



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Aram Kouyoumdjian

**SUBJECT:** Amendment to the City Pay  
Plan

**DATE:** October 14, 2025

Approved

Date:

10/20/2025

**COUNCIL DISTRICT:** Citywide

## **RECOMMENDATION**

Adopt a resolution amending the City of San José Pay Plan, effective November 4, 2025, to create the following classifications:

- (a) Retirement Deputy Chief Investment Officer (7689) with an annual pensionable salary range of \$225,000.00 to \$300,000.00;
- (b) Custody Transport Officer (2248) with an annual pensionable salary range of \$92,144.00 to \$123,468.80; and
- (c) Custody Transport Trainee (2249) with an annual pensionable salary of \$87,713.60.

## **SUMMARY AND OUTCOME**

If the above recommendation is approved, the City of San José (City) Pay Plan will be amended to create the Retirement Deputy Chief Investment Officer (7689), Custody Transport Officer (2248), and Custody Transport Trainee (2249) classifications.

## **BACKGROUND**

The City 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**

### **Retirement Deputy Chief Investment Officer**

The Human Resources Department collaborated with the Office of Retirement Services (ORS) to establish a new classification: Deputy Chief Investment Officer, as outlined in Attachment A. This classification was recommended by the City's Retirement Board and is designed to address increasing organizational demands, fill critical administrative gaps, and support ORS's long-term growth and leadership succession planning, all while maintaining a commitment to fiscal responsibility.

Over the past decade, ORS's Investment Division has grown from four to eight Investment Team members (supported by an additional three Investment Operations staff). With this growth and the increasing complexity of the investment portfolio, the division faces heightened demands requiring a careful balance of strategic, operational, and administrative responsibilities. The expansion of personnel has also created a greater need for coordinated oversight of operational functions.

Reporting directly to the Chief Investment Officer, the Deputy Chief Investment Officer, an Investment Professional, will oversee the Investment Team's activities and manage the division's day-to-day administration. Key responsibilities include supervising staffing and personnel matters, monitoring the investment portfolio, and advancing strategic initiatives—particularly in compliance and governance. The Deputy Chief Investment Officer will also serve as a representative of ORS in key external engagements, including presentations to the City Council, stakeholder communications, Retiree Associations, and participation in industry conferences.

The Retirement Deputy Chief Investment Officer classification is recommended to have an annual, pensionable pay range of \$225,000.00 to \$300,000.00. The proposed salary range is established in alignment with internal equity and the salary structures of the classifications directly above and below this role.

### **Custody Transport Officer**

In April 2023, the City engaged Matrix Consulting Group to conduct a comprehensive assessment of the Police Department with the goal of identifying opportunities to enhance overall effectiveness and optimize the use of existing resources—particularly within the Patrol Division. One of the key recommendations from the study was the establishment of a dedicated arrestee transport unit. This unit would respond directly to arrest scenes, assume custody of individuals from arresting officers, and handle all aspects of transport and booking, including delivering arrestees to the County Jail or a medical facility for clearance, as necessary.

The Human Resources Department collaborated with the Police Department to support this initiative by creating a new sworn classification: Custody Transport Officer, as

outlined in Attachment B. The creation of this classification is a critical component of Police Department's broader strategy to maximize patrol resources by allowing sworn police officers to remain in the field, respond to calls for service, and engage in proactive enforcement efforts. Currently, officers spend a substantial portion of their shift—typically up to two hours per arrestee—conducting arrestee transports, completing the booking process, and guarding arrestees requiring medical clearance. With the creation of the new classification, the Custody Transport Officer will respond to the scene of the arrest to assume custody of the arrestee, thereby allowing patrol officers to remain in the field and continue patrol duties.

The Custody Transport Officer classification is recommended to have an annual, pensionable pay range of \$92,144.00 to \$123,468.80. The proposed salary is based on internal equity and alignment with the Police Officer and Community Service Officer series.

### Custody Transport Trainee

In addition to requesting the Custody Transport Officer classification, the Police Department proposed the creation of a lower-level, temporary Custody Transport Trainee classification (Attachment C). The Custody Transport Trainee must successfully complete a three-month Correctional Academy to be appointed to the Custody Transport Officer classification and to retain employment with the City. The strategy in creating this classification is to expand the candidate pool by recruiting individuals who do not yet possess the required certifications but are interested in becoming Custody Transport Officers. This Custody Transport Trainee classification would serve as a pipeline for future Custody Transport Officers and support the effectiveness of the new Transport Unit by addressing potential recruitment challenges.

The Custody Transport Trainee classification is recommended to have an annual, pensionable pay of \$87,713.60. The proposed salary is based on internal equity, and consideration for the next higher class of Custody Transport Officer and next lower class of Community Service Officer series.

