

SENT VIA EMAIL

October 7, 2015

Karl Van Gastel
ABMEI Negotiation Team Member

Don Lindsey
ABMEI Negotiation Team Member

Ron Davis
ABMEI Negotiation Team Member

RE: Transition Questions

Dear Karl, Don and Ron:

From our prior conversations, it is our understanding that ABMEI had questions concerning the new Building Inspector Combination Certified and Building Inspector Supervisor Certified classifications. We understand that this is an ongoing dialogue, and that the information we provide below may lead to additional questions from ABMEI. We appreciate your patience as we researched the information being sought.

Please find information below related to the new Inspector classifications:

1. **Regarding a qualified promotion (QP), can you provide any information related to a QP, including information that an employee who is QP'd must serve a probationary period? Is this in the municipal code? Salary Resolution?**

San Jose Municipal Code Section 3.04.990 (Appointments - Probationary period) (https://www.municode.com/library/ca/san_jose/codes/code_of_ordinances?nodeId=TIT3PE_IPERE_CH3.04CISERU_PT7FIVA_3.04.990APROPE) establishes that all appointments, except temporary appointments, are subject to a probationary period. Please see the enclosed.

2. **Is a qualifying promotion the only way current ABMEI employees receive the classification change to the updated classifications?**
 - a. **If not, what are the other avenues?**
 - b. **If another avenue is available, must employees still serve a probationary period? Is this in the municipal code? Salary Resolution?**

The qualifying promotional process is the only way to move from one level to another within a flexibly-staffed classification, per City Policy Manual Section 3.2.2 Flexibly Staffed Classes Policy (<http://www.sanjoseca.gov/DocumentCenter/View/28944>). Please see the enclosed.

3. What specifically is a “qualified promotion,” or “QP?”

QP is a term to describe a non-competitive appointment under the old civil service rules prior to their being updated. San Jose Municipal Code Section 3.04.930(2)(d) (https://www.municode.com/library/ca/san_jose/codes/code_of_ordinances?nodeId=TIT3PE_IPERE_CH3.04CISERU_PT7FIVA_3.04.930NMPAP) provides additional information regarding non-competitive appointments via a promotion within a flexibly staffed classification, which is what happened when incumbent employees were QP'd into the new flexibly staffed Inspector classifications. Please see enclosed.

- 4. Did employees in the Wastewater Operator I/II/III series change classifications through a qualified promotion when the classification was changed from the former Plant Operator?**
- If not, what was the process?**
 - Did they serve a probationary period when moving from Plant Operator to Wastewater Operator I/II/III?**
 - Currently, if an employee is a Wastewater Operator I, do they serve a probationary period when they QP up to Wastewater Operator II?**

Employees in the Wastewater Operator I/II/III series went through the qualifying promotion process to move to Operator II or III when the classification was changed and employees in these positions served a probationary period. Currently, a Wastewater Operator I serves a probationary period when they QP to Wastewater Operator II or III. Please see the enclosed memorandum regarding the changes to the Wastewater Operator series to make the classification flexibly staffed.

(http://www3.sanjoseca.gov/clerk/Agenda/20120228/20120228_0208.pdf)

- 5. Does an employee have to pass probation as a Building Inspector Combination Certified I/II/III/Sr. before they can promote to the next higher level in the series (i.e. from I to II)?**
- For example, can an employee who is 4 months into Building Inspector Combination Certified I move up to Building Inspector Combination Certified II if they meet the minimum qualifications before they pass probation as a Building Inspector Combination Certified I?**

Per the enclosed City Policy Manual 3.2.2, Flexibly Staffed Classes Policy, one of the requirements for a qualifying promotion is that the employee must be currently occupying a lower level of a flexibly staffed class and must have completed probation at whatever level they entered the series before moving up to the next level, i.e. employee hired as I has to pass probation as I before moving to II or hired as II has to pass probation as II before moving to III. However, once having passed probation at the level hired and moving up to the next level, it is not necessary to pass probation again before moving up another level, i.e. if hired as I, must pass probation before moving to II, but does not have to pass probation as II before moving to III.

- b. If the employee does move up to Building Inspector Combination (or "BIC") Certified II without ever passing probation as a Building Inspector Combination Certified I, does their probationary period reset once they are QP'd to the Building Inspector Combination Certified II position?**

This example could only occur if an employee was hired and passed probation as BIC non-cert. If an employee is hired and passes probation, then is QP'd to the next level, and then is QP'd again before passing probation at the second level, probation will reset.

- c. Is it possible for an employee to move from I to II to III to Sr. without ever passing probation in any of the lower level classifications, and thus be on probation for their entire time with the City?**

No. The requirement to pass probation in order to be eligible to QP is intended to prevent this.

- d. What happens if an employee is a I and, without passing probation, moves to a II, but gets rejected from probation as a II – do they move down to I or are they rejected from City service (assuming they held no other position with the City)?**

In the unlikely event that a department were to submit a request for rejection from probation for an employee who was QP'd, the outcome for the employee is to return to the level at which they passed probation and stay in their same position (that is the reason for the requirement to pass probation in order to be eligible to QP).

