



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jennifer Schembri

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

**DATE:** March 23, 2020

Approved

Date

3/26/2020

## **RECOMMENDATION**

Adopt a resolution to amend the City of San José Pay Plan effective April 7, 2020, to:

(a) Create the following classifications:

(1) Police Communications Manager (8517) with a salary range of \$126,600.00 – \$177,386.66 annually.

(2) Legal Analyst III FT/PT (2122/2125) with a salary range of \$82,056.00 – \$99,985.60 annually.

(b) Retitle the Assistant Communications Manager (8522) classification to Assistant Police Communications Manager (8522).

(c) Delete the Associate Legal Analyst FT/PT (8028/8029) classification.

## **OUTCOME**

If the above recommendation is approved, the City of San José Pay Plan will be amended to create the Police Communications Manager (8517) and Legal Analyst III FT/PT (2122/2125) classifications; retitle Assistant Communications Manager (8522) to Assistant Police Communications Manager (8522); and delete the Associate Legal Analyst FT/PT (8028/8029) classification.

## **BACKGROUND**

The City of San José 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**

### *Police Communications Manager:*

At the request of the San José Police Department (SJPD), the Human Resources Department worked with the SJPD to create the proposed Police Communications Manager classification. This request was made as a result of the SJPD's desire to clarify the unique minimum qualifications and duties of the position, and because of the difficulty the department has experienced in the recruitment for the former position. This position reports to the Deputy Chief of Police in the Bureau of Administration of the SJPD, and is responsible for planning, organizing, directing, and controlling the operations of the Communications Division of the Police Department, including an Emergency 9-1-1 Call Center which operates 24 hours per day, seven days per week. The classification previously used to perform this work was the general classification of Division Manager. The SJPD and Human Resources believe that this new classification and its job description will provide clarity with respect to this unique position within the City.

### *Legal Analyst III:*

The Human Resources Department worked with the City Attorney's Office to add a flexibly-staffed advanced journey-level class to the Legal Analyst series. The Legal Analyst III is responsible for performing a full range of paraprofessional legal and claim investigation support in the Office of the City Attorney. The additional flexibly-staffed level recognizes increasing job expertise, as shown by the minimum qualifications required, as well as help with staff retention.

### *Retitle of Classification:*

Following the creation of the Police Communications Manager classification, the current Assistant Communications Manager classification will be retitled to Assistant Police Communications Manager, and its job description has been updated to ensure consistency with the title of the newly created classification. This classification and the Police Communications Manager classification will only be used in the SJPD.

### *Deletion of Classification:*

The Associate Legal Analyst FT/PT (8028/8029) classifications will be deleted because the department is no longer using this classification.

## **CONCLUSION**

The Police Communications Manager classification was created in response to a request from the San José Police Department (SJPD) to clarify the unique minimum qualifications and duties of the manager within the Communications Division of the SJPD. The creation of this new



classification will provide clarity with respect to this unique position, and it will also address recruitment challenges.

The addition of the Legal Analyst III flexibly-staffed classification to the Legal Analyst series will appropriately recognize job expertise within this series and will alleviate retention challenges.

### **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 April 7, 2020, City Council Agenda.

### **COORDINATION**

This memorandum was coordinated with the City Manager's Budget Office, the City Attorney's Office, and the San José Police 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 Police Communications Manager is a single incumbent position within the San José Police Department. The maximum additional ongoing cost of creating this classification of approximately \$26,000 will be incorporated into the Police Department's Base Budget allocation during future budget cycles. Any incremental cost in the current year will be absorbed in the Police Department's existing budget. There is no cost implication with respect to retitling the

Assistant Police Communications Manager classification, as this classification is not receiving a salary adjustment. The increased cost due to the creation of the Legal Analyst III classification is subject to the promotion or placement of individuals within the City Attorney's Office. The cost increase for any promotions or placements in 2019-2020 will be absorbed within the City Attorney's Office existing budget; future budgets will be based on the number of employees holding that classification at the time of budget development.

