



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jennifer Schembri

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

DATE: February 16, 2021

Approved

Date

2/18/2021

RECOMMENDATION

Adopt a resolution to amend the City of San José Pay Plan effective March 2, 2021, to:

- (a) Change the salary range for the Program Manager I (8073) classification with a salary range of \$98,862.40 - \$121,742.40 to a new salary range of \$103,000 - \$133,900 annually;
- (b) Retitle the Program Manager I (8073) classification to Program Manager (8073); and
- (c) Delete the Program Manager II (8076) classification.

OUTCOME

If the above recommendation is approved, the City of San José Pay Plan will be amended to change the salary range for Program Manager I (8073); retitle the Program Manager I (8073) classification to Program Manager (8073); and delete the Program Manager II (8076) 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

The Human Resources Department received feedback from City departments to review the current Program Manager I classification and expand and clarify the level of responsibility. During the review of the Program Manager I classification, it was determined that there was a level of responsibility missing was between the current Program Manager I and Program Manager II classifications. Therefore, changes were made to the Program Manager I class summary, distinguishing characteristics and essential duties. The revised class specification of Program Manager reflects the appropriate scope of work and level of responsibility that departments require. The Program Manager is responsible for managing a continuing operational program (versus a project with a start and end date), or an administrative program such as human resources or procurement, within a department major program area. This class is also responsible for designing, planning, implementing, evaluating, and modifying the program, including short- and long-term planning activities; budget preparation and implementation; analyzing programmatic practices and procedures; and developing and implementing recommendations for operational, policy, and procedural improvements for assigned program. Performs related duties as assigned.

This proposal would change the salary range for the Program Manager I classification (retitled to Program Manager), from \$98,862.40 - \$121,742.40 to an annual pay range of \$103,000.00 - \$133,900.00. The proposed salary range is based on internal equity and alignment with other related classifications in the administrative job family. The incumbents in the Program Manager I classification will not automatically receive an increase. This recommendation changes the salary range and only employees below the recommended new salary range will receive a salary adjustment. Human Resources has identified one (1) incumbent below the new salary range.

Retitle of Classification

The Program Manager I classification will be retitled to Program Manager as the City will no longer need two Program Manager classifications with a level I and II.

Deletion of Classification

The Program Manager II classification is being deleted, as it is no longer in use. The salary range for this classification is \$120,432.00 - \$147,388.80 annually. There are currently two (2) incumbents in the Program Manager II classification with salaries at the top of the range. These incumbents will be moved into the Program Manager classification and their salaries will be Y-rated (Muni Code 3.04.400):

A. "Y-rating" is the practice of temporarily paying an employee at the salary rate he/she received while formerly holding a position in a higher class. Y-rating shall be authorized by the director when a position has been downgraded (reallocated to a different class with a lower salary range).

B. When a position is downgraded, if there is no salary rate available in the new class that is equal to the rate for the former class, the employee may continue to be paid the salary rate he/she received in the former class. The employee who is Y-rated will continue to receive this rate from the former class until the maximum salary rate for the new class is raised to an amount higher than the rate received from the former class. At that time, the Y-rating status will end and the employee will be paid the higher rate established for the new class.

(Prior code § 2002.23; Ords. 18299, 26850.)

CONCLUSION

The Program Manager I classification is being revised to expand and clarify the level of responsibility. The retitling of the Program Manager I classification to Program Manager is recommended as the City will no longer need two different Program Manager levels. Additionally, a compensation change to Program Manager I is recommended to align the salary to the current level of responsibility. The Program Manager II classification will be deleted as it is no longer in use.

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 Council Agenda website for the March 2, 2021 Council Meeting.

COORDINATION

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

COMMISSION RECOMMENDATION/INPUT

Revisions to the Pay Plan for the classified positions are reported to the Civil Service Commission for filing at the first regularly scheduled meeting following Council action.

COST SUMMARY/IMPLICATIONS

The recommended salary range adjustment will impact one (1) full time Program Manager I incumbent in the Police Department with a current salary that is below the new range. This employee will receive an approximate 4.2% salary adjustment. The salary adjustment will be effective the pay period following Council approval and will be absorbed within the existing budget.

Additionally, Human Resources has identified two full-time incumbents in the Program Manager II classification in the Airport Department with a current salary at the top of the range. These employees will be moved into the Program Manager classification effective the pay period following Council approval, and their salaries will be Y-rated. There will be no additional cost associated with this recommended action.

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:
Program Manager Class Specification

City of San Jose Program Manager (8073)

DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
Varies	Deputy Director, Division Manager, Administrative Officer	Exempt

CLASS SUMMARY

Under general direction, incumbents are responsible for managing a continuing operational program (versus a project with a start and end date), or an administrative program such as human resources or procurement, within a department core service area. Responsible for designing, planning, implementing, evaluating, and modifying the program, including short- and long-term planning activities; budget preparation and implementation; analyzing programmatic practices and procedures; and developing and implementing recommendations for operational, policy, and procedural improvements for assigned program. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Program Manager is a mid-management classification with responsibility for a major operational or administrative program within a department core service area. Incumbents typically manage two or more subordinate supervisors or manage multiple external contract operations and have administrative and policy-influencing responsibilities in support of executive management. Program Manager is distinguished from Division Manager in that the latter has responsibility for multiple operational or core service functions of a department with direct impact on the community or the customer base, reporting directly to the Department Director or Deputy Director. Program Manager is distinguished from engineering or architectural classifications in that a professional engineering or architectural degree and/or license is not required. Program Manager is distinguished from Senior Analyst in that Senior Analyst positions have assigned responsibilities commensurate with smaller programs; level of staff directly supervised that is professional, technical, and clerical; smaller budget controlled in terms of personnel resource costs; smaller size of department and organizational unit to which assigned with lesser impact of results on unit, department, or City; and less complex or specialized assignments in the management analysis activity being supervised.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Bachelor's Degree in a closely related field and five years of directly related experience, including two years of supervisory experience.

Required Licensing

Some positions may require licensing.

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

City of San Jose Program Manager (8073)

- 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.
- 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.
- 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.

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.)

Desirable qualifications and additional competencies will vary depending on the specific assignment and business needs of each department.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Supervises subordinate supervisory and professional staff by hiring, selecting, training, evaluating, disciplining and making work assignment recommendation.	Daily/Several Times
2.	Plans, implements, and manages department programs and operations ensuring efficient utilization of resources; plans and implements work plans and capital improvements; researches and analyzes program operations to improve efficiency and effectiveness.	Daily/Several Times
3.	Administers program budget to include preparation, implementation, and monitoring of expenses and revenue.	Daily

**City of San Jose
Program Manager (8073)**

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary.) Duties may include, but are not limited to, the following:	FREQUENCY*
4.	Performs outreach and public relations to public to provide information about programs.	Weekly
5.	Plans and implements goals, objectives and guidelines to establish effective program operation policies and procedures.	Weekly
6.	Represents program area to outside agencies and professional groups to build and maintain positive working relationships; collaborates and coordinates with other governmental agencies, businesses, and organizations ensuring efficient and appropriate delivery of services and programs	Weekly
7.	Provides conflict resolution and customer service.	Intermittent
8.	Negotiates and administers contracts and agreements with vendors, agencies and contractors.	Intermittent
9.	Provides advice and consultation to program supervisors, coordinators and staff demonstrating expertise in area of assignment.	As Required
10.	Performs other duties of a similar nature or level.	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 11/01; Rev. 4/02, 11/08, 10/10; Rev. & Ret. 02/21 (formerly Program Manager I); s005