DATE: September 9, 2019

TO: Honorable Mayor and Members of the City Council through the City Manager

FROM: Charles Castillo, Director of Human Resources
       Jason Beatty, Assistant Director of Public Works and Utilities

SUBJECT: Resolution Amending the Classification and Compensation Plan by Establishing the Classification and Pay Range of Senior Traffic Engineer and Authorizing the Position Allocation of One Senior Traffic Engineer

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution Amending the Classification and Compensation Plan by Establishing the Classification and Pay Range of Senior Traffic Engineer and Authorizing the Position Allocation of One Senior Traffic Engineer.

BACKGROUND

Following the economic downturn in 2008, the Traffic Engineer allocation with the City was eliminated as a cost savings measure and the salary range remained stagnant thereafter. The traffic engineering responsibility was added to the duties of the City Engineer, overburdening that position and expanding its span of control, and, subsequently, impacting the services in these important areas. Currently, in order to provide traffic engineering support to the City Engineer, a Senior Civil Engineer is working out-of-class, and contracted consultant services are also used occasionally to provide assistance. Recognizing the increasing complexity of street maintenance and traffic management, and the efficiency of consolidating traffic responsibilities into one position, staff has identified the need for a dedicated traffic engineer. A dedicated, licensed traffic engineer will increase the City’s ability to coordinate traffic engineering and transportation planning, manage a greater variety of traffic, transportation, and other public works and utilities and capital improvement projects related to traffic, and provide greater engineering support for traffic and transportation studies and improvements to the City’s traffic management systems.

The Traffic Engineer classification specification was evaluated, which was last revised in 2006, and it was determined that a Senior Traffic Engineer position would be better suited, due to the required complexity of tasks, level of supervision, and reporting structure. The previous Traffic Engineer position was a division head, whereas, the new Senior Traffic Engineer will serve as a unit supervisor, a reporting structure more in line with operational needs and department structure. The Senior Traffic Engineer will supervise, coordinate, organize, direct, staff and perform the activities, programs, and operations of the Public Works Traffic and Street Pavilion.
Engineering Unit, including the development, review, coordination, and planning of municipal traffic systems, safety, operations and programs; and oversee planning for traffic and pavement maintenance projects and grants.

The new streamlined structure and dedicated Senior Traffic Engineer position will continue to satisfy the City’s Municipal Code Chapter 11.08.030, requiring designation of a City traffic engineer.

The proposed action supports the City Council Goals #17 and #86—“Upgrade traffic signal management by re-establishing full-time traffic engineer position; Assess and identify traffic needs and develop organizational structure to support needs, including the possibility of restoring a full-time City Traffic Engineer position.”

DISCUSSION

While considering the City’s current and future traffic engineering needs, including the level of service discussed through the City’s Community Goal Setting process, staff developed the Senior Traffic Engineer class specification included in Exhibit A. The City worked alongside Ralph Andersen and Associates, classification and compensation consultant, to internally set an appropriate salary range. The proposed salary range takes into consideration special licensing required by the position and the complexity of tasks required for this role and therefore, is set 10% above Senior Civil Engineer with a top step monthly salary of $10,802. The proposed change does not conflict with the consultant’s preliminary findings and the position will be further analyzed within the current classification and compensation study and if necessary, further adjustments may be recommended.

The recommendation contained herein aligns with the duties and responsibilities of the existing workload and City needs. The recommendation is also in line with Petaluma Municipal Code 3.04.020 and the City of Petaluma Personnel Rules and Regulations (Rule IV - Classification and Rule V – Compensation), the proposed change to the classification and compensation plan is justified and necessary.

The proposed Senior Traffic Engineer classification has been evaluated by Bargaining Unit 9, of the Petaluma Professional & Mid-Managers Association (“PPMMA”). PPMMA has reviewed the job description and salary recommendation and supports the establishment of this new classification.

PUBLIC OUTREACH

There was no specific outreach performed in relation to this item aside from the normal public meeting agenda process. In the public online survey conducted as part of the FY19 through FY21 goal setting process, traffic was the top concern of those who completed the survey. The public Goal Setting process identified this action as a priority. As indicated above, the City and PPMMA representatives have discussed the proposed actions both in meetings and through email correspondence.
FINANCIAL IMPACTS

The recommended salary range for Senior Traffic Engineer is $106,662.40 – $129,625.60 annually. The total annual compensation for this position, including salary and benefits, ranges between approximately $160,877.33 to $189,272.46. The financial impacts of this proposed change have been incorporated and were approved in the Fiscal Year 19-20 budget. Staff recommends allocating the position costs as: 40% to the Street Maintenance fund, 15% to the Wastewater CIP fund, 15% to the Water CIP fund, and 30% to the General Fund. It is estimated that a portion of the General Fund cost will be offset through program cost recovery.