### EVALUATION AND FOLLOW-UP

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

### COST SUMMARY/IMPLICATIONS

The proposed Retirement Deputy Chief Investment Officer classification is a specific ORS classification responsible for assisting the Chief Investment Officer in managing the San José Federated City Employees' Retirement System and Police and Fire Department Retirement Plan investment and financial operations. The addition of this

position to ORS will be considered as part of the 2026-2027 Proposed Budget development process.

The 2025-2026 Adopted Operating Budget includes the addition of 12.0 Custody Transport Officer positions offset by the elimination of 12.0 vacant Police Officer positions, effective January 1, 2026, with net ongoing savings estimated at approximately \$350,000. Formal approval of this new classification aligns with the City Council's previous budget actions.

### **COORDINATION**

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

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's Council Agenda website for the November 4, 2025 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 Retirement Deputy Chief Investment Officer position is an at-will position; therefore, it will not be reported to the Civil Service Commission.

### **CEQA**

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

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**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.



ARAM KOUYOUMDJIAN  
Director of Human Resources and the  
City Manager's Office of Employee Relations

**ATTACHMENTS**

Attachment A – Retirement Deputy Chief Investment Officer  
Attachment B – Custody Transport Officer  
Attachment C – Custody Transport Trainee

**Attachment A**  
**City of San José**  
**CLASS SPECIFICATION**

**Title: Retirement Deputy Chief Investment Officer (U) (7689)**

| <b>DEPARTMENT</b>   | <b>ACCOUNTABLE TO</b>    | <b>FLSA STATUS</b> |
|---------------------|--------------------------|--------------------|
| Retirement Services | Chief Investment Officer | Exempt             |

**CLASS SUMMARY**

Under administrative direction, performs work of considerable difficulty planning, organizing, and directing major functions within the Investment Group of the City's Office of Retirement Services. The Retirement Deputy Chief Investment Officer (Deputy CIO) supports the Chief Investment Officer (CIO) in overseeing a multi-billion-dollar investment portfolio for the San Jose Federated City Employee's Retirement System and Police and Fire Department Retirement Plan. The Deputy CIO advises on all aspects of fund asset investment, manages a broad spectrum of investment activities, and leads cross-functional teams. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is an unclassified, single position class reporting directly to the CIO and is responsible for assisting the CIO in managing the San Jose Federated City Employees' Retirement System and Police and Fire Department Retirement Plan investment and financial operations. The position is distinguished by its dual responsibility for both investment leadership and investment division management within the Office of Retirement Services. The Deputy CIO acts on behalf of the CIO in their absence and plays a critical role in aligning investment strategy with organizational goals. This class differs from the Retirement Senior Investment Officer in that the latter supports and advises the Deputy CIO without the broader leadership management responsibilities. The Deputy CIO is distinguished from the CIO in that the latter class has full management and oversight of the investment portfolio of pension assets.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

A Bachelor's degree from an accredited college or university in Finance, Economics, Financial Engineering, Accounting, Business/Public Administration, or a related field, AND six (6) years of progressively responsible senior-level leadership experience in investment management or financial operations in a public agency or a financial institution.

**Acceptable Substitution**

A Master's degree in a relevant field may substitute for one (1) year of the required experience.

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

Possession of a valid license authorizing operation of a motor vehicle in California may be required.

**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.)**

**Attachment A**  
**City of San José**  
**CLASS SPECIFICATION**

**Title: Retirement Deputy Chief Investment Officer (U) (7689)**

- 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:
    - Public and private sector investment management practices and fiduciary responsibilities.
    - Multi-asset class portfolio construction, monitoring, and optimization.
    - Capital markets, economic indicators, risk modeling, and financial analysis.
  - Ability to:
    - Communicate investment concepts effectively to stakeholders, including board members, staff, and external partners.
- 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.
- 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.
- 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.
- Meeting Ethical Standards - When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.
- 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.
- Vision/Strategic Thinking - Support, promote, and ensure alignment with the organization's vision and values. Understand how an organization must change in light of internal and external trends and influences. Builds a shared vision with others and influence others to translate vision to action.

**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.)**

- Chartered Financial Analyst (CFA) certification is highly desirable.
- Chartered Alternative Investment Analyst (CAIA) certification is highly desirable.

