



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jennifer Schembri  
Jim Shannon  
Lori Mitchell  
Jon Cicirelli

**SUBJECT:** Amendment to the City Pay  
Plan

**DATE:** January 6, 2025

Approved

Date:

1/14/25

**COUNCIL DISTRICT:** Citywide

## **RECOMMENDATION**

- (a) Adopt a resolution amending the City of San José Pay Plan effective January 28, 2025 to create the following classifications:
  - (1) Chief Water Systems Operator U (3649) with an annual pensionable salary range of \$146,000.00 - \$220,000.00; and
  - (2) Chief Park Ranger (2429) classification with an annual pensionable salary range of \$131,060.80 - \$159,723.20.
  
- (b) Approve the following position change in the Environmental Services Department:
  - (1) Add 1.0 Chief Water Systems Operator.
  
- (c) Approve the following position changes in the Parks, Recreation, and Neighborhood Services Department:
  - (1) Delete 1.0 Parks Manager; and
  - (2) Add 1.0 Chief Park Ranger.

## **SUMMARY AND OUTCOME**

If the above recommendation is approved, the City of San José Pay Plan will be amended to create the Chief Water Systems Operator U (3649) classification and the Chief Park Ranger (2429) classification.

The recommendation would also add 1.0 Chief Water Systems Operator position in the Environmental Services Department (ESD), delete 1.0 Parks Manager position, and add 1.0 Chief Park Ranger position in the Parks, Recreation, and Neighborhood Services Department (PRNS).

## **BACKGROUND**

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

## **ANALYSIS**

### ***Chief Water Systems Operator***

ESD requested the creation of the Chief Water Systems Operator classification to recruit and hire a candidate with high level expertise to satisfy the state requirement of a Chief Water Operator. Chief Water Operator is an industry standard position that provides technical operations knowledge specific to potable water treatment and distribution required by the California State Water Resources Control Board.

San José Municipal Water System, operated by ESD and owned by the City, is designated by the California State Water Resources Control Board as a Class 5 utility (the highest level of water utility) based on its complexity and the size of population served. As a Class 5 utility, the City is required to have a Chief Water Operator with a Level 5 Water Distribution Operator Certification. In addition, the designated Chief Water Operator is on file with the state as the individual responsible for the water utility, following all state and federal drinking water requirements, and protecting public health and ensuring reliable fire protection. By state regulation, the Chief Water Operator must be involved in the "day-to-day" operation of the drinking water utility 24 hours per day, seven days per week, and requires a minimum of six years of consecutive operator experience to pass each certification level and obtain a Level 5 Water Distribution Operator Certification.

In 2014, the California State Water Resources Control Board regulations changed such that job duties representative of Deputy Director classifications and other management positions not involved in direct day-to-day water operations no longer qualified as basis to obtain any level of operator certification. The previous Deputy Director served as the Chief Operator; however, the position has been vacant since December 24, 2023.

Due to the 2014 change in state regulations, ESD has been unsuccessful in recruiting a qualified Deputy Director that can also serve as the Chief Water Operator. As a result, a new classification is necessary.

The Chief Water Systems Operator classification (**Attachment A**) is a combined role, serving as both Chief Water Operator for treatment of potable water with a Level 1 Treatment Operator Certification and the Chief Water Operator for distribution of potable water with a Level 5 Water Distribution Operator Certification. It is essential for a candidate to have experience managing potable water treatment or distributions operations to fulfill the state-designated responsibility of all legal, financial, operational, and regulatory functions necessary for the City to operate a drinking water utility.

The Chief Water Systems Operator classification is recommended to have an annual, pensionable pay range of \$146,000.00 - \$220,000.00. The proposed salary range is based on internal equity, and consideration for the next higher class of Deputy Director and next lower class of Water Systems Operations Manager.

The existing Deputy Director position will continue to provide the executive leadership necessary for a major City utility, while the Chief Water Systems Operator position will be responsible for the California State Water Resources Control Board -required day-to-day oversight of San José Municipal Water Systems operations.

