

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: April 13, 2011

SUBJECT: Engineer 3-Engineering Division (Sonntag)

At the request of the City Engineer, Rob Phillips, I have studied the position (#3885) of Engineer 3 (CG18, Range 10) currently occupied by Steven Sonntag. Mr. Phillips is recommending movement of Mr. Sonntag to Engineer 4 as part of the career progression outlined in the class specification for Engineer 1-4. After reviewing the position description (see attached), and conversations with the Assistant City Engineer, Mike Dailey, and the incumbent, I agree that Mr. Sonntag should be moved to the level of Engineer 4 for the reasons outlined in this memo.

The class specification defines an Engineer 3 as

...journey-level professional engineering work performed in the office and/or field in connection with the design, management, and construction of a wide variety of public works projects. Assignments are received from an Engineer 4 or higher-level engineer or supervisor who generally defines the scope of the work; reviews progress periodically and upon completion; and certifies the results, if necessary. The work is characterized by the exercise of technical and professional judgment, the broader application of professional engineering expertise, and proficiency in the operational and procedural aspects of the work.

An Engineer 3 is required to possess a Certificate of Engineer-In-Training. However, while the Engineer 3 performs a number of high level tasks, these tasks are generally reviewed by a higher-level supervisor.

The class specification defines an Engineer 4 as

...advanced-level professional engineering and project supervision work performed in the office and/or field in connection with the planning, design, management and construction of a wide variety of public works projects. Assignments are received from a higher-level engineer or supervisor and the work involves the application of independent professional judgment to define the project; determine the best methods of addressing the situation(s), including the assignment of project components to lower-level staff, and professional certification of the results. The work is performed under the general direction and coordination of a higher-level professional engineer or supervisor and regularly involves the supervision of lower-level staff including professional engineers.

Examples of duties and responsibilities found at the Engineer 4 level include

Determine the nature and scope of an assigned project and decide what aspects of the work will be assigned to lower level staff. Plan and schedule all aspects of the project and review status regularly with staff. Provide training to lower level staff. Sign off plans and specifications.

Attend public hearings and informational meetings with staff or independently. Deal with more complex engineering issues and provide advice and assistance to lower level staff relative to public presentations.

Participate in the prioritization of projects and the preparation of estimates for the Capital Budget process.

Coordinate projects with consulting engineers; private/public utilities; state, county and other governmental units; and other individuals and entities.

The Engineer 4 is expected to perform most tasks independently, coordinate major projects with minimal involvement from higher level staff, and is required to be certified as a Professional Engineer, allowing the engineer to stamp projects.

Mr. Sonntag has been with the City since 1998, and has been an Engineer 3 since 2003. In 2007, Mr. Sonntag received his Professional Engineer certification. Since 2003, Mr. Sonntag has taken on projects of increasing complexity and has been performing high-level work independently for a number of years. For instance, Mr. Sonntag is responsible for independently rating the quality of City streets throughout the City. These ratings directly affect the Engineering Division's capital budget and projects in the Division's 5-year plan. In 2006, Mr. Sonntag researched and recommended implementation of the City's chip sealing program, a new way to perform preventative maintenance on streets to extend their useful life. Mr. Sonntag has the responsibility for independently determining which streets will receive chip sealing versus a more thorough reconstruction based on his ratings. Mr. Sonntag provides cost estimates for the capital budget relative to street repair work. Mr. Sonntag serves as project manager for major reconstruction projects, such as the Hwy 113 reconstruction slated for this year. In this capacity, he must coordinate City activities with the state as it is a state highway, and he participates in public meetings to provide information on the project. Mr. Sonntag is also the City's bridge inspector, which requires a separate certification, and requires a report of all ratings to the State every other year. Finally, Mr. Sonntag is independently responsible for the City's Quiet Zone program for railroad crossings, in compliance with updated Federal regulations in 2005.

Over the last several years, it is apparent that Mr. Sonntag has taken on independent responsibility for major initiatives within the Engineering Division. This has required him to stamp plans as a Professional Engineer, coordinate projects across City and multi-jurisdictional lines, provide input to the Division's capital budget, and independently serve as project manager for major projects. This is the level of work expected at the Engineer 4 level and consistent with the examples of duties and responsibilities found in that class specification. As such, I recommend that Mr. Sonntag's position be recreated as an Engineer 4 and that he be reallocated to the new position. We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2011 Annual Minimum (Step 1)	2011 Annual Maximum (Step 5)	2011 Annual Maximum +12% longevity
18/10	\$56,781	\$68,241	\$76,440
18/12	\$62,073	\$74,938	\$83,928

cc: Rob Phillips-City Engineer
Mike Dailey-Assistant City Engineer
Steven Sonntag-Engineer 3