

TO: Finance Committee

FROM: Mike Lipski, Human Resources

DATE: September 18, 2017

SUBJECT: Program Assistant 1—Traffic Engineering

The Traffic Engineering Division currently has a Secretary 1 (CG20, R10; position #1225) vacancy due to a retirement. This has allowed staff at Traffic Engineering to evaluate the position and whether it remains appropriately classified. Based on the updated position description (see attached), and discussions with Program Assistant 2 Meagan Hatfield, I recommend recreating the vacant Secretary 1 position as a Program Assistant 1 (CG20, R11) for the reasons outlined in this memo.

The position in question handles payroll for Traffic Engineering & the Parking Utility, provides programmatic support for the Transit & Parking Commission, prepares and monitors budget information, and provides programmatic support for the Street Light and Signals program. Regarding support for the Transit & Parking Commission, in addition to the Legistar work, this position is responsible for attending the meetings, coordinating dissemination of information, responding to questions, and composing reports for Commission members on procedural issues. Regarding the Street Light and Signals program, the position is responsible for handling all aspects of the legislation process, distributing and disseminating information, preparing press releases and distributing them, and preparing reports and responding to inquiries. These 2 programs alone make up approximately 45% of the position. The class specification for a Program Assistant 1 describes "...support [for] a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program." The work described herein falls within this description, which is why it is appropriate for the now-vacant Secretary 1 position to be recreated as a Program Assistant 1. Based on the above, I recommend recreating vacant position 1225 as a Program Assistant 1 in the Traffic Engineering budget. We have prepared the necessary resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
20/09	\$44,932	\$50,615	\$56,689
20/11	\$46,454	\$51,998	\$58,238

cc: David Dryer—City Traffic Engineer and Parking Manager
Sabrina Tolley—Assistant Parking Utility Manager
Meagan Hatfield—Program Assistant 2
Greg Leifer—Employee and Labor Relations Manager