### ***Chief Park Ranger***

The Human Resources Department worked with PRNS to create the proposed Chief Park Ranger classification (**Attachment B**). The creation of this classification is a critical part of the PRNS strategy to provide central and consistent management for the Park Ranger Program that can focus on planning and deploying a Park Ranger program that promotes park safety and visitor service in line with the department's ActivateSJ strategic plan.

The Chief Park Ranger will serve as PRNS's chief public safety officer with full responsibility for the wildland fire services, emergency medical services, search and rescue services, as well as law enforcement services in parks conducted by Park Rangers. The creation of this new classification will allow for concentrated oversight of the program with the specific professional expertise needed for managing public safety classifications and programs, which will ensure that resources are deployed and directed more efficiently and in a more targeted nature.

The Chief Park Ranger classification is recommended to have an annual, pensionable pay range of \$131,060.80 - \$159,723.20. The proposed salary is based on internal equity and alignment with the Park Ranger Series.

In addition to the establishment of the new classification, this memorandum also recommends adding 1.0 Chief Park Ranger position and deleting 1.0 Parks Manager position in PRNS. This position will be responsible for overseeing, directing, and

participating in all activities of the Park Ranger Program, including program planning and development; administration of departmental policies, procedures, and services; all visitor services and interpretive programs for the Park Ranger Program; and coordinating with other departments and outside agencies.

### **EVALUATION AND FOLLOW-UP**

No further follow-up with the City Council related to this action is anticipated at this time.

### **COST SUMMARY/IMPLICATIONS**

#### *Chief Water Systems Operator*

The proposed Chief Water Systems Operator classification is a specific ESD classification responsible for directing the daily water operations, administration, and maintenance of the City's potable water system. The addition of 1.0 Chief Water Systems Operator position will result in an additional annual cost of approximately \$330,000, which will be funded in the Water Utility Fund. This addition will have an impact to a potential future rate increase in the Water Utility Fund but will have no impact to the General Fund. Costs in the current year will be absorbed within ESD's existing budget.

#### *Chief Park Ranger*

The proposed Chief Park Ranger classification is a specific PRNS classification responsible for overseeing, directing, and participating in all activities of the Park Ranger Program. The actions included in this memorandum will delete 1.0 vacant Parks Manager position and add 1.0 Chief Park Ranger position in PRNS. There are no estimated additional costs with the creation of this new classification or with the addition of the Chief Park Ranger position, since the salary range of a Parks Manager is equivalent to a Chief Park Ranger.

### **COORDINATION**

This memorandum was coordinated with the City Attorney's Office.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's Council Agenda website for the January 28, 2025 Council meeting.

**COMMISSION RECOMMENDATION AND INPUT**

Revisions to the Pay Plan for classified positions are reported to the Civil Service Commission for filing at the first regularly scheduled meeting following Council action. The Chief Water Systems Operator position is an at-will position and therefore, will not be reported to the Civil Service Commission.

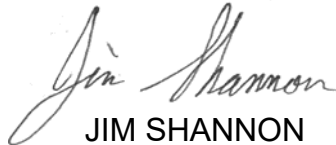
**CEQA**

Not a Project, File No. PP17-008, General Procedure and Policy Making resulting in no changes to the physical environment.

**PUBLIC SUBSIDY REPORTING**

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/  
JENNIFER SCHEMBRI  
Deputy City Manager

  
JIM SHANNON  
Budget Director

/s/  
LORI MITCHELL  
Acting Director, Environmental Services  
Department

/s/  
JON CICIRELLI  
Director of Parks, Recreation and  
Neighborhood Services

The principal authors of this memorandum are Marcela Bolanos, Program Manager and Santa Barota, Senior Analyst, Human Resources Department. For questions related to the Chief Water Systems Operator and Chief Park Ranger classifications, please contact Linh Le, Employment Division Manager, Human Resources Department at [linh.le@sanjoseca.gov](mailto:linh.le@sanjoseca.gov). For questions related to the Park Ranger Program, please contact Shannon Heimer, Division Manager, Parks, Recreation, and Neighborhood Services Department at [shannon.heimer@sanjoseca.gov](mailto:shannon.heimer@sanjoseca.gov). For questions related to the ESD and PRNS budget actions, please contact Bonny Duong, Assistant Budget Director, Budget Office at [bonny.duong@sanjoseca.gov](mailto:bonny.duong@sanjoseca.gov)

