



Office of the City Manager

CONSENT CALENDAR  
October 23, 2007

To: Honorable Mayor and Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: David W. Hodgkins, Director of Human Resources

Subject: Classification: Transportation Manager

### RECOMMENDATION

Adopt a Resolution to amend Resolution No. 61,840–N.S., Classification and Salary Resolution for Public Employees Union Local One, to establish the Classification of Transportation Manager with a salary range of \$9,230 – \$11,219 per month effective November 1, 2007.

### FISCAL IMPACTS OF RECOMMENDATION

This recommendation will result in a salary savings of \$11,412 for FY 2008, which is the difference between the salary of the former Assistant City Manager and the replacement classification of Transportation Manager. The Public Works Department will fund the salary and benefits for the new classification based on the percentages of the Funds and Budget Codes shown below:

45 %	General Fund	010-4910-431.11-01
10 %	Measure B Bike and Pedestrian Fund	392-4910-431.11-01
5 %	Capital Improvement Fund	610-4910-431.11-01
25 %	Off Street Parking Fund	835-4910-431.11-01
15 %	Parking Meter Fund	840-4910-431.11-01

### CURRENT SITUATION AND ITS EFFECTS

In August 2005, the management of all transportation functions, which had previously been assigned to an Assistant City Manager, were transferred to the Public Works Department. The Director of Public Works has determined that a new classification of Transportation Manager is necessary to oversee and direct the division. The employee who fills this management position will be responsible for most of the functions formally assigned to the Assistant City Manager. The Transportation Manager will focus on an array of transportation issues within Berkeley and develop strategies for efficient, environmentally friendly and economically sound transportation systems, manage and administer the work program, schedule personnel on assigned projects and set priorities for all major transportation projects including off-street and on-street parking, and

parking meters. The Transportation Manager will support the Director in efforts to help implement the Transportation Commission and City Council transportation program directives related to planning, traffic engineering and alternative transportation programs and assure that the City is adequately informed about transportation issues and developments at the local, regional, State and Federal levels.

#### BACKGROUND

The Personnel Board discussed the proposal at its October 1, 2007 meeting. By a unanimous vote, (Chan, Dixon, Eblé, Reyes, Robinson, Smith,– yes; Bess, Silver, – absent), the Board recommended the following:

1. Establish the classification of Transportation Manager, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit M (Professional), with a monthly salary range of \$9,230-\$9,691-\$10,176-\$10,684-\$11,219 effective November 1, 2007.

#### RATIONALE FOR RECOMMENDATION

It has been the policy of the City to maintain and revise the classification and salary schedule on a regular basis to accommodate assignment of new duties and responsibilities, to maintain competitive salaries and, when applicable, to comply with regulatory requirements and city needs.

#### ALTERNATIVE ACTIONS CONSIDERED

None

#### CONTACT PERSON

David W. Hodgkins, Director of Human Resources, 981-6805  
Robert S. Kraus, Senior Human Resources Analyst, 981-6820

#### Attachments:

1. Resolution  
Exhibit A: Salary Schedule
2. Personnel Board Item (10/1/07) with attachments

RESOLUTION NO. ##,###-N.S.

AMENDING RESOLUTION NO. 61,840–N.S., CLASSIFICATION AND SALARY RESOLUTION FOR PUBLIC EMPLOYEES TO ESTABLISH CLASSIFICATION OF TRANSPORTATION MANAGER

WHEREAS, the Director of Public Works, in consultation with the City Manager has identified the need for a new classification to plan, oversee and coordinate all short and long-range traffic, transportation and parking functions; and

WHEREAS, the Director of Public Works, in consultation with Human Resources, has outlined the key assignments to be included in a Transportation Manager classification; and

WHEREAS, Public Employees Union Local One has reviewed and responded to the proposal to establish the new classification of Transportation Manager; and

WHEREAS, the Personnel Board recommended on October 1, 2007 to establish the classification of Transportation Manager, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit M (Career Management), with a monthly salary range of \$9,230 - 9,691 -10,176 -10,684 -11,219 effective November 1, 2007.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 61,840–N.S., Classification/Salary Resolution for Public Employees Union Local One, is amended to establish the class of Transportation Manager with a salary range as shown on Exhibit A, effective November 1, 2007.

