



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Aram Kouyoumdjian

**SUBJECT:** See Below

**DATE:** April 6, 2026

Approved

Date:

4/16/26

**COUNCIL DISTRICT:** Citywide

**SUBJECT: Terms of a Side Letter Agreement Between the City of San José and the Peace Officer Park Ranger Association (POPRA), and Amendments to the City Pay Plan**

## **RECOMMENDATION**

Adopt a resolution:

- (a) Approving the terms of a Side Letter Agreement with the Peace Officer Park Ranger Association (POPRA) regarding the Park Ranger Trainee PT (2421) classification.
- (b) Amending the City of San José Pay Plan, effective May 10, 2026, as follows:
  - (1) Increase the hourly pensionable rate of the Park Ranger Trainee PT (2421) classification to \$40.46 – \$40.46; and
  - (2) Increase the annual pensionable salary range of the Community Programs Administrator (6104) classification to \$117,769.60 – \$143,478.40.

## **SUMMARY AND OUTCOME**

If the above recommendation is approved, the City of San José (City) Pay Plan will be amended to increase the salary ranges of the Park Ranger Trainee (2421) and Community Programs Administrator (6104) classifications.

## **BACKGROUND**

The City 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**

### **Park Ranger Trainee**

In recent years, the City has noted limiting factors in hiring into Park Ranger positions. One such factor is that Park Ranger hires must complete a training academy, coordinated by the County of Santa Clara and implemented by the South Bay Public Safety Training Consortium, that accepts only one cohort per year, severely limiting the frequency with which applicants can be hired.

To mitigate these hiring barriers, the Human Resources Department revisited the Park Ranger Trainee (2421) job specifications (Attachment A). This classification will allow Park Ranger candidates to be hired in this trainee classification while awaiting the start of the academy. By utilizing this trainee classification, the City will be able to avoid losing candidates to other agencies and allow them to become acclimated with the job ahead of starting academy training. As part of this approach, the Peace Officer Park Ranger Association and the City have agreed to increase the salary of the Park Ranger Trainee (2421) classification such that it falls just below the Park Ranger rate of pay (Attachment B), as shown in the table below. The goal of this increase is to ensure that this opportunity is attractive to prospective applicants.

<b>Park Ranger Trainee (2421)</b>		
	<b>Current Annualized Salary Range</b>	<b>New Annualized Salary</b>
Pensionable Pay Only	\$41,953.60 to \$50,876.80	\$84,156.80
Pensionable and Non-Pensionable Pay	\$44,051.28 to \$53,420.64	\$88,364.64

### **Community Programs Administrator**

In resolution of a dispute between the City Association of Management Personnel, IFPTE, Local 21 (CAMP) and the City, the parties have agreed to increase the salary

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range of the Community Programs Administrator (6104) classification to ensure parity with the Senior Librarian classification, since the salary ranges of those two classes had been previously aligned before compaction issues with lower classifications caused a divergence. The recommended salary modifications are as shown in the table below (Attachment C):

<b>Community Programs Administrator (6104)</b>		
	<b>Current Annualized Salary Range</b>	<b>New Annualized Salary Range</b>
Pensionable Pay Only	\$112,819.20 to \$137,446.40	\$117,769.60 to \$143,478.40
Pensionable and Non-Pensionable Pay	\$118,460.16 to \$144,318.72	\$123,658.08 to \$150,652.32

The recommended adjustments to the City's Pay Plan will not result in any automatic salary adjustments for current incumbents in the Community Programs Administrator classification.

**EVALUATION AND FOLLOW-UP**

No additional follow-up action with the City Council is expected at this time.

**FISCAL IMPACTS**

The proposed increase to the Park Ranger Trainee (2421) salary will have no immediate cost implications, as there are no budgeted positions for this classification and no current incumbents. Temporary positions in this classification will be created within the Parks, Recreation, and Neighborhood Services Department using savings due to vacancies in the Park Ranger series.

The proposed increase to the Community Programs Administrator (6104) classification will have no immediate cost implications, as there will be no change to the rate of pay of current incumbents. The increase to the salary range will be factored into future base budgets and absorbed by user departments.

**COORDINATION**

This memorandum was coordinated with the City Attorney's Office, City Manager's Office, and the City Manager's Budget Office.

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## **PUBLIC OUTREACH**

This memorandum will be posted on the City Council Agenda website for the April 28, 2026 City Council meeting.

## **BOARD, COMMISSION, COMMITTEE RECOMMENDATION AND INPUT**

Revisions to the City Pay Plan for classified positions are reported to the Civil Service Commission for filing at the first regularly scheduled meeting following City Council action.

## **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.



Aram Kouyoumdjian  
Director of Human Resources and the  
City Manager's Office of Employee Relations

For questions, please contact Aram Kouyoumdjian, Director of Human Resources and the City Manager's Office of Employee Relations, at (408) 535-8150.

