



**DATE:** January 27, 2022

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Review the Revised Job Description for Engineering Technician

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the Engineering Technician classification to ensure that the employment standards are job-related.

### **SUMMARY**

The job description for Engineering Technician has been updated to reflect the current duties and responsibilities held by the current incumbents. The majority of the changes were to adjust formatting and to detail the responsibilities related to engineering design, construction and/or traffic.

### **BACKGROUND AND DISCUSSION**

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department staff review all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

Prior to this revision, the Engineering Technician job description had not been revised since August 1988. Since then, Human Resources has updated the format for job descriptions to include a section to distinguish the job classification from other classifications within the division/department. The proposed changes align this job description with our current format.

The job description for Engineering Technician was shared with representatives of IFPTE, Local 21. Local 21 was given a deadline of January 20, 2022 to respond. Both a redline copy and clean copy of the job description are attached for the Commission's review.

**FISCAL IMPACT**

There are no fiscal impacts associated with the review of the revised job description.

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