

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: December 15, 2011

SUBJECT: Engineer 2-Traffic Engineering Division (Tao)

At the request of the City Traffic Engineer, David Dryer, I have studied the position (#1236) of Engineer 2 (CG18, Range 08) currently occupied by Yang Tao. Mr. Dryer is recommending movement of Mr. Tao to a Traffic Engineer 2. Normally, an Engineer 2 would progress to a Traffic Engineer 1 (CG18, Range 10) and then a Traffic Engineer 2 (CG18, Range 12) per the criteria outlined in the respective class specifications. However, the Division admittedly failed to submit the reclass to a Traffic Engineer 1 (TE1) at an appropriate time and the incumbent has been performing work at the higher TE2 level for at least all of 2011, meeting the minimum requirements of the TE2. After reviewing the position description (see attached), and conversations with TE4 Dan Dettmann, Transportation Operations Analyst Keith Pollock, and the incumbent, I agree that Mr. Tao should be moved to the level of TE2 for the reasons outlined in this memo.

The class specification defines a TE1 as

...intermediate-level, professional traffic engineering work involving responsibility for conducting a wide range of traffic studies, data collection activities and designing projects or components of projects. Work on assigned projects requires the exercise of independent technical and professional judgment and is performed under the supervision of a higher level professional engineer. Movement to the this level will be from the Engineer 2 classification and will be based on demonstrated performance at the higher level and completion of the required years of experience. Movement to the Traffic Engineer 2 level will be based on increased employee expertise and responsibility, independence of action, experience in and knowledge of City systems and processes associated with the work, and completion of the required years of experience.

Examples of duties and responsibilities found at the TE1 level include

Determine data required for various types of projects. Set-up and oversee the planning of traffic studies and the collection of data. Analyze data and make recommendations to higher level engineers based on the results of the studies.

Assist in the development of geometric designs for street improvements. Assist in the preparation of plans for the installation or modification of intersection traffic signals or traffic signal systems. Assist in studies of traffic signal operation and traffic signal system effectiveness. Assist in review of transportation planning, zoning, land use and major development studies.

Prepare engineering plans for traffic control improvements. Prepare preliminary technical reports. Assist in preparing material for and participating in public presentations relative to traffic engineering projects.

The training/experience requirements define a TE1 as having 2 years of traffic engineering experience, at least one year of which is at the Engineer 2 level. A TE2 has at least 1 year of

experience at the TE1 level. Also, the TE2 is expected to perform work with more independence and with a greater degree of knowledge of City systems than the TE1.

Mr. Tao has worked for the City in Traffic Engineering since January, 2006, starting as an Engineer 1. In May, 2007, he was moved to an Engineer 2. Another employee who was hired at the same time as Mr. Tao as an Engineer 1 was advanced to an Engineer 2 at the same time. However, in 2009, that employee was reclassified to a Traffic Engineer 1. At the time, the TE Division determined that the other employee had greater experience with the public sector and was better prepared to move to the TE1 level. In 2011, the employee was moved to a TE2. However, starting in 2010, Mr. Tao began taking on assignments with greater responsibility, and this increased in 2011. Examples include Mr. Tao's work on the City-wide resurfacing contracts. Annually, the City has a number of streets which are resurfaced and Mr. Tao is responsible for all signal timing and electrical issues relating to the resurfacing projects. Mr. Tao has been the Traffic Engineer point person on this project since 2009. In 2010, Mr. Tao was responsible for the temporary and permanent signal design for the University Avenue reconstruction project. Mr. Tao did much of the design work independently, with input from TE4 Dettmann on placement of the permanent signals. Mr. Tao also handled the timing on the temporary signals, which required regular adjustments depending on traffic. Also in 2010, Mr. Tao handled the John Nolen Drive bridge reconstruction project, overseeing the signal timing changes. The higher level design work continued in 2011. Mr. Tao coordinated all signal design for the University Ave. project slated to begin in 2012. Mr. Tao handled all the signal design and adjustments to the plans. Mr. Tao also handled the signal design for permanent and temporary signals for the Northport Drive reconstruction project. He also designed the street lighting for the Gilman/Carroll Street project, which was complicated by the dense packing of utilities in that area. Mr. Tao has received his Professional Engineering certification and has been stamping plans since the beginning of 2011. Also, many of these projects involved coordination with the State. It is evident that, while not classified as such, Mr. Tao has been performing work at or above the TE1 level for at least one year and therefore meets the minimum requirements of a TE2.

Based on the above, I recommend that Mr. Tao's position be recreated as a TE2 and that he be reallocated to the new position. We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
18/08	\$53,878	\$63,935	\$71,604
18/10	\$58,485	\$70,288	\$78,728
18/12	\$63,935	\$77,186	\$86,450

cc: David Dyer—City Traffic Engineer and Parking Manager
 Dan Dettmann—TE4
 Yang Tao—Engineer 2