

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: February 16, 2022

SUBJECT: Traffic Operations Supervisor – Traffic Engineering Division

The Human Resources Department received a request from City Traffic Engineer Yang Tao on January 28, 2022 to study the 1.0 FTE position #1222 of Traffic Operations Supervisor (CG 18, Range 10), which is currently filled by Chad Veinot. Upon conducting interviews with Chad, Yang, and Traffic Operations Manager Phil Nehmer, reviewing the updated position description and class specification, and other classifications in the reporting structure and the Operations section as a whole, I recommend the following:

- Delete the classification of Traffic Operations Supervisor in CG18, Range 10;
- Recreate the classification in CG18, Range 12;
- Recreate position #1222 into the new classification;
- Reallocate the incumbent to the new position.

The Traffic Operations Supervisor is responsible for supervising the Signing & Pavement Marking Section, which includes activities related to the fabrication, installation, maintenance and repair of traffic and parking signs, pavement markings, guardrails, barricades, bicycle racks, and other related equipment. The Supervisor is responsible for supervising 13 permanent skilled, technical, and semi-skilled employees, including Traffic Operations Leadworkers, Maintenance Painters, Sign Painters, and Traffic Control Maintenance Workers in comp group 16, ranges 10 – 15, as well as 17 additional hourly staff members during the summer months to include the Crosswalk Painting Program.

The Traffic Operations Supervisor class spec describes:

...responsible supervisory and administrative work in planning and directing the City's Signing and Pavement Marking programs and in acting as assistant to the Traffic Operations Manager. Work involves directing and supervising Sign and Marking staff; prioritizing and monitoring work projects; coordinating projects with other City departments, outside agencies, contractors, consultants, and vendors; and this position represents Traffic Engineering Field Operations in a variety of meetings and responds to citizen complaints. Work is performed with a high degree of independence under the general supervision of the Traffic Operations Manager.

In addition to the duties and responsibilities listed in the class spec, the Traffic Operations Supervisor is also responsible for: developing and reviewing bid specifications, and reviewing work plans for compliance with the federal Manual for Uniform Traffic Control Devices (MUTCD), and state and local laws/standards related to installations, designs and implementation; troubleshooting efforts with project engineers; conducting needs assessments of equipment; and using the CityWorks work management software program to manage workload and inventory. These responsibilities require more technical and analytical skills than previously noted in the class

spec, and as such warrant an increased pay range to compensate for the higher-level work being performed.

This position reports to the Traffic Operations Manager (CG 18, Range 15), who is also responsible for managing the Communications and Electrical Operations Sections:

- The Communications Operations Supervisor (CG18, Range 12) is responsible for supervising the planning, installation, maintenance and repair of communication systems and other electronic equipment in the Communication Operations Section through 8 skilled and technical employees, including a Communications Operations Leadworker, Communication Technicians 1 to 3, and Communication Workers in comp groups 16, ranges 11 – 20.
- The Electrical Operations Section is currently being led by a Traffic Systems & Network Specialist (CG16, Range 22), who leads Traffic Signal Electricians 1 to 3, and Traffic Signal Maintenance Workers in comp group 16, range 11 – 18, who are responsible for the installation and repair of complex electrical/electronic computerized equipment associated with traffic signals, street lighting, fiber optic network and other City-maintained equipment and systems. It is worth noting that a concurrent study for a new Electrical Operations Supervisor classification is being created (with recommended placement in CG18, Range 13) to manage this section, including supervision of the Traffic Systems & Network Specialist, for a total of 14 employees.

Although the level of work and number of staff members vary slightly among these three supervisory classifications, both Yang and Phil expressed interest in placing the Traffic Operations Supervisor classification in a similar level to the other two classes. Placement in range 12, equivalent to the Communications Operations Supervisor, is most appropriate due to the slightly higher responsibilities of the Electrical Operations Supervisor. In considering all aspects, placement at that level seems appropriate given the technical and analytical skills required, the number of staff and their classification levels, and the summer Crosswalk Paving Program that the position supervises.

Due to the higher level of technical and analytical skills and work required in position #1222, and salaries of the other supervisory positions in Traffic Operations, I recommend deleting the classification of Traffic Operations Supervisor in CG18, Range 10, recreating the classification in CG18, Range 12, recreating position #1222 in the new classification, and reallocating the incumbent to the new position, all within the Traffic Engineering Division operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 2/6/2021

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum +12% longevity
18/10	\$72,346	\$86,947	\$97,381
18/12	\$79,088	\$95,481	\$106,938
18/13	\$83,020	\$99,870	\$111,855

cc: Yang Tao – City Traffic Engineer
Phil Nehmer – Traffic Operations Manager