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**ATTACHMENTS**

Attachment A – Chief Water Systems Operator Class Specification

Attachment B – Chief Park Ranger Class Specification

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

**Title: Chief Water Systems Operator (3649)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Environmental Services	Deputy Director	Exempt

**CLASS SUMMARY**

Under general direction, incumbent is responsible for directing the daily water operations, administration, and maintenance of the City's potable water system. The Chief Water Systems Operator is a combined role, serving as both the Chief Water Operator for treatment of potable water and the Chief Water Operator for distribution of potable water. It is the Chief Operator of the Municipal Water System as designated by the State of California Water Resource Control Board. This role ensures the health and safety of the drinking water system and leads regulatory compliance activities necessary for the City of San José to operate a drinking water utility.

**DISTINGUISHING CHARACTERISTICS**

The Chief Water Systems Operator is distinguished from the Deputy Director of Water Resources, which has responsibility over all functions in the Municipal Water System (including engineering, construction inspection, and other services) and South Bay Water Recycling. As Chief Operator of Municipal Water, the incumbent has the State-designated responsibility of all legal, financial, operational, and regulatory functions of the Municipal Water System. This class differs from Water Systems Operations Manager which is responsible for the management and oversight of the operations and maintenance sections.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Possession of a high school diploma or equivalent (General Education Development [GED] Test or California Proficiency Certificate) and nine (9) years of potable water distribution or treatment operations experience, including at least three (3) years of full supervisory responsibility.

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

- Possess and maintain a valid drivers license authorizing operation of a motor vehicle in California.
- Possess and maintain valid California State Water Resources Control Board (SWRCB) Distribution Operator Grade 5 certification.
- Ability to obtain a valid California SWRCB Water Treatment Operator Grade 1 within one year of hire. In the event the Treatment system is upgraded above a T1, the incumbent will be required to obtain Treatment certification of equal grade.

**Substitution**

Additional years of college education may be substituted for the required experience on a year-for-year basis up to four (4) years. There is no substitution for the required supervisory experience.

**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 Competencies**

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

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**CLASS SPECIFICATION**

**Title: Chief Water Systems Operator (3649)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations, including:
  - State of California Water Quality Requirements and reporting procedures
  - Best practices and methods of operating and maintaining potable water distribution and treatment systems to ensure water quality meets state, federal, and industry drinking water standards
  - Utilizing SCADA (Supervisory Control and Data Acquisition), CMMS (Computerized Maintenance Management System), and AMI (Advanced Metering Infrastructure) for effective and efficient management of water resources
  - Emergency management and response related to treatment and distribution systems
- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- Vision/Strategic Thinking - Support, promote, and ensure alignment with the organization's vision and values. Understand how an organization must change in light of internal and external trends and influences. Builds a shared vision with others and influence others to translate vision to action.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of:

- New technologies which modify operation system treatment and distribution process and practices which maintain compliance with public health and safety requirements



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**CLASS SPECIFICATION**

**Title: Chief Water Systems Operator (3649)**

- Advanced Metering Infrastructure; data collection management and application to improved water operations (e.g.: usage, water age, nitrification levels, etc.) and promotion of public health outcomes. Data generation, compilation, and submission in compliance with state regulations and public health goals
- Per- and polyfluoroalkyl substances (PFAS) and other emerging pollutants of concerns impacting water quality
- Operation of pumps, valves, electrical motors, piping, control systems, related equipment common to transmission, distribution methods and practices
- Physical, chemical, and bacteriological processes involved in the treatment of water; coagulation, sedimentation, filtration, and disinfection
- Automatic, manual, and remote equipment controls
- Types and uses of water treatment chemicals
- Mechanical, electrical, and hydraulic principles
- Word processing, spreadsheets, databases, computer-based telemetry systems and software, Computerized Maintenance Management Systems, and SCADA
- Current and applicable OSHA safety practices

