



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Approve Reclassification of One Engineering Technician I/II Position to Senior Engineering Technician

MEETING DATE: November 17, 1993

PREPARED BY: City Manager

RECOMMENDED ACTION: That the City Council approve the reclassification of one Engineering Technician I/II position to Senior Engineering Technician in the Engineering Division of the Public Works Department.

BACKGROUND INFORMATION: The Personnel Department conducted a classification study on the Engineering Technician II position in the Development Services Section of the Engineering Division of the Public Works Department. Based on this study, it was determined that the incumbent is performing specialized and subprofessional engineering work at the level of Senior Engineering Technician. This study considered both the work done in this position and in the other subprofessional engineering positions.

The person in this position is the primary contact person for the Development Services Section of Public Works at City Hall. This employee handles the Public Works counter and, in doing so, responds to a variety of questions and complaints from the general public, realtors, developers and contractors. This work involves issuing encroachment and transportation permits and the preparations of "pink sheets" (i.e., development requirements on city parcels). This employee is also responsible for subdivision plan checking and coordination of comments from other divisions and departments. This employee deals directly with private design engineers and their staffs to resolve problems and ensure that the City's design standards are complied with, and also checks parcel maps for technical correctness and regularly prepares legal descriptions for easements and right-of-way dedications.

Many years ago, most of these duties were handled by engineers. In a Division reorganization done in 1985/86, the Development Services Section was established and an engineer and a technician position were assigned to the Section. The incumbent was hired to fill the technician position vacancy. (This was not a new position.) Since then, many of the technical duties performed by the engineer have been shifted to the technician as the engineer took on more work in the area of development plan

APPROVED _____

THOMAS A. PETERSON
City Manager



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review, building permit review, impact fee administration and preparation of development improvement agreements. The fact that these two people are able to handle these additional tasks can be attributed partly to increased usage of computers, but mainly to their increased experience and skills. In the event of a vacancy, it would be impossible to fill this position at the Engineering Technician II level. Aside from the fact that a new person with the required level of Engineering Technician II experience would not be able to accomplish this work, the City of Lodi's salaries are not competitive enough to draw candidates with much experience. (For example, the City of Stockton pays nearly \$200 per month more at the top salary step of the Engineering Technician I level than our City pays at the Engineering Technician II level.) In addition, if the City had a vacancy and wanted to shift duties to others in the Engineering Division, we would be hard pressed to do so. The Engineering Division staff was reduced by 10 percent in this year's budget (1.5 positions out of 15). The Engineering Division is now operating with 33% fewer positions than the average of seven comparably sized cities in our area (Davis, Manteca, Tracy, etc.). As a result of the budget reductions, noted herein, this division contributed more than \$43,000 in savings, far offsetting the small increase associated with this reclassification.

In this time of reduced budgets, it is even more important that skilled employees be retained and allowed to advance in the organization. The classification system needs to be flexible to respond to changes in the nature of work, the experience and abilities of employees, and the needs of the City when a vacancy occurs in this or any position. These, and other factors, are considered and often result in reclassifications both upward and downward. The cost increase will be under \$1,700, plus benefits. Nearly half of these costs are recovered through engineering fees.

This situation has been known to the City for at least two years and, with increases in workload, has reached the point where it must be addressed. To fairly compensate this employee for the work being done, this position should be reallocated and the incumbent reclassified to a Senior Engineering Technician effective November 8, 1993, which is the beginning of the current pay period.

FUNDING: General Fund (50%)
Engineering Fees (50%)

Respectfully submitted,


Thomas A. Peterson
City Manager

Prepared by Marlon Robbins,
Personnel Analyst II
and Richard C. Prima, Jr.,
Assistant City Engineer

TAP/MR/RP:br

CCCOM866/TXTA.07A

RESOLUTION NO. 93-141

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE RECLASSIFICATION OF ONE (1) ENGINEERING
TECHNICIAN I/II POSITION TO SENIOR ENGINEERING TECHNICIAN
APPROVING CLASS SPECIFIC POSITIONS AND SALARY RANGE

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WHEREAS, a classification study was conducted on the Engineering Technician II position in the Development/Encroachment subdivision within the Engineering Division of the Public Works Department; and

WHEREAS, based upon said study, it was determined that the incumbent is performing specialist and subprofessional engineering work at the level of Senior Engineering Technician; now therefore be it

RESOLVED, that the Lodi City Council does hereby approve the reclassification of one (1) Engineering Technician I/II to Senior Engineering Technician in the Engineering Division of the Public Works Department, said reallocation and reclassification to be effective November 8, 1993.

Dated: November 17, 1993

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I hereby certify that Resolution No. 93-141 was passed and adopted by the Lodi City Council in a regular meeting held November 17, 1993, by the following vote:

- Ayes:** Council Members - Davenport, Mann, Sieglock, Snider and Pennino (Mayor)
- Noes:** Council Members - None
- Absent:** Council Members - None

Jennifer M. Perrin
Jennifer M. Perrin
City Clerk

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