**City of San José
CLASS SPECIFICATION**

TITLE: Audiovisual Engineer (8034)

- Video production techniques, methodology and process in field, post and studio production;
- Proper safety protocol for working around energized video and audio equipment, components, and systems;
- Video compression formats, technology and procedure;
- Streaming media systems.

Ability to:

- Install, configure, operate, maintain and improve fiber optic distribution systems, Storage Area Networks (SANs) including backup systems and Digital Asset Management systems, such as Final Cut Server;
- Design hybrid analog/digital television video and audio systems;
- Determine from tests and inspections the sources of malfunctions and system limitations in complex video and audio equipment and systems and prescribe necessary repairs and/or enhancements;
- Read and interpret broadcast and networking equipment specifications;
- Establish and maintain a work environment that is conducive to proactive planning, supports employee morale, and enhances productivity;
- Prepare written reports and correspondence;
- Prepare and maintain operating records;
- Communicate and deal tactfully and effectively with City officials, employees, supervisors, employees from other City departments, contractors, vendors and the public.

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 sources of video and audio engineering information and technological developments, particularly in the area of analog to digital audio/video migration.
- Experience in media, communications, journalism, public affairs, broadcasting, or television within a local government environment.
- Knowledge of digital signage systems design, operations and maintenance;
- Project management systems and software.

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.	Manages daily technical operations of the city's broadcast facilities.	Frequent
2.	Coordinates staffing for broadcast of public meetings and assists supervisor in evaluation and development of staff.	Frequent
3.	Plans, produces, shoots, directs and edits community based television programs, training and informational videos, public service announcements, press conference and video documentation of events.	Occasional
4.	Maintains the budget for and provides oversight of capital funds. Makes recommendations as to how funds will be spent based on desired upgrades to City facilities, repair and maintenance schedules, and needs analyses. Prepares reports concerning new systems and solutions detailing factors such as cost, impact on current systems, replacement schedules, proposed project timelines, and effect on capabilities.	Frequent

City of San José
CLASS SPECIFICATION

TITLE: Audiovisual Engineer (8034)

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*
5.	Prepares or edits Requests For Proposals, analyzes and evaluates vendor responses, revises details of proposals as needed, makes recommendations concerning purchases, reviews contracts and oversees acceptance of delivery of items purchased.	Occasional
6.	Assembles, installs, and configures complex broadcast, post production, streaming media, systems, software, and other hardware. Includes various types of servers, drive arrays, SANs, DAMs, character generators, graphics/animation creation systems, HD cameras, CCUs, editing systems. play to air systems, digital signage, A/V routers, Fibre Channel and Gigabit fiber/copper networking switches. Produce engineering design documents for complex broadcast and computer networking systems such as studios, editing suites, server racks, Storage Area Networks, mobile broadcasting systems, webstreaming servers, Content Management Systems, Digital Asset Management Systems, digital signage systems, and HD/SD broadcast routing and switching. Administer CCTV facilities: identify technical issues, investigate causes, devise a work plan for repairs, and verify solutions upon completion of work. Design and implement a preventative maintenance routine, identify weaknesses in current systems, plan for upgrades and replacement of systems.	Frequent
7.	Collaborates with supervisor and other staff to maintain continuous operation of cable television channel and online streaming systems.	Occasional
8.	Stays current with industry best practices. Reviews technical capabilities of staff and assists in training on new systems, software, and procedures.	Continuous
9.	Interacts with representatives of cable television operators and internal staff in order to properly address issues related to the channel signal quality.	As Required
10.	Responds to and resolves emergency calls related to television and online streaming content during non-scheduled work hours.	As Required
11.	Performs inventory control and salvage for various video and audio equipment; insures that warranty benefits of equipment are fully utilized when needed; and maintains equipment manual library.	Occasional
12.	Provides training and technical assistance to staff on the proper use of equipment and systems and on operations of television broadcast rooms and installed audio systems.	Occasional
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/10; 8034s000*

**City of San José
CLASS SPECIFICATION**

TITLE: Sign Production Technician (3717)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Airport	Maintenance Supervisor	Non-exempt

CLASS SUMMARY

Under general supervision, performs skilled production work in the design, production and installation of signage and graphics. Signage includes wayfinding, informational and regulatory signage, interior and exterior, varying in size and form; graphic work includes posters, banners and other assorted graphic element. Performs related work as required. Incumbents in this classification are required to lift and move heavy objects and perform strenuous activities. Occasional night and weekend work may be required.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class participate in sign shop operations including signage development, fabrication, and installation. This class differs from the next higher level class of Maintenance Supervisor in that incumbents of the latter class supervise the entire sign shop operation and are responsible for work of greater scope.

