



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jennifer Schembri

**SUBJECT:** AMENDMENT TO THE CITY  
PAY PLAN

**DATE:** March 2, 2020

Approved

Date

3/2/2020

## RECOMMENDATION

Adopt a resolution to amend the City of San José Pay Plan effective March 17, 2020, to:

- (a) Create the following classification:
  - (1) Senior Environmental Program Manager (5214) with a salary range of \$112,963 – \$148,973 annually.
- (b) Retitle the following classification:
  - (2) Environmental Services Program Manager (5213) to Environmental Program Manager (5213)

## OUTCOME

If the above recommendation is approved, the City of San José Pay Plan will be amended to create the Senior Environmental Program Manager (5214) classification; and retitle Environmental Services Program Manager (5213) to Environmental Program Manager (5213).

## BACKGROUND

The City of San Jose Pay Plan must be amended by Council Resolution when new job classifications are added or deleted, job titles are changed, 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

In response to reallocation appeals and per the request of the Civil Service Commission, the Human Resources Department conducted a classification and compensation study for the

March 2, 2020

**Subject: Amendment to the City Pay plan**

Page 2

Environmental Services Program Manager classification. The outcome of the study is to create a higher level classification, Senior Environmental Program Manager. The proposed classification will serve on the departmental senior management team and manage external contract operations, regulatory permit compliance, or large programs with significant impact on City-wide organizational priorities.

The Senior Environmental Program Manager classification will have higher level duties and significant impact on City-wide organizational priorities. Following the creation of the Senior Environmental Program Manager classification, the current Environmental Services Program Manager classification will be retitled to Environmental Program Manager to be consistent with the title of the newly created classification. Both of these classifications will be able to be used in any Department.

### **CONCLUSION**

The Senior Environmental Program Manager classification was created in response to a classification and compensation study requested by the Civil Service Commission in response to reallocation appeals that were before them. The newly created classification reflects higher level duties than the Environmental Program Manager classification. With the creation of this classification, positions will be able to be better aligned according to their scope of work and level of responsibility.

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

No additional City Council action is expected following the adoption of the proposed resolution.

### **CLIMATE SMART SAN JOSE**

The recommendation in this memo has no effect on Climate Smart San José energy, water, or mobility goals

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's website for the March 17, 2020, City Council Agenda.

### **COORDINATION**

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

**COMMISSION RECOMMENDATION/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.

**COST SUMMARY/IMPLICATIONS**

The maximum annual pensionable salary for a Senior Environmental Program Manager is \$148,973, which is 15% above maximum rate for an Environmental Program Manager of \$129,542. There are currently seven incumbents and two vacant positions in the Environmental Program Manager classification (formerly Environmental Services Program Manager). Three incumbents will be reallocated to the newly created classification of Senior Environmental Program Manager with a salary increase of approximately 5%. Currently, no other occupied positions have been identified to be reallocated to the Senior Environmental Program Manager classification.

**CEQA**

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

/s/

Jennifer Schembri  
Director of Employee Relations  
Director of Human Resources

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

Attachments:

Senior Environmental Program Manager Class Specification  
Environmental Program Manager Class Specification

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

**Title: Senior Environmental Program Manager (5214)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Varies	Varies	Exempt

**CLASS SUMMARY**

Under general direction, plans, organizes and directs the activities of assigned large programs within the department; coordinates activities with other divisions and departments within the City, and with external agencies and private organizations; assists department senior and executive management in the formulation and implementation of department policies and procedures. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Positions assigned to this classification plan, direct, and manage a comprehensive programmatic division within the department; programs managed often have considerable impact on City-wide organizational priorities. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, management of multiple external contract operations, regulatory permit compliance, or programs, and program evaluation. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. Incumbents serve on the departmental senior management team representing assigned programs and participating in departmental planning policy making processes. Incumbents in this classification collaborate extensively with senior City management from multiple departments, as well as external organizations. This classification requires extensive and in-depth knowledge of environmental compliance and sustainability issues and the federal, state, and local laws, regulations, and guidelines that govern them, as well as comprehensive knowledge of local planning and political situations/concerns that impact environmental issues. Senior Environmental Program Manager differs from Division Manager in that the latter is responsible for administrative direction and control of a broader array of programs and services and does not require in-depth technical knowledge of environmental issues and related laws and regulations. Senior Environmental Program Manager differs from Environmental Program Manager in that the latter does not serve on the departmental senior management team and does not manage external contract operations, regulatory permit compliance, or large programs with significant impact on City-wide organizational priorities.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