**CEQA**

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



JENNIFER SCHEMBRI  
Director of Employee Relations  
Director of Human Resources

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

Attachments:

Police Communications Manager Class Specification  
Assistant Police Communications Manager Class Specification  
Legal Analyst I/II/III Class Specification

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

**Title: Police Communications Manager (8517)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Police Department	Deputy Chief of Police	Exempt

**CLASS SUMMARY**

Under general direction, the incumbent in this position is responsible for planning, organizing, directing, and controlling the operations of the Communications Division of the Police Department, including an Emergency 9-1-1, 24/7, Call Center. The incumbent acts as a liaison between the division and other law enforcement and emergency service agencies; manages, motivates, corrects, and evaluates assigned subordinate personnel; assists executive and senior management in the formulation and implementation of department policies and procedures.

**DISTINGUISHING CHARACTERISTICS**

This is a single incumbent civilian classification in the Police Department. Responsibilities include developing and implementing policies and procedures related to all functions in the Communications Division, including budget administration and reporting, and program evaluation. The Police Communications Manager is distinguished from the sworn classification of Deputy Chief of Police, who has responsibility for the management and oversight of a major bureau in the Police Department. This classification is distinguished from the Assistant Police Communications Manager, who is responsible for the daily operations of the division.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

- **Education:** A Baccalaureate Degree from an accredited college or university in Business, Public Administration, Human Resources Management, Criminal Justice, Public Communications, or other related field.
- **Experience:** Six (6) years of police, fire, or emergency medical dispatching experience, including three (3) years of supervision experience equivalent to Supervising Public Safety Dispatcher or higher.

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

- POST Basic Dispatch Certificate preferred

**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: Police Communications Manager (8517)**

**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.
- 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.
- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- 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 how it will impact stakeholders and affected areas in the organization.
- Change Management - Demonstrates support for innovation and for organizational changes needed to improve the organization's effectiveness; facilitates the implementation and acceptance of change within the workplace.
- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.
- Building Trust - Communicates an understanding of the other person's interests, needs and concerns; identifies and communicates shared interests and goals; identifies and communicates differences as appropriate; demonstrates honesty, keeps commitments and behaves in an appropriate manner.

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

**Title: Police Communications Manager (8517)**

- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.

**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.)**

<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.	Plans, directs, and controls the activities of the Communications Division of the Police Department.	Continuous
2.	Supervises subordinate management, supervisory and professional staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.	Continuous
3.	Oversees the investigation of citizen and agency complaints and/or infractions of procedures involving divisional personnel and/or user agencies and directs or recommends appropriate corrective or disciplinary action.	Continuous
4.	Plans, implements, and evaluates department programs; prepares and implements work plans for the division.	Continuous
5.	Participates in and advises on the development of department policy; develops and implements departmental goals, objectives, and guidelines as part of department executive management.	Continuous
6.	Prepares and implements division work plans, capital improvement, and operations budgets.	Continuous
7.	Represents the Department in discussions with other offices and agencies concerning administrative, business, and program specific services.	Frequent
8.	Acts as liaison between Police Communications and other law enforcement and emergency service agencies, including allied and contracting agencies, the media, and the public, and resolves administrative and operational problems.	Frequent
9.	Meets with agencies and city officials regarding jurisdictional boundaries and liabilities, service requests, and problems.	Frequent
10.	Oversees the investigation and resolution of personnel and internal affairs matters.	Frequent
11.	Directs allocation of grant funds; negotiates contracts, agreements, and leases.	Frequent



