

TO: Personnel Board

FROM: Sylvia Moss, Human Resource Department

DATE: Sept. 18, 2009

SUBJECT: Engineering Aide 1, Traffic Engineering/Planning Unit

The Traffic Engineering Division/Planning Section has requested a study of an Engineering Aide 1 position, Compensation group 16, Range 11, which is currently occupied by Phillip Nehmer. The Engineering Aide 1 duties provides basic technical support work to three areas. The units include Planning, Signal and Lighting and the Operations and Safety Section. All work is performed under the general direction of a professional engineering staff in a public works construction environment. After reviewing the position description (see attached) and meeting with the supervisor and incumbent, I concluded that the position should be an Engineering Aide 2 and the incumbent reallocated.

The incumbent reports directly to the Traffic Engineering Development Specialist for assignments. As more studies and programs are introduced or required, support staff, including this position, has been assigned new and increased responsibilities with independent judgment and training abilities. At the Engineering Aide 1 level duties involve maintaining inventory maps such as: traffic signs, street lights and water hydrants maps; assisting with preparation of materials for public works construction projects; preparing basic sketches and drafting routine segments of plans; setting up and maintaining computer and/or manual data files.

The work at the Engineering Aide 2 level differs from the Engineering Aide 1 level in terms of technical difficulty, complexity of assignment and independent of action. The Engineering Aide 2 class exist to perform a variety of independent task such as: drafting plans, maps drawing and layouts; develop and/or use computer applications; research and provide information to the public, contractors and other City employees; assist with the design of streets, take field notes and interpret plans; and prepare traffic control phasing, electrical and pavement markings.

During my review of this position I found that the incumbent has performed a variety of independent task. One of Mr. Nehmer assignments involved preparing construction plans, pavement marking and signage for the University Avenue road construction project. In addition, he manages and recommends improvement for the City Bicycle Map processes and distribution. Mr. Nehmer also researches and provides information to the public, staff, other City agencies and contractors regarding Street Opening and Occupancy permits. He currently provides direction and leadership to the Traffic Engineering's Electrical Section in developing the handhole inventory project. Mr. Nehmer is lead technician for the crash program where the work involves collecting, tracking, analyzing and coordinating data with other agencies for input into the GIS system. These duties and responsibilities have been performed for over a year. Therefore, it is clear that the duties of this position have changed and are being performed at a higher level. This is why the reclassification to the Engineering Aide 2 position is appropriate.

We have prepared the necessary resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% Longevity
16/11	\$42,622	\$47,530	\$53,222
16/13	\$45,015	\$50,165	\$56,186

cc: Daniel McCormick, Assistant City Traffic Engineer
John Leach, Traffic Engineering Development Specialist
Phillip Nehmer, Engineering Aide 1

Attachment