- 6. Once an employee passes the initial probationary period, are they still subject to a probationary period if they QP to a higher classification? Is it possible to get an exemption to this?**

As stated above, San Jose Municipal Code Section 3.04.990 (Appointments - Probationary period) establishes that all appointments, except temporary appointments, are subject to a probationary period. The Civil Service rules do not provide any mechanism to waive the probationary period when an employee is moved to a different classification and we are not aware of any authority where an employee's probationary period can be waived.

- a. Current employees who have transitioned into the new classifications are concerned the Department will utilize this new probationary period as a means to "get rid of" employees by rejecting them from probation. Is this the Department's intention?**

Per the enclosed September 10, 2015, letter from the City, it is our understanding that the Department will not exercise its right to reject from probation those current employees who transitioned into new classifications, and who have previously passed probation in their former classification with the City.

- b. Going forward, is it the Department's intention that new hires who QP to a higher classification will be subject to rejection from probation at any time without the right to appeal during any probation they will be required to serve?**

In the unlikely event that a department were to submit a request for rejection from probation for an employee who was QP'd, the outcome for the employee is to return to the level at which they passed probation and stay in their same position; please note that this is the reason for the requirement to pass probation in order to be eligible to QP.

- 7. What if a transition employee is close to finishing probation? For example, if a transition employee is in month 10 (of a 12 month probationary period), and then they are QP'd into Building Inspector Combination Certified I/II/III/Sr., does their probationary period restart from when they QP'd?**

Yes, probation restarts from the effective date of promotion.

- a. Going forward, what about this same scenario with a new employee?**

Their probation will restart from the effective date of promotion.

- 8. If a QP process is required to move employees to the next level, and after the QP is approved and processed, will there be a letter from Human Resources to confirm the qualifying promotion with the employee?**

Yes, HR generally uses a standard internal offer template to confirm qualifying promotions.

- 9. Can an employee receive a step increase even if they are on probation?**

- a. Can employees who are transitioning into the new Building Inspector Combination Certified I/II/III/Sr. receive a step increase during the 6-month probationary period of the QP?**

Yes, employees can receive step increases while they are on probation.

- b. Moving forward, if a future (i.e. non-transition) employee is QP'd into Building Inspector Combination Certified I/II/III/Sr., would they be eligible for a step increase during the probationary period in the QP'd position of Building Inspector Combination Certified I/II/III/Sr.?**

Yes, employees can receive step increases while they are on probation.

- 10. Do employees still receive their step increase via manual process? If so, does each QP to the next level "trigger" a new service date of the manual increase for the employee?**

Yes, BIC step increases are still manual. While the standard process is to reset step hours upon movement to a new class, the reset can be omitted for BIC because step increases are manual for employees represented by ABMEI.

11. When an employee receives a Qualifying Promotion from one classification to another (i.e. Building Inspector Combination Certified II to Building Combination Certified III), how will Human Resources determine what step the employee should be at in the new classification?

The employee will be placed at the step in the new classification which is at least 5% higher than their previous salary in their previous classification. For example, if one step in the promotional classification yields a salary that is 4.75% higher than their previous salary and the next step yields a salary that 5.5% higher, the employee will be placed at the step with the salary that is 5.5% higher than their salary in their previous classification.

12. How will seniority/layoffs/bumping work?

- a. **For example, 20 employees move directly from Building Inspector Certified I to Building Inspector Certified Senior on the same day, and a situation arises where 10 must be laid off. How would it be determined which 10 employees are laid off and which stay?**

Flexibly-staffed classes are treated as a single class for the purposes of seniority for layoff. Seniority order for Building Inspectors will be by overall BIC hours combined regardless of level. Someone who went directly from I to Sr. would have to have more hours as a I & Sr. combined in order to bump someone at a lower level.

- b. **In a bumping situation, since all employees went directly from a Building Inspector Certified I to Building Inspector Certified Senior (without ever being a II or III), would they be eligible to bump out a Building Inspector Certified III (or II) or would they go directly to a Building Inspector Certified I?**

When bumping within a flexibly-staffed series, the bumping employee stays at the highest level reached regardless of who they bump or if bumping into a vacancy. If displaced from the class, the bumped employee would be reinstated at the highest level of the series in which they passed probation.

13. Can an employee be promoted twice in 6 months?

There is no restriction on the number of promotions an employee can receive under the open recruitment process. Under the QP process, the only requirement is that an the employee must have completed probation at whatever level they entered the series before moving up to the next level.

In addition, a question was raised as to how employees who are QP'd into the new flexibly staffed Building Inspector classifications would impact the calculation of retirement. Per enclosed San Jose Municipal Code Section 3.28.030.11, entitled "Final compensation" (https://www.municode.com/library/ca/san_jose/codes/code_of_ordinances?nodeId=TIT3PE_II_REPL_CH3.281975FEEMREPL_PT1GEPRDE_3.28.030.11FICO):

For a member who separated from city service on or after July 1, 2001, "final compensation" means the highest average annual compensation earnable by the member during any period of twelve consecutive months of federated city service, including time prior to entering federated city service at the compensation earnable by the member in the position

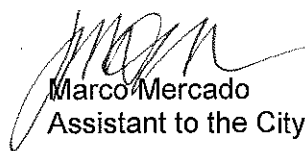
*first held by him or her in such service as may be necessary to complete twelve consecutive months; provided, however, that **such final compensation shall not exceed one hundred eight percent of the second-highest average annual compensation earnable by the member during any twelve consecutive months**, excluding all of the months used to determine the highest average annual compensation earnable; and provided further if the member has been subject to a mandatory reduction in paid working time, the calculation for compensation earnable shall include the compensation that would have been earnable had the member not been subject to a mandatory reduction in paid working time. (Emphasis added)*

Please review the information above as well as the enclosed documents. We understand that there may be further questions, and we can contact you to meet and discuss these issues further. We are also open to receiving any further questions you may have in writing.