Exhibit A

Job Code	UNIT	CLASS TITLE	FLSA	A	B	STEPS C	D	E	DATE
1341	M	Transportation Manager	E	\$9,230	\$9,691	\$10,176	\$10,684	\$11,219	11/01/07



Human Resources Dept.

October 1, 2007

To: Members of the Personnel Board

From: David W. Hodgkins, Director of Human Resources

Subject: Recommendation to Establish the Classification of Transportation Manager effective November 1, 2007

#### Background and Classification

The Director of Public Works, Claudette Ford, has requested that the City establish a new classification of Transportation Manager to plan, oversee and coordinate all short and long-range traffic, transportation and parking functions.

The Transportation Division within Public Works consists of traffic engineering (5 FTE), transportation planning (3 FTE), parking services and traffic field operations (18 FTE), and administrative support and analytical staff (3 FTE). In January 2002, Peter Hillier was appointed as an Assistant City Manager to manage transportation functions and reported directly to the City Manager as the Transportation function was part of the City Manager's Department. The Assistant City Manager was responsible for planning, organizing, coordinating and directing all transportation programs. In August 2005, the Transportation Division was transferred to the Public Works Department and Mr. Hillier reported to the Director of Public Works. Mr. Hillier resigned in July 2007, and the City Manager and the Director of Public Works determined that a new classification was necessary to manage and direct the division. The Transportation Manager will have oversight of the division, which includes most of the functions formerly assigned to the Assistant City Manager and will report to the Director of Public Works.

This proposed classification will focus on an array of transportation issues within Berkeley and develop strategies for efficient, environmentally friendly and economically sound transportation systems. The position will manage and administer the work program development, schedule personnel on assigned projects and set priorities for all major transportation projects and directly supervise a Supervising Traffic Engineer, Transportation Planner, Parking Services Manager, and Senior Public Works Supervisor. Responsibilities will include development of traffic calming programs, which address neighborhood traffic issues, disabled citizens' concerns, public safety emergency access, and off-street and on-street parking, including parking meters. The Transportation Manager will ensure effective staffing of the Transportation Commission and support the

**Subject: Recommendation to Establish the Classification of Transportation Manager effective November 1, 2007**

Director in efforts to help implement the Transportation Commission and City Council transportation program directives related to planning, traffic engineering and alternative transportation programs. The incumbent assigned to this classification will serve as the principal staff advisor and consultant on the transportation-operating budget, and assure that the City is adequately informed about transportation issues and developments at the local, regional, State and Federal levels.

Minimum Qualifications require a bachelor's degree from a four-year college with major courses in engineering, planning or closely related field, and six years of progressively responsible supervisory experience in transportation. State of California registration as a traffic engineer is highly desirable but not a fixed requirement.

Attachment A is a class specification for the Board's review.

**Salary**

To determine a salary recommendation for this new class, we contacted other public agencies for similar classifications but also looked at internal salaries of other direct reports within Public Works. We are recommending a monthly salary range of \$9,230 - 11,219 as detailed on Attachment B - "Salary Survey". The median adjusted salary range maximum for comparable classes at the 7 agencies with matches is approximately 16% above the proposed salary range. However, the internal salary structure of classifications that will report to the new position was given greater weight in this recommendation than the market data. The proposed salary range maximum for the Transportation Manager is 7.5% above the Supervising Traffic Engineer, which is the highest level classification reporting to the Transportation Manager within the division. More detailed reporting lines may be found on Attachment C - Public Works Department (Transportation) organizational chart

We have reviewed this class and proposed salary with Public Employees Union Local One in meetings held on August 28, 2007 and September 12, 2007. The union supports our final proposal as noted on Attachment D.