Ability to:

- Obtain First Aid, CPR, and AED certification
- Direct activities including:
  - Shutdown, repair, disinfect, and test broken water mains
  - Install, tap, re-line, disinfect, test, and connect water mains and appurtenances
  - Oversee the flushing and cleaning of existing water mains
  - Pull, reset, rehabilitate, disinfect, and test domestic water wells
  - Stand-by emergency response duties for after-hours distribution system operational emergencies
  - Drain, clean, disinfect, and maintain distribution reservoirs

DUTY NO.	<b>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:</b>	FREQUENCY*
1.	Supervise subordinate management and supervisory staff, including prioritizing and assigning work; conduct performance evaluations; ensure staff are trained; make hiring, termination, and disciplinary recommendations; and submit recommendations related to the change in employee status.	Daily/Several Times
2.	Serve as the Chief Operator of record for the Municipal Water System. Oversee 24/7 operations; direct operations to provide treated water to customers in accordance with State of California standards and drinking water regulations; direct the preparation and implementation of plans to ensure water quality standards are met in distribution and treatment systems including system flushing, hydrant testing, reservoir and ground water sampling, and other disinfectant action plans; and ensure systems are maintained and operated in accordance with applicable water quality, environmental, health, and safety regulations.	Daily/Several Times
3.	Develop and implement treatment processes and reporting processes which ensure compliance with permits, policies, and regulations; maintain knowledge of OSHA standards, California Water Resource Control Board, storm discharge, air quality compliance, and City policies and contracts impacting water utility operations.	Daily

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<b>DUTY NO.</b>	<b>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:</b>	<b>FREQUENCY*</b>
4.	Coordinate with Engineering, Inspection, and/or South Bay Water Recycling teams in preparation of recurring reports, as well as addressing any complaints, requests, or directives received from the State of California. Sign and certify reports and responses submitted to the State as the designated Chief Operator. Perform duties including preparing reports and responses, establishing new work standards and safe working practices, interpreting engineering drawings, updating data collection methods, and recording maintenance updates.	Weekly
5.	Provide budget recommendations, determine the need for open purchase orders and contracted support services, and track and monitor spending.	Weekly
6.	Serve as the Incident Commander in emergencies impacting the operation of the Municipal Water System. Maintain emergency preparedness to provide 24/7 leadership during treatment or distribution system emergencies and operating exceptions; direct the preparation of plans and coordination of activities including approval of all scheduled pump station shutdowns; evaluate emergency shutdown incident reports; and direct major distribution system emergency shutdowns.	Weekly
7.	Use computer equipment that monitor and control the operations, supervisory control and data acquisition (SCADA), computerized maintenance management system and radio management. Provide recommendations for effective utilization of SCADA.	Weekly
8.	Lead Operations Staff in gaining understanding of Advanced Metering Infrastructure as relates to operations and water conservation efforts. Monitor data related to distribution pumping energy consumption and water usage and make operational decisions to ensure efficient energy and water management; and determine and direct any required actions or procedural changes. Implement improvements on the effectiveness and economy of water quality maintenance programs to water distribution and treatment staff. Recommend messaging for public consumption regarding water conservation based on Advanced Metering trends.	Weekly
9.	Inspect treatment facilities and pump stations to ensure reliable operations and maintenance; recommend non-routine maintenance of treatment and distribution pump stations or other related infrastructure; analyze water quality data, bacteriological data, pressure, storage, and flow problems in the distribution system and direct operations accordingly; and maintain knowledge of biological, chemical, and physical mechanisms associated with water quality in drinking water reservoirs and distribution systems.	Weekly
10.	Lead and participate in meetings, serving as the subject matter expert from Municipal Water System with Department, City, State, industry organizations, and water wholesale/retailers; and communicate effectively and provide coordination to subordinates, supervisors, agency representatives, water industry experts, and community groups.	Weekly
11.	Keep up to date on latest treatment processes (e.g.: reverse osmosis, activated charcoal, etc.) and lead implementation and staff training regarding new processes to ensure water treatment, transmission, and distribution complies with State regulations and meets public health standards.	Intermittent
12.	Plan and review asset management, preventative maintenance programs, meter reading activities, fleet management, data management systems, water quality programs, and storm water discharge permit requirements.	Intermittent

