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Memorandum

TO: Civil Service Commission

FROM: Alex Gurza

SUBJECT: AMENDMENTS TO THE CLASSIFICATION PLAN

DATE: February 21, 2012

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. Revisions of Class Specifications

- a. Plant Operator I/II/III (3612/3652/3653) (formerly titled Plant Operator)
- b. Senior Plant Operator I/II (3613/3655) (formerly titled Senior Plant Operator)
- c. Plant Shift Supervisor I/II (3614/3618) (formerly titled Plant Shift Supervisor)
- d. Plant Assistant Operations Manager I/II (3617/3619) (formerly titled Plant Assistant General Operations Supervisor)
- e. Regional Park Aide (3423)
- f. Community Services Aide (6107)
- g. Investment Officer (7504)
- h. Deputy Chief of Police (2219) (Per attached side letter with the San Jose Police Officers' Association, revision of the experience requirement is effective January 22, 2012 and revision of the education requirement is effective July 1, 2012.)

2. Reallocations of Positions

The following reallocation is the result of our ongoing effort to consolidate classes and have fewer, more generic classifications.

Position #	From	To	Dept.
00005466	Transportation Systems Planning Mgr (1386)	Sr. Transportation Specialist (3879)	DOT

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

Position #	From	To	Dept.
00004146	Environmental Laboratory Mgr (5117)	Environmental Services Program Mgr (5213)	ESD


 Alex Gurza
 Deputy City Manager/ Human Resources Director

Attachments

Plant Operator I/II/II
Senior Plant Operator I/II
Plant Shift Supervisor I/II
Assistant Plant Operations Manager I/II
Regional Park Aide
Community Services Aide
Investment Officer
Deputy Chief of Police
Side Letter Agreement, City of San Jose and San Jose Police Officers' Association

City of San José
CLASS SPECIFICATION

TITLE: PLANT OPERATOR I/II/III (3612/3652/3653)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Plant Shift Supervisor	Non - exempt

CLASS SUMMARY

Under general supervision, performs a variety of work of routine difficulty involved in operation of the Water Pollution Control Plant (i.e. the sewage and wastewater treatment facility). Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a three level flexibly-staffed class, designed to recognize increasing job expertise as demonstrated by level of certification and experience in specific operational process areas (i.e. primary, secondary, sludge control, nitrification, filtration, chlorination). This class differs from that of Plant Operator Trainee in that an incumbent of the latter works under immediate supervision in a training capacity. This class differs from that of the next higher class of Senior Plant Operator I/II in that an incumbent of that class is assigned more responsible work and may provide lead direction and training to Plant Operators and Plant Operator Trainees. Assignments may be made to any shift in an around-the-clock operation, and incumbents must also be available for work on Saturday, Sunday, and holidays.

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

- **Plant Operator I**—
Education & Experience: Graduation from high school or equivalent and one (1) year performing duties of a wastewater treatment plant operator.
Licensing: Possession of a valid California State Water Resources Control Board Operator Grade II Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.
- **Plant Operator II**—
Education & Experience: Two years college including 15 semester units of basic science courses including 15 semester units of basic science courses & two (2) years performing duties of a wastewater plant operator with demonstrated knowledge and experience in at least two (2) specific operational process areas **OR** graduation from high school or equivalent & four (4) years performing duties of a wastewater treatment plant operator with demonstrated knowledge and experience in at least two (2) specific operational process areas.
Licensing: Possession of a valid California State Water Resources Control Board Operator Grade III Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.
- **Plant Operator III**—
Education & Experience: Bachelor's degree from an accredited college or university in Biology, Chemistry, Environmental Services or closely related subject including 30 semester units of basic science courses & two (2) years performing duties of a wastewater plant operator with demonstrated knowledge and experience in at least three (3) specific operational process areas

City of San José
CLASS SPECIFICATION

TITLE: PLANT OPERATOR I/II/III (3612/3652/3653)

OR two years college including 15 semester units of basic science courses & 4 years performing duties of a wastewater plant operator with demonstrated knowledge and experience in at least three (3) specific operational process areas **OR** graduation from high school or equivalent & six (6) years performing duties of a wastewater plant operator with demonstrated knowledge and experience in at least three (3) specific operational process areas.

Licensing: Possession of a valid California State Water Resources Control Board Operator Grade IV Certificate **and** possession of a valid driver's license authorizing the 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.)

- Knowledge of the operations of pumps, blowers and other mechanical process equipment powered by electric motors or gasoline engines.
- Knowledge of safety practices and procedures used around wastewater treatment facilities.
- Knowledge of methods and tools used in repair of mechanical equipment.
- Knowledge of wastewater treatment processes.
- Ability to perform a variety of plant operation duties and operate a variety of water treatment plant equipment.
- Ability to operate electric and hydraulic hoists.
- Ability to read and interpret gauges and other control instrumentation.
- Ability to recognize and diagnose alarms and other warning indicators.
- Ability to work effectively with others.
- Ability to understand oral and written communications.
- Ability to perform minor repairs on mechanical equipment.
- Ability to maintain logs, charts and graphs.

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 routine laboratory tests used in sewage treatment process.
- Ability to provide lead direction and training.
- Ability to operate a variety of water treatment plant equipment.
- Ability to read dials, gauges and other process instruments correctly and interpret and record reading.
- Ability to perform routine laboratory analyses.
- Ability to inspect, operate, adjust, and maintain equipment in one of the wastewater treatment plant sections.

City of San José
CLASS SPECIFICATION

TITLE: PLANT OPERATOR I/II/III (3612/3652/3653)

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.	Inspects, operates, adjusts and maintains equipment in one of the wastewater treatment plant sections (i.e., primary, secondary, sludge control, nitrification, filtration, chlorination).	Continuous
2.	Removes grit from equipment to reduce excessive wear.	Occasional
3.	Removes settleable organic particles and clumps to eliminate biological oxygen demand (B.O.D.) overloading.	Occasional
4.	Removes grease, scum and floatable items to reduce odor, insect and rodent problems, and to improve other parts of the process.	Occasional
5.	Removes biodegradable portions of primary, secondary, and nitrification sludges to make it less objectionable and more stable.	Frequent
6.	Removes ammonia to stabilize end products and ammonia toxicity.	Frequent
7.	Operates pumps, valves, motors, blowers, internal combustion engines, vehicles, and other related wastewater treatment process equipment	Continuous
8.	Cleans, performs preventative maintenance, paints, and performs minor repair work on plant equipment treatment process equipment.	Occasional
9.	Reads and interprets gauges, dials and other process instruments, and make necessary process and equipment adjustments to maintain process integrity.	Continuous
10.	Maintains records of instrument readings.	continuous
11.	Makes routine log entries.	continuous
12.	Performs process computations and graphing as required.	Occasional
13.	Washes and cleans preliminary, primary, secondary, incineration, and sludge treatment tanks and equipment.	Occasional
14.	Takes samples and performs various simple tests for process control.	Continuous
15.	Maintains and cleans designated work areas.	Occasional
16.	May provide lead direction and training to Plant Operator Trainees.	As required
17.	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 2/80; Rev 5/88,7/92, 1/93, Rev & Ret 2/12; 3612s002</i>
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City of San José
CLASS SPECIFICATION

TITLE: SENIOR PLANT OPERATOR I/II (3613/3655)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Plant Shift Supervisor	Non - exempt

CLASS SUMMARY

Under general supervision, performs a variety of work of moderate difficulty in the lead supervision of either process areas or a shift at the Water Pollution Control Plant. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a two level flexibly-staffed class, designed to recognize increasing job expertise as demonstrated by level of certification and knowledge and experience in specific operational process areas (i.e. primary, secondary, sludge control, nitrification, filtration, chlorination and computerized process control). This class differs from that of Plant Operator I/II/III in that incumbents of the latter have no continuing and permanent lead responsibility, and perform less responsible work. This class differs from that of Plant Shift Supervisor in that an incumbent of the latter is responsible for the activities of an entire shift in the operation of the Water Pollution Control Plant. Assignments may be made to any shift in an around-the clock operation, and incumbents must also be available for work on Saturday, Sunday, and holidays.

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

- **Senior Plant Operator I**—
Education & Experience: Two years college including 15 semester units of basic science courses & two (2) years experience as a Plant Operator I or higher with demonstrated knowledge and experience in at least three (3) specific operational process areas **OR** graduation from high school or equivalent & four (4) years experience as a Plant Operator I with demonstrated knowledge and experience in at least three (3) specific operational process areas.
Licensing: Possession of a valid California State Water Resources Control Board Operator Grade III Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.
- **Senior Plant Operator II**—
Education & Experience: Bachelor's degree from an accredited college or university in Biology, Chemistry, Environmental Services or closely related subject including 30 semester units of basic science courses & two (2) years experience as a wastewater plant operator with at least one year as a Grade III operator and demonstrated knowledge and experience in at least four (4) specific operational process areas **OR** two years college including 15 semester units of basic science courses & four (4) years experience as a wastewater plant operator with at least one year as a Grade III operator and demonstrated knowledge and experience in at least four (4) specific operational process areas **OR** graduation from high school or equivalent & six (6) years experience as a wastewater plant operator with at least one year as a Grade III operator and demonstrated knowledge and experience in at least four (4) specific operational process areas.

City of San José
CLASS SPECIFICATION

TITLE: SENIOR PLANT OPERATOR I/II (3613/3655)

Licensing: Possession of a valid California State Water Resources Control Board Operator Grade IV Certificate **and** possession of a valid driver's license authorizing the 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.)

- Knowledge of principles of treatment plant processes and technology.
- Knowledge of mechanical devices common to a treatment plant, and how to repair and maintain them.
- Knowledge of safety practices and procedures used in a wastewater treatment facility.
- Knowledge of routine laboratory tests used in sewage treatment operations.
- Knowledge of the operation of pumps, blowers, and other mechanical process equipment powered by electric motors or gasoline engines.
- Ability to prepare and maintain records and reports.
- Ability to operate a wide variety of waste water treatment plant equipment.
- Ability to read dials, gauges, and other process instruments correctly and interpret and record readings.
- Ability to perform routine laboratory analysis.
- Ability to perform a variety of plant operation duties.
- Ability to work effectively with others.
- Ability to follow oral and written communications.

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, and ability to utilize the computer to regulate the flow of sewage through the treatment plant.
- Ability to inspect, operate, adjust and maintain equipment in one of the waste water treatment plant sections.
- Ability to provide lead direction and training.
- Ability to supervise a prescribed area of the sewage treatment plant process.
- Ability to coordinate the utilization of chemicals in response to changes in system needs, to ensure effective costs.
- Ability to monitor and make adjustments to digital computer controlling specific process areas.