As we have previously discussed, we understand ABMEI was under the impression that they would be exempted from serving a probationary period in the new flexibly-staffed Building Inspector Combination Certified I/II/III/Sr. and Building Inspector Supervisor Certified I/II classifications; however, the San Jose Municipal Code and City Administrative Policy Manual have well-established rules regarding probationary periods that have been regularly applied, and there is no authority that would allow any deviation with these new flexibly staffed classifications.

Please let me know if you have any further questions.

Sincerely,



Marco Mercado
Assistant to the City Manager

c: Jennifer Schembri, Director of Employee Relations
Harry Freitas, Director, PBCE
Chu Chang, Deputy Director, PBCE
Peter Fenerin, President, ABMEI

Enclosures

- San Jose Municipal Code Section 3.04.990
- City Policy Manual Section 3.2.2 Flexibly Staffed Classes
- San Jose Municipal Code Section 3.04.930(2)(d)
- Council Memo dated February 6, 2012
- September 10, 2015 City Letter to ABMEI
- San Jose Municipal Code Section 3.28.030.11

3.04.990 - Appointments - Probationary period.

- A. All probationary appointments shall be tentative and subject to successful completion of a probationary period. Except in the case of persons who are employed for a seasonal term, paid at a daily rate of pay, and supervised, controlled and observed during substantially more than eight hours per workday, such probationary period shall not be less than six months of actual service, and in the case of such seasonal employees, the probationary period shall not be less than one entire season of employment.
- B. The commission may, by resolution, establish a longer probationary period, not to exceed twelve months of actual service, for such classes as it may specify, if it deems that such longer period of time is reasonably necessary to fulfill the objectives of the probationary period.
- C. The above provisions shall not apply to any temporary appointment.

(Prior code § 2007.8; Ords. 24634, 26850.)

Flexibly Staffed Classes**3.2.2****PURPOSE**

This section describes the uniform Citywide policy for flexibly staffed classifications, and the process for promoting incumbents of these classifications.

AUTHORITIES

San Jose Municipal Code (Civil Service Rules), Section 3.04.340: Qualifying examination.

Qualifying examination means an examination that need not be competitively administered to determine fitness for appointment pursuant to the provisions of this chapter.

"Flexible staffing" is the alternate use of either of two or more classes in a designated series for filling a vacant position. When the vacancy is filled with an employee in the lower of the classes, that employee may be promoted to the higher class while staying in the same position.

"Underfilling" is filling a vacant position using a class lower than that authorized, such as using the lower class in a series designated for flexible staffing (e.g. filling a vacancy with Account Clerk I when Account Clerk II is authorized).

POLICY**1. Objectives of flexible staffing.**

- To place the City of San Jose, as an employer, in a more competitive position to recruit and retain well-qualified employees;
- To increase the capability of City Department Directors to effectively use the positions and employees within their departments;
- To reward employees who have succeeded in their entry-level jobs;
- To reduce the interdepartmental movement of employees within specified series, and thereby reduce the retraining of employees involved; and
- To keep employee turnover rate at minimal levels.

2. Responsibility for designating classes.

The Director of Human Resources is responsible for designating those classifications that are flexibly staffed classes, consistent with the concept of flexible staffing defined above.

Flexibly Staffed Classes**3.2.2**3. Effective dates.

The effective date of flexible staffing applicable to any specified series shall be the date of action taken by the Director of Human Resources. No retroactive promotions will be made prior to the date that the Director received and approved the promotion request.

4. Responsibility for using.

Primary responsibility for the most effective use of the designated flexibly staffed classes, including the alternative for flexibly staffed promotions, shall rest with the Department Director of the operating department.

5. Number of classes in designated series.

The span of flexible staffing within a designated series may be as few as the first two (2) classes of the series, starting with the lowest paid class, or as many as four (4) classes in a series.

6. Differences in levels.

The lower classes in designated series usually do not require professional experience. The higher classes are characterized by assignments that are typically performed with independence.

7. Eligibility for qualifying promotion to the next higher class.

- a. The employees must be currently occupying a lower level of a flexibly staffed class and must have completed probation in that class.
- b. The employees must possess the minimum qualifications, including the required experience for the higher level class.
- c. The employees must be recommended for a flexibly-staffed qualifying promotion by his/her Department Director to the Director of Human Resources.

Completion of the qualifying promotion results in the movement of both the employee and the position he/she is occupying to the higher class; it does not require a vacancy in the next higher class.

8. Qualifying promotion evaluations.

In most cases and at the determination of the Director of Human Resources, the qualifying promotion process consists of a written supervisor's evaluation on a Qualifying Promotional rating form. The Qualifying Promotional rating form is used by the employee's supervisor to evaluate the employee's promotability to the higher level.

