



DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Senior Transportation Engineer

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Senior Transportation Engineer to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/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. Human Resources staff reviews 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 makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

To expand the applicant pool, the minimum qualifications for the position have been changed to allow applicants with an out-of-state Professional Engineer (P.E) or Transportation Engineer (T.E.) license to apply for the position and obtain a State of California registration within a one-year period of being hired.

The changes to the Senior Transportation Engineer job description were shared with and agreed to by representatives of HAME. The Senior Transportation Engineer job description was revised to update the definition, supervision exercised, essential duties, experience and education. The changes to the job description are as follows:

Senior Transportation Engineer

Added:

- "...overall..."
- "Periodically..."

Removed:

- "... direction ..."
- "... the most ..."
- "...administrative..."

Replaced:

- "...management duties..." with "...evaluations..."
- "...duties..." with "...studies..."
- "Prepares..." with "Also, tasked with preparing..."

Supervision Exercised

Removed: "...direct..."

Added: "...as needed."

Essential Duties

Replaced:

- "...or..." with "...and..."
- "...signal timing and other traffic problems..." with "...overall traffic operations and traffic safety concerns reported by the community..."

Added:

- "...for the City's 135 signalized intersections."
- "Manages and/or prepares various transportation studies or programs."
- "Periodically..."

Removed:

- "Makes recommendations for purchasing additional equipment."
- "Prepares the Citywide Intersection Improvement Study and makes appropriate recommendations."

Experience and Education

Licenses and Certificates:

- Added: "An out-of-state P.E. or T.E. will be accepted, but will require the candidate to obtain a State of California registration within a one-year period of being hired."

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

Prepared by: Farbod Pirouzmand, Deputy Human Resources Director

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager