



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jennifer Schembri

SUBJECT: AMENDMENT TO THE CITY
PAY PLAN

DATE: May 15, 2023

Approved

Date

5/22/23

RECOMMENDATION

Adopt a resolution amending the City of San José Pay Plan effective June 6, 2023, to create the Wastewater Facility Deputy Director (U) (3626) classification with an annual pensionable salary range of \$145,715.99 - \$235,185.60.

SUMMARY AND OUTCOME

If the above recommendation is approved, the City of San José Pay Plan will be amended to create the Wastewater Facility Deputy Director (U) (3626) classification.

BACKGROUND

The City of San José Pay Plan must be amended by 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 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

The San José/Santa Clara Regional Wastewater Facility is jointly owned by the cities of San José and Santa Clara and managed by San José's Environmental Services Department (ESD). ESD requested the creation of a Wastewater Facility Deputy Director classification in order to recruit and hire a candidate to oversee the Regional Wastewater Facility with directly-related wastewater experience or an industrial facility background. This request was made due to multiple unsuccessful recruitment efforts to fill this position using the general Deputy Director classification. It is essential to ESD that the candidate has experience managing employees at a

large facility. This new classification illustrates the unique role of the position and addresses the difficulty the department has experienced in the recruitment for the current classification. ESD and Human Resources believe that this new classification and its job description, as shown in the Attachment, will provide clarity with respect to the unique aspects of this position.

The proposed annual pensionable salary range of \$145,715.99 - \$235,185.60 for the Wastewater Facility Deputy Director is approximately 9.0% higher than the general classification of Deputy Director as it is intended to compensate for the technical expertise of the position.

EVALUATION AND FOLLOW-UP

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

COST SUMMARY/IMPLICATIONS

The Wastewater Facility Deputy Director is a specialized classification in the San José/Santa Clara Regional Wastewater Facility within ESD. It is anticipated that there will be a staffing reallocation in the department and the currently budgeted Deputy Director position will be deleted and a Wastewater Facility Deputy Director classification will be added, which would result in additional costs of approximately \$20,000. There is no impact to the General Fund since the position is funded out of the San Jose-Santa Clara Treatment Plant Operating Fund. The additional costs would be absorbed within the Environmental Services Department's existing budget and would be included in the development of the 2024-2025 Base Budget.

COORDINATION

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

PUBLIC OUTREACH

This memorandum will be posted on the City's Council Agenda website for the June 6, 2023 City 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. This position is an at will position and therefore, will not be reported to the Civil Service Commission.

HONORABLE MAYOR AND CITY COUNCIL

May 15, 2023

Subject: Amendment to the City Pay Plan

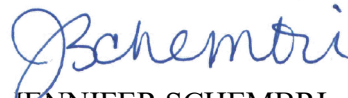
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CEQA

Not a Project, File No. PP17-008, General Procedure & 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.



JENNIFER SCHEMBRI

Director of Employee Relations Director of
Human Resources

For questions, please contact Linh Le, Employment Division Manager, at (408) 535-5652.

ATTACHMENT

Wastewater Facility Deputy Director Class Specification

City of San José
CLASS SPECIFICATION

Title: Wastewater Facility Deputy Director (U) (3626)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Environmental Services Department Director	Exempt

CLASS SUMMARY

Under administrative direction, performs work of considerable difficulty planning, organizing, and directing the San José/Santa Clara Regional Wastewater Facility (Facility) operations and services. Ensures that all departmental policies, procedures, programs, and operating functions are carried out efficiently and effectively. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This position reports directly to the Environmental Services Department Director. An incumbent is deputized to act on behalf of the Department Director and is responsible for executing the daily operations and maintenance of the Facility. The Wastewater Facility Deputy Director is distinguished from the next lower classification of Division Manager in that the Wastewater Facility Deputy Director is responsible for the management of the divisions within the Facility. This classification is also distinguished from the Environmental Services Department Director, in that the latter classification has full management responsibility for the entirety of the Environmental Services Department.

QUALIFICATIONS**Minimum Qualifications****Education and Experience**

Bachelor's degree in a closely related field AND six (6) years of experience in a senior management role at a wastewater facility OR high-level consultant experience in the wastewater industry, of which three (3) years include managing full-time employees at a large facility.

Acceptable Substitution

Ten (10) or more years in a senior management role at a major industrial facility, of which three (3) years include managing full-time employees at a large facility can be substituted for the six (6) years of experience in a senior management role at a wastewater facility or high level consultant experience in the wastewater industry.

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

Possession of a valid State of California's driver license.

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.)

City of San José
CLASS SPECIFICATION

Title: Wastewater Facility Deputy Director (U) (3626)

- **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:
 - various environmental health and safety regulations related to industrial/wastewater operations;
 - operations and maintenance of an industrial/wastewater facility;
 - proven ability to manage effectively within budget constraints; ensure all financial transactions are appropriate;
 - day to day operational requirements in an active industrial environment; and
 - unique management protocols for a variety of trades and office personnel.
- **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.
- **Fiscal Management** – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- **Creativity** - Addresses objectives and problems while questioning traditional assumptions/solutions in order to generate creative ideas and new ways of doing business; exhibits creativity and innovation when contributing to organizational and individual objectives; seeks out opportunities to improve, streamline, reinvent work processes.
- **Collaboration** - Develops networks and builds alliances; engages in cross-functional activities.
- **Management** - Evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.
- **Leadership** - Leads by example; demonstrates high ethical standards; remains visible and 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.
- **Vision/Strategic Thinking** - Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.
- **Political Skill** – In taking action, demonstrates an understanding and consideration of

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Title: Wastewater Facility Deputy Director (U) (3626)

how it will impact stakeholders and affected areas in the organization.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Participates in and advises the Environmental Services Department Director in the planning and organizing of the Facility operations and maintenance.	Daily
2.	Provides direct supervision over major divisions within the Facility.	Daily
3.	Directs and performs special projects and strategic planning programs that impact departmental operations.	Daily
4.	Plans, directs, counsels, provides guidelines, and reviews accomplishments of the Facility and its divisions as steps towards achievement of departmental goals and objectives.	Daily
5.	Exercises overall daily control of administrative services, operations, and maintenance of the Facility.	Daily
6.	Directs and participates in the preparation, implementation, and control of the Facility's operating and capital budgets.	Daily
7.	Coordinates activities between Facility divisions to ensure efficiency and effectiveness of the Facility's operations.	Daily
8.	Directs and controls personnel related matters that impact the department's ability to hire, discipline, evaluate, and terminate Facility employees.	Weekly
9.	Ensure compliance with NPDES, BAAQMD, EPA, Stormwater, Cal-OSHA and all associated Environmental, Health and Safety mandates	Daily
10.	Successful collaboration with the City of Santa Clara and Tributary Agencies.	Daily
11.	Represents the Environmental Services Department Director in a variety of interdepartmental, intergovernmental, and community matters and assumes responsibility for the department's operations in the absence of the Director.	As Required
12.	Collaborate with multiple departments and divisions outside of the Facility to ensure the Wastewater Facility operates safely and effectively.	As Required
13.	Ensure protection and improvement of natural habitat throughout the 2,600 acre site.	As Required
14.	Performs other related work as required.	As Required

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

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PHYSICAL/ENVIRONMENTAL ELEMENTS

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

At this large industrial facility, must be able to routinely travel and maneuver throughout the complex 2,600 acre site.

In the 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 *Created 05/23*