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Memorandum

TO: Civil Service Commission

FROM: Kay Winer

**SUBJECT: AMENDMENTS TO THE
CLASSIFICATION PLAN**

DATE: June 27, 2011

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 classification has been created:

- a. Radio Communications Manager (8523). This class is responsible for administrative and technical expertise to maintain the City's radio communication infrastructure (public safety and non-public safety) and assisting in the formulation and implementation of administrative policies to maximize the integrity and reliability of the City's radio communications systems, both locally and regionally.

2. Deletions

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

- a. Assistant City Attorney SII (2197)—replaced by unclassified
- b. Chief Deputy City Attorney (SII) (2137)—replaced by unclassified
- c. Communications Services Operator FT/PT (1176/1177)— specialized function is no longer performed
- d. Emergency Preparedness Director U (2341)—replaced by Deputy Director
- e. Horticulturalist (3424) — specialized function is no longer performed
- f. Parks Development Officer (3450)—specialized function is no longer performed
- g. Public Communications Manager (1675)—replaced by unclassified
- h. Redevelopment Program Manager (4232) — specialized function is no longer performed

Kay Winer

Kay Winer
Acting Director of Human Resources

Attachment
Radio Communications Manager Specification

City of San José
CLASS SPECIFICATION

TITLE: Radio Communications Manager (8523)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works	Deputy Director	Exempt

CLASS SUMMARY

Under general direction, manages and provides technical advice and direct services in the operation and advancement of the Citywide Public Safety and non-Public Safety Radio Communication systems. The major responsibilities of this position include administrative and technical expertise to maintain and support the City of San Jose's radio communication infrastructure and assisting in the formulation, implementation of administrative policies and procedures that maximize the integrity and reliability of the City's radio communications systems both locally and regionally. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position management classification distinguished by its specialized responsibility to provide technical advice and direct service for the Citywide Public Safety and non-Public Safety Radio Communication Systems. This position reports to the Deputy Director. It differs from Senior Communications Technician in that the latter is responsible for leading and working with Communications Technicians on maintenance and installation tasks while the former manages overall operations.

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 training and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in Telecommunications Management, Electrical or Electronic Engineering, or a related technical field, and six (6) years of experience in increasingly responsible communications management including at least three (3) years with direction and supervision of staff.

Required Licensing:

Valid California Driver's License

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: Radio Communications Manager (8523)

Basic Knowledge, Skills and Abilities

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

Knowledge of:

- Principles of personnel management, supervision and leadership
- Basic accounting and budgeting principles and procedures;
- Program evaluation methods;
- Research and analysis methods, including cost-benefit analysis;
- Administrative policies and procedures
- Principles, practice, terminology and trends in radio communications engineering and administration in the public safety communications field;
- Practices and methods of the planning, installation and maintenance of electronic equipment and facilities;
- Knowledge of basic electronics theory and electronic communications equipment including radio transmitters and receivers and microwave, data transmission and computer-aided dispatch equipment.

Ability to:

- Interpret and apply the laws, rules and regulations of the Federal Communications Commission;
- Analyze system and equipment malfunctions and implement effective solutions.

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:

- Monitor and evaluate communications/radio shop staff;
- Establish and maintain cooperative working relationships with other representatives of management, Police, Fire, and other City departments, a variety of local and federal agencies, subordinate staff and other contacted in the course of work
- Prepare written reports, design and hardware specifications of electronic equipment for bid documents
- Use computers and related software;
- Develop and maintain sophisticated computerized record system and associated hardware and/or equipment;
- Provide excellent communication and interpersonal skills in interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.

City of San José
CLASS SPECIFICATION

TITLE: Radio Communications Manager (8523)

Experience in:

- Planning and directing the installation, operation and maintenance of electronic equipment, microwave and radio communications systems and devices for various County, City, State, district and Federal government agencies, in compliance with Federal Communications Commission (FCC regulations);
- Managing a radio communication service program and working with various types of communications systems;
- Supporting and managing unique deployments of radio systems that support undercover operations, SWAT, MERGE team operations and specialized fire applications such as wildland fire and structural fire operations;
- Preparation of capital budgets (and related documents) as well as project management experience in the upgrading or replacement of a communications system including planning, budgeting, scheduling, and implementing the work as well as the related procurement process;

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 communication technicians 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 day-to day operations of the Radio Communication shop, including supervision, managing resources, customer service and infrastructure including design, installation, operation, maintenance and repair of fixed, mobile and portable radios and radio sites, microwave and wireless radio devices,	Daily 15%
3.	Plans and administers sizeable budgets to include expenses and revenue.	Varies 10%
4.	Acts as liaison to the Federal Communications Commission and interprets and enforces their rules and regulations.	Varies 10%
5.	Coordinates with the County and other regional agencies to advance and support a region-wide radio communication system.	Varies 10%
6.	Represents program area to outside agencies and professional groups to build and maintain positive working relationships.	Varies 5%
7.	Negotiates and administers contracts and agreements with vendors, agencies and contractors.	Varies 5%
8.	Provides conflict resolution and customer service.	Varies 5%
9.	Prepares and implements program work plans and capital improvements.	Varies 5%

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
10.	Defines radio and microwave channel needs from growth projections and user requests	Frequent 10%
11.	Respond during off-duty hours to emergency situations which may arise in the communication systems and perform corrective action as needed, including equipment or hardware troubleshooting.	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 <i>created 5/11; 8523s002</i>