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CLASS SPECIFICATION

TITLE: SENIOR PLANT OPERATOR I/II (3613/3655)

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 a prescribed area of the sewage treatment plant process, to ensure compliance with high performance standards.	Continuous
2.	Provides lead direction to Plant Operators and Plant Operator Trainees.	Continuous
3.	Supervises others in the preventive maintenance program in an assigned process area to keep breakdowns to a minimum.	Continuous
4.	Supervises the utilization of chemicals in response to changes in system needs, to ensure that end results are achieved at the most effective cost.	Continuous
5.	Performs process computations and graphing, as required.	As required
6.	Maintains accurate records.	Continuous
7.	Monitors conditions and alarms, and takes whatever action is required to keep the process and equipment operating for the best end results.	Continuous
8.	Regulates and controls the flow of sewage including the operation of pumps, blowers, and other related equipment.	Continuous
9.	Contains and secures chemical leaks from the rail cars, storage containers, and related equipment.	Occasional
10.	Ensures the safety of employees and the safe operation of the chlorine and sulfur dioxide facilities.	Continuous
11.	Monitors and makes adjustments to digital computer controlling specific process areas.	Continuous
12.	Performs periodic preventive maintenance and repair work which may include disassembly, reconditioning and assembly of valves, flow rate controllers, chemical dispensers, screens, collectors, skimmers, and pumps.	Occasional
13.	Conducts visitors through the plant and explains operations.	As required
14.	Completes prescribed and special reports.	As required
15.	Assists in the preparation of performance evaluations and recommends disciplinary action for operators assigned to a prescribed area.	Occasional
16.	Takes samples of sewage and makes simple and routine physical and chemical tests.	Occasional
17.	Provides department staff with process training, presentations and tours.	As required
18.	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 12/80; Rev 8/88,/89, 7/92, 1/93 Rev & Ret 2/12; 3612s002

City of San José
CLASS SPECIFICATION

TITLE: PLANT SHIFT SUPERVISOR I/II (3614/3618)

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

CLASS SUMMARY

Under general supervision, performs a variety of work of moderate difficulty supervising the activities of a work shift in the Operations section of the Water Pollution Control Plant or in the role of liaison for Capital Improvement Projects including the planning, preparation and construction of CIP projects at the Plant or supervising the Operations Training Unit in the training of Operator Trainees and or newly-hired certified Operators in preparation for placement to a post-position Operator. Under general supervision of the Division Manager of Plant Operations, may supervise Senior Plant Operators, Plant Operators, and Plant Operator Trainees. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a two level flexibly-staffed class, designed to recognize increasing job expertise as demonstrated by level of certification and knowledge and experience of overall Plant operations (i.e. (i.e. primary, secondary, sludge control, nitrification, filtration, chlorination and computerized process control). This class differs from that of Senior Plant Operator in that incumbents of the latter class lead a smaller numbers of workers normally assigned to a specific unit, and are not responsible for full supervision of these employees. This class differs from the next higher class of Plant Assistant Operations Manager in that incumbents of the latter are responsible for the administrative programs of the Plant Operations group and acts as the Division Manager of Plant Operations in their absence. Assignments may be made to any shift in an around-the clock operation, and incumbents must also be available for work on Saturday, Sunday, and holidays.

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

• **Plant Shift Supervisor I**

Education & Experience: Bachelor's degree from an accredited college or university in Biology, Chemistry, Environmental Services or closely related subject including 30 semester units of basic science courses & two (2) years performing duties of a wastewater plant operator with demonstrated knowledge and experience in at least four (4) specific operational process areas **OR** two years college including 15 semester units of basic science courses & 4 years performing duties of a wastewater plant operator with demonstrated knowledge and experience in at least four (4) specific operational process areas **OR** graduation from high school or equivalent & six (6) years performing duties of a wastewater plant operator with demonstrated knowledge and experience in at least four (4) specific operational process areas.

Licensing: Possession of a valid California State Water Resources Control Board Operator Grade IV Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.

City of San José
CLASS SPECIFICATION

TITLE: PLANT SHIFT SUPERVISOR I/II (3614/3618)

• **Plant Shift Supervisor II**

Education & Experience: Bachelor's degree from an accredited college or university in Biology, Chemistry, Environmental Services or closely related subject including 30 semester units of basic science courses & five (5) years experience as a wastewater plant operator with at least one year experience as a Grade IV Operator demonstrated knowledge and experience in at least five (5) specific operational process areas **OR** two years college including 15 semester units of basic science courses & six (6) years experience as a wastewater plant operator with at least one year experience as a Grade IV Operator demonstrated knowledge and experience in at least five (5) specific operational process areas **OR** graduation from high school or equivalent & 10 years experience as a wastewater plant operator with at least one year experience as a Grade IV Operator and demonstrated knowledge and experience in at least five (5) specific operational process areas.

Licensing: Possession of a valid California State Water Resources Control Board Operator Grade V Certificate **and** possession of a valid driver's license authorizing the 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.)

- Knowledge of the principles of primary, secondary, and tertiary treatment, sludge treatment and disposal, and disinfection.
- Knowledge of the operation of mechanical, electrical and pneumatic equipment found in a large waste water treatment facility.
- Knowledge of safety practices and procedures used in waste water treatment facilities.
- Knowledge of principles and practices of supervision.
- Ability to utilize the computer to regulate the flow of sewage through the treatment plant.
- Ability to prepare and maintain records and reports.
- Ability to perform a variety of plant operation duties and operate a variety of waste water treatment plant equipment.
- Ability to work effectively with co-workers, supervisors and the public.
- Ability to follow oral and written instructions.
- Ability to provide lead direction and training.

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 computerized control processes.
- Ability to supervise, train and evaluate subordinate staff.
- Ability to recommend and implement new and improved operating procedures.
- Ability to monitor and maintain the integrity of the waste water treatment processes and ensure compliance with Federal and State quality standards.
- Ability to interpret data collected and make process modifications.