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

**Title: Police Communications Manager (8517)**

<b>DUTY NO.</b>	<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:	<b>FREQUENCY*</b>
12.	Develops and implements departmental goals, objectives, and guidelines.	Frequent
13.	Oversees the preparation of reports, graphs and other statistics, related to the division's budget, operations, and personnel matters.	Frequent
14.	Presents reports and information to the City Council, boards, committees, and other divisions or departments.	Frequent
15.	Ensures the divisional compliance with federal and state laws, rules, and regulations and local codes and standards.	Frequent
16.	Establishes training programs and standards for new dispatching personnel, and administers the department-wide training program or monitors individual trainee progress on operational units, recommending retention or dismissal of the employee.	As Required
17.	Manages recruitment, hiring, academy training, Police Officer Standards and Training (P.O.S.T.) certification of all dispatch personnel.	As Required
18.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as "Continuous" (daily), "Frequent"(weekly), "Occasional" (monthly) "As Required" (Intermittent)

**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 3/20; s0000*



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

**TITLE: Assistant Police Communications Manager (8522)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Police Department	Police Communications Manager	Exempt

**CLASS SUMMARY**

Under the direction of the Police Communications Manager, the incumbent in this position is responsible for assigning and reviewing work for the Communications Division of the Police Department, including an Emergency 9-1-1, 24/7, Call Center. The incumbent confers with department officials and others in the solution of personnel, operational, administrative, fiscal, and organizational matters; manages critical incidents when necessary; investigates and resolves complaints regarding subordinate performance and service levels; recommends staffing, equipment, and workspace needs.

**DISTINGUISHING CHARACTERISTICS**

This is a single incumbent classification in the Police Department. The Assistant Police Communications Manager is distinguished from Police Communications Manager, who is responsible for planning, organizing, directing, and controlling the division. This class is distinguished from Supervising Public Safety Dispatcher, who is responsible for a shift/group, whereas the Assistant Police Communications Manager is responsible for managing and overseeing the daily operations of the division and acts for the Police Communications Manager in their absence.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

- **Education:** A Baccalaureate Degree from an accredited college or university in Business, Public Administration, Human Resources Management, Criminal Justice, Public Communications or other related field.
- **Experience:** Five (5) years of police, fire, or emergency medical dispatching experience, including two (2) years of supervisory experience equivalent to Senior Public Safety Dispatcher or higher.

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

- POST Basic Dispatch Certificate preferred

**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: Assistant Police Communications Manager (8522)**

**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.
- **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.
- **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.
- **Coaching** - Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's capabilities.
- **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.
- **Technology Use / Management** - Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness.
- **Communication Skills** - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; 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.



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

**TITLE: Assistant Police Communications Manager (8522)**

<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.	Manages and oversees the daily operations of the Communications Division of the Police Department.	Continuous
2.	Investigates citizen and agency complaints and/or infractions of procedures involving divisional personnel and/or user agencies, and directs or recommends appropriate corrective or disciplinary action.	Continuous
3.	Initiates, develops, interprets, and administers practices, policies, and procedures.	Continuous
4.	Supervises subordinate supervisory and professional staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.	Continuous
5.	Acts as liaison with allied and contracting agencies, the media, and the public, and resolves administrative and operational problems.	Frequent
6.	Investigate and resolves personnel and internal affairs matters	Frequent
7.	Identifies the need for, prepares drafts for the Police Communications Manager or the Bureau Deputy Chief approval, and implements new policies and operating procedures.	Frequent
8.	Participates in administrative review and coordination of supervisory staff, and makes specific work assignments.	Occasional
9.	Assists in coordinating communications activities with other departments and contracting agencies.	Occasional
10.	Reviews and prepares responses to correspondence.	Occasional
11.	Represents the department in discussions with other offices and agencies concerning administrative, business, and program-specific services.	As Required
12.	Meets with agencies and city officials regarding jurisdictional boundaries and liabilities, service requests, and problems.	As Required
13.	Prepares reports, graphs and other statistics, related to the division's budget, operations, and personnel matters.	As Required
14.	Establishes training programs and standards for new dispatching personnel, and either administers the department-wide training program or monitors individual trainee progress on operational units, recommending retention or dismissal of the employee.	As Required
15.	Acts for the Police Communications Manager in their absence.	As Required
16.	Manages recruitment, hiring, academy training, Police Officer Standards and Training (P.O.S.T.) certification of all dispatch personnel.	As Required
17.	Coordinates all of the division's training activities.	As Required
18.	Reviews and recommends requisitions for the purchase of major items and contracts for services	As Required