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

Any combination of education and experience equivalent to completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate and three years of experience in sign production and installation.

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

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California

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.)

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CLASS SPECIFICATION**

TITLE: Sign Production Technician (3717)

- Knowledge of the methods, equipment and materials used in the manufacture and maintenance and signs.
- Knowledge of the principles, techniques, and standard specifications governing sign use and installation.
- Knowledge of required safety regulations and practices when working around machinery.
- Knowledge and ability to use computer applications in signage production, inventory management, word processing, and spreadsheets.
- Ability to interact and relate to others, demonstrating a positive attitude and work ethic.
- Ability to maintain effective public relations.
- Ability to analyze situations and take the proper action.

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 coordinate and manage the fabrication and installation of various signage projects.
- Ability to interpret and work from sketches, penciled layouts, blueprints and signage design diagrams.
- Ability to interpret and apply established guidelines and procedures.
- Ability to make materials lists and estimates.
- Ability to operate the equipment and tools used in sign production.
- Ability to follow written and oral instructions.
- Ability to independently carry out special assignments and/or analyses.
- Ability to instruct, supervise and direct the activities of signage staff.

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.	Under supervision, prioritizes assigned projects and work requests to complete on schedule to support department operational requirements. Investigates requirements and determines appropriate course of action. Plans method for completion: development, production, fabrication, assembly and installation.	Continuous
2.	Creates and modifies computerized graphics with high level of technical expertise utilizing complex and specialized graphic software to ensure quality output and color expectations are met.	Continuous
3.	Produces signage and graphics by operating and maintaining vinyl cutting plotters, thermal printers and state of the art large format digital imaging printers.	Continuous
4.	Fabricates and assembles signs using knowledge of sign industries substrates, hardware and application processes. Utilizes skilled hand techniques, pneumatic-squeeze applicator, laminators, shears, hand and power tools.	Continuous

City of San José
CLASS SPECIFICATION

TITLE: Sign Production Technician (3717)

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*
5.	Installs signs and graphics on roads, buildings and portable devices using knowledge of fastening hardware and materials, portable generators, power tools, electric band saws, drill presses, hand tools and with the use of ladders, scaffolds and aerial lift equipment. Ensure all installations are durable and follow Safety and Traffic Control practices.	Continuous
6.	Reports daily to the supervisor and reports the tasks accomplished, time, material, hardware and equipment usage.	Continuous
7.	Operates automotive equipment, including scissor lifts to transport equipment and materials such as poles, ladders, tools and safety equipment and signs.	Continuous
8.	Develops sign layouts and graphic designs (for review and approval by others).	As Required
9.	Assists in the preparation of cost estimates (time and materials) for sign projects and verifies the availability of supplies and materials.	As Required
10.	Assists in special studies to determine the feasibility of new procedures and methods relative to the development or performance of signage systems and signage equipment	As Required
11.	Participates in a sign shop safety program.	As Required
12.	Provides general maintenance of signs and graphics (general cleaning and graffiti removal).	As Required
13.	Assists in training staff in the proper operation of all machinery, equipment and tools involved in the fabrication and installation of signs.	As Required
14.	Inspects signage work by contractors and performs final inspections.	As Required
15.	Assists in the implementation and evaluation of a variety of technical, safety, and customer service training programs for signage personnel.	As Required
16.	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 x/10; 3717s000

City of San José
CLASS SPECIFICATION

TITLE: Apprentice Plant Mechanic (3627)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Plant Mechanic Supervisor	Non-Exempt

CLASS SUMMARY

Under immediate supervision, performs work of routine difficulty in the maintenance, repair, and overhaul of varied Water Pollution Control Plant (WPCP) equipment. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Apprentice Plant Mechanics for the City of San Jose are regular City employees and are also participants in an established apprenticeship program approved by the State of California, Department of Industrial Relations, Division of Apprenticeship Standards. The Plant Mechanic apprenticeship program is administered by the City of San José Apprenticeship Advisory Committee. Both satisfactory grade and attendance in the off-duty courses of education established by the apprenticeship committee are required. The four (4) year program will provide the experience and education in the area of maintenance, repair and overhaul of varied WPCP equipment. This is the first or entry level classification in the Plant Mechanic series.

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, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate.