**Subject: Recommendation to Establish the Classification of Transportation Manager effective November 1, 2007**

Recommendation:

Therefore, the Personnel Board is requested to recommend the following to the City Council:

1. Establish the classification of Transportation Manager, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit M (Career Management), with a monthly salary range of \$9,230-9,691-10,176-10,684-11,219 effective November 1, 2007.

Attachments (3)

- A. Transportation Manager Classification
- B. Salary Survey
- C. Organizational Chart – PW (Transportation)
- D. Local One Response

cc: David Abel, Human Resources Manager  
Claudette Ford, Director of Public Works  
Robert S. Kraus, Senior Human Resources Analyst

## **TRANSPORTATION MANAGER**

### **DEFINITION**

Under general direction, formulates and develops recommendations for short and long-range traffic, transportation and parking policies and directs or assists in directing the implementation of all plans, projects and programs which provide for the safe, orderly, effective and efficient movement of motorists, pedestrians, bicyclists and goods; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is a division-head classification responsible for the administration, planning and management of the programs, activities and budget of the Transportation Division. This class develops and directs the implementation of policy, goals and objectives, and procedures; manages and administers the activities of the Transportation Division, including work program development, scheduling of personnel on assigned projects, setting of priorities, and monitoring resources for Traffic Engineering, Transportation Planning, Parking Services, and alternative transportation programs. The incumbent represents the department in meetings with citizens, and governmental agencies, and makes recommendation for improvements to meet present and future transportation issues and programs. This class is distinguished from the Director of Public Works, which has overall management responsibility for all units in the Public Works Department.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

1. Select, direct, assign, and evaluate professional and administrative support staff; train staff in work procedures and administer discipline as required;
2. Serve as the principal staff advisor and consultant on traffic, transportation, parking- related matters, and alternate methods of transportation, and prepare appropriate staff reports for the Director of Public Works and/or the City Manager as needed;
3. Serve as the City's primary advocate and contact for regional transportation management issues, congestion management, and funding issues;
4. Oversee, assign, direct, plan and design traffic engineering for transportation systems such as traffic control, signage, signaling and streetlights;
5. Prepare and administer the unit's annual budget, prepare written reports and statistical analyses, City Council reports, resolutions and ordinances, and requests for proposals;

6. Develop and administer all transportation related contracts; regularly inspect facilities to ensure conformance with procedures, policies and contracts;
7. Meet with members of the public, citizens' groups and other governmental agencies; and
8. Perform other related duties as assigned.

## QUALIFICATIONS

Note: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Class Characteristics.

### Knowledge of:

1. Principles and practices of effective employee supervision including selection, team building, training, evaluation, and discipline;
2. Business computer user applications related to the work such as Microsoft Word, Excel, Access, and PowerPoint, and traffic control systems;
3. Principles and practices of budget development and administration;
4. Factors affecting present and future transportation needs, alternative transportation models and methods of data collection to analyze traffic control and community needs;
5. Principles and practices of traffic engineering and transportation planning and methods of collecting and recording traffic conditions and investigating traffic complaints; and
6. Laws and ordinances pertaining to the regulation of traffic.

### Skill in and ability to:

1. Develop and implement programmatic solutions to address traffic needs and to achieve revenue goals;
2. Maintain cooperative working relationships with citizens, contractors, elected officials, community and regional organizations and city staff;
3. Plan, organize, assign, direct, review and evaluate the work of assigned staff, and develop and implement goals and objectives;
4. Analyze, interpret, explain and apply technical policies, procedures, codes, and statutes;
5. Exercise sound independent judgment within established guidelines;
6. Develop and write sound transportation and traffic policies and procedures and training staff in their use;

7. Prepare clear, concise, and complete reports, correspondence and other written materials, and making clear oral presentations; and
8. Prepare, administer and monitor budgets.