**Attachment A**  
**City of San José**  
**CLASS SPECIFICATION**

**Title: Retirement Deputy Chief Investment Officer (U) (7689)**

| <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.              | Assists the CIO in planning, developing, and executing long-term investment strategies for City retirement plans; efficiently executes investment division responsibilities and compliance with all fiduciary, legal, and policy obligations.                                                                                                    | Daily / Several Times |
| 2.              | Directs all investment policies, procedures, programs, and operating functions efficiently and effectively. Develops innovative operating programs which maximize the Office of Retirement Services investment division services and/or line functions. Provides effective solutions to highly complex investment division operational problems. | Daily / Several Times |
| 3.              | Directs a robust, risk-aware investment portfolio that meets the long-term obligations of the City's pension systems; ensures well-aligned investment operations that reflect industry best practices and the City's strategic priorities.                                                                                                       | Daily / Several Times |
| 4.              | Directs and supervises investment divisions and staff, overseeing asset allocation, manager selection, and risk oversight; fosters a highly motivated and well-trained investment division staff.                                                                                                                                                | Daily / Several Times |
| 5.              | Provides strategic leadership and input on investment policy development, governance, and fiduciary compliance.                                                                                                                                                                                                                                  | Daily / Several Times |
| 6.              | Develops and reviews economic and capital market outlooks; recommends tactical and strategic asset allocation changes.                                                                                                                                                                                                                           | Daily / Several Times |
| 7.              | Makes decisions and recommendations on employment, retention, promotion, and other related personnel actions.                                                                                                                                                                                                                                    | Daily / Several Times |
| 8.              | Represents the Office of Retirement Services Investment Division in interdepartmental and intergovernmental settings.                                                                                                                                                                                                                            | As Required           |
| 9.              | Leads investment division operations in the absence of the CIO.                                                                                                                                                                                                                                                                                  | As Required           |
| 10.             | Oversees performance analytics, risk modeling, and reporting to ensure consistency and alignment with fund objectives.                                                                                                                                                                                                                           | As Required           |
| 11.             | Directs special investment initiatives and inter-agency projects with high organizational impact.                                                                                                                                                                                                                                                | As Required           |
| 12.             | Develops and applies performance metrics to evaluate investment operations and implements strategies for continuous improvement.                                                                                                                                                                                                                 | Intermittent          |
| 13.             | Provides staff support to the Retirement Boards and City Council as needed.                                                                                                                                                                                                                                                                      | As Required           |
| 14.             | Performs other related work as required.                                                                                                                                                                                                                                                                                                         | As Required           |

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

**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;

**Attachment A**  
**City of San José**  
**CLASS SPECIFICATION**

**Title: Retirement Deputy Chief Investment Officer (U) (7689)**

- 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 10/25*

**Attachment B**  
**City of San José**  
**CLASS SPECIFICATION**

**Title: Custody Transport Officer (2248)**

| <b>DEPARTMENT</b> | <b>ACCOUNTABLE TO</b> | <b>FLSA STATUS</b> |
|-------------------|-----------------------|--------------------|
| Police            | Police Lieutenant     | Non-exempt         |

**CLASS SUMMARY**

Under general supervision, transports arrestees to correctional facilities, medical facilities, and other locations, and monitors arrestees to maintain order and security. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a sworn classification responsible for transporting, booking, and monitoring arrestees. Incumbents work under general supervision of a Police Lieutenant and are expected to follow the operating procedures and policies of the unit, exercising judgment as new or unusual situations arise. The Custody Transport Officer differs from the Police Officer classification in that the latter has a broader range of duties to ensure the protection of life and property of the City's residents and visitors.

Incumbents are expected to wear a uniform and may be assigned to any shift including evenings, weekends, and holidays. Incumbents may be required to work overtime for assigned periods or for special events.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND two (2) years of experience involving a substantial amount of contact with the general public.

**Acceptable Substitution**

- Up to two (2) years of college (60 semester units or 90 quarter units) from an accredited college or university may be substituted for the required experience on a year-for-year basis.
- Veterans and active military personnel may substitute the required experience if they:
  - Have served in the Air Force, Army, Marines, Navy, or Coast Guard AND
  - Have completed four (4) years of active military duty AND
  - Have received an honorable discharge from the United States Military

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

- Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California
- Must be at least 21 years of age
- POST PC 832 - Arrest and Firearms
- POST certification in Chemical Agents
- Possess and maintain a valid First AID and CPR certification
- Obtain POST Crisis Intervention Training within one year of employment
- Must meet all background, psychological and polygraph minimum standards as required by law

**Attachment B**  
**City of San José**  
**CLASS SPECIFICATION**

**Title: Custody Transport Officer (2248)**

**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.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Conflict Management - Uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people, by presenting the facts, analysis, and conclusions or solutions that show command of content and perspectives and interests of the audience.
- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Meeting Ethical Standards - When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

| <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.              | Assumes custody of arrestees from patrol officers, ensuring proper transfer of responsibility, verifying documentation, and properly restraining the arrestee using handcuffs.                                                                                | Daily/Several Times |
| 2.              | Operates a motor vehicle to safely transport arrestees from arrest locations to the County jail.                                                                                                                                                              | Daily/Several Times |