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CLASS SPECIFICATION

TITLE: PLANT SHIFT SUPERVISOR I/II (3614/3618)

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.	Monitors and maintains the integrity of the sewage treatment processes and ensures compliance with federal and state quality standards.	Continuous
2.	Supervises the entire operation of the Water Pollution Control Plant on an assigned shift in the absence of the Division Manager – Plant Operations.	Continuous
3.	Supervises operating personnel assigned to the shift to ensure that tasks are performed correctly and in a timely manner.	Continuous
4.	Trains operating personnel assigned to the shift to ensure that tasks are performed correctly and in a timely manner.	Occasional
5.	Interprets data collected via computer and laboratory analyses; makes adjustments to the treatment process, as needed.	Continuous
6.	Assures completeness and accuracy of time cards.	Frequently
7.	Arranges for replacement personnel to provide coverage for absent employees.	Continuous
8.	Assesses equipment malfunctions and take appropriate corrective action.	Continuous
9.	Conducts safety training and drills in handling of chlorine, sulfur dioxide, and other hazardous materials.	Occasional
10.	Assigns work and evaluates work activity of subordinates.	continuous
11.	Reviews and improves operating procedures.	Frequent
12.	Supervises the maintenance of operations records for an assigned shift, and evaluates records against optimum scales.	Continuous
13.	Approves all maintenance work order requests on assigned shift.	Frequent
14.	Serves as Incident Commander (I.C.) in the event of a toxic gas release.	As required
15.	May work as liaison between Operations and Engineering to assist in the collection of operations data and information, and project preparation and set-up regarding Capital Improvement Program (CIP) project planning and constructions	As required
16.	May supervise Operations Training Group in the training of Operator Trainees and/or newly hired certified Operators.	As required
17.	Determines magnitude and consequences of operational problems associated with digital computer, field instrumentation, process, or auxiliary equipment.	Continuous
18.	Ensures safety of employees and the safe operation of equipment utilized.	Continuous
19.	Ensures security and cleanup of the work areas.	continuous
20.	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 2/80; Rev 1/83, 1/9; Rev & Ret 2/12; 3614s002

City of San José
CLASS SPECIFICATION

PLANT ASSISTANT OPERATIONS MANAGER I/II (3617/3619)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Division Manager – Plant Operations	Non-exempt

CLASS SUMMARY

Under general direction, performs work of moderate difficulty by providing administrative support to the Division Manager – Plant Operations in planning, organizing and managing the activities of the Operations Section of the Water Pollution Control Division of the Environmental Services Department. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a two level flexibly-staffed class, designed to recognize increasing job expertise as demonstrated by level of certification and knowledge and experience of overall Plant operations (i.e. primary, secondary, sludge control, nitrification, filtration, chlorination and computerized process control). The incumbent of this class is responsible for administrative duties and training programs associated with the Division Manager – Plant Operations' office and reports directly to the Division Manger – Plant Operations. An incumbent may act as the Division Manager in their absence to ensure adequate staffing of the Operations group. This class differs from the lower class of Plant Shift Supervisor in that incumbents of the latter are responsible for the activities of a work shift and supervise Senior Plant Operators, Plant Operators and Plant Operator Trainees.

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

- **Plant Assistant Operations Manager I**

Education & Experience: Bachelor's degree from an accredited college or university in Biology, Chemistry, Environmental Services or closely related subject including 30 semester units of basic science courses & two (2) years experience as a Plant Shift Supervisor I/II with demonstrated knowledge and experience in at least five (5) specific operational process areas **OR** two years college including 15 semester units of basic science courses & four (4) years experience as a wastewater plant operator including two years as a Plant Shift Supervisor I/II with demonstrated knowledge and experience in at least five (5) specific operational process areas **OR** graduation from high school or equivalent & six (6) years experience as a wastewater plant operator including two years as a Plant Shift Supervisor I/II with demonstrated knowledge and experience in at least five (5) specific operational process areas.

Licensing: Possession of a valid California State Water Resources Control Board Operator Grade IV Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.

Acceptable Substitution: Experience as a Senior Plant Operator I/II or equivalent may be substituted for experience as a Plant Shift Supervisor I/II on the basis of two years experience as a Senior Plant Operator I/II for each year of experience as a Plant Shift Supervisor I/II.

- **Plant Assistant Operations Manager II**

Education & Experience: Bachelor's degree from an accredited college or university in Biology, Chemistry, Environmental Services or closely related subject including 30 semester units of basic science courses & five (5) years performing duties of a wastewater treatment plant operator including at least one (1) year at a level equivalent to Plant Assist Operations Manager I with demonstrated knowledge and experience in at least six (6) specific operational process areas **OR** two years college including 15

City of San José
CLASS SPECIFICATION

PLANT ASSISTANT OPERATIONS MANAGER I/II (3617/3619)

semester units of basic science courses & six (6) years performing duties of a wastewater treatment plant operator including at least one (1) year at a level equivalent to Plant Assist Operations Manager I with demonstrated knowledge and experience in at least six (6) specific operational process areas **OR** graduation from high school or equivalent & 10 years performing duties of a wastewater treatment plant operator including at least one (1) year at a level equivalent to Plant Assist Operations Manager I with demonstrated knowledge and experience in at least six (6) specific operational process areas.

Licensing: Possession of a valid California State Water Resources Control Board Operator Grade V Certificate **and** possession of a valid driver's license authorizing the 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.)