## **ATTACHMENTS:**

Attachment A – Park Ranger Trainee (2421) Class Specification

Attachment B – Side Letter Agreement – Park Ranger Trainee

Attachment C – CAMP Settlement Agreement

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

**Title: Park Ranger Trainee (2421)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Parks, Recreation, Neighborhood Services	Senior Park Ranger	Non-exempt

**CLASS SUMMARY**

Under immediate supervision, participates in a structured, department-approved academy preparation and training program designed to provide the knowledge, skills, and certifications required to be deputized as a Park Ranger. Engages in all related classroom, field, and testing activities. While enrolled in or preparing for the academy, incumbents may also perform a variety of field and office support duties within the Parks, Recreation and Neighborhood Services Department. Upon successful completion of the academy, incumbents in this non-sworn classification may be appointed to the sworn classification of Park Ranger. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the trainee classification in the Park Ranger series responsible for developing proficiency in a variety of duties in support of the improvement and maintenance of parks, trails, and facilities, and for assisting and educating park visitors within the City of San José Parks, Recreation, and Neighborhood Services Department while preparing and training to become a Park Ranger. Incumbents in this classification must participate in a four-month academy, and upon successful completion be appointed to the class of Park Ranger in order to retain employment with the City of San José. This classification is non-sworn and does not participate in portions of the Peace Officer Park Ranger Association (POPRA), the Disability Leave Supplement, or any City retirement plan. This class differs from that of Park Ranger in that incumbents of this classification have not yet been deputized and do not perform law enforcement or peace officer duties.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Two (2) years of undergraduate course work from an accredited college or university. This is equivalent to at least 60 semester units or 90 quarter units.

**Acceptable Substitution**

Veterans and active military personnel may substitute this requirement if they:

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

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

- Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California
- Must possess the ability to meet all background, medical, psychological, and polygraph minimum standards as required by law

**Other Qualifications**

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

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

**Title: Park Ranger Trainee (2421)**

**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, including public safety, day to day park operations, park interpretive education programs, conservation, nature and wildlife, natural resource management; Citywide and departmental procedures/policies and federal and state rules and regulations.
- 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.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

**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.)**

- Possession of a Bachelor's Degree in a related field is highly desirable.

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

**Title: Park Ranger Trainee (2421)**

<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.	Attends and participates in all classes, completes assignments, takes tests, and follows all instructions in accordance with the academy curriculum and code of conduct. Develops proficiency in a variety of law enforcement and public safety subjects, which may include, but are not limited to, criminal law, criminal investigation, firearms training, emergency response, defensive tactics, search and rescue operations, and vehicle operations.	Daily
2.	In a learning capacity, provides assistance in the daily operations of parks, and facilities; patrols parks, trails, and facilities and enforces park rules and regulations.	Daily
3.	In a learning capacity, provides information to the public, including answering questions, explaining park or facility policies and regulations, and greeting visitors; responds to park visitor complaints; checks visitors into the park and assigns appropriate space for use; relates effectively to park visitors.	Daily
4.	In a learning capacity, performs traffic and/or parking control activities.	Daily
5.	In a learning capacity, participates in training with an onboarding guide. Gains hands-on experience in park operations, including visitor services and routine administrative tasks, while learning the policies, procedures, and safety protocols necessary to support park operations.	Daily
6.	In a learning capacity, operates light vehicles, radios, and other necessary equipment to perform Park Ranger Trainee activities.	Daily
7.	In a learning capacity, conducts tours; explains natural and historical park features.	Weekly
8.	In a learning capacity, arranges and builds displays at park visitors center; may perform emergency and routine custodial maintenance tasks; operates small or power tools.	Intermittent
9.	In a learning capacity, prepares appropriate written and oral reports; may make court appearances.	As Required
10.	In a learning capacity, performs rescue, search, and fire suppression activities.	As Required
11.	In a learning capacity, coordinates volunteer or internship programs.	As Required
12.	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 this classification. Individual positions may have additional or different physical/environmental elements. We are committed to providing reasonable accommodations, in accordance with the Americans with Disabilities Act (ADA) and other applicable laws, to support individuals in performing the essential functions of the position.

