



**DATE:** January 10, 2019

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Revised Job Description for Assistant/Associate Transportation Engineer

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the job description for the position of Assistant/Associate 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.

### **SUMMARY**

Since the Assistant/Associate Transportation Engineer job description was last updated in 2009, the job tasks and responsibilities have evolved as a result of changes in the knowledge, technology, and programs currently used in the transportation industry. The Assistant/Associate Transportation Engineer job description has been updated to comply with industry standards and also to reflect duties as they relate to meeting the goals and objectives of the organization and the City Council's Strategic Initiatives. In addition to the changes to the essential duties and job related and essential qualifications, the experience and education section has been revised to eliminate the Electrical Engineering license, as it is not applicable for this classification.

### **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.

The Public Works Department requested to update the job description for the Assistant/Associate Transportation Engineer because it was last updated in 2009. The edits to the job description below are as a result of changes to the knowledge, technology, and

programs used currently in the transportation industry. The changes to the Assistant/Associate Transportation Engineer job description were shared with and agreed to by representatives of IFPTE, Local 21. The Assistant/Associate Transportation Engineer job description was revised to update the essential duties, job related and essential qualifications, and experience and education.

The changes to the job description are as follows:

### ESSENTIAL DUTIES

#### *Assistant Transportation Engineer*

Added:

- "...specifications, and..."
- "...and requests..."

Removed: "...and alternate plans, including..."

Replaced:

- "...Channelization..." with "...traffic calming..."
- "Check..." with "Ability to review..." and "...design detours around construction sites..." with "...traffic control plans."
- "...property owners..." with "...residents..." and "...courts..." with "...businesses..."
- "Answer..." with "Respond to..."
- "...implementation of City traffic calming (speed hump) program" with "...the City's Neighborhood Traffic Calming Program (NTCP)."

#### *Associate Transportation Engineer*

Added:

- "...and design transportation engineering projects, such as traffic signals, signs, traffic calming, street lighting, and parking facilities."
- "Apply City's Complete Streets Policy."
- "Assist with the City's Neighborhood Traffic Calming Program (NTCP)."

Removed:

- "...geometric design of streets and interchanges, and traffic operation studies."
- "Direct, assist, and participate in traffic analysis, circulation design, and design transportation engineering projects, such as traffic signals, signs, and markings, channelizations, street lighting and parking facilities."
- "Testify in courts on claims against the City related to transportation issues."
- "Manage City traffic calming (speed bump) program."

Replaced:

- "Answer..." with "Responds to..."
- "...Neighborhood Focus Process..." with "...neighborhood meetings..."

## JOB RELATED AND ESSENTIAL QUALIFICATIONS

### *Assistant Transportation Engineer*

#### Knowledge of:

Added:

- "...and regulations."
- "...well..."

#### Ability to:

Replaced: "Analyze..." with "Determine..."

### *Associate Transportation Engineer*

#### Knowledge of:

Added:

- "Engineering principles and practices as they relate to transportation planning, design and traffic operations."
- "...and street geometric design..."

Removed:

- "Street lighting layout and design."
- "Major elements of transportation design and traffic operations."
- "Supervisory and public relations principles and practices."

#### Ability to:

Added:

- "...well..." and "...both verbally and in writing."
- "Apply statistical principles to transportation engineering problems."
- "Determine traffic characteristics relative to volume, speed, and accidents."
- "Identify intersection or street capacity levels and prepare level of service analysis for existing and proposed projects."
- "Work cooperatively and develop effective relationships at all levels, especially the public."
- "Work independently, bringing projects to completion within established time guidelines."

## EXPERIENCE AND EDUCATION

### *Associate Transportation Engineer*

#### Experience:

Added: "...or Traffic Engineering..."

#### Licenses and Certificates:

Removed: "Electrical Engineer"

## **STRATEGIC INITIATIVES**

This agenda item is a routine operational item and does not relate to one of the Council's Strategic Initiatives.

**FISCAL IMPACT**

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

*Prepared by:* Nargiz Karimova, Human Resources Technician

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

Approved By:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is positioned above a horizontal line.

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Kelly McAdoo, City Manager