

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: September 16, 2011

SUBJECT: Engineer 2-Water Utility

At the request of the Water Utility General Manager, Tom Heikkinen, I have studied the position (#1862) of Engineer 2 (CG18, Range 08) currently occupied by Tammy Buss. Ms. Buss has responsibility for engineering activities in preparing drawings and specifications for public works projects, reviewing projects for quality control and constructability. However, her main responsibility is to administer and supervise the Water Construction Inspection function for the Utility. Based on this, Mr. Heikkinen has proposed creating a new classification of Water Construction Supervisor in CG18, Range 9, and movement of Ms. Buss to the new classification. After reviewing the position description (see attached), and conversations with Mr. Heikkinen, Principal Engineer Al Larson, and the incumbent, I agree that creation of the new classification is appropriate and that Ms. Buss should be moved to the higher level for the reasons outlined in this memo.

In 2008, the Water Utility created an Engineer 2 position to supervise construction inspection activities and to perform related engineering support (see attached memo). Over time, the inspection work has increased. The incumbent currently directly supervises approximately 6 full-time Water Construction field staff in addition to 2 to 4 hourly staff. However, the position also maintains professional engineering responsibility for performing constructability reviews and quality checks on design work. The position also occasionally engages in professional engineering design work for smaller projects.

The class specification for an Engineer 2 describes professional engineering work, which is part of the current position's responsibility. However, in talking with managers in City Engineering and at the Water Utility, it is not the norm for employees at the Engineer 2 level to supervise a large staff, like the incumbent does. Engineer 3 employees have greater professional responsibility and may supervise a small staff. The current position has significant responsibility, 75%, for supervising and handling the administrative work with construction supervision, with 25% of the time in performing traditional engineering work. Based on this, I don't believe this position is appropriately classified as an Engineer. Rather, a new classification should be created reflecting the focus on construction supervision and administration, with a proposed title of "Water Construction Supervisor." The new classification should be placed in Range 9 of CG18, or between the Engineer 2 and 3. Placement in range 9 is appropriate based on the fact that the position still requires professional engineering work, similar to what would be expected of an Engineer 2, but also includes the supervision of staff, not expected at the Engineer 2 level. Because the incumbent has been performing this work longer than 6 months, it is appropriate to reallocate the incumbent to the new classification and range.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2011 Annual Minimum (Step 1)*	2011 Annual Maximum (Step 5)	2011 Annual Maximum +12% longevity
18/08	\$52,309	\$62,073	\$69,524
18/09	\$54,417	\$65,158	\$72,982

\*salaries do not include a temporary 5% wage adjustment in place until December 9, 2011.

cc: Tom Heikkinen-Water Utility General Manager  
Al Larson-Principal Engineer Water  
Tammy Buss-Engineer 2