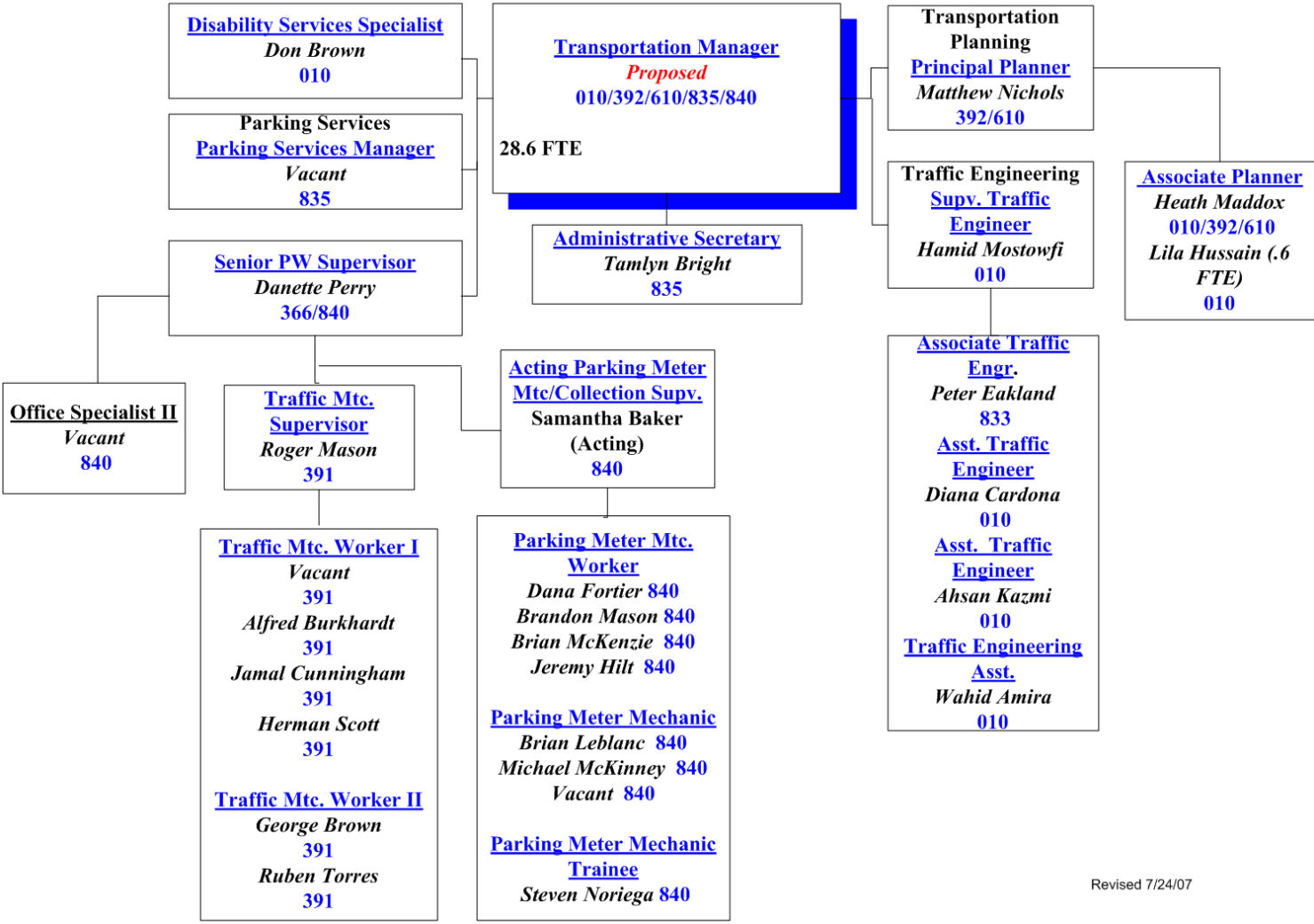
A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Graduation from a four-year college with major courses in engineering, planning, public administration, or a closely related field, and six (6) years of progressively responsible supervisory transportation experience in roadways and/or highways with a professional transportation or traffic engineering staff.

