



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jennifer Schembri
Jim Shannon

SUBJECT: AMENDMENT TO THE CITY
PAY PLAN

DATE: February 20, 2024

Approved

Date

2/21/22

RECOMMENDATION

- (a) Adopt a resolution amending the City of San José Pay Plan effective March 5, 2024, to:
 - (1) Create the Community Activity Specialist (6106) classification with an annual pensionable salary range of \$65,353.60 - \$79,435.20;
 - (2) Delete the Assistant Director of Economic Development U (1998) classification;
- (b) Delete 2.0 Therapeutic Specialist positions in the Housing Department;
- (c) Add 2.0 Community Activity Specialist positions through June 30, 2026 in the Parks, Recreation, and Neighborhood Services Department; and
- (d) Adopt the following Appropriation Ordinance amendments in the General Fund:
 - (1) Decrease the Measure E – Homeless Response and Outreach Staffing (15% HSP) City-Wide Expenses appropriation to the Housing Department by \$827,520; and
 - (2) Establish the Measure E – Homeless Response and Outreach Staffing (15% HSP) City-Wide Expenses appropriation to the Parks, Recreation, and Neighborhood Services Department in the amount of \$827,520.

SUMMARY AND OUTCOME

If the above recommendation is approved, the City of San José Pay Plan will be amended to create the Community Activity Specialist (6106) classification and delete the Assistant Director of Economic Development U (1998) classification.

The recommendation would also delete 2.0 Therapeutic Specialist positions in the Housing Department and add 2.0 Community Activity Specialist positions through June 30, 2026 in the Parks, Recreation, and Neighborhood Services Department. In addition, the recommendation would reallocate the existing budget of \$827,520 in the General Fund from the Housing Department to the Parks, Recreation, and Neighborhood Services Department.

BACKGROUND

The City Pay Plan must be amended by City Council resolution when new job classifications are added or deleted and when salaries are revised. The City Pay Plan reflects all job classification and compensation changes made through a 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

Community Activity Specialist

At the request of the Parks, Recreation, and Neighborhood Services Department (PRNS), the Human Resources Department created a new classification titled Community Activity Specialist (**Attachment**). This classification will be responsible for carrying out community services programs related to neighborhood engagement and blight/beautification efforts. These community services programs include education and eradication strategies that prevent and remove graffiti and litter and engage people experiencing homelessness, housed residents, and neighborhood associations to foster and support safe, clean, and healthy communities. The creation of this classification is a critical part of the PRNS strategy to enhance and right-size neighborhood services staffing within programs such as Project Hope, BeautifySJ, and Community Gardens.

The Community Activity Specialist will report to the Community Coordinator classification and supervise Community Activity Workers. This will allow for broader spans of control and program oversight that are currently limited for Community Coordinators. The creation of a Community Activity Specialist will create an intermediate layer of supervision for the existing Community Activity Worker classification, which will ensure that resources are deployed and directed more efficiently. In addition, deploying this new classification will free Community Coordinators to address the strategic development of operational approaches to BeautifySJ, Project Hope, and other neighborhood engagement programs.

The proposed annual pensionable salary range of \$65,353.60 - \$79,435.20 for the Community Activity Specialist is based on internal equity and alignment with classifications performing the same type of work within the Community Services Series.

Deletion of Classification

The Human Resources Department identified that the Assistant Director of Economic Development classification is currently not in use and has not been used in over 20 years. Therefore, this classification will be deleted. The current incumbents serve in the role of Assistant Director, a classification shared across City departments.

Budget and position actions

As part of the 2023-2024 Adopted Operating Budget, \$827,520 was appropriated to the Measure E – Homeless Response and Outreach Staffing appropriation in the General Fund to add 2.0

Therapeutic Specialist positions, through June 30, 2026, in the Housing Department. After assessment of the duties for the 2.0 Therapeutic Specialist positions, it was determined that the responsibilities of these positions more closely align with the work of the PRNS - BeautifySJ Encampment Abatement Team. These positions will be assigned to support the new “no return zone” being established along the Guadalupe River Trail as discussed and approved by the City Council on January 30, 2024. It was also determined that the new Community Activity Specialist classification would best fit the duties and responsibilities needed instead of a Therapeutic Specialist. Therefore, as part of the recommendations included in this memorandum, the two existing Therapeutic Specialist positions in the Housing Department will be deleted and two Community Activity Specialist positions will be added to PRNS. Along with the position changes, it is also recommended that the existing budget be reallocated from the Housing Department to PRNS to fund the two positions through June 30, 2026.

To immediately have work started in the “no return zone,” PRNS anticipates initially filling the positions with existing staff who are eligible to work in a higher-class capacity while the department recruits for the positions in late April/early May, 2024.

EVALUATION AND FOLLOW-UP

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

COST SUMMARY/IMPLICATIONS

The proposed Community Activity Specialist classification is a specific PRNS classification responsible for carrying out community services programs related to neighborhood engagement and blight/beautification efforts. There are no estimated additional costs with the creation of this new classification or with the addition of the two new Community Activity Specialist positions, since the salary range of a Community Activity Worker is equivalent to a Therapeutic Specialist. Further, the recommended action reallocates the previously authorized funding of \$827,520 from the Housing Department to PRNS to fund this work through June 30, 2026.

COORDINATION

This memorandum was coordinated with the City Attorney’s Office, Housing Department, and PRNS.