**Attachment B**  
**City of San José**  
**CLASS SPECIFICATION**

**Title: Custody Transport Officer (2248)**

| <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>   |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 3.              | Monitors all movements of arrestees.                                                                                                                                                                                                                   | Daily/Several Times |
| 4.              | Submits the necessary paperwork, provided by the Patrol Officer, during the booking process, and communicates with jail intake staff to ensure proper processing of the arrestee.                                                                      | Daily/Several Times |
| 5.              | Transports personal property of arrestees to the County jail.                                                                                                                                                                                          | Daily/Several Times |
| 6.              | Operates a two-way radio to communicate with Police Officers.                                                                                                                                                                                          | Daily/Several Times |
| 7.              | Transports arrestees requiring medical care to medical facilities; observes and monitors arrestees during hospitalization.                                                                                                                             | As Required         |
| 8.              | Exercises de-escalation techniques or approved use-of-force methods when responding to violent and uncooperative individuals.                                                                                                                          | As Required         |
| 9.              | Reports escapes, irregular/suspicious occurrences or any unlawful activities committed by arrestee(s); promptly notifies appropriate law enforcement personnel when intervention is required.                                                          | As Required         |
| 10.             | Releases arrestees from custody on proper authority.                                                                                                                                                                                                   | As Required         |
| 11.             | Participates and successfully completes continuous professional training requirements.                                                                                                                                                                 | As Required         |
| 12.             | Testifies in court when necessary.                                                                                                                                                                                                                     | As Required         |
| 13.             | 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:

- Move between/within work areas, including but not limited to sitting, walking, running, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers, and the public.
- 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;
- Be exposed to moderate noise levels and controlled temperature conditions.

In the field, possess the ability to:

- Quickly observe, assess, and respond to changing emergency conditions;
- Safely operate a police vehicle at varying rates of low to high speeds;

**Attachment B**  
**City of San José**  
**CLASS SPECIFICATION**

**Title: Custody Transport Officer (2248)**

- Deploy law enforcement equipment including firearms and restraints;
- Assist in the restraint and transportation of individuals of a diverse range of heights and weights;
- Meet the physical/mental standards as set forth by the City of San Jose's physical agility and mandated testing programs;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Created 10/2025*

**Attachment C**  
**City of San José**  
**CLASS SPECIFICATION**

**Title: Custody Transport Trainee (2249)**

| <b>DEPARTMENT</b> | <b>ACCOUNTABLE TO</b> | <b>FLSA STATUS</b> |
|-------------------|-----------------------|--------------------|
| Police            | Police Lieutenant     | Non-exempt         |

**CLASS SUMMARY**

Under immediate supervision, participates in a structured academy to obtain required certifications needed to perform functions related to the transport of arrestees to correctional facilities, medical facilities, and monitor arrestees to maintain order and security. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry-level training classification for arrestee transport within the City of San Jose Police Department. Incumbents are enrolled in a local county Correctional Academy. Participation and engagement in the academy are highly supervised while in progress and fits an established structure or pattern. This is a non-sworn classification which will not participate in portions of the Peace Officer Association agreement unique to Police Officer nor in the Disability Leave Supplement or any City retirement plan. Custody Transport Trainees must complete the required certifications and be appointed to the class of Custody Transport Officer in order to retain employment.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND two (2) years of experience involving a substantial amount of contact with the general public.

**Acceptable Substitution**

- Up to two (2) years of college (60 semester units or 90 quarter units) from an accredited college or university may be substituted for the required experience on a year-for-year basis.
- Veterans and active military personnel may substitute the required experience if they:
  - Have served in the Air Force, Army, Marines, Navy, or Coast Guard AND
  - Have completed four (4) years of active military duty AND
  - Have received an honorable discharge from the United States Military

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

- Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California
- Must be at least 21 years of age
- Must meet all background, psychological, and polygraph minimum standards as required by law

**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.)

**Attachment C**  
**City of San José**  
**CLASS SPECIFICATION**

**Title: Custody Transport Trainee (2249)**

- 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 and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Meeting Ethical Standards - When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

| <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.              | Studies, attends classes, completes homework assignments, takes tests, and follows all instructions relative to the academy curriculum and behavior. Becomes proficient in the following areas of training: criminal law, arrest and control techniques, use of firearms, use and handling of chemical agents, Crisis Intervention, report writing, First Aid, CPR, defensive tactics, narcotics, cultural diversity/discrimination awareness, physical conditioning and training, and any other subjects included in the academy. | Daily/Several Times |
| 2.              | 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 the ability to:

- Move between/within work areas, including but not limited to sitting, walking, running, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;

**Attachment C**  
**City of San José**  
**CLASS SPECIFICATION**

**Title: Custody Transport Trainee (2249)**

- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers, and the public.
- 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;
- Be exposed to moderate noise levels and controlled temperature conditions.

In the field, possess the ability to:

- Meet the physical/mental standards as set forth by the City of San Jose's physical agility and mandated testing programs;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Created 10/2025*