- Knowledge of the principles of primary, secondary, and tertiary treatment, sludge treatment and disposal, and disinfection.
- Knowledge of the operation of mechanical, electrical, pneumatic and other equipment found in a large water pollution control plant.
- Knowledge of the methods, tools, and equipment used in physical, biological and chemical treatment of sewage.
- Knowledge of the safety practices and procedures used in a wastewater treatment plant.
- Knowledge of the principles and practices of supervision.
- Ability to use a personal computer to produce weekly staffing schedules, memos and reports, and perform tracking and record keeping functions.
- Ability to make effective public presentations, such as Plant tours, safety "tailgate" training sessions and other presentations as required.
- Ability to organize and maintain office files and other records in good order.
- Ability to maintain effective working relations with the public and other employees.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to manage a shift or the entire Operations Section as necessary.

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 current developments in wastewater treatment.
- Knowledge of safety practices in a large wastewater treatment plant.
- Knowledge of continual improvement methodology and tools.
- Ability to supervise and manage the biological, hydraulic, and mechanical operations of the Water Pollution Control Plant.
- Ability to manage the Operations Group Training Program.
- Ability to review and interpret construction drawings and specifications.
- Ability to use a personal computer to generate schedules, memos and records.
- Ability to conduct training sessions and Plant tours

City of San José
CLASS SPECIFICATION

PLANT ASSISTANT OPERATIONS MANAGER I/II (3617/3619)

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 the Operations Section in the absence of the Division Manager – Plant Operations. On occasion, may be called upon to fill in as Shift Supervisor to ensure adequate shift/weekend coverage.	As Required
2.	Participates with the Plant Deputy Director and Division Manager – Plant Operations in the investigation of spills, toxic gas leaks and other critical incidents and recommends/implements corrective action as warranted.	As Required
3.	Participates in the selection and evaluation of Plant operations staff and assists in their orientation and training.	Occasional
4.	Oversees training programs for operations personnel and works with the Operations Section Training group in producing operator training modules.	Continuous
5.	Oversees and participates in the "tailgate" safety program for the Operations Section. Coordinates Operations personnel training with the Department's Training Resources unit to ensure that staff receive the safety training required by Cal OSHA, are properly trained in safety procedures and have the necessary certification to perform their jobs.	Occasional
6.	Participates in the review of construction drawings and coordination planning for construction and maintenance shutdowns and power distribution changes.	As Required
7.	Assists the Division Manager – Plant Operations in the preparation of Operations Section budget and reports.	As Required
8.	Processes time off request forms, training request forms and other scheduled personnel absences and prepares the weekly staffing schedule to ensure twenty-four hour per day, seven day per week coverage of various process units. Assists in producing the annual, seniority based, vacation list for the Operations Section.	Continuous
9.	Coordinates operator performance evaluations with Department administrative staff to ensure adequate progression tracking and timely completion of evaluations in the Operations Section.	As Required
10.	Acts as management liaison to various continual improvement teams working within the Operations Section.	As Required
11.	May be called upon to lead tour groups through the facility and explain the function of the various process units.	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 Formerly Plant Assistant General Operations Supervisor created 7/96; Rev & Ret 2/12; 3617s002

REGIONAL PARK AIDE (FT) (3423)
REGIONAL PARK AIDE (PT) (3421)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-exempt

CLASS SUMMARY: Under immediate supervision, performs work of routine difficulty in the development, coordination, and implementation of recreation programs, concession operations, facility operations, public contact, fee collection, and other activities. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other City classes in that incumbents are involved in the operation of all regional parks and facilities.

The incumbent is responsible for performing tasks requiring basic skills under regular supervision in all program areas of the City's regional parks and special Citywide programs. The incumbent may provide the primary contact for the public accessing the sites or may provide support in event, education, administration, collection, exhibition or archive programs, maintenance, or fee collection programs.

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.)

Education and Experience:

Completion of high school, General Educational Development (GED) Certificate, or California Proficiency Certificate.

Completion of six months (approximately 1040 hours) of work in a concession operation, food and beverage service, small retail business, or public fee collection operation that has direct public contact.

Licenses/Certificates:

- Possession of Red Cross First Aid and CPR certificates may be required.
- Possession of a valid State of California driver's license may be required for some assignments.

Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):

- Knowledge of basic skills, including telephone operations, cash handling, typing, and computer operations.
- Knowledge of the basic functions and services of a facility.
- Knowledge of the principles of customer service.
- Knowledge of the principles and practices of public recreation in a visitor attraction.
- Knowledge of basic safety procedures, practices, and precautions to be used in the workplace.

City of San José
CLASS SPECIFICATION

3/12

REGIONAL PARK AIDE (FT) (3423)
REGIONAL PARK AIDE (PT) (3421)

- Ability to read, write, and understand English.
- Ability to follow oral and written instructions.
- Ability to add and subtract large sums of money and to make correct change.
- Ability to work a variety of hours, including weekends, evenings, and holidays.
- Ability to establish and maintain effective relationships with co-workers and the general public.
- Ability to perform routine maintenance tasks.

