

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: June 21, 2024

SUBJECT: Civil Technician 2 – Traffic Engineering (TE) Division

The Human Resources Department received a request from City Traffic Engineer Yang Tao and Computer Mapping/GIS Coordinator Eric Halvorson on April 4, 2024 to study the 1.0 FTE position #3938 of Engineering Program Specialist 1 (CG 16, Range 17), currently underfilled as a Civil Technician 2 (CG16, Range 14) by Tim Stella. Upon reviewing the updated position description, the current class specification and other related class specifications, and conducting interviews with both Tim and Eric, I recommend Tim be reallocated as an Engineering Program Specialist 1 in CG16, Range 17.

Tim was hired by the City in 2017 as a Civil Technician 1 and progressed up the career ladder to a Civil Technician 2 in 2020. The Civil Technician 2 class specification describes:

**...technical support work** performed in a professional engineering and public works construction environment. The work involves **performing field and office tasks such as: technical drafting of plans, maps, drawings and layouts; developing and/or using computer applications; making routine engineering computations; performing construction inspection activities; and performing other related field and office work.** The work is **performed under the direct supervision of higher level technical or professional staff.** [emphasis added]

Previously the position's main responsibility (approximately 75% of workload) was site plan reviews. Approximately two years ago, the responsibilities changed to include coordination of the Pavement Marking Program and the Parking Lot and Commercial Access Program (approximately 85% of workload). The Pavement Marking Program responsibilities include annually evaluating pavement markings throughout the city, planning and prioritizing remarking, determining appropriate marking type, coordinating with TE shop staff and external contractors, developing work plans in AutoCAD, obtaining bids, developing the budget schedule and monitoring the budget, inspecting and evaluating work performed, and coordinating billings.

The Parking Lot and Commercial Access Program involves conducting and coordinating the review of site plans, commercial driveway access and parking lots submitted by private developers. The work includes reviewing plans, adding comments for minor modifications, coordinating and problem solving with a Planning Engineer, other City agencies, architectural firms and civil engineering companies to ensure projects align with ordinances and TE policies and best practices, collecting fees and deposits, verification and final sign off on all site plan review projects for TE, and serving as back up to the Traffic Engineer 2 on the Development Assistance Team to share comments and address developer questions. This program was previously coordinated by an

Engineering Program Specialist who retired. Tim is coordinating both programs and requires minimal supervision in performing related tasks unless unique situations arise.

The coordination of such programs aligns with the tasks performed within the Engineering Program Specialist series. The Engineering Program Specialist 1 describes:

**...responsible program coordination, project, and specialized field work** in a professional engineering environment. The work involves **direct responsibility for specialized programs, projects, and activities** relating to the support of engineering staff and projects. Positions at this level perform **technical and quasi-professional functions such as conducting field surveys and evaluations, preparing plans and specifications, and coordinating regulated facilities/activities** (e.g., underground storage tanks, waste oil collection, landfill monitoring, marking program, crash program, etc.). Under the limited supervision of a professional engineer or manager positions at this level function independently in area(s) of responsibility. The work may involve leading other staff on a temporary or permanent basis. A Program Specialist 1 level may have **in-depth responsibility for at least one program in its entirety, with general responsibility for other programs.** [emphasis added]

Whereas the Engineering Program Specialist 2 describes:

**...responsible program coordination/administration and project work** in a professional engineering environment. The work involves **direct responsibility for a wide range of specialized programs, projects, and activities** relating to the support of engineering staff and projects. Positions at this level perform **technical and quasi-professional functions such as plan preparation and/or review, preparation of on-going and periodic studies and technical reports, communication with contractors and the public, policy and plan interpretation, and field inspection of projects and program activities.** Under the general supervision of a professional engineer or manager, positions at this level function independently, serve as **experts in specialized areas, and recommend policy and/or procedure changes** as appropriate. Positions at this level also **coordinate responses and represent the department to the Public and other departments, and work directly with multiple sections within a department.** The work may involve leading other staff on a temporary or permanent basis. [emphasis added]

An Engineering Program Specialist 2 is responsible for coordinating a wide range of programs and serving as an expert in those specialized areas, as well as the following:

- Recommend system, policy, and/or procedural changes to resolve the issue or problem. Communicate with affected and/or interested parties to explain the process and the results. Tim's involvement in recommending such changes is minimal at this time.
- Lead on completion of research and special studies formulating into a response that addresses more complex issues requested by professional staff for department needs. Make assignments, research historical and current data files from all pertinent sources, and arrange data collection as necessary. Compile and analyze resultant information and prepare reports and recommendations or contribute to the work being done by other professional staff. Lead on program changes and specialized on data recordkeeping and best practices. Tim does conduct manual traffic data studies in the spring and fall, but does

not serve as a lead on studies, research data, formulate responses to complex issues, or prepare reports and recommendations related to the data.

- Assist the Traffic Engineers with complaints and requests for information for Traffic Engineering facilities, neighborhoods and general Public. Handle complaints, questions and problems from all sources; investigate problems, conduct or oversee the conducting of detailed field and records studies to determine the actual nature and severity of the problem(s). Tim responds to the public on occasion, but does not address much in terms of complaints or conduct studies to determine the nature and severity of problems. Tim does coordinate and problem solve with others and addresses developer questions at the Development Assistance Team meetings, but in a backup capacity to the Traffic Engineer 3.

The program coordination responsibilities in this position are clearly beyond the scope of a Civil Technician 2. Tim is managing two programs, but at this time he is not performing some of the higher level areas of the Engineering Program Specialist 2 classification such as: recommending and leading system, policy and procedural changes; leading research and special studies and responding to complex issues; preparing reports and recommendations; or handling complaints, questions and problems, investigating problems, and conducting or overseeing the conducting of detailed field and records studies to determine the actual nature and severity of the problem(s).

Based on the current responsibilities assigned to this position, it is best classified as an Engineering Program Specialist 1 and therefore I recommend reallocating the employee as an Engineering Program Specialist 1 in CG16, Range 17, within the Traffic Engineering Division budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 1/21/2024

Compensation Group/Range	2024 Annual Minimum (Step 1)	2024 Annual Maximum (Step 5)	2024 Annual Maximum +12% longevity
16/14	\$63,997	\$72,036	\$80,681
16/17	\$69,197	\$79,847	\$89,428

cc: Tom Lynch – Director of Transportation  
Yang Tao - City Traffic Engineer  
Eric Halvorson - Computer Mapping/GIS Coordinator  
Richard Marx, Local 6000 Representative