Possession of a valid Certificate of Registration as a Traffic Engineer is desirable.

Salary Survey	Summer 07	Class Title	Min	Max	EPMC PERS (\$)	Attachment B	
						Agency	Effective Date
Berkeley	10/1/07	Transportation Manager	\$9,230	\$11,219	\$897	\$181	\$12,297
Alameda Co	07/01/07	No Match			-	-	
Concord	07/13/07	Transportation Manager	\$7,944	\$10,139	\$811	-	\$10,950
Contra Costa Co.	07/12/07	No Match			-	-	
Daly City		No Match			-	-	
Fremont	07/01/07	Senior Transportation Engineer	\$8,680	\$11,717	-	-	\$11,717
Hayward	07/16/07	Transportation Dev. Manager	\$7,691	\$9,343	\$654	\$84	\$10,081
Oakland	07/01/07	Senior Transportation Planner	\$7,995	\$9,817	\$491	-	\$10,308
Palo Alto	07/01/07	Chief Transportation Official		\$10,280	\$617	-	\$10,897
Richmond		No Match			-	-	
San Francisco		No Match			-	-	
San Jose	07/01/07	Senior Transportation Specialist	\$8,490	\$10,341	-	-	\$10,341
San Leandro		No Match			-	-	
San Mateo		No Match			-	-	
San Mateo Co.	10/01/06	No Match			-	-	
Santa Clara Co	07/01/07	Supervising Transportation Eng.	\$7,914	\$9,632	\$674	-	\$10,306
<b>Median</b>							<b>\$10,341</b>
<b>Lead(+)/Lag(-)</b>							<b>15.91%</b>
<b>Agency Matches</b>							<b>7</b>
		Related City Classifications		Max			
		Deputy Director of Public Works		\$11,882			
		<b>Transportation Manager</b>		<b>\$11,219</b>			
		Supervising Traffic Engineer		\$10,436			
		PW Maintenance Superintendent		\$8,488			
		Parking Services Manager		\$8,249			

**PUBLIC WORKS DEPARTMENT**  
**Transportation**



Revised 7/24/07

## Attachment D

Rob:

As discussed, Local One has reviewed and supports the proposed new Transportation Manager classification. We would note a couple of points for the City's consideration:

a) In California, the functions of a Transportation (or Traffic) Engineer can be performed with **either** a Civil or Traffic Engineering license. While, as discussed, such a license is not a requirement of this position, we would suggest that the language be revised to reflect that such a license (Civil or Traffic) would be "**desirable.**" (See attached revised Specification with track changes); and

b) Depending on the outcome of the initial recruitment, it may be necessary to realign the salary range to that of Manager of Engineering (**\$11,889--Step E**). In light of the fact that this proposed position will not report to the newly developed Deputy Public Works Director, we don't believe there is any relevant compaction issue caused by such a salary range adjustment, if required.

Thanks to you and the Public Works Director for your constructive collaboration on this position. Good luck with your recruitment.

**Eric Brenman, President**  
**Public Employees Union Local One**



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-----Original Message-----

**From:** Kraus, Robert  
**Sent:** Thursday, September 20, 2007 10:28 AM  
**To:** Brenman, Eric  
**Cc:** 'krollins@peu1.org'  
**Subject:** RE: Transportation Manager

sorry, here 'tis.

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-----Original Message-----

**From:** Brenman, Eric  
**Sent:** Thursday, September 20, 2007 10:24 AM  
**To:** Kraus, Robert  
**Cc:** 'krollins@peu1.org'  
**Subject:** RE: Transportation Manager

Please attach--we will give you a confirmation email this week (sorry for the delay).