Desirable Qualifications (depending on area of assignment):

- Knowledge of the basic principles and techniques of First Aid and Cardiopulmonary Resuscitation (CPR).
- Ability to provide excellent customer service.
- Ability to provide support in a variety of programs by following instructions.
- Ability to make simple measurements.
- Ability to communicate orally.
- Ability to work with volunteers.
- Ability to work with the general public.
- Ability to operate light automotive equipment and vehicles.
- Ability to provide basic training and coaching to less experienced staff.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (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.	Provides assistance in the daily operations of regional parks and facilities, by supporting activities related to public access to a facility, cash handling, facility admissions, public information services, support of exhibition, collection and archive programs, and operation of related equipment and buildings.	Varies
2.	Provides basic on-duty coaching and instruction to less experienced staff	Varies
3.	Provides support in exhibition, collection, or facility programs by performing tasks requiring regular supervision and instruction that could include exhibition maintenance, ride operations, collection cataloging, documentation and registration, snack bar and puppeteering operations, collection organization, record-keeping, and other clerical duties.	Varies
4.	Provides support in exhibition, collection, or facility programs by performing tasks requiring regular supervision and instruction that could include exhibition maintenance, ride operations, collection cataloging, documentation and registration, snack bar and puppeteering operations, collection organization, record-keeping, and other clerical duties.	Varies
5.	Aids in event set-up, public access, and event clean-up.	Varies

City of San José
CLASS SPECIFICATION

3/12

REGIONAL PARK AIDE (FT) (3423)
REGIONAL PARK AIDE (PT) (3421)

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (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*
6.	Provides information to the public either personally or via the telephone; answers questions and explains facility policies and regulations.	Varies
7.	Reports unlawful conduct to proper authorities.	Varies
8.	Drives light vehicles.	Varies
9.	Serves as gate, lobby desk, or office receptionist requiring the ability to coordinate information systems and disperse information to the public, staff, and volunteers.	Varies
10.	Provides cash handling services in the routine collection of admission- and/or event-related fees that require personal contact with the public.	Varies
11.	Participates in preparing and distributing publicity.	Varies
12.	Provides routine maintenance and clean-up tasks such as litter and refuse removal, raking and bagging debris, cleaning restrooms, vandalism repair, and other unskilled labor functions.	Varies
13.	Administers appropriate first aid.	Varies
14.	Relates effectively to park visitors.	Varies
15.	May perform shift work.	Varies
16.	Relates effectively to park visitors.	Varies
17.	May perform basic food preparation and other food services involving basic utensils and commercial equipment	Varies
18.	Performs other duties of a similar nature or level.	As Required

CLASSIFICATION HISTORY

Formerly Concessionaire (PT)

Formerly Facility Assistant (FT) (PT)

Formerly Park and Facility Assistant (FT) (PT)

(3/22/83), (Rev. and Ret. 3/94), (FT added 3/94), (Ret. 11/2/94), (Rev. 12/97), (Ret. 3/98)

3423s005.doc

City of San José
CLASS SPECIFICATION

TITLE: COMMUNITY SERVICES AIDE PT (6107)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non - exempt

CLASS SUMMARY: Under immediate supervision, performs work of limited difficulty to support City of San José personnel engaged in providing a variety of services to the public in the areas of recreation, leisure, education or personal growth. Typical assignments are in libraries, parks, community centers, sports fields, homework centers and other locations based in community areas.

DISTINGUISHING CHARACTERISTICS: This class is designed primarily for individuals who work twenty (20) hours or less per week and/or are less than eighteen (18) years of age. This classification may be used as the first level in conjunction with more than one classification series. It differs from the next higher class in a series in that incumbents in other classifications are required to have more education and/or experience, and are typically a minimum of 18 years of age.

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.)

Education and Experience:

No minimum education or experience required. Must be at least fourteen years of age.

Licenses/Certificates:

Possession of a Red Cross First Aid/CPR certificate may be required for certain positions.

Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):

Ability to understand and follow simple oral and written instructions.

Ability to communicate and work with the public.

Desirable Qualifications (depending on area of assignment):

Knowledge of common games, sports and recreation activities appropriate for all ages.

Knowledge of a specific subject (if assigned to a classroom or tutoring setting)

Knowledge of basic safety procedures.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Knowledge of basic office procedures and equipment.

Knowledge of basic computer applications and/or the internet.

Ability to learn a variety of filing systems.

Ability to compile information and data.

City of San José
CLASS SPECIFICATION

TITLE: COMMUNITY SERVICES AIDE PT (6107)

Good organizational skills.

If assigned to the Library to perform the "shelving" function:

Ability to learn Library filing systems.

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:	FREQUENCY*
1.	Assists in conducting group or individual activities such as games, sports, crafts, service activities, recreation activities, basic customer service, activity sales, program registration, food servicing, and attraction operations at parks and community centers; class instruction or tutoring activities; and other community activities.	Varies
2.	Assists in maintaining the appearance of the public facility by clearing tables, floors, equipment, and other surfaces. May also assist in opening or closing the facility and attractions. May assist with the display of information or materials.	Varies
3.	Issues and collects supplies and equipment.	Varies
4.	Performs basic office support duties such as answering the telephone and taking messages, providing routine information, or referring calls to the appropriate individual; making copies; filing; using computer applications such as Word or Excel. (Note: These duties would be related to conducting group or individual activities and assisting in implementation of various community programs but would not normally constitute a majority of the job assignment).	Varies
5.	Works with other personnel to assist in implementation of various community programs.	Varies
6.	Assists class instructors and tutors in preparation of materials and facilities, recordkeeping, issuing equipment and supplies and facilitating group or individual activities (which may require knowledge of a specific subject). May also assist tutors by helping students with homework assignments and instructing them on use of the computer (typically assigned to help tutor younger students).	Varies
7.	Monitors program participants and reports their activities or progress.	Varies
8.	Assists other personnel by gathering information that could be used in reports or used as a basis for making decisions.	Varies
9.	If assigned to the Library to perform the "shelving" function: Unpacks, checks in (i.e., scans bar codes), sorts and delivers library materials (such as mail, books, and materials received from branch libraries). Re-shelves library materials according to library procedures. Clears tables and other library areas of materials; straightens seating areas. May arrange, move, post and display library materials as instructed. May also assist others in activities related to opening and closing the facility	
10.	Performs other duties of a similar nature or level.	As Required