A Bachelor's degree from an accredited college or university with major course work in environmental sciences, public or business administration, or a closely related field, AND six (6) years of increasingly responsible experience in overseeing and administering complex environmental programs, including three (3) years of progressively responsible 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.)**

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

**Title: Senior Environmental Program Manager (5214)**

- 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 but not limited to:
  - environmental compliance and sustainability issues and the federal, state, and local laws, regulations, and guidelines that govern them;
  - local planning and political situations/concerns that impact environmental issues.
- 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.
- Coaching - Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's capabilities.
- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- 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.
- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- 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.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- 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.
- Management - Evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.
- Political Skill – In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.

DUTY NO.	<b><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:</b>	FREQUENCY*
1.	Plans, organizes and directs assigned activities within a division for functions including integrated waste management, stormwater management, environmental enforcement and ensures that divisional work products and action plans are in support of department, as well as City's goals, objectives, and mandates; ensures the implementation of Federal and State regulations for the City, including City-wide environmental enforcement programs.	Daily/Several Times

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

**Title: Senior Environmental Program Manager (5214)**

<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>
2.	Oversees larger programs and operational teams; provides resources, advice, and management support to ensure successful team performance; leads staff by example and vision; ensures staff involvement in a broad range of decision-making and encourages accountability and results oriented processes.	Daily/Several Times
3.	Oversees the development and implementation of assigned program's work plan; assigns work activities, projects and programs to staff and teams; monitors work flow; reviews and evaluates work products, methods, and procedures; ensures that program work products and action plans are in support of department, as well as City's goals, objectives, and mandates.	Daily/Several Times
4.	Builds and maintains positive working relationships with co-workers, other City employees, other organizations and their representatives, regulatory agencies, and the general public exhibiting principles of positive customer service and communication skills; collaborates regularly with other City Department management to ensure compliance and/or program alignment; collaborates with policy makers and regulators to recommend modifications to compliance and program requirements that better meet the needs of the public and City.	Daily/Several Times
5.	Supervises subordinate management, supervisory and professional staff; participates in the appointment of personnel; provides or coordinates staff training and coaching; conducts performance evaluations in a timely and effective manner; implements performance development plans for staff; initiates and implements discipline procedures as necessary and according to City's Personnel Policies and Procedures; maintains staff quality and encourages high performance standards required for the efficient and professional operation of the Department.	Daily
6.	Acts as a representative to outside agencies and organizations; participates in community and professional groups and committees; acts as a technical and professional resource providing support and assistance reflective of the City's concerns and interests.	Weekly
7.	Develops and oversees assigned program's budget and associated fiscal operations which includes oversight of high value/volume budget, revenue programs, rate setting, grant funding, complex contract negotiations and lease agreements; oversees budget implementation and on-going administration; projects and forecasts funding needed for staffing, equipment, materials, and supplies; monitors approved budget, recommending adjustments as necessary.	Weekly

City of San José  
**CLASS SPECIFICATION**

**Title: Senior Environmental Program Manager (5214)**

DUTY NO.	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></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*
8.	Serves as a member of Senior Management Team; assists in the development and implementation of departmental goals, objectives, policies, and procedures; provides highly responsible professional and technical advice to Senior Management team.	Weekly
9.	Researches and prepares a variety of highly technical and administrative reports; prepares written correspondence on the more sensitive issues; prepares reports and presents at the City Council and commissions/committees periodically and upon request.	Weekly
10.	Performs other related duties as assigned.	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 2/20; s001*

