

TO: Personnel Board

FROM: Sarah Olson, Human Resources Analyst 1

DATE: October 17, 2012

SUBJECT: Engineering Aide 3 – Traffic Engineering

City Traffic Engineer/Parking Manager David Dryer, has requested a study of the Engineering Aide 3, position #1200, in CG16, Range14, currently occupied by Chuck Yang. Mr. Yang has been in this classification since January 14, 2007. He began as an Engineering Aide 1 when he joined the Traffic Engineering division on September 22, 1997. However, since 2007, the responsibilities of the position have grown to include elements of Engineering Program Specialist 1 work duties and other areas of responsibility outlined in this memo. Based on the position description (attached) that was submitted and interviews with Assistant City Traffic Engineer Dan McCormick and Traffic Engineering Development Specialist Eric Halvorson, and the incumbent, I recommend a reclassification of the incumbent from an Engineering Aide 3 to an Engineering Program Specialist 1 in CG16, Range17.

The Engineering Aide 3 class specification (attached) identifies

...skilled technical support and lead work independently performing a variety of tasks such as those typically performed at the Engineering Aide 2 level and coordinating and overseeing the work of lower level technical support staff on a regular basis. The work is performed under the general direction of professional staff and typically is reviewed upon completion.

Examples of duties and responsibilities include

Develop computer-assisted drafting and computer inventory systems. Program database to locate maps and develop programs relative to the state computer systems for accident data.

Plan, schedule, and oversee the activities of permanent and hourly technical staff as it relates to drafting, scheduling, and preparing contracts; using software to maintain and compile traffic accident data and prepare reports; conducting traffic surveys and studies, including collecting, summarizing and analyzing data; and performing other related functions as requested by professional and technical staff.

Inspect pavement marking and pole painting contracts, keep daily diary of resources allocated and work performed, take final quantities and make field verification of completed work for invoicing purposes.

The Engineering Program Specialist 1 class specification (attached) identifies

...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.

Currently, Chuck oversees and coordinates the Epoxy Marking Program. The Epoxy Program is a contract that is renewed every 3 years in which Chuck handles the request for proposal process, manages the epoxy budget, makes inspections of all epoxy for quantity and quality, and is the main contact for contractors on any epoxy-related questions/issues. The 2011-2013 budget for epoxy has grown to \$390,213.90 from the 2008-2010 budget of \$287,495.00. Chuck serves as an expert in the epoxy program.

Since May 2012, Chuck has taken on responsibility for the citywide traffic count program. There is a lot of coordination with Traffic Engineering Operations on where to count, areas/times to stay away from as not to skew the counts (such as during school times, areas of construction, and special events), as well as coordinating and evaluating counts. There are at least 15 monthly counts that must be reported. He compiles and enters the information, calculates, manipulates, analyzes and then submits the counts for published reports. However, as he has only been working on this program for approximately 6 months, he does not have in-depth knowledge of this program.

In August 2012, Chuck started processing occupancy permits. He mainly processes dumpster and excavation permits. He assesses the impact on parking, traffic flow, and pedestrian safety when approving/denying permits. Again, Chuck does not have in-depth knowledge of this program.

The Engineering Aide 3 class specification describes the position as performing a variety of routine tasks under general supervision in comparison to the Engineering Program Specialist 1 class specification that describes the position as directly responsible for specialized programs, project and activities under limited supervision. Chuck is directly responsible for the epoxy pavement program, and has recently been given responsibility for traffic counts and occupancy permits.

Chuck suggested that his job was more in line with the responsibilities of the Engineering Program Specialist 2 classification, which is in CG16, Range 19. In reviewing the Engineering Program Specialist 2 class specification (attached), it identifies

...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.

The differentiating factor between an Engineering Program Specialist 1 and Engineering Program Specialist 2 is the expertise and overall responsibility for one program versus the in-depth responsibility for a wide range of specialized programs. As noted earlier, Chuck handles the Epoxy Pavement Program in its entirety and is considered an expert in this program. While

Chuck also has general responsibility for a few other programs such as the citywide traffic count program and processing occupancy permits, he is not yet functioning as an expert in those fields due to his limited experience in each area. Generally, it will take someone at least 2 years of experience as an Engineering Program Specialist 1 to develop the in-depth knowledge of multiple programs required to move to the 2 level. Therefore, we do not recommend the placement of Chuck at the level 2 until he has in-depth responsibility for more than one program, in which he is functioning as an expert.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
16/14	47,137	53,059	59,436
16/17	50,968	58,812	65,858

cc: Dan McCormick-Assistant City Traffic Engineer
Eric Halvorson-Traffic Engineering Development Specialist
Chuck Yang-Engineering Aide 3
Greg Leifer—Employee and Labor Relations Manager