TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: December 12, 2013

SUBJECT: Traffic Engineer 3-(Winter)

At the request of the Assistant City Traffic Engineer, Scott Langer and the City Traffic Engineer, David Dryer, I have studied the position (#1247) of Traffic Engineer 3 (CG18, Range 14) currently occupied by Mark Winter. Mr. Langer is recommending movement of Mr. Winter to a Traffic Engineer 4. After reviewing the position description (see attached), and conversations with Scott Langer and the incumbent, I agree that Mr. Winter should be moved to the level of TE4 for the reasons outlined in this memo.

The class specification defines a TE3 as

> …advanced-level professional traffic engineering work involving independent responsibility for major traffic engineering projects in an area of specialization. The work involves independent development and application of engineering methods and the production of traffic, traffic signal control, and/or electrical engineering designs for assigned projects and studies. Although positions at this level specialize in an area of traffic engineering, they are required to have a working knowledge of the other areas and how they affect the area of specialization. The work involves the independent application of professional judgment to broad projects and problem solution. Assignments are received from higher level staff and limited supervision is required.

The class specification defines a TE4 as

> … responsible supervisory, administrative, and professional traffic engineering work as the head of the Signal and Lighting, Operations and Safety, or other comparable unit within the Traffic Engineering Division. The work involves the planning, coordination, and performance of a wide variety of projects and activities within the area of specialization and typically involves the supervision of lower-level staff and professional traffic engineers. The work is characterized by the independence of action, the broad range of assignments and the responsibility for an identified area of specialization. Limited supervision and major assignments are received from the Assistant City Traffic Engineer and the City Traffic Engineer. Progression to a Traffic Engineer 4 is not automatic, but rather is dependent upon the incumbent taking on additional duties and responsibilities as well as the needs of the department.

As can be seen from the class specs, the main difference between a TE3 and a TE4 is the fact that the TE4 has a supervisory role over a major unit within the Traffic Engineering Division, whereas the 3 merely has deep specialized knowledge in one area with working knowledge of the other areas within Traffic Engineering. The training/experience requirements define a TE4 as having five years of advanced-level professional traffic engineering experience including at least two years equivalent to the Traffic Engineer 3 level. Also, the TE4 is expected to perform work with more independence and with a greater degree of knowledge of City systems than the TE3.

Mr. Winter has been a Traffic Engineer 3 since 11/18/07. Mark has been heading the traffic operations and safety unit within the division for over 5 years. He has been directly supervising an Engineer 2 since 2008 and most recently, an Engineer 1 since August 2013. Mark can be

relied upon to fill in for the Assistant City Traffic Engineer and to give guidance to the City Traffic Engineer regarding signing and marking improvements. In addition, the Traffic Operations Manager and Traffic Operations Supervisor rely on Mark's guidance on what is priority with signing and marking within the City. Mark directly oversees the signing and epoxy budget and presents signage improvements to Boards. These are all duties consistent with a Traffic Engineer 4.

Based on the above, I recommend that Mr. Winter's position be recreated as a TE4 and that he be reallocated to the new position.

We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum +12% longevity
18/14	$72,482	$87,258	$97,734
18/15	$75,944	$91,439	$102,414

cc: David Dryer—City Traffic Engineer
Scott Langer—Assistant City Traffic Engineer
Mike Lipski—HR Services Manager