

TO: Personnel Board

FROM: Susan J. Gafner, Human Resources

DATE: April 3, 2017

SUBJECT: Traffic Engineering Development Specialist (E. Halvorson)-TE

At the request of the Traffic Engineering and Parking Manager, David Dryer, I conducted a position study of the Traffic Engineering Development Specialist position (#1214- CG18, R11); currently occupied by Mr. Eric Halvorson. The reason for this reclassification request comes from the recent reclassification of several comparable positions such as the GIS and Mapping Coordinator positions at Engineering and the Water Utility. After meeting with Mr. Yang Tao, Assistant City Traffic Engineer and the incumbent, and upon review of the updated position descriptions, I recommend the following for the reasons outlined in this memo:

- Delete the classification of Traffic Engineering Development Specialist in CG18, R11.
- Delete the 1.0 FTE position (#1214) in the classification of Traffic Engineering Development Specialist in CG18, R11 and recreate it as a Computer Mapping/GIS Coordinator in CG18, R13.
- Reallocate the incumbent (E. Halvorson) to the new position.

A review of the classification specification for the Computer Mapping/GIS Coordinator describes the work as:

*...responsible professional, supervisory and administrative work involving the coordination of an agency Computerized Mapping/Geographic Information System (GIS). The work involves **developing and administering policies, standards, procedures and guidelines** relating to access and utilization of the Computerized Mapping/GIS System. Each agency GIS Coordinator shall work with other agency GIS systems to best comprise the City's overall Enterprise GIS System. The work also involves **supervising lower level professional and technical staff; participating on City-wide GIS usage teams; supervising** and providing technical assistance; and coordinating activities with other City departments, governmental agencies and private agencies such as utilities. The work is performed under the general supervision of a Principal Engineer or other high-level manager and involves the exercise of considerable independent judgment.*

E. Halvorson's position of Traffic Engineering Development Specialist has grown and expanded over the past 2-3 years and has assumed additional duties and responsibilities to support agency goals and work needs. E. Halvorson has added three additional permanent employees under his supervision, now bringing the number of staff supervised to seven. This staff includes (1) Engineering Program Specialist 2 (CG16, R19), (3) Engineering Program Specialist 1's (CG16, R17), (2) Civil Technician 2's (CG16, R14), and (1) Civil Technician 1 (CG16, R12), . Mr. Halvorson's new responsibilities most recently include the expansion of the Asset Data Model that incorporates the electrical infrastructure that Traffic Engineering is responsible for maintaining. This has greatly improved the accuracy and depth of information Traffic Engineering now has on its assets, which in turn allow for improved decision making from a planning and project prospective.

This position has also been conducting a multi-year, multi-agency effort to secure an effective CMMS (Computerized Maintenance Management System) for the City and the Division. With this in place, Traffic Engineering will be more effective in managing time and resources as well as improved communication between office and field activities. Mr. Halvorson's position has continued to expand and improve the quality of services provided to Traffic Engineering and the City at large. One area of improvement was the modification to the Traffic Engineering's Right-of Way permitting program. A new position was created and modifications were made to the MGO to cover the cost of the modified program. This alteration has been vital to increasing public safety and responsiveness of Traffic Engineering to developer/public needs to access the public Right-of-Way.

In my evaluation of this position study, I reviewed the comparable classifications of the Computer Mapping/GIS Coordinator positions in the Engineering Division and the Water Utility. When Mr. Halvorson's position was created in CG18, R11 back in 2014, the Computer Mapping/GIS Coordinator was identified as the closest comparable classification. Both of these positions were recently reclassified in June of 2016 from CG18, R11 to CG18, R13 based on the increased leadership and management responsibilities as it related to the Asset Management and CMMS systems. All of these positions have oversight over of a fairly large professional and/or technical staff. This requires a high level of technical, fiscal/budgetary and/or operational duties which impact the agency's ability to deliver high quality City services in an effective and efficient manner.

With the addition of the respective programmatic oversight and supervised staff responsibilities; it is clear that E. Halvorson's position is consistent with the responsibilities and duties of those at the Water Utility and the Engineering Division in CG18, R13. Because of this, I am recommending the classification of Traffic Engineering Development Specialist in CG18, R11 be deleted from the salary schedule and position (#1214) be recreated within the classification of Computer Mapping/GIS Coordinator in CG18, R13 and the incumbent reallocated to the new position in the Traffic Engineering operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
18/11	\$ 68,154	\$ 82,128	\$91,984
18/13	\$74,844	\$90,035	\$100,840

cc: David Dyer-Traffic Engineering and Parking Manager
 Yang Tao-Assistant City Traffic Engineer
 Greg Leifer-Employee and Labor Relations Manager
 Mike Lipski-Human Resources Manger