CLASSIFICATION HISTORY Created 7/89, Rev. 10/89, 12/96, 1/98, 2/98, Ret. & Rev. 5/03 (formerly Recreation Aide), Rev. 3/12 6107s004

City of San José
CLASS SPECIFICATION

INVESTMENT OFFICER (7504)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Finance	Assistant Director or Division Manager	Exempt

CLASS SUMMARY

Responsible for the investment and reinvestment of the City's Pooled Investment Fund; monitors and analyzes investment performance, assists in planning and developing investment strategies, executes investment strategies, monitors investment managers, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a professional management level class allocated to the City's Finance Department. Under general supervision, incumbents act as principal assistants to the Director, Assistant Director or Division Manager. This class differs from Financial Analyst positions in that the Investment Officer performs duties that require more comprehensive knowledge of finance and higher level analysis of investments. This class differs from Debt Administrator in that the latter is responsible for the management and administration of the Citywide outstanding debt portfolio.

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 Degree from an accredited college or university in finance, financial engineering, mathematics, economics, actuarial science or a related field.

Experience: Five years of related work experience in investment consulting, investment management, or experience with investing funds for a municipality or working for a financial firm handling municipal investment accounts.

Acceptable Substitutions: Masters Degree in business, finance, accounting, public administration, economics or related field may substitute for one year of the required experience for the Fixed Income Operating Funds specialty.

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

INVESTMENT OFFICER (7504)

Knowledge of:

- California Government Code Sections 53600 et seq. including competency in exercising fiduciary responsibilities to protect the interests of the City, tax and rate payers, and the public.
- Public fiscal administration as related to municipal cash flows and investments.
- Municipal organizations and management processes.
- Institutional investment methodologies as they apply to municipal pooled investment funds.

Skills and Abilities to:

- Analyze investment opportunities;
- Implement and execute investment strategies;
- Utilize personal computers to generate reports for investment management (e.g. spreadsheet modeling);
- Communicate effectively, both orally and in writing;
- Evaluate third party research;
- Provide prompt, efficient and responsive service;
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences and/or recommendations;
- Make effective presentations to the Mayor and City Council, City Manager, senior staff and other entities as appropriate.
- Manage, supervise, train, lead, mentor subordinate staff including management staff through completion of performance evaluations and providing career development.

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 :

- Institutional investment methodologies as they apply to municipal pooled investment funds.
- Fixed income security markets.
- Principles and practices of cash flow analysis.

Skills and Abilities to:

- Analysis and execution of fixed income investment opportunities;
- Interact effectively and collaboratively with consultants and Broker/Dealers;
- Strategically evaluate investment and market opportunities;
- Evaluating capital market and economic trends.
- Effectively manage City's banking relationship

City of San José
CLASS SPECIFICATION

INVESTMENT OFFICER (7504)

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.	Oversee the day-to-day management of the City's investment portfolio by making recommendations regarding investment strategy; preparing and reviewing financial and credit analyses of various investment options; and negotiating purchases, sales and exchanges of marketable securities.	Continuous
2.	Oversee and administer the City's cash flow analyses.	Continuous
3.	Provide daily senior management oversight of the City's cash management, payment processing and cashiering functions including assigning, monitoring, evaluating and providing professional and technical guidance to staff engaged in City's banking operations, including receipt, disbursement and safekeeping of City monies.	Continuous
4.	Establish priorities, performing short-term and long-term strategic planning related to the City's investment program and departmental operations.	Frequent
5.	Research and provide recommendations for technology enhancements for the Investment and Cash Management operations.	Frequent
6.	Oversee Requests for Proposal processes for services such as Banking, Custodial Services, and Investment Financial Advisor.	Frequent
7.	Review and recommendation of portfolio restructuring opportunities	Frequent
8.	Confer with brokers and consultants regarding investment activities and strategies.	Frequent
9.	Responsible for the annual review process of Financial Institutions/Brokers/Dealers	Occasional
10.	Responsible for the review process of Broker/Dealer relationships	Occasional
11.	Prepare annual portfolio interest earnings projections	Occasional
12.	Lead the annual review of the City's Investment Policy	Occasional
13.	Direct and/or prepare complex financial, statistical and narrative reports, correspondence and other documents for variety of audiences including the Director, Assistant Director, Division Manager, City Manager and the Mayor and City Council.	Occasional
14.	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 8/09, Rev & Retitled 3/11 (formerly Retirement Investment Officer, Rev 3/12; s002

City of San José
CLASS SPECIFICATION

TITLE: DEPUTY CHIEF OF POLICE (2219)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	Chief of Police, Assistant Police Chief	Exempt

CLASS SUMMARY

Under administrative direction, performs unusual work in planning, organizing and directing the activities of a major bureau or division in the Police Department. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class work under the general direction of the Chief of Police and Assistant Chief of Police, and are in the direct chain of command in their absence. The major functional responsibility of these positions is for the effective administration of a bureau or division consisting of professional police and technical staff personnel engaged in law enforcement work. Incumbents are assigned to one of the following: Bureau of Administration, Bureau of Field Operations, or Bureau of Investigations.

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 a Baccalaureate Degree from an accredited college or university in police administration, business administration, public administration or a closely related field.

Currently employed as a Police Captain or Police Lieutenant in the San Jose Police Department and three (3) years of supervisory experience at the level of Police Lieutenant.

There will be no substitution of additional experience for the education requirement.

Required Licensing

Possession of a valid California driver's license.