Experience Two (2) years of experience in areas such as lubrication and servicing of mechanized equipment, pumps, small engines, blowers, gas and air compressors, ventilation systems, or automotive equipment; and related duties such as the maintenance of parts and supply inventories, and the maintenance of service records.

Acceptable Substitutions: None.

Required Licensing (such as driver's license, certifications, etc.) Certificate of Registration as an Apprentice Plant Mechanic with the Division of Apprenticeship Standards, State of California is required at the time of appointment.

City of San José
CLASS SPECIFICATION

TITLE: Apprentice Plant Mechanic (3627)

Possession of a valid driver’s license authoring the operation of a motor vehicle in the State of California.

Other Qualifications

Continuous membership in good standing in the apprenticeship program as administered pursuant to the provisions of the City of San Jose Plant Mechanic Apprentice Advisory Committee is a condition to continuing employment as an Apprentice Plant Mechanic with the City of San Jose.

Competency Knowledge, Skills and Abilities

- Knowledge of methods and materials used in cleaning water pollution control treatment plant equipment
- Knowledge of machines, hand and power tools and procedures used in maintaining and repairing heavy equipment and machinery such as steam, diesel and electric motors and boilers, pumps, conveyors and generators.
- Skill in using mechanic’s tools and lubricating equipment

Physical Requirements: Ability to perform the essential physical functions of the job as determined by a post-offer medical examination conducted by the City of San Jose Employee Health Services.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	In a learning capacity, participate in installing, aligning, removing, and repairing various sewage treatment plant equipment such as: bar screens, grit collectors, conveyors, mechanical grinders, pumps, small engines, blowers, gas and air compressors, ventilation systems, chlorinators, and emergency equipment.	Continuous
2.	In a learning capacity, participates in tune-up, repair and overhaul work on small engines.	Continuous
3.	In a learning capacity, participates in installing, repairing and checking high pressure piping systems.	Continuous
4.	In a learning capacity, participates in laying-out, cutting, bending and assembling pipes and other component parts for the fabrication of new systems.	Continuous

City of San José
CLASS SPECIFICATION

TITLE: Apprentice Plant Mechanic (3627)

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.) Duties may include, but are not limited to, the following:	FRE- QUENCY*
5.	In a learning capacity, participates in modifying existing piping and tests systems and equipment for proper operation and conformance to standards.	Continuous
6.	In a learning capacity, participates in all-position welding for different types of metals and alloys of various sizes, thickness, and shapes.	Continuous
7.	In a learning capacity, participates in cutting plates, structural steel and alloys within close tolerances with flame-cutting torch equipment.	Continuous
8.	In a learning capacity, participates in removing, installing, and relocating various pieces of heavy, unwieldy, or otherwise critical equipment and machinery using cranes, winches, hoists, dollies, rollers, and forklift trucks.	Continuous
9.	In a learning capacity, participates in preparing sketches and reading blueprints, job orders and specifications.	Continuous
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 <i>(ES Completes)</i>

City of San José
CLASS SPECIFICATION

TITLE: School Safety Supervisor (2443)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	Police Sergeant	Non-exempt

CLASS SUMMARY

Under general supervision, performs work of moderate difficulty supervising and coordinating the activities of school crossing guards and student safety patrols, and developing and presenting school safety programs. Performs related work as required.

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:

Graduation from high school and one year of experience in supervision, including coordinating and scheduling of assignments, and in the preparation and presentation of information to large groups.

Required Licensing :

- Possession of a valid driver's license authorizing operation of a motor vehicle in California.
- As a condition of employment, incumbents may be required to use their personal vehicles in performing the job duties, and maintain a valid City of San Jose driving permit.

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 the principles and practices of supervision.
- Knowledge of the techniques in formulating a teaching plan.
- Knowledge of traffic control techniques and procedures.
- Knowledge of basic English, spelling, grammar and punctuation.
- Ability to coordinate the scheduling of staff.
- Ability to communicate effectively with members of diverse cultural groups.
- Ability to speak before groups.
- Ability to recognize traffic hazards.
- Ability to pass police background investigation.

City of San José
CLASS SPECIFICATION

TITLE: School Safety Supervisor (2443)

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 prepare accurate and comprehensive reports.
- Ability to deal effectively with the public and maintain effective working relations with others.
- Ability to set up and operate motion picture, video, and other audio-visual equipment.

