

TO: Board of Estimates

FROM: Susan J. Gafner, Human Resources

DATE: July 22, 2016

SUBJECT: 1.0 FTE Administrative Clerk 1 (increase of 0.3 FTE) –Traffic Engineering

City Traffic Engineering/Parking Manager David Dryer and Traffic Operations Manager Lynn Christoph are requesting an increase in the FTE percentage of an Administrative Clerk 1 position #1237 (currently 0.7 FTE) in CG20, Range 09, to a 1.0 FTE. Traffic Engineering has seen an increase in administrative/clerical duties and responsibilities due to changing technology and work processes in the Electrical, Signing/Pavement Marking and Communication (Operations) Sections. There are only two administrative positions at this facility which puts a strain upon billing and payroll when dealing with public safety complaints. Upon reviewing the proposal and justification submitted by Traffic Engineering, I recommend the recreation of the 0.7 FTE Administrative Clerk 1 position to a 1.0 FTE position.

An increase to a 1.0 FTE would allow Traffic Engineering to mitigate the impacts of rapidly changing work processes. Since 2014, new processes and technology has been evolving within the Traffic Engineering Operations section. In the past, operations would complete a project and then bill the project based on actual materials used and time worked. However, starting in 2015, procedures have changed that now operations is expected to order and bill for materials as they are being used in the project, requiring an estimate. Then, upon completion of the work, Operations must reconcile the estimated amount of materials with the actual and prepare an adjustment for any overage or under-estimate. This work is new for the Operations section and has been taken on by the Program Assistant 1. As a result, duties are being reassigned from their Program Assistant 1 position to the Administrative Clerk 1 position to allow the Program Assistant 1 more time to perform these new tasks. The Administrative Clerk 1 position will become the primary contact for public inquiries, dispatch trouble and/or emergency calls to field staff, and create/maintain related records. An increase from a .7 FTE to a 1.0 FTE will allow for quicker billing processes as required, which will generate more funds for the agency in a timely fashion. This will help TE fund the increase in the FTE. Based on the analysis, I recommend recreation of the Administrative Clerk 1 position #1237 from 0.7 FTE to 1.0 FTE, within the Traffic Engineering operating budget. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
20/09	\$42,504	\$47,790	\$53,524

cc: David Dryer – City Traffic Engineering/Parking Manager  
 Lynn Christoph – Traffic Operations Manager  
 Greg Leifer-Employee and Labor Relations Manager