

Flexibly Staffed Classes

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PURPOSE

This section describes the uniform Citywide policy for flexibly staffed classifications, and the process for promoting incumbents of these classifications.

AUTHORITIES

San Jose Municipal Code (Civil Service Rules), Section 3.04.340: Qualifying examination.

Qualifying examination means an examination that need not be competitively administered to determine fitness for appointment pursuant to the provisions of this chapter.

"Flexible staffing" is the alternate use of either of two or more classes in a designated series for filling a vacant position. When the vacancy is filled with an employee in the lower of the classes, that employee may be promoted to the higher class while staying in the same position.

"Underfilling" is filling a vacant position using a class lower than that authorized, such as using the lower class in a series designated for flexible staffing (e.g. filling a vacancy with Account Clerk I when Account Clerk II is authorized).

POLICY

1. Objectives of flexible staffing.

- To place the City of San Jose, as an employer, in a more competitive position to recruit and retain well-qualified employees;
- To increase the capability of City Department Directors to effectively use the positions and employees within their departments;
- To reward employees who have succeeded in their entry-level jobs;
- To reduce the interdepartmental movement of employees within specified series, and thereby reduce the retraining of employees involved; and
- To keep employee turnover rate at minimal levels.

2. Responsibility for designating classes.

The Director of Human Resources is responsible for designating those classifications that are flexibly staffed classes, consistent with the concept of flexible staffing defined above.

3. Effective dates.

The effective date of flexible staffing applicable to any specified series shall be the date of action taken by the Director of Human Resources. No retroactive promotions will be made prior to the date that the Director received and approved the promotion request.

Flexibly Staffed Classes**3.2.2**4. Responsibility for using.

Primary responsibility for the most effective use of the designated flexibly staffed classes, including the alternative for flexibly staffed promotions, shall rest with the Department Director of the operating department.

5. Number of classes in designated series.

The span of flexible staffing within a designated series may be as few as the first two (2) classes of the series, starting with the lowest paid class, or as many as four (4) classes in a series.

6. Differences in levels.

The lower classes in designated series usually do not require professional experience. The higher classes are characterized by assignments that are typically performed with independence.

7. Eligibility for qualifying promotion to the next higher class.

- a. The employees must be currently occupying a lower level of a flexibly staffed class and must have completed probation in that class.
- b. The employees must possess the minimum qualifications, including the required experience for the higher level class.
- c. The employees must be recommended for a flexibly-staffed qualifying promotion by his/her Department Director to the Director of Human Resources.

Completion of the qualifying promotion results in the movement of both the employee and the position he/she is occupying to the higher class; it does not require a vacancy in the next higher class.

8. Qualifying promotion evaluations.

In most cases and at the determination of the Director of Human Resources, the qualifying promotion process consists of a written supervisor's evaluation on a [Qualifying Promotional \(QP\) Form](#). The Qualifying Promotional Form is used by the employee's supervisor to recommend the employee's promotability to the higher level.

PROCEDURES

Supervisor

1. Determines that an employee in a flexibly-staffed class will be recommended for promotion to the higher level. If necessary, confirms the employee's eligibility for qualifying promotion with the Department of Human Resources.

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2. Informs employee of the process for qualifying promotions. Obtains the Qualifying Promotional (QP) Form and requests the employee to complete the “Employee Eligibility Summary” section of the form.

3. Reviews the request for the qualifying promotion and approves the qualifying promotion by signing the form.

Department
Director

4. Approves of the request for the qualifying promotion by signing the form. Signs, dates, and sends completed form to the Human Resources Department.

Human Resources

5. Reviews the QP Form to verify that the nominated employee has completed probation in the lower class and meets the minimum qualifications for the higher class.

6. Appoint the employee to the higher class effective at the beginning of the next pay period.

Approved:

/s/ Jennifer Schembri
Director of Human Resources/
Director of Employee Relations

February 13, 2019
Date

Approved for posting:

/s/ Jennifer Maguire
Assistant City Manager

February 13, 2019
Date

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FLEXIBLY STAFFED CLASSES

(Revised January 10, 2018)

Lower Level	Higher Level	Higher Level	Higher Level	Higher Level
Account Clerk I PT/FT	Account Clerk II PT/FT			
Accountant I	Accountant II			
Airport Operations Manager I	Airport Operations Manager II			
Airport Operations Superintendent I	Airport Operations Superintendent II			
Airport Operations Supervisor I	Airport Operations Supervisor II	Airport Operations Supervisor III		
Analyst I PT/FT	Analyst II PT/FT			
Analyst I, Independent Police Auditor U	Analyst II, Independent Police Auditor U			
Apprentice Mechanic	Mechanic I	Mechanic II		
Apprentice Wastewater Mechanic	Wastewater Mechanic I	Wastewater Mechanic II		
Architect/Landscape Architect I	Architect/Landscape Architect II			
Assistant Environmental Services Specialist	Associate Environmental Services Specialist	Environmental Services Specialist		
Associate Legal Analyst	Legal Analyst I	Legal Analyst II		
Building Inspector Combo FT/PT	Building Inspector Combo Cert I FT/PT	Building Inspector Combo Cert II	Building Inspector Combo Cert III	Building Inspector Combo Cert, Sr
Building Inspector Supervisor Cert I	Building Inspector Supervisor Cert II			
Building Rehabilitation Inspector I	Building Rehabilitation Inspector II			
Buyer I	Buyer II			
Code Enforcement Inspector I	Code Enforcement Inspector II			