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.	Supervises school crossing guards (part-time); including recruitment, interview of prospective candidates, training, scheduling, and discipline.	
2.	Administers, schedules and coordinates the activities of the school crossing guard program, including maintenance of timesheets, mileage forms, performance evaluations, within an assigned geographical area.	
3.	Develops school safety patrol programs; conducts training in safety and advises on current state requirements.	
4.	Designs, prepares, or obtains teaching materials including films, videos, brochures and testing materials for educational programs in pedestrian safety, bicycle safety, personal safety and prevention of child sexual assault.	
5.	Works with Police Training and Traffic Operations to develop audio-visual instructional materials including slide and video presentations.	
6.	Prepares and gives presentations to student, parent, and teacher groups in child sexual assault, traffic safety and personal safety; monitors program effectiveness.	
7.	Designs, writes, and supervises the production of newsletters for schools and other interested parties.	
8.	Observes and reports on unsafe physical conditions of streets, roads, signs, crosswalks, and sidewalks. Makes recommendations on adjustments to "No Parking" zones and other matters related to the safety of student pedestrians.	
9.	Attends and may participate in School Pedestrian Safety Committee, Bay Area School Safety Program Executive Committee and City Council meetings; provide direct liaison between schools and city departments.	
10.	Provides liaison with the California Highway Patrol, National Institute of Traffic Safety, and other school and traffic safety groups.	
11.	Organizes and directs special events for school-age children, such as bicycle rodeos.	
12.	May perform duties of a school crossing guard on a relief basis, as required.	
10.	Performs other duties of a similar nature or level.	As Required

City of San José
CLASS SPECIFICATION

TITLE: School Safety Supervisor (2443)

*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 <i>Created</i> 10/79, Rev 6/86, Rev & Ret 1/89 (formerly School Crossing Guard Coordinator, s000, Rev & Ret 8/08 (formerly School Safety Coordinator), Ret 10/10 (formerly Supervising School Crossing Guard); s002

2443s002.doc

**City of San Jose
Program Manager (8073)**

DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
Varies	Deputy Director, Division Manager, Administrative Officer	Exempt

CLASS SUMMARY:

Incumbents are responsible for managing a continuing operational program within a department (versus a project with a start and end date) or citywide business operations such as fiscal functions, human resource functions, procurement, and other similar functions.

DISTINGUISHING CHARACTERISTICS:

Program Managers report to a variety of managers, including Division Managers and Deputy Directors. Program Managers typically have direct reports in supervisory classifications as Sr. Analyst, Financial Analyst; or professional classifications. Program Manager is distinguished from the higher level generic Division Manager who has responsibility for three or more operational or core service functions of a department with direct impact on the community or the customer base, reporting directly to the Department Director or Deputy Director. Program Manager does not require prior program management experience and may require technical education and experience as well as program/administrative management experience. Program Manager is distinguished from engineering or architectural classifications in that a professional engineering or architectural degree and/or license is not required).

Training and Experience (positions in this class typically require):

Bachelor's Degree in a related field and five years of directly related experience, including two years of supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Basic Knowledge, Skills and Abilities

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

- Leadership and management principles;
- Theories, principles and practices common to program area;
- Related program procedures and policies;
- Basic accounting and budgeting principles and procedures;
- Training and evaluation techniques;
- Marketing and promotion strategies and trends;
- Program evaluation methods;
- Analytical techniques and principles;

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- Research and analysis methods, including cost-benefit analysis;
- Human resources practices and principles;
- Administrative policies and procedures;
- Group dynamics and diversity issues.

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.)

- Preparing and giving presentations;
- Establishing program standards;
- Conducting and facilitating meetings;
- Monitoring and evaluating staff and volunteers;
- Assessing and analyzing needs of community or program area;
- Planning, developing and evaluating major programs;
- Developing relationships with other agencies or groups;
- Developing, implementing and administering budgets;
- Preparing written reports;
- Organizing multiple tasks simultaneously;
- Using computers and related software;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) Duties may include, but are not limited to, the following:	FRE-QUENCY
1.	Supervises program staff by hiring, selecting, training, evaluating, disciplining and making work assignments.	Daily 15%
2.	Plans, implements and manages department programs and operations ensuring efficient utilization of resources.	Daily 20%
3.	Plans and administers sizeable budgets to include expenses and revenue.	Varies 10%
4.	Performs outreach and public relations to public to provide information about programs.	Varies 10%
5.	Plans and implements goals, objectives and guidelines to establish effective program operation policies and procedures.	Varies 10%
6.	Collaborates and coordinates with other governmental agencies, businesses, and organizations ensuring efficient and appropriate delivery of services and programs	Varies 5%

