

TO: Finance Committee

FROM: William Wick, Human Resources Analyst

DATE: November 14, 2022

RE: Traffic Signal Electrician 3 – Traffic Engineering Division

Assistant City Traffic Engineer Mark Winters, on behalf of City Traffic Engineer Yang Tao, requests that the 100% FTE vacant position of Traffic Signal Electrician 3 (#4455) in CG16, Range 18 be recreated as a 100% FTE position of Communications Operations Leadworker in CG16, Range 20 in the Traffic Engineering Division’s operating budget.

Currently, the Electrical Section of the Traffic Engineering Division does not have a leadworker. Leadworker duties in the section are being performed by the Electrical Operations Supervisor (a CG18/R13 position). This section is experiencing a continually increasing workload that requires a high level of technical skill, including coordinating and overseeing the planning, installation, maintenance, and repair of electrical, signal, and fiber optic system work. Additionally, the unit has a need for the position to perform daily operational functions such as leading, training, and scheduling section staff, assisting with project design, and attending project coordination meetings with contractors and City staff.

Assigning the above responsibilities to a leadworker would allow the Electrical Operations Supervisor to focus on the development of staff training, identify professional development opportunities for staff, and devote more time to planning the restructuring of the Electrical Section. It is anticipated that reassigning lead work will provide a standardized structure for the Electrical Section, which will lead to more efficient completion of work and create opportunities to accept new projects and initiatives. Absent the recreation of this position as a leadworker, Traffic Engineering expects that it will experience significant delays in installation and maintenance work.

For the reasons outlined in this memo, I recommend recreation of the 1.0 FTE position #4455 of Traffic Signal Electrician 3 as a 1.0 FTE position of Communications Operations Leadworker in the Traffic Engineering Division’s operating budget. The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% Longevity)
16/18	\$65,668.98	\$75,949.64	\$85,063.68
16/20	\$70,375.50	\$82,449.90	\$92,343.94

cc: Yang Tao – City Traffic Engineer
 Mark Winters – Assistant City Traffic Engineer
 Phil Nehmer – Traffic Operations Manager
 Chad Veinot – Electrical Operations Supervisor

Gregg McManners - Interim HR Director

Erin Hillson – Employee and Labor Relations Manager