Flexibly Staffed Classes**3.2.2****PROCEDURES**

- | | |
|------------------------|---|
| Supervisor | <ol style="list-style-type: none"> 1. Determines that an employee in a flexibly-staffed class will be recommended for promotion to the higher level. If necessary, confirms the employee's eligibility for qualifying promotion with the Department of Human Resources. 2. Informs employee of the process for qualifying promotions. Obtains the Qualifying Promotional (QP) Process Form and requests the employee to complete the page 2 of that form. Completes page 1 of the form, which includes ratings of the employee. |
| Department
Director | <ol style="list-style-type: none"> 3. Approves of the request for the qualifying promotion by signing the form. Signs, dates, and sends completed form to the Human Resources Department. |
| Human Resources | <ol style="list-style-type: none"> 4. Reviews the QP Process Form to verify that the nominated employee has completed probation in the lower class and meets the minimum qualifications for the higher class. 5. Appoint the employee to the higher class effective at the beginning of the next pay period. |

Approved:

 /s/ Alex Gurza
Acting Director of Human Resources

 12/05/13
Date

Flexibly-Staffed Classes	3.2.2
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FLEXIBLY STAFFED CLASSES

Attachment
(Revised 5/12/15)

Lower Level	Higher Level	Higher Level	Higher Level
Account Clerk I PT/FT	Account Clerk II PT/FT		
Accountant I	Accountant II		
Airport Operations Manager I	Airport Operations Manager II		
Airport Operations Superintendent I	Airport Operations Superintendent II		
Airport Operations Supervisor I	Airport Operations Supervisor II	Airport Operations Supervisor III	
Analyst I PT/FT	Analyst II PT/FT		
Analyst I, Independent Police Auditor U	Analyst II, Independent Police Auditor U		
Apprentice Mechanic	Mechanic		
Apprentice Wastewater Mechanic	Wastewater Mechanic I	Wastewater Mechanic II	
Architect/Landscape Architect I	Architect/Landscape Architect II		
Assistant Environmental Services Specialist	Associate Environmental Services Specialist	Environmental Services Specialist	
Associate Legal Analyst	Legal Analyst I	Legal Analyst II	
Building Inspector Combo FT/PT	Building Inspector Combo Cert FT/PT		
Building Inspector Supervisor	Building Inspector Supervisor Cert		
Building Rehabilitation Inspector I	Building Rehabilitation Inspector II		
Buyer I	Buyer II		
Code Enforcement Inspector I	Code Enforcement Inspector II		
Computer Operator I	Computer Operator II		
Community Service Officer I	Community Service Officer II		
Council Assistant I (U)	Council Assistant II (U)		
Council Community Relations Aide U	Council Community Relations Representative U	Council Community Relations Coordinator U	Council Community Relations Director U
Council Policy & Legislative Aide U	Council Policy & Legislative Analyst U	Council Policy & Legislative Advisor U	Council Policy & Legislative Director U
Deputy City Attorney I (U)	Deputy City Attorney II (U)	Deputy City Attorney III (U)	Deputy City Attorney IV (U)
Electrician I	Electrician II		
Engineer I	Engineer II		

Flexibly-Staffed Classes**3.2.2**

Lower Level	Higher Level	Higher Level	Higher Level
Engineering Technician I	Engineering Technician II		
Environmental Inspector I	Environmental Inspector II		
Equipment Mechanic Assistant I	Equipment Mechanic Assistant II		
Executive Analyst I (U)	Executive Analyst II (U)		
Geographic Systems Specialist I	Geographic Systems Specialist II		
Hazardous Materials Inspector I	Hazardous Materials Inspector II		
Industrial Process Control Senior Specialist I	Industrial Control Senior Specialist II		
Industrial Process Control Specialist I	Industrial Process Control Specialist II	Industrial Process Control Specialist III	
Instrument Control Technician I	Instrument Control Technician II	Instrument Control Technician III	Instrument Control Technician IV
Investigator Collector I	Investigator Collector II		
Laboratory Technician I	Laboratory Technician II		
Latent Fingerprint Examiner I	Latent Fingerprint Examiner II	Latent Fingerprints Examiner III	
Legal Administrative Assistant Trainee	Legal Administrative Assistant I	Legal Administrative Assistant II	
Librarian I	Librarian II		
Maintenance Assistant FT/PT	Maintenance Worker I FT/PT		
Network Technician I FT/PT	Network Technician II FT/PT		
Office Specialist I FT/PT	Office Specialist II FT/PT		
Park Maintenance Repair Worker I	Park Maintenance Repair Worker II		
Permit Specialist	Permit Specialist, Senior		
Planner I	Planner II	Planner III	
Police Data Specialist I	Police Data Specialist II		
Police Property Specialist I	Police Property Specialist II		
Program Performance Auditor I (U)	Program Performance Auditor II (U)		
Property Manager I	Property Manager II		
Public Information Representative I	Public Information Representative II		
Public Safety Radio Dispatcher Trainee	Public Safety Radio Dispatcher		
Real Property Agent I	Real Property Agent II		
Retirement Actuarial Analyst I	Retirement Actuarial Analyst II		
Senior Airport Operations Specialist I	Senior Airport Operations Specialist II	Senior Airport Operations Specialist III	
Senior Deputy City Attorney I (U)	Senior Deputy City Attorney II (U)	Senior Deputy City Attorney III (U)	Senior Deputy City Attorney IV (U)
Senior Property Manager I	Senior Property Manager II		
Structure/Landscape Designer I	Structure/Landscape Designer II		
Systems Applications Programmer I	Systems Applications Programmer II		