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

**Title: Chief Water Systems Operator (3649)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
13.	Analyze reports and make recommendations on the efficiency and cost-effectiveness of operations and maintenance programs for water treatment, distribution, and water quality; develop and maintain standard procedures for water quality analysis methods and regulations, including troubleshooting water quality problems.	Intermittent
14.	Provide direction, oversight, and monitor contractor and vendor work.	Intermittent
15.	May serve standby supervisor duty after hours or on an as needed basis.	As Required
16.	Performs other related work as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer, tablet, or mobile phone
- Read printed materials and a computer screen
- Communicate in person and over the telephone
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements
- Be exposed to moderate noise levels and controlled temperature conditions
- Maintain professional demeanor during interactions with staff, customers, and the public

In the field, possess the ability to:

- Work safely with and around hazardous pneumatic, hydraulic or electric (up to 4160 V) machinery; portable electric, pneumatic and hydraulic actuators and pumps; remotely started and actuated equipment; and fixed and portable analysis equipment.
- Work safely with hazardous chemicals such as, but not limited to, sodium hypochlorite, sodium bisulfite, ammonium hydroxide, sodium hydroxide, iron salts.
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.
- Move between/within work areas, including but not limited to sitting, climbing, balancing, stooping, talking, hearing, crouching, kneeling, lifting, fingering, grasping, feeling, crawling, reaching, standing, walking, pushing, and making repetitive hand movements.

**CLASSIFICATION HISTORY** Created 12/24

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

**Title: Chief Park Ranger (2429)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Parks, Recreation, and Neighborhood Services	Division Manager	Exempt

**CLASS SUMMARY**

Under general direction, is responsible for overseeing, directing, and participating in all activities of the park ranger program, including short- and long-term planning, development, and administration of departmental policies, procedures, and services; coordinating activities of the park ranger program with other departments and outside agencies; and providing assistance to the Division Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The incumbent also serves as the department's Chief Public Safety Officer and has full responsibility for the department's response to wildland fire services, emergency medical services, search and rescue services, as well as law enforcement services. The incumbent is also responsible for all visitor services and interpretive programs for the Park Ranger program. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single position class reporting to a Division Manager and is primarily responsible for assisting with the administrative and technical field duties; providing information on park rangers and park activities to other departments, agencies, the media and the public; and serving as liaison to stakeholders, committees, and interest groups. Incumbents in this class are designated peace officers and exercise direct and indirect supervision over lower level supervisory, technical, operational, and/or clerical staff. The Chief Park Ranger is distinguished from the Division Manager, in that the Division Manager oversees multiple operational or core service functions of a department and the developing and implementing of division policies, objectives, and priorities. This class is further distinguished from the lower class of Supervising Park Ranger in that the Supervising Park Ranger class is responsible for day-to-day supervision of staff whereas the Chief Park Ranger is responsible for a broader range of management activities.

Incumbents are required to conform to departmental uniform standards and must be willing to work weekends, holidays, or other irregular hours.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Completion of 60 semester units/90 quarter units from an accredited college or university AND six (6) years of experience as a park ranger or similar classification, including three (3) years of supervisory or lead experience over an assigned park ranger or similar program with multiple service delivery locations.

**Acceptable Substitution**

Veterans and active military personnel may substitute the education requirement if they:

- Have served in the Air Force, Army, Marines, Navy, or Coast Guard AND
- Have completed four (4) years of active military duty AND
- Have received an honorable discharge from the United States Military.