ATTACHMENTS

1. Resolution and Exhibit A
ATTACHMENT 1

RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION PLAN
BY ESTABLISHING THE CLASSIFICATION AND PAY RANGE OF SENIOR
TRAFFIC ENGINEER AND AUTHORIZING THE POSITION ALLOCATION OF ONE
SENIOR TRAFFIC ENGINEER

WHEREAS, Petaluma Municipal Code Section 3.04.020, in paragraph (D)
authorizes the City Manager as the City’s Personnel Officer to:

prepare or cause to be prepared a position classification plan, including class
specifications and revisions of the plan;

and authorizes the City Manager in paragraph (E) to:

prepare or cause to be prepared a plan of compensation and revisions thereof,
covering all classifications in the competitive service; and

WHEREAS, the City wishes to keep its Classification and Compensation Plan
current, and in accordance with Petaluma Municipal Code Section 3.04.020, amendments or
revisions to the Classification and Compensation Plan are effective upon approval by the
City Council; and,

WHEREAS, the results of the proposed change aligns with the duties and
responsibilities of existing workloads, City needs, and City Council Goals; and the proposed
changes have been discussed with Ralph Anderson and Associates, who is preparing a
comprehensive classification and compensation study for the City, and who indicate that the
proposed changes do not conflict with their preliminary, comprehensive classification review
and findings; and,

WHEREAS, the proposed change would continue to satisfy the City’s Municipal Code
Chapter 11.08, requiring designation of a City traffic engineer; and,
WHEREAS, the City Manager, acting as the Personnel Officer, has determined that certain duties and responsibilities are appropriately allocated to the classification of Senior Traffic Engineer (as attached Exhibit A); and,

WHEREAS, the pay range for the classification of Senior Traffic Engineer as listed below, shall be set at:

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Pay Range Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Traffic Engineer</td>
<td>$8,888.53- $10,802.13</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Petaluma hereby:

1. Takes action pursuant to Petaluma Municipal Code 3.04.020 and the City of Petaluma Personnel Rules and Regulations (Rule IV- Classification and Rule V – Compensation) to approve the amendment to the Classification and Compensation Plan as written in this Resolution, including an amendment in the Competitive Service of the Personnel System.

2. Establishes the New Classification and pay range of Senior Traffic Engineer.

3. Authorizes the position allocation of one Senior Traffic Engineer.
EXHIBIT A

CITY OF PETALUMA
CLASS SPECIFICATION

Date:
Job Class:

Senior Traffic Engineer

Summary
Supervise, coordinate, organize, direct, staff and perform the activities, programs, and operations of the Public Works Traffic and Street Pavement Engineering Unit, including the development, review, coordination, and planning of municipal traffic systems, safety, operations and programs; oversee planning for traffic and pavement maintenance projects and grants; supervise the work performed by subordinate staff.

Class Characteristics
General direction is provided by a higher-level manager. Responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel.

The incumbent performs duties that emphasize traffic and pavement engineering, including the design and review of capital improvement, transportation development and related engineering plans and specifications. The incumbent has advanced project management responsibilities including cost estimation, budgeting and ensuring contract compliance with engineering standards, as well as managing and directing the work of contractors as required. The position fulfills the requirements and responsibilities of traffic engineer as defined and described in the City’s Municipal Code, Chapter 11.08, and also in other applicable City ordinances, resolutions, standards and policies.

Essential Duties, Skills, and Demands of the Position
The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Coordinate, supervise and perform traffic engineering and transportation planning activities; prepare or direct the preparation of plans, specifications and estimates pertaining to construction, maintenance and operation of traffic facilities and equipment; plan, organize, direct and supervise the work of assigned staff; assist in the development of goals, objectives, policies and budgets for the department; manage the city's pavement management program, including maintaining the City’s pavement condition evaluation program.

Manage and support a wide variety of traffic, transportation, other public works and utilities projects and contracts related to public facilities utilities, traffic channelization, the installation of control devices such as traffic signals and signs, and other traffic-related concerns; prepare and approve cost estimates and construction plans; administer contracts; research project design
requirements, check computations and specified materials for accuracy and conformance with regulations; prepare and manage grants for traffic and pavement improvement projects.

Prepare budgets and requests for proposals for capital improvement projects; check legal descriptions and cost estimates; interpret plans and specifications for contractors and determine contractual compliance with engineering standards and specifications; interpret and administer applicable ordinances related to project requirements; coordinate the signing of new projects.