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) Duties may include, but are not limited to, the following:	FRE-QUENCY
7.	Represents program area to outside agencies and professional groups to build and maintain positive working relationships.	Varies 5%
8.	Provides conflict resolution and customer service.	Varies 5%
9.	Prepares and implements program work plans and capital improvements.	Varies 5%
10.	Negotiates and administers contracts and agreements with vendors, agencies and contractors.	Varies 5%
11.	Researches and analyzes programs to improve efficiency and effectiveness.	Varies 5%
12.	Provides advice and consultation to program supervisors, coordinators and staff demonstrating expertise in area of assignment.	Varies 5%
13.	Performs other duties of a similar nature or level.	As Required

Physical Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, chemicals, and oils.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History: Created 11/01, Rev. 4/02 s002, 11/08, 10/10 s004

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**City of San Jose
Program Manager II (8076)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Director, Deputy, Division Manager	Exempt

CLASS SUMMARY:

Incumbents are responsible for managing a continuing major operational program or multiple programs within a department (versus a project with a start and end date). May manage a citywide program comprised of interdepartmental teams or customers, or manage a program that typically requires education and background in more than one technical field (such as IT and Engineering).

DISTINGUISHING CHARACTERISTICS:

This is a terminal classification. The City of San Jose has no intent to create new positions; current positions will be eliminated by attrition.

Training and Experience (positions in this class typically require):

Bachelor's Degree in a related field and six years of directly related experience, including two years of supervisory experience and one year managing a major project or program; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Prior formal training in project management and process mapping is highly desirable.

Licensing Requirements

Some positions may require licensing.

Basic Knowledge, Skills and Abilities

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

- Leadership and management principles;
- Theories, principles and practices common to program area;
- Related program procedures and policies;
- Basic accounting and budgeting principles and procedures;
- Training and evaluation techniques;
- Marketing and promotion strategies and trends;
- Program evaluation methods;
- Analytical techniques and principles;
- Research and analysis methods, including cost-benefit analysis;
- Human resources practices and principles;
- Administrative policies and procedures;
- Group dynamics and diversity issues.

Desirable Qualifications

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Program Manager II (8076)**

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

- Preparing and giving presentations to executives, the public and top levels of management;
- Establishing program standards;
- Conducting and facilitating meetings;
- Monitoring and evaluating staff and volunteers;
- Assessing and analyzing needs of community or program area;
- Planning, developing and evaluating major programs;
- Developing relationships with other agencies or groups;
- Developing, implementing and administering sizeable budgets;
- Preparing written reports;
- Organizing multiple tasks simultaneously;
- Using computers and related software;
- Excellent communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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.	Supervises program staff by hiring, selecting, training, evaluating, disciplining and making work assignments. May also coordinate and supervise the work of program or project teams comprised of individuals in a variety of organizations or agencies in order to achieve desired results.	Daily 15%
2.	Plans, implements and manages department programs and operations ensuring efficient utilization of resources.	Daily 20%
3.	Plans and administers sizeable budgets to include expenses and revenue.	Varies 10%
4.	Performs outreach and public relations to public to provide information about programs.	Varies 10%
5.	Plans and implements goals, objectives and guidelines to establish effective program operation policies and procedures.	Varies 10%
6.	Collaborates and coordinates with other governmental agencies, businesses, and organizations ensuring efficient and appropriate delivery of services and programs	Varies 5%
7.	Represents program area to outside agencies and professional groups to build and maintain positive working relationships.	Varies 5%

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Program Manager II (8076)**

8.	Provides conflict resolution and customer service.	Varies 5%
9.	Prepares and implements program work plans and capital improvements.	Varies 5%
10.	Negotiates and administers contracts and agreements with vendors, agencies and contractors.	Varies 5%
11.	Researches and analyzes programs to improve efficiency and effectiveness.	Varies 5%
12.	Provides advice and consultation to program supervisors, coordinators and staff demonstrating expertise in area of assignment.	Varies 5%
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)

Physical Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, chemicals, and oils.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History: Created 11/01, Revised 04/02, 11/08, 10/10 s004

City of San José

Class Specification

JOB DESCRIPTION TITLE: Division Manager

CLASS CODE: 8074		
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Exempt

CLASS SUMMARY:

Incumbents are responsible for planning, organizing, directing and coordinating operational and administrative service functions of a division within a City department and assisting executive and senior management in the formulation and implementation of department policies and procedures..