City of San José  
**CLASS SPECIFICATION**

**TITLE: Assistant Police Communications Manager (8522)**

<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>
19.	Conducts public presentations related to department services	As Required
20.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as “Continuous” (daily), “Frequent”(weekly), “Occasional” (monthly) “As Required” (Intermittent)

**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.

<b>CLASSIFICATION HISTORY</b> Created 2/14; Revised 3/20; s001
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**City of San José**  
**CLASS SPECIFICATION**

**Title:**

**Legal Analyst I FT/PT (2123/2128)**  
**Legal Analyst II FT/PT (2120/2118)**  
**Legal Analyst III FT/PT (2122/2125)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Attorney's Office	Varies	Non-exempt

**CLASS SUMMARY**

Under general supervision (Legal Analyst I) or direction (Legal Analyst II/III) performs paraprofessional legal duties that may include investigations, transactions, or litigation. Duties may include but are not limited to investigation, evaluation, negotiation, and processing of liability claims against the City and Successor Agency to the San Jose Redevelopment Agency (Successor Agency); drafting and reviewing a variety of transactional legal documents, including resolutions, ordinances, and contracts, and coordinating the collection of documents for agenda items for City Council and the Successor Agency Board of Directors; drafting a variety of discovery requests and pleadings, and preparing complex discovery documents; performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Legal Analyst I/II/III is a flexibly staffed entry/journey/advanced journey class in the Legal Analyst series, described as follows:

Legal Analyst I - This is the entry level class in the Legal Analyst classification series responsible for providing paraprofessional legal and claim investigation support in the Office of the City Attorney. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Legal Analyst II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work continues to be supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Legal Analyst II - This is the journey level class in the Legal Analyst classification series responsible for performing the full range of paraprofessional legal and claim investigation support in the Office of the City Attorney. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Legal Analyst II is distinguished from Legal Analyst I in that they may provide training to a Legal Analyst I and/or clerical staff.

Legal Analyst III - This is the advanced journey-level class in the Legal Analyst series responsible for performing a full range of paraprofessional legal and claim investigation support in the Office of the City Attorney. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Legal Analyst III is distinguished from Legal Analyst I/II in that they may provide training to a Legal Analyst I/II and/or clerical staff. This class differs from the Senior Legal Analyst classification in that Senior Legal Analyst incumbents perform paraprofessional legal



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

**Title:**

**Legal Analyst I FT/PT (2123/2128)**

**Legal Analyst II FT/PT (2120/2118)**

**Legal Analyst III FT/PT (2122/2125)**

duties and/or claims investigation work of the most complex nature and serve in a supervisory capacity, and perform other management and administrative work.

**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**

-

***Legal Analyst I***

A Bachelor's Degree from an accredited college or university AND three (3) years of increasingly responsible investigations or paralegal experience performing investigations, processing liability claims, OR researching and preparing legal documents such as discovery documents, pleadings, contracts, ordinances, or resolutions.

***Legal Analyst II***

A Bachelor's Degree from an accredited college or university AND five (5) years of increasingly responsible investigations or paralegal experience performing investigations, processing liability claims, OR researching and preparing legal documents such as discovery documents, pleadings, contracts, ordinances, or resolutions.

***Legal Analyst III***

A Bachelor's Degree from an accredited college or university AND six (6) years of increasingly responsible investigations or paralegal experience performing investigations, processing liability claims, OR researching and preparing legal documents such as discovery documents, pleadings, contracts, ordinances, or resolutions that are varied and complex.

