

TO: Personnel Board

FROM: Sue DeBolt, Human Resources Department

SUBJECT: Engineering Aide 1 – Traffic Engineering Division

DATE: September 17, 2009

At the request of the Traffic Engineering Division, a review was conducted for the position (#3223) of Engineering Aide 1 occupied by E. Halvorson in Compensation Group 16, Range 11. Under the general direction of the Traffic Engineering Development Specialist, this position provides technical support to the Assistant City Traffic Engineer, and the Planning, Signal and Lighting, and Operations and Safety sections of the Traffic Engineering Division. After reviewing the position description (see attached) and meeting with the Assistant City Traffic Engineer, Traffic Engineering Development Specialist, and the employee, I conclude that the position should be classified as an Engineering Aide 2, Compensation Group 16, Range 13.

According to the class specification for an Engineering Aide 2 (see attached), the class of Engineering Aide 2 differs from that at the Engineering Aide 1 level in terms of

“technical difficulty/complexity of assignments and independence of action.”

Examples of duties of the Engineering Aide 2 class include (Underlined duties indicate higher-level tasks found in the Engineering Aide 2 but not in the 1):

Setup and maintain computer and/or manual data management systems (e.g., databases, spreadsheets, historical files, etc.) for analysis, computations, report preparation, special projects, data entry and other related tasks. Create or modify existing computer programs and analyze data to provide information and graphics for regular and special reports.

Use computer techniques and software, including computer assisted drafting, to perform a wide range of technical support functions. Assist in the development of specialized applications.

Research and provide information to the public, contractors and other City employees in a variety of areas relating to the work of the agency.

Mr. Halvorson has worked for the Traffic Engineering Division in the position of Engineering Aide 1 for approximately two years. At that time, the Traffic Engineering Division maintained its inventory (signs, markings, schools, etc.) on Mylar sheets. This position was given the assignment of developing and maintaining various electronic databases utilizing a centralized Geographic Information System (GIS) and other programs to replace use of Mylar maps. Mr. Halvorson provides training to office and field staff on newly developed programs and procedures. Mr. Halvorson has been designated as Traffic Engineering's lead developer for the sign inventory and coordinator for the City's Accela Enterprise Land and Asset Management System database program. This program will enable both office and field staff access to

geographic representation of the City's infrastructure inventory, maintenance work and service requests. This is directly related to the task described above, "Assist in the development of specialized applications." Mr. Halvorson has also been assigned responsibility for the research, evaluation and recommendation for purchase of inventory and customized computer tools for Traffic Engineering staff and works with vendors to ensure programs meet the needs of the division. Mr. Halvorson is assigned the preparation of technical reports (maps/spreadsheets) for analysis and presentation by professional staff. This includes updating, publishing and distributing truck route, flow maps, etc. (web, electronic and hard copy) for office and public use. Again, as seen above, this is higher work associated with the Engineering Aide 2 classification.

This position also has responsibility for receiving and reviewing requests for street occupancy permits. This requires Mr. Halvorson to work directly with citizens, contractors, and businesses to make decisions or resolve conflicts to balance City ordinance/policy and the public needs for street occupancy requests. This work, along with the responsibility above to work with the division, falls within the Engineering Aide 2 responsibility to research and provide information to the public.

Due to the technical difficulty, increased complexity of assignments, and independent responsibility for the design and maintenance of the various electronic database programs, the street occupancy permit process, and the technical report preparation being performed by the incumbent, it is recommended that this position is more appropriately classified as an Engineering Aide 2 and the incumbent should be reallocated to the new position.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
16/11	\$42,622	\$47,530	\$53,222
16/13	\$45,015	\$50,165	\$56,186

cc: David Dryer, City Traffic Engineer/Parking Manager
 Dan McCormick, Assistant City Traffic Engineer