Flexibly-Staffed Classes

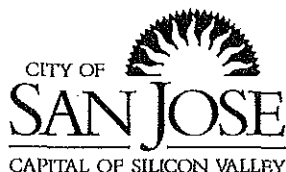
3.2.2

Lower Level	Higher Level	Higher Level	Higher Level
Traffic Checker I	Traffic Checker II		
Warehouse Worker I	Warehouse Worker II		
Wastewater Operator Trainee	Wastewater Operator I	Wastewater Operator II	Wastewater Operator III
Wastewater Operations Foreperson I	Wastewater Operations Foreperson II		
Wastewater Operations Superintendent I	Wastewater Operations Superintendent II		
Wastewater Senior Mechanic I	Wastewater Senior Mechanic II		
Wastewater Mechanical Supervisor I	Wastewater Mechanical Supervisor II		
Workers' Comp Claims Adjuster I	Workers' Comp Claims Adjuster II		

3.04.930 - Non-competitive appointments.

- A. As an alternative to the city's standard (competitive) recruitment process, and under policies and standards established by the director, a position may be filled through merit-based, non-competitive selection processes. All non-competitive recruitment processes and appointments must be approved by the director.
1. Circumstances that require a non-competitive appointment include:
 - a. Cessation of eligibility for disability retirement benefits under any retirement plan of the city and eligibility for reemployment;
 - b. Return to former class due to inability to successfully complete probation for a promotion;
 - c. Reallocation of an occupied position;
 - d. Return from unclassified service (as provided by Charter Section 1105), if the employee has not been guilty of infamous, disgraceful or dishonest conduct;
 - e. Reinstatement of employees who have been laid off.
 2. Circumstances allowing for but not requiring a non-competitive appointment may include, but are not limited to:
 - a. Reemployment within three years of a positive separation from the city, if the employee had permanent status;
 - b. Voluntary demotion;
 - c. Return to former class, except where separation from the previous class was based on a disciplinary demotion or dismissal;
 - d. Promotion in a flexibly-staffed position;
 - e. Transfers;
 - f. Modified duty placement;
 - g. Appointments to meet the needs of the city as determined by the director.
- B. The director shall report to the commission the number and type of non-competitive appointments at each regular commission meeting.

(Ord. 26850.)



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Alex Gurza

SUBJECT: AMENDMENTS TO THE CITY
PAY PLAN FOR VARIOUS
CLASSIFICATIONS

DATE: February 6, 2012

Approved

Date

2/10/12

RECOMMENDATION

Adopt a resolution to:

1. Amend the City of San José Pay Plan effective February 28, 2012 to change the salary ranges and titles for the following classifications:
 - 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)

2. Amend the City of San José Pay Plan effective February 28, 2012 to create the following classification:
 - a. Retirement Investment Officer (7505)

OUTCOME

If the above recommendations are approved, the City of San José Pay Plan will be amended to change the salary ranges and titles for the classifications of Plant Operator I/II/III (3612/3652/3653) (formerly titled Plant Operator), Senior Plant Operator I/II (3613/3655) (formerly titled Senior Plant Operator), Plant Shift Supervisor I/II (3614/3618) (formerly titled Plant Shift Supervisor) and Plant Assistant Operations Manager I/II (3617/3619) (formerly titled Plant Assistant General Operations Supervisor) and to create the new classification of Retirement Investment Officer (7505).

BACKGROUND

When new job classifications are added or deleted, job titles are changed, or salaries are revised, the City of San José Pay Plan must be amended by Council resolution. The City Pay Plan reflects all job classification and compensation changes made through Council Resolution and is on file in the Human Resources Department and published on the City's Internet and Intranet sites.

ANALYSIS

Revised Salary Ranges and Classification Titles:

This proposal splits each class in the current Plant Operator series into a set of flexibly staffed classes. The purpose is to recognize increasing job expertise as demonstrated by level of certification and knowledge and experience in specific operational process areas. The expansion of the series provides additional promotional opportunities as a retention incentive for the most difficult to recruit for positions within the Plant operations. This proposal also increases the City's competitiveness to recruit personnel with the required certifications from the limited pool of candidates available in the state. Plant operations will benefit by having cross-trained staff who can be assigned to best meet workload demands. This will increase plant reliability and help stabilize the work force through improving management flexibility in making assignments. These measures are required to ensure the reliable operation of this critical facility to ensure the public health and safety.