PUBLIC OUTREACH

This memorandum will be posted on the City’s Council Agenda website for the March 5, 2024 City Council meeting.

COMMISSION RECOMMENDATION AND INPUT

Revisions to the Pay Plan for classified positions are reported to the Civil Service Commission for filing at the first regularly scheduled meeting following City Council action. The Assistant Director of Economic Development is an at will position and therefore 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.

PUBLIC SUBSIDY REPORTING

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.



JENNIFER SCHEMBRI
Director of the City Manager's
Office of Employee Relations
Director of Human Resources



JIM SHANNON
Budget Director

The principal authors of this memorandum are Santa Barota, Senior Analyst and Marcela Bolanos, Program Manager, Human Resources Department. For questions related to the Community Activity Specialist please contact Linh Le, Employment Division Manager, Human Resources Department, at (408) 535-5652. For questions related to the PRNS budget actions please contact Bonny Duong, Assistant Budget Director, at bonny.duong@sanjoseca.gov

ATTACHMENT - Community Activity Specialist

City of San José
CLASS SPECIFICATION

Title: Community Activity Specialist (6106)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks, Recreation, and Neighborhood Services	Community Coordinator or Community Services Supervisor	Non-exempt

CLASS SUMMARY

Under general supervision, performs work of moderate difficulty coordinating community services programs, which may include blight, graffiti and litter clean-up and prevention; services to people experiencing homelessness; or, neighborhood engagement programs that foster and support safe, clean and healthy communities. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for leading, organizing, and coordinating services and activities in neighborhoods, schools, and/or unhoused community encampment locations. It differs from the lower classification of Community Activity Worker in that the Community Activity Specialist supervises this classification and provides on-site coordination and assistance with vulnerable populations, neighborhood groups and associations, and businesses to help achieve program-specific goals related to prioritized communities. This class differs from the higher classifications of Community Coordinator and Community Services Supervisor in that incumbents of the latter are responsible for developing, coordinating and supervising program service delivery provided by Community Activity Specialists.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Graduation from high school or equivalent (General Education Development (GED) Test or California Proficiency Certificate) AND three (3) years of full-time equivalent work experience (6,240 hours) with diverse neighborhoods, residents experiencing homelessness, blight reduction programs, underserved communities, or neighborhood engagement and mobilization.

Acceptable Substitution

Up to two (2) years of undergraduate course work from an accredited college or university (equivalent to at least 60 semester units or 90 quarter units) may be substituted for the required experience on a year-for-year basis.

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

Must possess a valid 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.)

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.

City of San José
CLASS SPECIFICATION

Title: Community Activity Specialist (6106)

- 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.
- 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.
- 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.
- Social Awareness - Demonstrates the ability to read or sense other people's emotions and how they influence the situation of interest or concern; demonstrates empathy and organizational awareness.

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.)

Bilingual languages are desirable and in some positions required. (Spanish, Vietnamese, Cambodian)

Knowledge of:

- Techniques and strategies in working with vulnerable populations.
- Trauma informed principles.
- Local government principles.
- The basic principles and techniques of first aid, including cardiopulmonary resuscitation (CPR).

Ability to:

- Identify and establish positive relationships with residents, organizations, and interjurisdictional partners.
- Coordinate programs and community events, attend neighborhood and community stakeholder group meetings, and effectively respond to resident and program participant inquiries and concerns.
- Ability to work and interact effectively with any of these populations: neighborhood group/associations, non-profit organizations, interjurisdictional partners such as City and County, people experiencing unsheltered homelessness and people with diverse backgrounds.

City of San José
CLASS SPECIFICATION

Title: Community Activity Specialist (6106)

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Coordinates and directs field activities associated with a citywide community services program.	Daily
2.	Plans, organizes and conducts outreach, intake, enrollment, and service delivery systems.	Daily
3.	Assists with the planning and implementation of special activities or programs, such as community service projects; neighborhood association capacity building and engagement events; neighborhood community meetings; community-involved blight and graffiti clean-ups; unhoused population encampment cleanups; and other beautification efforts.	Daily/Several Times
3.	Determines service needs for program and staff training.	Daily
4.	Maintains and prepares basic reports and administrative record keeping systems.	Daily
5.	Supervises and trains employees assigned to program, and monitoring work.	As Required
6.	Develop and provide training to neighborhood stakeholders and partners.	As Required
7.	Develops and disseminates information about programs and services and publicizes them through all forms of media.	Intermittently
8.	Evaluates operations, services, and training as assigned, and makes recommendations for improvement in the efficiency and effectiveness of the service delivery program.	Intermittently
9.	Establishes and maintains a working relationship with other public agencies and relevant private organizations, including law enforcement, education, and public health agencies, and community-based organizations.	As Required
10.	Renders first aid in case of injury; watches for the safety of participants and spectators.	As Required
11.	May be required to provide bilingual translations, both orally and in writing.	As Required
12.	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.

Possess ability to:

- 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;
- Lift, carry, push, and pull tools, equipment, and supplies weighing on average 30 pounds, and up to 50 pounds;
- Communicate in person and over the telephone;
- Maintain professional demeanor during interactions with staff, customers, and the public.

City of San José
CLASS SPECIFICATION

Title: Community Activity Specialist (6106)

When assigned to 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;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to program activities, possess ability to:

- Work in an outdoor environment with unpredictable working conditions including but not limited to exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, and odors.

CLASSIFICATION HISTORY *Created 02/24*