City of San José  
**CLASS SPECIFICATION**

**Title: Environmental Program Manager (5213)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Exempt

**CLASS SUMMARY**

Under general direction, plans, organizes and directs the activities of assigned programs within the department; coordinates activities with other programs and divisions within the department and with other City departments; provides management oversight. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Environmental Program Manager is a mid-management classification with responsibility for planning, directing, and managing a programmatic unit within the department. Incumbents may manage subordinate supervisors and/or professional and clerical staff. Incumbents participate in departmental planning policy making processes and may collaborate with management from multiple departments, as well as external organizations. This classification requires knowledge of environmental compliance or sustainability issues and the federal, state, and local laws, regulations, and guidelines that govern them. Environmental Program Manager differs from Senior Environmental Program Manager in that the latter serves on the departmental senior management team and manages external contract operations or programs with significant impact on City-wide organizational priorities.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

A Bachelor's degree from an accredited college or university with major course work in environmental sciences, public or business administration, or a closely related field, AND five (5) years of increasingly responsible experience in overseeing and administering environmental programs, including two (2) years of 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.)**

- 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.
- Coaching - Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's capabilities.

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

**Title: Environmental Program Manager (5213)**

- 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.
- 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
- 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.
- Management - Evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.
- Political Skill – In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.
- 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.

<b>DUTY NO.</b>	<b><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:</b>	<b>FREQUENCY*</b>
1.	Plans, organizes and directs assigned program activities for such functions as environmental regulatory compliance, conservation and resource management or analysis of environmental impacts of capital improvements; ensures that program work products and action plans are in support of department, as well as City's goals, objectives, and mandates; ensures the implementation of Federal and State regulations for the City, including City-wide environmental enforcement programs.	Daily/Several Times
2.	Oversees assigned program(s) and operational teams; provides resources, advice, and management support to ensure successful team performance; leads staff by example and vision; ensures staff involvement in a broad range of decision-making and encourages accountability and results oriented processes.	Daily/Several Times

City of San José  
CLASS SPECIFICATION

**Title: Environmental Program Manager (5213)**

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*
3.	Oversees the development and implementation of assigned work plan; assigns work activities and projects to staff and teams; monitors work flow; reviews and evaluates work products, methods, and procedures; ensures that work products and action plans are in support of department, as well as City's goals, objectives, and mandates.	Daily/Several Times
4.	Builds and maintains positive working relationships with co-workers, other City employees, other organizations and their representatives, regulatory agencies, and the general public exhibiting principles of positive customer service and communication skills; collaborates regularly with other City Department management to ensure compliance and/or program alignment.	Daily/Several Times
5.	May supervise subordinate management, supervisory and professional staff; participates in the appointment of personnel; provides or coordinates staff training and coaching; conducts performance evaluations in a timely and effective manner; implements performance development plans for staff; initiates and implements discipline procedures as necessary and according to City's Personnel Policies and Procedures; maintains staff quality and encourages high performance standards required for the efficient and professional operation of the Department.	Daily
6.	Acts as a representative to outside agencies and organizations; participates in community and professional groups and committees; acts as a technical and professional resource providing support and assistance reflective of the City's concerns and interests.	Weekly
7.	Develops and oversees assigned budget and associated fiscal operations which includes, grant funding, contract negotiations and lease agreements; oversees budget implementation and on-going administration; projects and forecasts funding needed for staffing, equipment, materials, and supplies; monitors approved budget, recommending adjustments as necessary.	Weekly
8.	Assists in the development and implementation of departmental goals, objectives, policies, and procedures; provides highly responsible professional and technical advice.	Weekly
9.	Researches and prepares a variety of highly technical and administrative reports; prepares written correspondence on the more sensitive issues; prepares reports and presents at the City Council and commissions/committees periodically and upon request.	Weekly
10.	Performs other related duties as assigned.	As Required

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

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

**Title: Environmental Program Manager (5213)**

**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 2/89, Rev. & Ret. 3/96 (Formerly Environmental Program Manager), Rev. 09/17, 2/20; s003*