Supervise and develop professional engineering plans, specifications, studies, reports, legal descriptions, contracts and correspondence; authorize progress and final payments to contractors based upon field inspection and document review; perform field inspections and surveys for projects as required.

Coordinate, supervise and participate in complex traffic and pavement studies; research, coordinate and prepare recommendations on traffic issues such as plan lines, street improvement programs, freeway project studies and general plan transportation elements for streets, pedestrians and bicycles; reviews and analyzes developers’ street fee obligations and assessments; prepare grant applications for state and federal funding; review and prepare environmental impact reports; coordinate transportation system management programs.

Provide technical support in the updating of the traffic circulation element of various City projects; review reports, plans, and maps submitted by engineers and developers for conformity with laws, ordinances, City imposed requirements, and accepted professional standards with the goal of protecting the health, safety, and welfare of the community; interpret specifications based on City policy.

Coordinate, supervise and perform the investigation of traffic-related complaints and field problems affecting the public, property owners, contractors, maintenance staff, and traffic operations; assign and oversee the collection of data; may inspect project sites to assist in solution of difficult problems; initiate and process traffic work orders.

Provide administrative and traffic engineering assistance and advice to developers, contractors, consultants, City management, commissions, committees, other agencies, and the general public; resolve complaints and problems and ensure successful project completion; evaluate and make recommendations regarding environmental documents, traffic studies, and project traffic impacts on congestion, safety, and operational feasibility.

Develop and recommend revised design and construction policies, procedures and standards for traffic, pavement, transportation and other public facilities; research publications and industry information sources and attend conferences and continuing education courses to keep abreast of new developments and legislation in the field of traffic and public works engineering.

Represent the department and provide presentations and advice to citizen groups, the Traffic Advisory Committee, the Planning Commission, the City Council, the Sonoma County Transportation Authority, Caltrans and other local, state, and regional agencies; seek and manage grants received through these and other agencies.
Coordinate and manage neighborhood traffic studies with the police department, schools, Caltrans, and other related entities.

Maintain and utilize advanced technology and state-of-the-art computer programs to evaluate and implement traffic safety, planning and operations improvement alternatives.

Perform related duties as assigned.

Skills/Abilities:
Coordinate and/or perform a variety of traffic engineering functions and projects; make sound decisions regarding complex traffic and pavement issues.

Analyze and prepare traffic-related reports, designs, specifications and plans, including the City’s General Plan, Traffic Impact Fee Studies, and annual PCI report.

Organize, schedule, assign, direct and evaluate the work of others; organize work, set priorities, and exercise independent judgment.

Coordinate and administer traffic-related development projects; review consultant designs; administer contracts.

Develop, implement and analyze traffic and other engineering studies; make complex engineering computations; check, design, and supervise the construction of a wide variety of public and private facilities.

Develop and administer project and operational budgets.

Utilize personal computers for traffic analysis, modeling, word processing, creating spreadsheets, and other specialized functions.; operate MTC sponsored PCI tracking software (i.e., StreetSaver).

Analyze traffic and pavement engineering data and reports; evaluate alternatives and reach sound conclusions. Communicate effectively both verbally and in writing; prepare clear, concise and accurate reports and correspondence.

Deal tactfully and effectively with the public, City staff, other agencies, engineering firms, contractors, developers, manufacturers and others; establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands and Work Environment:
While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.
QUALIFICATIONS

Knowledge of:
Principles, practices and methods of traffic engineering including planning, design, and
construction of traffic, transportation and public works projects.

Principles and practices of public administration including budgeting, procurement, contracting
and personnel management; principles and practices of effective supervision.

Traffic planning and operations techniques.

Principles of Pavement Design and ADA laws related to the public right of way.

Environmental report processes, including those required by the California Environmental
Quality Act (CEQA); land use laws and regulations.

Effective contract and construction administration methods and procedures.

Traffic, transportation, and civil engineering as related to public works projects.

Effective report writing requirements and techniques.

Current applicable traffic and design manuals; computers and computer modeling software.

Education and Experience
Any combination equivalent to the education and experience likely to provide the required
knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities
would be:

Education:
A bachelor's degree with major course work in traffic, transportation, or civil engineering, or a
closely related field.

Experience:
Five years of progressively responsible professional engineering experience in traffic,
transportation, or civil engineering.

Licenses/Certifications:
Possession of a valid and current California registration as a professional Traffic Engineer is
required.

Possession of a valid and current California registration as a Civil Engineer is highly desirable.

Possession of a valid California Class C driver’s license with a satisfactory driving record.

Established:
Resolution #:
Department: Public Works & Utilities
FLSA Status: Exempt