- a. Plant Operator I/II/III (formerly Plant Operator) – with annual pay ranges of \$56,243.20 - \$68,328.00 (I); \$59,675.20 - \$72,696.00(II); \$63,148.80 - \$76,960.00 (III). This flexibly-staffed class is responsible for work of routine difficulty involved in operation of the Water Pollution Control Plant. Movement to the higher levels is contingent on meeting requirements for certification and experience in multiple operational process areas.
- b. Senior Plant Operator I/II (formerly Senior Plant Operator) – with annual pay ranges of \$62,608.00 - \$76,086.40 (I); \$70,408.00 - \$85,800.00 (II). This flexibly-staffed class is responsible for work of moderate difficulty in the lead supervision of either process areas or a shift at the Water Pollution Control Plant. Movement to the higher level is contingent on meeting requirements for certification and experience in multiple operational process areas.
- c. Plant Shift Supervisor I/II (formerly Plant Shift Supervisor) – with annual pay ranges of \$71,489.60 - \$87,110.40 (I); \$80,433.60 - \$98,134.40 (II). This flexibly-staffed class is responsible for supervising the activities of an entire shift in the operation of the Water Pollution Control Plant. Movement to the higher level is contingent on meeting requirements for certification and experience in multiple operational process areas.

- d. Plant Assistant Operations Manager I/II (formerly Plant Assistant General Operations Supervisor) – with annual pay ranges of \$76,211.20 - \$92,934.40 (I); \$85,716.80 - \$104,582.40 (II). This flexibly-staffed class is responsible for providing administrative support in planning, organizing and managing the activities of the Operations Section of the Water Pollution Control Division. Movement to the higher level is contingent on meeting requirements for certification and experience in multiple operational process areas.

Creation of New Classification

- a. Retirement Investment Officer (7505) with an annual pay range of \$99,000 - \$140,000. This classification is designed to develop and implement asset allocation and risk management strategies to manage the City's retirement pension investments. These functions were previously combined with City fund investment management in the Investment Officer class. This action increases the City's competitiveness to recruit qualified personnel in the highly specialized professional field of pension management.

PUBLIC OUTREACH

-  **Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater; **(Required: Website Posting)**
-  **Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
-  **Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

Although this does not meet any of the above criteria, this memo will be posted on the City's website for the February 28, 2012 Council meeting.

COORDINATION

This memorandum was coordinated with the City Manager's Budget Office, the Office of Employee Relations, the City Attorney's Office, Environmental Services Departments, Retirement and the Human Resources Department.

HONORABLE MAYOR AND CITY COUNCIL

Subject: City Pay Plan Amendments

February 6, 2012

Page 4 of 4

COST IMPLICATIONS

The Environmental Services Department has identified 17 current employees as being eligible for movement to a higher level within the Plant Operations series, based on certifications and experience. The increase in cost including salary, fringe and benefits is estimated at \$40,219 for the remainder of FY 2011-2012 and will be covered by salary savings from the Plant Operating Fund. Annualized cost for FY 2012-2013 is estimated at \$121,000. Budget Reference: San Jose/Santa Clara Treatment Plant Operating Fund 513, page XI-78. There are no immediate cost implications pertaining to the creation of the Retirement Investment Officer classification.

CEQA

Not a project, File No. PP10-068(b), Municipal Code, Title 3



Alex Gurza
Deputy City Manager

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

Attachments:

Plant Operator I/II/III (3612/3652/3653) class specification
Senior Plant Operator I/II (3613/3655) class specification
Plant Shift Supervisor I/II (3614/3618) class specification
Assistant Plant Operations Manager I/II (3617/3619) class specification
Retirement Investment Officer (7505) class specification

City of San José
CLASS SPECIFICATION

RETIREMENT INVESTMENT OFFICER (XXXX)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Retirement Services	Director or Deputy Director	Exempt

CLASS SUMMARY

Responsible for the management of pension assets and the measurement of pension liabilities of the San Jose Federated City Employee's Retirement System and Police and Fire Department Retirement Plan; monitors and analyzes investment performance, assists in planning and developing investment strategies, executes investment strategies, monitors investment managers, reviews the pension and health benefits valuations, experience studies and contribution setting process and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the professional management level class of the investment/actuarial classifications allocated to the City's Retirement Services Departments. Under general supervision, incumbents act as principal assistants to the Director or Deputy Director. This class differs from the Retirement Actuarial Analyst I/II in that the Retirement Investment Officer performs duties that require more comprehensive knowledge of finance and higher level analysis of investments as well as a strong grasp of pension liabilities.

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 a defined benefit retirement fund, investment consulting, investment management or pension consulting.

Licensing: Possession of at least one of the following certifications is required:

- Chartered Financial Analyst (CFA) Certification; or
- Chartered Alternative Investment Analyst (CAIA) Certification; or
- Chartered Enterprise Risk Analyst (CERA) Certification; or
- Fellow or Associate of the Society of Actuaries (FSA or ASA)

Acceptable Substitutions: Post-graduate degree from an accredited college or university in finance, mathematics or economics or other field involving mathematical modeling may substitute for one year of the required experience.

City of San José
CLASS SPECIFICATION

RETIREMENT INVESTMENT OFFICER (XXXX)

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:

- Institutional investment methodologies as they apply to pension plans.
- Alternative investments including private equity, hedge funds, commodities, Real Estate and Infrastructure.
- The behavior of pension liabilities with changes in interest rates, inflation and Capital markets.
- Markowitz optimization and methods of developing asset allocations in the context of pension liabilities.
- Advanced financial modeling such as option pricing techniques and stochastic modeling.