Possession of a Basic Peace Officers Standards and Training Certificate.

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: DEPUTY CHIEF OF POLICE (2219)

- Knowledge of criminal law with reference to apprehension, arrest and prosecution of persons committing misdemeanors and felonies including the rules of evidence pertaining to search and seizure, and preparation and presentation of evidence in criminal cases.
- Knowledge of pertinent federal, state, and local laws, regulations, and ordinances.
- Knowledge of the principles, practices and procedures of Police science and administration.
- Knowledge of the principles and practices of personnel management and training.
- Knowledge of causative factors contributory to crime and delinquency.
- Knowledge of local, county and state laws relating to law enforcement.
- Knowledge of various memoranda of agreements.
- Ability to analyze reports and develop effective courses of actions.
- Ability to plan, assign and supervise the work of subordinates and develop and conduct staff training.
- Ability to analyze complex situations and adopt an effective course of action.
- Ability to do research and prepare reports and correspondence.
- Ability to deal firmly and courteously with the public, and to establish and maintain effective public relations.

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 the bureau-wide budget development and control.
- Ability to make department promotional recommendations.
- Ability to exercise judgment in decisions that effect the entire department.
- Ability to make ultimate recommendations from the bureau to the Chief.
- Ability to coordinate the duties of the Captains.
- Ability to realize departmental significance of events.

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.	Responsible for the administration of a major bureau or division and the supervision of personnel assigned.	Continuous
2.	Confers with the Police Chief and with heads of other divisions and units in planning and coordinating departmental operations; makes and supervises the making of evaluations of Police Department operations; prepares plans to improve Police services to permit the Police Department to organize and otherwise prepare itself to cope with future as well as emerging problems.	Continuous

City of San José
CLASS SPECIFICATION

TITLE: DEPUTY CHIEF OF POLICE (2219)

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.	Responsible for the development, conduct or review of departmental programs, records and reports which are relevant to bureau operations.	Continuous
4.	Assists in the preparation of the divisional budget and provides administrative guidance for the control of budget expenditures.	Frequent
5.	Acts as representative of the Police Department at meetings, conferences, and other public functions as required.	Frequent
6.	Responsible for the review and evaluation of reports submitted by subordinate personnel.	Frequent
7.	Evaluates existing activities and procedures and recommends change as necessary.	Frequent
8.	Interviews complainants, witnesses, and other individuals for the purposes of giving advice and/or taking police action whenever necessary.	Frequent
9.	Maintains membership in state and national agencies dealing with the collection and dissemination of intelligence information relating to crime syndicates and cartels, their scope on a national or state level, and formulates plans to prevent the encroachment locally, and keeps the Chief of Police informed as to developments.	Occasional
10.	Serves as a member of state and national committees dealing with crime prevention and attends meetings whenever called, on a state or national level.	Occasional
11.	Consults with other law enforcement agencies in the solution of mutual problems and cases. Consults with the Chief of Police on the prosecution of crimes of major importance.	Occasional
12.	Meets with representatives from business and professional groups on the problems of crime and protection of their persons and property.	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 8/72, Rev.7/80, 10/84, 3/12, 2219s001*

SIDE LETTER AGREEMENT

BETWEEN

THE CITY OF SAN JOSE

AND

THE SAN JOSE POLICE OFFICERS' ASSOCIATION (POA)

DEPUTY CHIEF OF POLICE CLASSIFICATION

PURPOSE

To amend the Classification Specification Training and Experience requirements for the Deputy Chief of Police and amend the current Memorandum of Agreement between the City of San Jose and the San Jose Police Officers' Association (POA) to designate employees appointed to the classification of Deputy Chief of Police on or after January 22, 2012, as unclassified, at-will.

AGREEMENT

Classification Specification Amendment

The Classification Specification for Deputy Chief of Police shall be amended to require the following:

Training and Experience

- a. Education: Successful completion of a Baccalaureate Degree from an accredited college or university in police administration, business administration, public administration or a closely related field.
- b. Experience: Currently employed as a Police Captain or Police Lieutenant in the San Jose Police Department and three (3) years of supervisory experience at the level of Police Lieutenant.
- c. Substitutions: There will be no substitution of additional experience for the education requirement.

The amendment to the Classification Specification for the Experience requirement shall be made for all appointments to the classification of Deputy Chief of Police on or after January 22, 2012, and the amendment to the Education requirement shall be made for all appointments on or after July 1, 2012.

MOA Amendment

ARTICLE 58 DEPUTY CHIEF OF POLICE

Effective January 22, 2012, employees appointed to the classification of Deputy Chief of Police shall be unclassified, at-will employees.

Grievance/Unit Designation Withdrawal

The POA agrees to withdraw the grievance dated October 27, 2011, related to this matter.

The City of San Jose agrees to withdraw its intent to designate Deputy Chiefs as management employees and to assign Deputy Chiefs to the employee unit, Executive Management and Professional Employee (Unit 99) during the term of the current MOA.

The parties agree that this Agreement shall not serve as precedent for future agreements and this Agreement shall not be construed or implied to obligate the parties to enter to any similar agreements in the future.

Term of Agreement

This Agreement is effective when signed by all of the persons designated below and the MOA amendment shall be deemed to be a part of the 2011-2013 MOA.

FOR THE CITY:

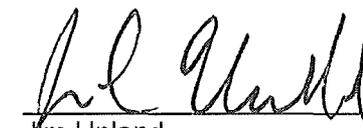


Alex Gurza
Deputy City Manager

2/2/12

Date

FOR THE EMPLOYEE ORGANIZATION:



Jim Unland
POA President

2/1/12

Date