



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jennifer Schembri

SUBJECT: AMENDMENT TO THE CITY
PAY PLAN

DATE: May 30, 2023

Approved

Date

6/8/23

RECOMMENDATION

Adopt a resolution amending the City of San José Pay Plan effective June 20, 2023 to reinstate the Assistant City Auditor (1255) classification with a salary range of \$146,041.21 - \$192,774.40 annually.

SUMMARY AND OUTCOME

If the above recommendation is approved, the City of San José Pay Plan will be amended to reinstate the Assistant City Auditor (1255) classification.

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

Assistant City Auditor

At the request of the City Auditor, the Human Resources Department worked with the City Auditor to reinstate the previously deleted Assistant City Auditor classification (**Attachment**). The office requested the reinstatement of this classification to meet the office's needs of a high-level manager to work directly with the City Auditor to help coordinate and supervise all performance audit work and assist in overseeing the administration of the Office of the City Auditor, including oversight of the City's outside financial auditors.

HONORABLE MAYOR AND CITY COUNCIL

May 30, 2023

Subject: Amendment to the City Pay Plan

Page 2

The reinstatement of the Assistant City Auditor classification will provide high-level management and better support to the functions of the Office of the City Auditor. This classification will ensure the office recruits staff with the appropriate education and professional experience needed for coordinating and participating in the development and implementation of the goals, objectives, policies, and priorities for the Office of City Auditor.

The Assistant City Auditor classification is recommended to have an annual pay range of \$146,041.21 - \$192,774.40. The proposed salary range is based on internal equity and alignment with the next higher class of City Auditor and lower class of Supervising Auditor.

EVALUATION AND FOLLOW-UP

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

COST SUMMARY/IMPLICATIONS

It is anticipated that there will be no cost implications associated with the creation of the Assistant City Auditor classification in Fiscal Year 2023-2024. Included in the development of the Fiscal Year 2023-2024 Proposed Operating Budget, which will be brought forward for City Council adoption on June 20, 2023, is an action to add 1.0 Assistant City Auditor position and its associated costs.

COORDINATION

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

PUBLIC OUTREACH

This memorandum will be posted on the City's Council Agenda website for the June 20, 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 City Council action. The Assistant City Auditor classification is an at-will position and therefore, will not be reported to the Civil Service Commission.

HONORABLE MAYOR AND CITY COUNCIL

May 30, 2023

Subject: Amendment to the City Pay Plan


Page 3

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

The principal author of this memorandum is Marcela Bolanos, Program Manager in the Human Resources Department. For questions, please contact Linh Le, Employment Division Manager, at (408) 535-5652.

ATTACHMENT - Assistant City Auditor Class Specification

City of San José
CLASS SPECIFICATION

Title: Assistant City Auditor (U) (1255)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Auditor's Office	City Auditor	Exempt

CLASS SUMMARY

Under direction, performs work of considerable difficulty in the coordination of all audit, evaluation and administrative activities carried out by the major sections of the City Auditor's office, and special audit and administrative assignments directed by the City Auditor. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

An incumbent in this position ensures the coordination of all audits, evaluation and administrative services provided by the department and provides assistance to the City's outside auditors. This class differs from the next lower class of Supervising Auditor in that incumbents of the latter class have responsibility for a major section in the City Auditor's office. This class differs from that of City Auditor in that the latter has ultimate technical and administrative responsibility for the department's activities and reports directly to the City Council.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

A Bachelor's degree from an accredited college or university in accounting or related field, and seven (7) years of professional work in accounting, auditing, fiscal management or budget control work, (2) two years of which must have been at a management and policy making level with direction of professional accounting or audit staff.

Acceptable Substitution

Additional years of professional work experience in accounting, auditing, fiscal management or budget control work may be substituted for the education requirement on a year for year basis.

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

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.
 - Knowledge of the principles of auditing standards, internal control requirements and techniques.
 - Knowledge of public administration, organization, management and data processing applications.
 - Ability to develop and implement policies and procedures for the City Auditor's office.

City of San José
CLASS SPECIFICATION

Title: Assistant City Auditor (U) (1255)

- 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.
- 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.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- 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.
- Political Skill - In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.

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 the City's charter, budget process, administrative orders, policies, civil service rules and administrative processes.
- Ability to carry out City Council directives.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (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.	Coordinates and participates in the development and implementation of goals, objectives, policies, and priorities for the City Auditor's office.	Daily
2.	Assists the City Auditor in carrying out the requirements and responsibilities outlined in the City Charter, and as further defined by City Council policy.	Daily
3.	Selects, supervises, trains and evaluates assigned staff.	Daily
4.	Provides technical assistance and policy guidance to audit and administrative staff to assure a coordinated program of audit and evaluation of the City's transactions, programs, systems, procedures and policies.	Daily

City of San José
CLASS SPECIFICATION

Title: Assistant City Auditor (U) (1255)

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*
5.	Assists the City Auditor in managing the City's outside auditors and coordinates staff audit assistance during the year end audit.	As Required
6.	Represents the City Auditor's office at meetings of professional societies and associations.	As Required
7.	Assists in the preparation and administration of the department budget.	As Required
8.	Serves as Acting City Auditor as required.	As Required
9.	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. 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 *Created 7/80, Rev. 10/89, Inactivated 2002, Activated 06/23.*