

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 10 April 2017

SUBJECT: Surveyor 2 (J. Quamme) – Engineering Division

At the request of City Engineer, Rob Phillips, and Deputy City Engineer, Michael Dailey, a position study was conducted for the Surveyor 2 position (#1115, CG18, Range 08) in the Mapping section of the Engineering Division; currently occupied by Mr. Jeff Quamme. After meeting with Mr. Dailey and the supervisor, Mr. Eric Pederson; as well as the incumbent; and upon review of the current position description, I recommend the following for the reasons outlined in this memo.

- Delete position #1115 in the classification of Surveyor 2 in CG 18, Range 8, from the Engineering Division operating budget;
- Recreate position #1115 into a Public Works Development Manager 2 classification in CG 18, Range 12;
- Reallocate the incumbent, J. Quamme into the level of Public Works Development Manager 1 (CG18, R10).

Mr. Quamme began working for the City in 2013, when he competed for a Surveyor 2 position in the Mapping Section of the Engineering Division. The Mapping Section consists of the Mapping Section Manager, one Surveyor 1, one Surveyor 2, one Civil Technician 2, one IT Specialist 3, two Engineering Program Specialist 2, and a couple of hourly Engineering Assistants.

First, a review of the classification specification for the Surveyor 2 describes the work as:

... **responsible supervisory and/or specialized professional work** within a public works division. The positions in this class serve as: 1) **chief of a surveying crew** with responsibility for performing special projects and tasks which require **registration as a Land Surveyor**, (i.e., functions relating to the legal establishment or re-establishment of survey monuments, the preparation of certified survey maps and the performance of other specialized projects and activities necessitating registration), or 2) **coordinator of the Division's public land records program** with responsibility for completing and recording documents which require registration as a Land Surveyor. The work is characterized by the **exercise of independent judgment, initiative, discretion, and program development and administration** under the direction of a Principal Engineer or other manager. [emphasis added]

Upon hire as a Surveyor 2, Mr. Quamme's work primarily focused on land development and land division reviews, as well as coordinating relocation orders and right-of-way notifications. This Surveyor 2 position is also designated as the registered professional Surveyor licensed to stamp all the related certified survey maps and data (other employees within Engineering also possess this certification). In recent years, the Engineering Division has taken on a data quality initiative to ensure a high degree of data accuracy, which requires substantial verification of the technical content of the certified survey maps. This programmatic oversight of the public land records is a critical component of the Surveyor 2 position responsibilities. Mr. Quamme initiates and facilitates ongoing coordination with several city agencies, including the Real Estate section within Economic Development, the Assessor's Office, and Building Inspection, including Zoning. All this work entails

a high level of judgment and discretion as is consistent with the expectations of a Surveyor 2. Additionally, he serves as a lead for the staff of the Mapping Section by serving as a resource and directing the work of lower level employees.

In the last three years, with the rebound of the real estate market, private development as well as public works development has increased dramatically. As a result, the Engineering Division recently created a classification and 2 positions of Public Works Development Manager to oversee private contractors' development agreements with the City. In addition to redevelopment of old/abandoned properties, which accounts for roughly 50-60% of projects, the need for additional oversight in development contracts and related technical content has been added to Mr. Quamme's duties. The incorporation of developer contract administration is a logical outgrowth of Mr. Quamme's position given his involvement with the technical review of related development plans. This responsibility of ongoing developer contract administration and technical data verification is indicative of work at the Public Works Development Manager level.

The classification specification for the Public Works Development Manager I describes the work as:

... **professional engineering and /or project supervision work** performed in the office and/or field in connection with the **planning, scheduling, design management, permitting, sub-dividing of land, and developer contract management** of a wide variety of privately constructed **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; **enforcement of Engineering review comments, and drafting and administration of Developer Agreements**. The work is performed under the general direction and coordination of a Principal Engineer or Section Manager and occasionally involves the supervision of other staff. [emphasis added]

Mr. Quamme serves as a liaison for not only private developers but also the City's own public works development projects. With the rise in redevelopment efforts, the level of complexity of the work increases as it relates to the variety of legal documentation involved. Additionally, mixed use development projects tend to be greater in number as these projects are viewed favorably by the City. However, these types of projects tend to require more coordination with the various diverse stakeholders. Mr. Quamme has taken on these added responsibilities to his position while adeptly managing his role as Surveyor 2 in the Mapping Section. His exercise of professional judgment and high level of interagency, as well as private developer, coordination is clearly in line with the project supervision work of a Public Works Development Manager level. Given Mr. Quamme's level of independence and ability to evolve into this higher level work, I am recommending that he transition into the role of a Public Works Development Manager. While being placed at the Manager I level, he will have the opportunity to develop and progress eventually to a Public Works Development Manager 2.

Therefore, the recommendation is to delete one (1) Surveyor 2 position #1115 in CG 18, Range 08, within the Engineering Division operating budget, recreate the position in the Public Works Development Manager 2 classification and reallocate the incumbent to the level of Public Works Development Manager 1 (CG18, Range 10), accordingly.

The necessary resolutions to implement these recommendations have been drafted.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
18/08	\$60,084	\$71,300	\$79,856
18/10	\$65,222	\$78,385	\$87,791

cc: Rob Phillips – City Engineer  
Michael Dailey – Deputy City Engineer  
Jeff Quamme – Incumbent, Engineering  
Mike Lipski – HR Services Manager