A Bachelor's Degree from an accredited college or university in parks and/or recreation management or a related field may be substituted for up to two (2) years of the required experience. There is no substitution for the three (3) years of supervisory or lead experience over an assigned park ranger or similar program with multiple service delivery locations.

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**CLASS SPECIFICATION**

**Title: Chief Park Ranger (2429)**

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

- Possession of valid Red Cross First Aid and CPR Certifications.
- Deputization as a Peace Officer.
- Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.

**Other Qualifications**

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

**Basic Competencies**

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

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
  - Knowledge of:
    - Principles, practices, and procedures of park law enforcement, fire suppression and prevention, emergency medical response, and search and rescue;
    - Principles and practices for visitor services and interpretive programs in a park setting;
    - Local flora, fauna, cultural, and geological resources and methods and techniques of park resource protection and restoration park lands.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Collaboration – Develops networks and builds alliances; engages in cross-functional activities.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- Leadership - Leads by example; demonstrates high ethical standards; remains visible and

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**CLASS SPECIFICATION**

**Title: Chief Park Ranger (2429)**

approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

<b>DUTY NO.</b>	<b>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:</b>	<b>FREQUENCY*</b>
1.	Plans and directs operations and services for the park ranger program.	Daily
2.	Plans and directs public safety operations for regional parks, neighborhood parks and the City of San José trail network; including law enforcement, emergency medical response, wildland fire prevention and suppression and search and rescue.	Daily
3.	Plans and directs conservation and maintenance operations to protect and preserve the natural and cultural resources found in the City park system.	Daily
4.	Negotiates, prepares or directs the preparation of concession, natural resource, maintenance and related contracts and administers central provisions.	Daily
5.	Prepares, directs, and participates in the preparation of annual program budgets; prepares recommendations and justifications for budget requests; authorizes expenditures in accordance with City policies.	Daily
6.	Performs important liaison and public contact work with public and private agencies, concessionaires, schools, groups, media, and individuals.	Daily
7.	Operate emergency vehicles, four-wheel drive vehicles, and off-road utility vehicles on public highways and in off road conditions.	Daily
8.	Studies policies and procedures for operations under incumbent's control and makes recommendations for change; enforces policy and procedure for operations and functions within sphere of authority.	Daily
9.	Studies organization, operations, and services under incumbent's control and makes recommendations for quality of organization, operations, and services.	Daily
10.	Assigns, trains, supervises and evaluates a relatively large public safety operation and other staff and their work; makes decisions and recommendations on personnel actions such as may relate to employment, promotion, demotion, retention and other matters.	Daily
11.	Establishes and maintains a variety of filing, record keeping, and tracking systems.	Daily
12.	Administers the park ranger program and is responsible for program safety and training programs.	Intermittent
13.	Supports the planning and development of new and existing facilities by developing operational security plans and staffing requirements; serves as liaison with citizen groups; reviews plans and monitors construction processes as it relates to park ranger operations or natural resource management.	As Required
14.	Provides assistance to park rangers and other park staff in emergency situations within all park locations.	As Required

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**CLASS SPECIFICATION**

**Title: Chief Park Ranger (2429)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
15.	Issues warnings and citations under appropriate laws or ordinances; may make court appearances.	As Required
16.	Respond to emergencies to render emergency medical care, conduct search and rescue or wildland fire operations.	As Required
17.	Performs other related work as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Sit, stand, run, and walk on various surfaces, including but not limited to uneven terrain, and climbing/descending stairs, hills and ladders;
- Make repetitive hand movements, including but not limited to operating varied hand and power tools;
- Strength and mobility to perform medium to heavy physical work;
- Operate a motor vehicle both on and off road to visit various city sites;
- Lift, carry, push, and pull materials and objects (such as equipment) up to 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Assist with the lifting of individuals of a diverse range of heights and weights onto a body board in emergency situations;
- Quickly respond to changing emergency conditions that may have hazardous situations or be placed in dangerous situations;
- Be exposed to blood and body fluids when rendering First Aid and CPR;
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, moving mechanical parts, inclement weather conditions, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Created 12/24*