Skills and Abilities to:

- Analyze investment opportunities;
- Implement and execute investment strategies;
- Analyze the change in pension and health care liabilities;
- Establishing international and domestic capital market and economic macro and micro trends;
- 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 Retirement Board, 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 :

(for Risk Management specialty)

- Qualitative and quantitative risk methods;

City of San José
CLASS SPECIFICATION

RETIREMENT INVESTMENT OFFICER (XXXX)

- Comprehensive knowledge of risk measurement techniques.
- The behavior of pension liabilities with changes in interest rates, inflation and Capital markets.

(for Quantitative Analysis specialty)

- Institutional investment methodologies as they apply to pension plans.
- Markowitz optimization and methods of developing asset allocations in the context of pension liabilities.
- Advanced financial modeling such as option pricing techniques and stochastic modeling.

(for Actuary Specialty)

- The behavior of pension liabilities with changes in interest rates, inflation and capital markets.
- Advanced financial modeling such as option pricing techniques and stochastic modeling.

(for Public Securities Specialty)

- Institutional investment methodologies as they apply to pension plans.
- Public security markets such as fixed income and public equities.
- Markowitz optimization and Methods of developing asset allocations in the context of pension liabilities.
- Advanced financial modeling such as option pricing techniques and stochastic modeling.

(for Non-Public Securities Specialty)

- Institutional investment methodologies as they apply to pension plans.
- Markowitz optimization and Methods of developing asset allocations in the context of pension liabilities.
- Advanced financial modeling such as option pricing techniques and stochastic modeling.

Skills and Abilities to:

(for Risk Management specialty)

- Identify key risks and propose measurement and monitoring processes and procedures;
- Evaluate and model total fund risk;
- Analyze the change in pension and health care liabilities;
- Work collaboratively with external risk vendors to compile risk data;
- Analyze and assess output from external risk models;
- Assess and propose additional tools for risk management;
- Evaluate market environments and present portfolio recommendations.

(for Quantitative Analysis specialty)

- Analyze investment opportunities;
- Establishing Capital market and economic trends including micro and macro both international and domestic;

City of San José
CLASS SPECIFICATION

RETIREMENT INVESTMENT OFFICER (XXXX)

- Interact effectively and collaboratively with consultants;
- Strategically evaluate investment and market opportunities;

(for Actuary Specialty)

- Analyze the change in pension and health care liabilities;
- Interact effectively and collaboratively with Actuarial consultants;
- Analyze financial and statistical data regarding the pension plan;
- Evaluate third party research;

(for Public Securities Specialty)

- Analyze investment opportunities;
- Establishing Capital market and economic trends including micro and macro both international and domestic;
- Deal effectively with general partners, limited partners and members of investment organizations, members of the Retirement Board ;
- Interact effectively and collaboratively with consultants;
- Strategically evaluate investment and market opportunities;
- Analyze financial and statistical data regarding partnerships and investments;

(for Non-Public Securities Specialty)

- Same as for Public Securities specialty but as it applies to Non-Public markets.

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.	Apply institutional investment methodologies as they apply to pension plans.	Continuous
2.	Provide alternative investments including private equity, hedge funds, commodities, Real Estate and Infrastructure.	Continuous
3.	Review and monitor the behavior of pension liabilities with changes in interest rates, inflation and Capital markets.	Continuous
4.	Apply Markowitz optimization and methods of developing asset allocations in the context of pension liabilities.	Continuous
5.	Establish Capital market and economic trends including micro and macro both international and domestic;	Occasional
6.	Perform advanced financial modeling such as option pricing techniques and stochastic modeling.	Occasional
7.	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)

City of San José
CLASS SPECIFICATION

RETIREMENT INVESTMENT OFFICER (XXXX)

Quantitative Analysis specialty

In addition to the duties listed above, the Quantitative Analysis Specialty supports the quantitative modeling involved in the following projects:

1. Development of tactical asset allocations; hedging schemes; a Global Macro program; LDI strategies;
2. Review and recommendation of changes to the Pension Plan Investment Structure; Calculate risk budgeting analytics for risk decomposition and performance attribution;
3. Preparation of monitoring reports;
4. Support of Investment Operations on quantitative tasks such as assessing individual investments profitability;
5. Support of investment manager searches

Risk Management specialty

In addition to the duties listed above, the Risk Management Specialty is responsible for modeling work focusing on risk modeling and risk management in relation to the following projects:

1. Development and implementation of interest, inflation and equity hedging strategies;
2. Review of the risk elements of the Pension Plan Investment Structure and calculation of risk budgeting analytics for risk decomposition and performance attribution;
3. Risk quantification of the alternative investment program;
4. Provision of guidance regarding the selection and monitoring of investment managers;
5. Review and monitoring of the Investment Policy guidelines.

Actuary specialty

In addition to the duties listed above, the Actuary Specialty is responsible for:

1. Guiding the investment consultants in performing the asset liability studies for asset allocation;
2. development of LDI and hedging strategies;
3. Guiding the production of six Actuarial reports;
4. Review of experience studies;
5. Review of the basis for contribution rate setting;
6. Review of benefit enhancement costings;
7. Contribution to the pension section of bond disclosures;
8. Review of the basis of the split between pension monies and health monies for the purpose of setting up the new Health Trust;
9. Development of measurements of long-term operational liquidity.

