



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Approving Job Specification and Salary Range for the Position of Senior Traffic Engineer and Reclassification of Associate Traffic Engineer to Sr. Traffic Engineer.

MEETING DATE: Wednesday, September 5, 2001

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: Adopt Resolution Approving Job Specification and Salary Range for the Position of Senior Traffic Engineer and Reclassification of Associate Traffic Engineer to Sr. Traffic Engineer.

BACKGROUND INFORMATION: A classification study has been conducted on the position of Associate Civil Engineer-Traffic in accordance with the Rules for Personnel Administration. The study reveals the incumbent in this position has been performing duties outside the scope of duties for the Associate Civil Engineer - Traffic classification. Currently there is one (1) position in this classification. The incumbent is performing duties equivalent to those performed by a Sr. Civil Engineer. The incumbent is in charge of planning, coordinating, assigning, supervising, and reviewing engineering work such as plans and specifications that relate to the location, design, construction, inspection and maintenance of major public work transportation facilities and projects (e.g., Highway 12 and 99 interchange project, Kettleman Lane and Crescent Avenue Median/Signal Project, Lower Sacramento Road Widening Project, several traffic signal installations). The incumbent is also in charge of administering design contracts and coordinating multi-agency cooperative agreements for project funding.

The current position of Sr. Civil Engineer's job description closely relates to that of the Associate Civil Engineer-Traffic in the Traffic Division. It is recommended the position of Associate Civil Engineer – Traffic be reallocated to Sr. Traffic Engineer. Attached is a new class specification for this new title. If approved, the position of Associate Civil Engineer-Traffic will be eliminated. Given that this is a professional classification it is also recommended that the position be placed in the Mid-Management group.

It is recommended that Council approve the reclassification of Associate Civil Engineer-Traffic to Senior Traffic Engineer as well as the new class specification and salary range.

The recommended salary range for this classification is:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$4,998.93	\$5,249.03	\$5,511.43	\$5,787.15	\$6,076.20

APPROVED: _____

H. Dixon Flynn -- City Manager

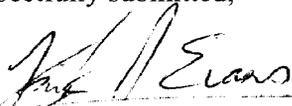


CITY OF LODI

COUNCIL COMMUNICATION

FUNDING: \$4,500.00 Public Works operating budget.

Respectfully submitted,


for Joanne M. Narloch, Human Resources Director

cc: City Attorney
Public Works Director

Prepared by: Amy Flores, Management Analyst

APPROVED: _____
H. Dixon Flynn -- City Manager

RESOLUTION NO. 2001-217

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE JOB SPECIFICATION AND SALARY
RANGE FOR THE POSITION OF SENIOR TRAFFIC
ENGINEER AND RECLASSIFICATION OF ASSOCIATE
TRAFFIC ENGINEER TO SENIOR TRAFFIC ENGINEER

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the job specification for the position of Senior Traffic Engineer, as shown on Exhibit A attached; and

BE IT FURTHER RESOLVED, that the salary range for Senior Traffic Engineer shall be as follows:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$4,998.93	\$5,249.03	\$5,511.43	\$5,787.15	\$6,076.20

BE IT FURTHER RESOLVED, that the City Council hereby approves the reclassification of Associate Traffic Engineer to Senior Traffic Engineer.

Dated: September 5, 2001

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I hereby certify that Resolution No. 2001-217 was passed and adopted by the City Council of the City of Lodi in a regular meeting held September 5, 2001, by the following vote:

- AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Pennino and Mayor Nakanishi
- NOES: COUNCIL MEMBERS – None
- ABSENT: COUNCIL MEMBERS – None
- ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk

CITY OF LODI

"DATE"

SENIOR TRAFFIC ENGINEER**DEFINITION**

Plans, assigns, supervises, and reviews engineering work in connection with the location, design, construction, inspection and maintenance of major public works projects; administers design contracts and coordinates projects.

DISTINGUISHING CHARACTERISTICS

This is a mid-management position in the Engineering Division of the Public Works Department. This position supervises the Traffic Sections of the Division and participates in management and policy-making for the Engineering Division as a whole. This position has responsible charge for City traffic engineering work, including some contract engineering services, recordkeeping and computer traffic database.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Engineer and Public Works Director.

Exercises general direction of subordinate professional engineering positions and direct supervision of some sub-professional engineering positions.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Plans, assigns, supervises, and reviews the work of Traffic Section engineers; oversees the work of consulting engineers;
- Assists in preparation and administration of the Traffic Section budget; participates in policy-making for the Traffic Engineering Division;
- Assumes responsibility for a variety of personnel actions including performance evaluation, training, and disciplinary actions. Recommends the hiring and suspension of personnel;
- Supervises the preparation of engineering plans and specifications for the construction of major interchange street improvement projects; checks plans for accuracy and completeness and makes recommendations for revision and improvement; reviews specifications for composition and accuracy; prepares and/or reviews preliminary and final cost estimates;
- Assists subordinate engineering personnel with difficult technical problems;
- Meets with other agency officials, engineers, private individuals, and industry representatives in discussing traffic engineering problems;
- Makes City Council, official bodies and community group presentations related to traffic engineering studies and projects under his/her responsibility;

- Assists in planning, organizing, and directing office and field engineering, and assists in reviewing engineering design for electrical (signal) maintenance personnel in maintenance of public works projects;
- Prepares and writes general correspondence and Council Communications related to the Traffic Section's activities; prepares special reports and studies requested by the Public Works Director;
- Prepares and evaluates contracts; prepares reports on Engineering Division functions and activities for City officials;
- Supervises and prepares grant applications
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, practices, and methods of civil engineering as applied to the planning, designing, and construction of municipal public works projects;
- Design principles, strength of materials and stress analysis required in planning public works projects;
- Principles of mechanical, structural traffic engineering, and surveying as they apply to the design of public works projects;
- Field survey and construction practices;
- Municipal public works administration;
- Principles of management and supervision;
- Safety principles, practices, and procedures;
- Basic municipal accounting and budgeting practices;
- Laws and regulations relating to public works improvements.

Ability to:

- Manage engineering microcomputer operation computers and related electronic equipment used in engineering applications including computer aided drafting, surveying, engineering analysis and utility system models;
- Design, prepare, and review plans, specifications and engineer's estimates on public works projects;
- Direct the work of subordinate engineering personnel;
- Sort, prioritize, allocate and monitor workload and resources;
- Establish cooperative public relations with contractors, developers, private engineers and the general public;
- Analyze and interpret Federal and State regulations pertaining to the Engineering Division;
- Conduct Division training programs;
- Communicate effectively, both orally and in writing;

- Estimate job costs and keeps neat and accurate records.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

A Bachelor's Degree with major course work in civil engineering.

Experience:

Three years of progressively responsible and varied professional civil engineering experience including experience in surveying and designing streets and water, sewer and storm drain systems.

LICENSES AND CERTIFICATES:

- Possession of a Certificate of Registration as a Traffic Engineer by the California State Board of Registration for Professional Engineers.
- Possession of a valid Driver's License issued from the California Department of Motor Vehicles.