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Lower Level	Higher Level	Higher Level	Higher Level	Higher Level
Computer Operator I	Computer Operator II			
Community Service Officer I	Community Service Officer II			
Council Assistant I (U)	Council Assistant II (U)			
Council Community Relations Aide U	Council Community Relations Representative U	Council Community Relations Coordinator U	Council Community Relations Director U	
Council Policy & Legislative Aide U	Council Policy & Legislative Analyst U	Council Policy & Legislative Advisor U	Council Policy & Legislative Director U	
Deputy City Attorney I (U)	Deputy City Attorney II (U)	Deputy City Attorney III (U)	Deputy City Attorney IV (U)	
Electrician I	Electrician II			
Engineer I	Engineer II			
Engineering Technician I	Engineering Technician II			
Enterprise Information Technology Engineer I	Enterprise Information Technology Engineer II			
Environmental Inspector I	Environmental Inspector II			
Equipment Maintenance Supervisor I	Equipment Maintenance Supervisor II			
Equipment Mechanic Assistant I	Equipment Mechanic Assistant II			
Executive Analyst I (U)	Executive Analyst II (U)			
Geographic Systems Specialist I	Geographic Systems Specialist II			
Hazardous Materials Inspector I	Hazardous Materials Inspector II			
Industrial Process Control Senior Specialist I	Industrial Control Senior Specialist II			
Industrial Process Control Specialist I	Industrial Process Control Specialist II	Industrial Process Control Specialist III		
Instrument Control Technician I	Instrument Control Technician II	Instrument Control Technician III	Instrument Control Technician IV	
Investigator Collector I	Investigator Collector II			
Laboratory Technician I	Laboratory Technician II			

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Lower Level	Higher Level	Higher Level	Higher Level	Higher Level
Latent Fingerprint Examiner I	Latent Fingerprint Examiner II	Latent Fingerprint Examiner III		
Legal Administrative Assistant Trainee	Legal Administrative Assistant I	Legal Administrative Assistant II		
Librarian I	Librarian II			
Maintenance Assistant FT/PT	Maintenance Worker I FT/PT			
Network Technician I FT/PT	Network Technician II FT/PT	Network Technician III FT/PT		
Office Specialist I FT/PT	Office Specialist II FT/PT			
Park Maintenance Repair Worker I	Park Maintenance Repair Worker II			
Parking Manager I	Parking Manager II			
Permit Specialist	Permit Specialist, Senior			
Planner I	Planner II	Planner III		
Police Data Specialist I	Police Data Specialist II			
Police Forensic Analyst I	Police Forensic Analyst II			
Police Property Specialist I	Police Property Specialist II			
Power Resources Specialist I	Power Resources Specialist II			
Program Performance Auditor I (U)	Program Performance Auditor II (U)			
Property Manager I	Property Manager II			
Public Information Representative I	Public Information Representative II			
Public Safety Radio Dispatcher Trainee	Public Safety Radio Dispatcher			
Real Property Agent I	Real Property Agent II			
Retirement Investment Analyst I	Retirement Investment Analyst II			
Senior Airport Operations Specialist I	Senior Airport Operations Specialist II	Senior Airport Operations Specialist III		

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Lower Level	Higher Level	Higher Level	Higher Level	Higher Level
Senior Deputy City Attorney I (U)	Senior Deputy City Attorney II (U)	Senior Deputy City Attorney III (U)	Senior Deputy City Attorney IV (U)	
Senior Mechanic I	Senior Mechanic II			
Senior Property Manager I	Senior Property Manager II			
Structure/Landscape Designer I	Structure/Landscape Designer II			
Systems Applications Programmer I	Systems Applications Programmer II			
Warehouse Worker I	Warehouse Worker II			
Wastewater Operator Trainee	Wastewater Operator I	Wastewater Operator II	Wastewater Operator III	
Wastewater Operations Foreperson I	Wastewater Operations Foreperson II			
Wastewater Operations Superintendent I	Wastewater Operations Superintendent II			
Wastewater Senior Mechanic I	Wastewater Senior Mechanic II			
Wastewater Mechanical Supervisor I	Wastewater Mechanical Supervisor II			
Water Systems Assistant Operator I	Water Systems Assistant Operator II			
Water Systems Operations Foreperson I	Water Systems Operations Foreperson II			
Water Systems Operator I	Water Systems Operator II	Water Systems Operator III		
Water Systems Superintendent I	Water Systems Superintendent II			