DISTINGUISHING CHARACTERISTICS:

The Division Manager is the first level of a three-level departmental executive management series. The Division Manager is distinguished from the Deputy Director which has responsibility for the management and oversight of daily operations, programs, and services of multiple divisions within a City department and serves as the Department Director in their absence. Division Manager is distinguished from Program Manager in that it oversees three or more distinct department operational service functions (program areas) having distinct objectives with measurable results for the community or the customer base. Division Managers may also oversee a city-wide service(s) whose goals, objectives and policies have a considerable impact on organizational priorities. The Division Manager generally manages a group of 20 or more employees through 3 or more subordinate managers.

Training and Experience (positions in this class typically require):

Bachelor's Degree in a closely related field and six years of progressively responsible experience, including three years of supervisory experience, or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class may require one or more of the following):

- Valid CA Driver's License;
- Certified Public Accountant;
- Registered Traffic Engineer;
- Registered Professional Engineer;
- Registered Architect;
- Licensed Class V Wastewater Treatment Plant Operator.

Knowledge (position requirements at entry):

Knowledge of:

- Applicable rules, laws, and regulations;

City of San José

Class Specification

JOB DESCRIPTION TITLE: Division Manager

- Public administrations principles;
- Basic finance principles including budget and costing practices;
- Program evaluation methods;
- Leadership and management principles;
- Human resources practices and principles;
- Administrative policies and procedures;
- Basic accounting principles;
- Theories and principles related to area of assignment;
- Issues and trend in area of assignment.

Skills (position requirements at entry):

Skill in:

- Planning and monitoring budgets;
- Preparing and giving presentations;
- Preparing formal written reports and technical reports;
- Conducting staff meetings;
- Negotiating with outside agencies;
- Allocating resources;
- Using basic office equipment.;
- Supervising and motivating employees;
- Organizing multiple tasks simultaneously;
- Conducting and analyzing research;
- Developing and implementing projects;
- Communication, interpersonal skills as applied to interaction with coworker, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises subordinates management, supervisory and professional staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.	Daily 20%
2.	Plans, implements, and evaluates department programs.	Daily 15%

City of San José Class Specification

JOB DESCRIPTION TITLE: Division Manager

3.	Participates in and advises on the development of department policy.	Daily 10%
4.	Prepares and implements division work plans, capital improvement and/or operations budgets.	Daily 15%
5.	Directs allocation of grant funds; negotiates contracts, agreements, and leases.	Weekly 10%
6.	Develops and implements departmental goals, objectives, and guidelines.	Weekly 10%
7.	Presents reports and information to the City Council, boards, committees, and other divisions or departments.	Weekly 10%
8.	Ensures the divisional compliance with federal and state laws, rules, and regulations and local codes and standards.	Weekly 10%
9.	Performs other duties of a similar nature or level.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Incumbents in the Finance department may be responsible for:

- Directing and managing the City's accounting fiscal policies, functions, and processes.
- Directing and managing the City's billing/customer service operation and the departmental computer operations.

Incumbents in the Convention, Arts, and Entertainment department may be responsible for:

- Promoting cultural programs, ensuring stability and vitality to City artists, and developing citizen access to arts and arts education.

Incumbents in the Parks, Recreation, and Neighborhood services department may be responsible for:

- Supervising services necessary to foster an environment of safety and opportunity for San Jose youth.

Incumbents in the Planning, Building, and Code Enforcement department may be responsible for:

- Managing, developing, planning, implementing, and evaluating Code Enforcement Division programs.

City of San José

Class Specification

JOB DESCRIPTION TITLE: Division Manager

- Ensuring enforcement of state and local ordinances and regulations regarding health, safety, environmental, and land use laws.

Incumbents in the Human Resources department may be responsible for:

- Developing and maintaining competent employees for the City.

Incumbents in the Library department may be responsible for:

- Directing and managing a division of a major urban library system, fostering lifelong learning by ensuring that every member of the community has access to a vast array of ideas and information.

Incumbents in the Streets and Traffic department may be responsible for:

- Planning, directing, and managing the Traffic Management Division of the department which includes the Traffic Engineering and Traffic Maintenance programs.

Incumbents in the Airport department may be responsible for:

- Managing the Airport's finances and property and providing support functions to airport employees.

Incumbents in the Environmental Services department may be responsible for:

- Managing WPC Plant programs.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History: Created 11/00, Revised 10/10, s001