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;

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

**Title: Park Ranger Trainee (2421)**

- 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:

- Have the strength and mobility to perform medium to heavy physical work;
- Sit, stand, run, and walk on various surfaces, including but not limited to uneven terrain, jumping over physical barriers, and climbing/descending ladders;
- Make repetitive hand movements, including but not limited to operating varied hand and power tools;
- Operate a motor vehicle and visit various City sites;
- Lift, carry, push, and pull materials and objects (such as equipment) up to 100 pounds, or heavier weights, in all cases with the use of proper equipment;
- Quickly respond to changing emergency conditions that may have hazardous situations or be placed in dangerous situations;
- 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** *Revised 2/26*

**SIDE LETTER AGREEMENT**

BETWEEN  
THE CITY OF SAN JOSE  
AND  
THE PEACE OFFICER PARK RANGER ASSOCIATION (POPRA)

**BASE PAY INCREASE – PARK RANGER TRAINEE**

Effective the first full pay period after this agreement is signed by all parties below and approved by the City Council in open session, the Park Ranger Trainee classification will have its annualized rate of pay increased as provided below:

	<b>Current Annualized Salary Range</b>	<b>New Annualized Salary Range</b>
Pensionable Pay Only	\$ 41,953.60 – \$ 50,876.80	\$ 69,388.80 – \$ 84,156.80
Pensionable and Non-Pensionable Pay	\$ 44,051.28 – \$ 53,420.64	\$ 72,858.24 – \$ 88,364.64

This will result in an increase to the top and bottom of the salary range of employees in the classifications noted above.

This side letter agreement shall become effective on the first full pay period after this agreement has been signed by all parties below and approved by the City Council.

**For Employer:  
City of San José**



\_\_\_\_\_  
Aram Kouyoumdjian Date  
Director of the City Manager's Office of  
Employee Relations  
Director of Human Resources

**For Union:  
POPRA**

*Jeremy Cabaccang*

3/17/26

\_\_\_\_\_  
Jeremy Cabaccang Date  
Business Representative

## SETTLEMENT AGREEMENT

The following terms and conditions of this Settlement Agreement (hereinafter "Agreement") between the City of San Jose ("City") and City Association of Management Personnel, IFPTE, Local 21 ("CAMP"), collectively "the parties," shall constitute full and complete resolution of the First Amended Unfair Practice Charge in Case No. SF-CE-2257-M filed with the Public Employment Relations Board ("PERB") on or about July 25, 2025, alleging that the City violated the Meyers-Milias-Brown Act ("MMBA") when the Library Department assigned employees in the Community Program Administrator classification to two Library branches as part of the implementation of the Children and Youth Services Master Plan ("CYSMP"), without providing notice or opportunity to bargain.


In resolution of these claims, the parties agree as follows:

1. The City will adjust the pay plan to align the salary range of the Community Program Administrator classification with the salary range of the Senior Librarian classification. The adjustment to the pay plan will not result in any automatic salary adjustments for current incumbents in the Community Program Administrator classification.
2. The City agrees to provide a minimum of fourteen (14) days advance written notice to CAMP in the event that any additional Community Program Administrators are permanently assigned to manage Library branches. This courtesy notice shall not be construed as an admission by the City that it has an obligation to meet and confer regarding the assignment of Community Program Administrators managing library branches. The City maintains all Management Rights delineated in Article 5 of the parties' MOA to direct and re-assign the work force. The parties recognize and agree that Community Program Administrators may be required to manage Library branches on a temporary basis without advance notice to CAMP due to, for example, the temporary absence of the regularly assigned employee. In the case of temporary assignments, it may not be feasible or efficient for the City to provide advance notice to CAMP. The parties agree that advance notice will not be provided under this agreement for temporary assignments. However, in the event that the City desires to make such a temporary assignment permanent or determines that the assignment will exceed ninety (90) days, the City agrees to provide a minimum of fourteen (14) days written notice to CAMP before making the assignment permanent.
3. Within ten (10) days after the effective date of this Agreement, CAMP will withdraw the Unfair Practice Charge with prejudice and request that PERB dismiss the complaint in Case No. SF-CE-2257-M in its entirety and with prejudice.

Settlement Agreement  
Unfair Practice Charge No. SF-CE-2257-M  
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4. The parties agree that this Agreement shall not be construed or implied as a waiver of any argument or position either party may have related to this issue, nor shall this Agreement be construed or implied to be an admission of any wrongdoing by either party. The parties further agree that this Agreement shall not serve as precedent to any future agreements.
5. The parties agree that no promises, representations, understandings, or warranties have been made by any party other than those that are expressly contained herein. The parties further agree that this Agreement sets forth the entire agreement between the parties and fully supersedes any and all prior agreements between the parties, oral or written, pertaining to the subject matter of this agreement.
6. This Agreement represents a full and complete resolution of the claims and disputes between the parties based upon the above-referenced matter.
7. The undersigned parties represent that they have read and understand the terms of the Agreement and that they are authorized to execute this Agreement on behalf of their principals.

For City of San Jose:

  
\_\_\_\_\_  
Aram Kouyoumdjian                      Date  
Director of Employee Relations  
Director of Human Resources

For CAMP:

  
\_\_\_\_\_  
Krista De La Torre                      Date  
CAMP, IFPTE, Local 21