**Acceptable Substitution**

- An Associate's Degree OR 60 semester units/90 quarter units from an accredited college or university AND additional years of increasingly responsible investigations or paralegal work experience may be substituted on a year for year basis for up to two (2) years of the education requirement.
- Completion of a Paralegal program, including possession of a Paralegal Certificate, may be substituted for one (1) year of the required experience OR one (1) year of the education requirement.

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

Possession of a valid State of California driver's 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.)**



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

**Title:**

**Legal Analyst I FT/PT (2123/2128)**  
**Legal Analyst II FT/PT (2120/2118)**  
**Legal Analyst III FT/PT (2122/2125)**

**Basic Competencies**

**(Demonstrates general knowledge 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.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking – Approaching a problem or situation by using a logical, systematic, sequential approach.
- Decision Making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Flexibility - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- 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.

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

**Title:**

**Legal Analyst I FT/PT (2123/2128)**

**Legal Analyst II FT/PT (2120/2118)**

**Legal Analyst III FT/PT (2122/2125)**

<b>DUTY NO.</b>	<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:	<b>FREQUENCY*</b>
<b>General</b>		
1.	Participates in and coordinates the collection, analysis, organization and summarization of a wide variety of information, materials, documents, reports and evidence.	Daily
2.	Responds to citizen complaints and inquiries.	Daily
3.	Performs legal and/or general research utilizing online resources, document management systems, and print materials; research may include contacting other external agencies and organizations.	Daily
4.	Reviews data and documents, and identifies relevant, confidential, sensitive, privileged, and/or protected information; may redact appropriate data and maintains document logs.	Daily
5.	May provide training to lower level staff by assigning, reviewing and providing feedback on tasks.	As Required
6.	Performs other related duties as assigned.	As Required
<b>Investigations</b>		
7.	Investigates and evaluates definite and potential claims against or by the City and Successor Agency for damage and/or injury relating to auto and general liability.	Daily/Several Times
8.	Performs investigation, including preparation of trial exhibits and service of subpoenas, witness location and/or interviews, asset searches, data analysis.	Daily
9.	Negotiates claims with insurance carriers, opposing counsel, and claimants in settling claims within prescribed limits.	Daily
10.	Represents the City and testifies in small claims court; files court documents.	Intermittent
<b>Transactions</b>		
11.	Reviews, edits, and drafts resolutions, contracts, leases, loan documents, permits, public bid and construction documents, policies and other legal documents and instruments.	Daily/Several Times
12.	Drafts, processes and tracks Office contracts from initial draft through final execution.	Daily
13.	Coordinates the collection of City Council and Successor Agency Board agenda items for the legislative process.	Daily
14.	Tracks and monitors Successor Agency projects.	Weekly
15.	Maintains and updates Office Law Library and other research materials.	Intermittent
<b>Litigation</b>		



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

**Title:**

**Legal Analyst I FT/PT (2123/2128)**

**Legal Analyst II FT/PT (2120/2118)**

**Legal Analyst III FT/PT (2122/2125)**

<b>DUTY NO.</b>	<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:	<b>FREQUENCY*</b>
16.	Reviews case information; drafts a variety of legal documents, including various pleadings, form complaints, and declarations; prepares discovery documents; prepares trial exhibits; files court documents and other pre/post-trial tasks as assigned.	Daily
17.	Provides case management and trial support for a variety of litigation matters.	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 in 2/80 (Formerly Litigation Analyst I), Rev. 9/80, Rev. 2/83, Rev. 2/86, Rev. 6/90, (Formerly Legal Assistant I), Established II in 1/91, Rev. & Ret. 1/91 (Formerly Legal Assistant II), II PT class added in 8/92, I PT class added 9/92, Rev. & Ret. 1/98 (Formerly Litigation Assistant I/Litigation Analyst II), PT Legal Analyst I/II added in 9/03, Rev. 11/03, Rev. 9/18, 3/20 (added Legal Analyst III); s006