



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Aram Kouyoumdjian

SUBJECT: Amendment to the City Pay
Plan

DATE: August 3, 2026

Approved

Date:

8/11/26

COUNCIL DISTRICT: Citywide

RECOMMENDATION

Adopt a resolution amending the City of San José Pay Plan, effective August 25, 2026, to create the Council Executive Assistant (U) (8025) classification with an annual pensionable salary range of \$79,469.50 to \$104,662.00.

SUMMARY AND OUTCOME

If the above recommendation is approved, the City of San José (City) Pay Plan will be amended to create the Council Executive Assistant (U) (8025) classification.

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

On September 25, 2025, the Municipal Employees' Federation, AFSCME, Local 101 (MEF) provided the City with a petition for modification of its bargaining unit, which sought to accrete various classifications that exist within the offices of the Mayor and Councilmembers, including the Executive Assistant (U) (8021) classification. Although the Executive Assistant (U) (8021) classification is a Citywide classification, the MEF's

petition specifically only sought to accrete the positions within the offices of the Mayor and Councilmembers, and did not seek to accrete any other Executive Assistant (U) (8021) positions within the City. Pursuant to the procedures outlined in the City's Employer-Employee Relations Resolution, on February 12, 2026, the City's Municipal Employee Relations Officer issued a determination that MEF could be the appropriate unit for representing the Executive Assistant (U) (8021) positions within the offices of the Mayor and Councilmembers pending a showing of support among affected staff as certified by the California State Mediation and Conciliation Service. On May 7, 2026, the City received confirmation from the California State Mediation and Conciliation Service that sufficient support existed within the affected employees, meaning that incumbents in the Executive Assistant (U) (8021) classification within the offices of the Mayor and Councilmembers became represented by MEF on that date. Presently, in order to prevent technical challenges associated with different terms and conditions being applied to incumbents in the same classification, the Administration recommends the creation of a new Council Executive Assistant (U) classification for incumbents within the offices of the Mayor and Councilmembers.

The Council Executive Assistant (U) classification (Attachment) is being established to distinguish formerly-titled Executive Assistants in the Mayor's Office or in Council Offices, who are now represented by MEF, from unrepresented Executive Assistants employed citywide outside of Mayor and Council Offices. The classification otherwise is unchanged in its duties; performing administrative support functions of considerable difficulty for positions employed in the Mayor's Office or Council Offices, and in its pay structure.

The proposed annual pensionable salary range of \$79,469.50 to \$104,662.00 for the Council Executive Assistant (U) classification is in line with similar classifications within the City, providing office administrative support functions similar in nature.

EVALUATION AND FOLLOW-UP

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

FISCAL IMPACTS

The recommendation to create the Council Executive Assistant classification will have no additional costs, as there will be no compensation increases associated with moving incumbents within the offices of the Mayor and Councilmembers into this new classification.

COORDINATION

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

PUBLIC OUTREACH

This memorandum will be posted on the City Council Agenda website for the August 25, 2026 City Council meeting.

BOARD, COMMISSION, COMMITTEE 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 City Council action. The Council Executive Assistant classification is an unclassified position; therefore, it 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 physical changes to the 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
City Manager's Office of Employee Relations

For questions, please contact Marcela Bolanos, Program Manager, Human Resources Department, at marcela.bolanos@sanjoseca.gov.

ATTACHMENT:

Council Executive Assistant Class Specification

City of San José
CLASS SPECIFICATION

COUNCIL EXECUTIVE ASSISTANT U (8025)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Council Offices	Varies	Exempt

CLASS SUMMARY

Under direction, performs administrative support of considerable difficulty by providing office administration and general assistance to a Councilmember in the supervision of support staff and management of administrative functions. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class performs office administration functions of considerable difficulty, demonstrating skills in staff supervision, analyzing information and situations, and developing and implementing systems and procedures as needed. This class differs from that of Administrative Assistant in that incumbents of this class are privy to confidential and sensitive information/material that may affect City policy. Council Executive Assistant is distinguished from the Executive Assistant in that the latter class performs office administrative and general assistance to a City Executive or Council Appointee.

QUALIFICATIONS

Minimum Qualifications

Education and Experience:

Associate of Arts degree from an accredited college in business or closely related field plus five (5) years of progressively responsible work experience in the business field and/or office management.

Acceptable Substitution

None.

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.
- 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.

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COUNCIL EXECUTIVE ASSISTANT U (8025)

- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- 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.
- Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- 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.)

- 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.

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.	Serves as confidential administrative assistant to a Councilmember; screens calls and visitors; arranges appointments and travel; relays decisions and directives to staff; composes draft correspondence.	Daily
2.	Supervises support staff: assigns, directs, evaluates work and performance of support staff; develops and implements procedures for expediting flow of clerical assignments.	Daily
3.	Develops and administers office procedures to ensure efficiency and timeliness of report production, budget administration, contract administration, dissemination of information to staff, and other related functions.	Daily
4.	Supervises the production of confidential draft and final reports and correspondence: proofreads and edits for grammar, punctuation, spelling, format, consistency of terms, and clarity.	Daily
5.	Researches, analyzes, organizes, and prepares reports on information related to specific issues and/or projects as assigned.	Intermittent

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COUNCIL EXECUTIVE ASSISTANT U (8025)

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*
6.	Coordinates and assists with Council Office budget preparation and monitors expenditures; prepares contracts; prepares and monitors contract payments	As Required
7.	Serves as liaison to other City departments for various activities.	As Required
8.	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. 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.

In 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;
- 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.

CLASSIFICATION HISTORY <i>Established 08/26</i>
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