Public Securities specialty

In addition to the duties listed above, the Retirement Investment Officer – Public Securities specialty is responsible for:

City of San José
CLASS SPECIFICATION

RETIREMENT INVESTMENT OFFICER (XXXX)

1. Provide guidance and perform due diligence on investment managers especially Public securities;
2. Provide guidance regarding the monitoring of equity and fixed income investment managers;
3. Review and monitoring of the Investment Policy guidelines as they relate to Public securities;
4. Asset allocation: guide the investment consultants in performing the asset liability studies;
5. The development of a tactical asset allocation;
6. The development of a hedging scheme;
7. The development of a Global Macro program;
8. The development of LDI strategies;
9. Review and recommend changes to the Pension Plan Investment Structure; Calculate risk budgeting analytics for risk decomposition and performance attribution;

Non-Public Securities specialty

In addition to the duties listed above, the Retirement Investment Officer – Non-Public Securities specialty is responsible for:

1. Provide guidance regarding the selection of Non-Public investment managers;
2. Provide guidance regarding the monitoring of Private Equity and Absolute Return managers;
3. Review and monitoring of the Investment Policy guidelines as they relate to Non-Public investments;
4. Asset allocation: guide the investment consultants in performing the asset liability studies;
5. The development of a tactical asset allocation;
6. The development of a hedging scheme;
7. The development of a Global Macro program;
8. The development of LDI strategies;
9. Review and recommend changes to the Pension Plan Investment Structure; Calculate risk budgeting analytics for risk decomposition and performance attribution;
10. Develop an alternative investment program.

CLASSIFICATION HISTORY: Created 3/12; s000

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 Created 2/80; Rev 5/88,7/92, 1/93, Rev & Ret 2/12; 3612s002

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.

City of San José
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, 8/89, 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.

City of San José
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 Manager – 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

SENT VIA EMAIL

September 10, 2015

Karl Van Gastel
ABMEI Negotiation Team Member

Don Lindsey
ABMEI Negotiation Team Member

Ron Davis
ABMEI Negotiation Team Member

RE: Probation for Qualified Promotions

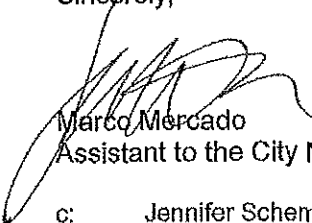
Dear Karl, Don and Ron:

Per our prior conversations, we understand that ABMEI has questions regarding the new flexibly staffed Building Inspector classifications, including questions related to probationary periods and salary step increases. While we work on gathering more information based on the questions we had discussed, we wanted to provide ABMEI clarification regarding a couple of items:

- Regarding the **probationary periods** in the new flexibly staffed classifications, it is our understanding that the Department will not exercise its right to reject from probation those current employees who transitioned into the new classifications, and who have previously passed probation in their former classification with the City.
- Regarding **salary step increases**, it is our understanding that current employees who qualifying promoted into the new classifications are eligible to receive step increases while they are on probation and with the same rating period. In other words, current employees who received qualifying promotions into the new flexibly staffed classifications should be eligible for salary step increases as if there was no qualifying promotion.

Please let me know if you have any questions. We are still working on providing additional information and we will get those to you as soon as possible.

Sincerely,


Marco Mercado
Assistant to the City Manager

c: Jennifer Schembri, Director of Employee Relations
Harry Freitas, Director, PBCE
Chu Chang, Deputy Director, PBCE

3.28.030.11 - "Final compensation."

- A. For a member who separated from city service prior to July 1, 2001, "final compensation" means the highest average annual compensation earnable by the member during any period of three consecutive years of federated city service, including time prior to entering federated city service at the compensation earnable by the member in the position first held by him or her in such service as may be necessary to complete three consecutive years.
- B. For a member who separated from city service on or after July 1, 2001, "final compensation" means the highest average annual compensation earnable by the member during any period of twelve consecutive months of federated city service, including time prior to entering federated city service at the compensation earnable by the member in the position first held by him or her in such service as may be necessary to complete twelve consecutive months; provided, however, that such final compensation shall not exceed one hundred eight percent of the second-highest average annual compensation earnable by the member during any twelve consecutive months, excluding all of the months used to determine the highest average annual compensation earnable; and provided further if the member has been subject to a mandatory reduction in paid working time, the calculation for compensation earnable shall include the compensation that would have been earnable had the member not been subject to a mandatory reduction in paid working time.
- C. For tier 2 members, "final compensation" means the average annual compensation earnable as defined for tier 2 members in Section 3.28.030.06, by the member during the highest three consecutive years of federated city service. "Final compensation" will consist only of base pay, excluding premium pay and any other additional compensation.
- D. For the purposes of this chapter, periods of service separated by breaks in service may be aggregated to constitute a period of three consecutive years or twelve consecutive months, as applicable, if the periods of service are consecutive except for such breaks. If a break in service did not exceed six months in duration, time included in the break and compensation earnable during such time shall be included in computation of final compensation. If a break in service exceeded six months in duration, the first six months thereof and the compensation earnable during those six months shall be included in computation of final compensation, but time included in the break which is in excess of six months, and the compensation earnable during such excess time shall be excluded in computation of final compensation.

(Prior code §§ 1001 - 1010, 1012 - 1025, 1027; Ords. 25368, 26353, 26828, 28603, 29120.)