




Office of the City Manager

CONSENT CALENDAR  
December 11, 2007

To:  Honorable Mayor and Members of the City Council

From:  Phil Kamlarz, City Manager

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

Subject: Classification: Assistant Traffic Engineer

RECOMMENDATION

Adopt a Resolution amending Resolution No. 61,840-N.S., Classification and Salary for Public Employees Union Local One, to revise the classification of Assistant Traffic Engineer and increase the salary range to \$6,577 - \$7,927 effective December 16, 2007.

FISCAL IMPACTS OF RECOMMENDATION

The cost of salaries and benefits to increase the salary range for two positions in this classification by 5% is \$6,875 for the remainder of FY 2008. The cost for FY 2009 is \$13,750. The Public Works Department will fund the increase from the General Fund, Budget Code 010-4930-431.11-01 and there is an offset in savings through the creation of the new Transportation Manager classification at a lower salary level than the previously used Assistant City Manager classification to perform the work.

CURRENT SITUATION AND ITS EFFECTS

The Assistant Traffic Engineer performs professional research and analysis in the areas of traffic engineering and transportation, plans and designs traffic control programs, and provides assistance in the areas of traffic engineering and transportation. These positions are located in the Transportation Division of the Public Works Department.

The Assistant Traffic Engineer classification was established in 1988 as part of a major Citywide classification and compensation study performed by an outside consultant. Registration as a Traffic Engineer is not required, though it is desirable, and the classification states that individuals with registration may sign off on engineering specifications and plans. The classification specification also contains unique "special status" language that states:

'Possession of a California State Certification of Registration as a professional traffic engineer will entitle incumbents to the higher classification of Registered Traffic Engineer, appointment to which is Exempt from the competitive service.'

Although the classification specification contains the special status language stating incumbents have an entitlement to non-competitive promotion to a classification of Registered Traffic Engineer, the later class was not established when the study was implemented in 1988 and there is no classification for incumbents to be promoted. As stated above, the classification specification has conflicting language in that the characteristics document that individuals with registration can sign off on plans, while also stating that with registration incumbents are entitled a non-competitive promotion to the Registered Traffic Engineer.

Due to the conflicting language in the Assistant Traffic Engineer classification specification and the confusion it has caused regarding promotional entitlements, the Human Resources Department recommends revising the classification. The proposed revisions include changing the minimum qualifications to require California Registration as a Civil or Traffic Engineer, and illustrating the distinguishing characteristics between this class and the Associate Traffic Engineer.

A five percent salary increase is recommended in recognition of changing the minimum qualifications to include traffic engineer registration. This recommendation is based on the salary differential between the Assistant Public Works Engineer (non-registered) and Assistant Civil Engineer (registered), which is five percent. There will not be any salary compaction due to this increase as the Associate Traffic Engineer's salary will be 14% above the Assistant Traffic Engineer. Additionally, it is recommended that this classification be designated as exempt from the overtime provisions of the Fair Labor Standards Act and be eligible for Administrative Leave.

#### BACKGROUND

The Personnel Board discussed the proposal at its November 5, 2007 meeting. By a unanimous vote, (Dixon, Chan, Eblé, Robinson, Silver, Bess, Reyes, Smith—yes), the Board recommended the following:

1. Revise the Assistant Traffic Engineer class specification, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) in Representation Unit P1 (Career Professional), and increase the monthly salary by 5% to \$6,577 - \$6,875 - \$7,202 - \$7,560 - \$7,927.

#### 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.

#### ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

David W. Hodgkins, Director of Human Resources, 981-6805

David Abel, Human Resources Manager, 981-6807

Attachments:

1. Resolution

Exhibit A: Salary Schedule

Exhibit B: Class Specification–Assistant Traffic Engineer

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

AMENDING RESOLUTION NO. 61,840N.S., CLASSIFICATION AND SALARY FOR PUBLIC EMPLOYEES UNION LOCAL ONE, TO REVISE THE CLASSIFICATION OF ASSISTANT TRAFFIC ENGINEER

WHEREAS, the Human Resources Department maintains the classification and compensation plan for the City of Berkeley; and

WHEREAS, the Director of Human Resources and the Director of Public Works have recommended a revision to the classification of Assistant Traffic Engineer, and a five percent salary increase in recognition of requiring registration as a Civil or Traffic Engineer; and

WHEREAS, Public Employees Union Local One has reviewed and responded to the proposal to revise the classification and increase the salary range for Assistant Traffic Engineer; and

WHEREAS, the Personnel Board recommended on November 5, 2007 to revise the Assistant Traffic Engineer classification, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit P1 (Career Professional), with a five step monthly salary range of \$6,577 - \$6,875 - \$7,202 - \$7,560 - \$7,927.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 61,840N.S., Classification/Salary Resolution for Public Employees Union Local One, is amended to revise the classification of Assistant Traffic Engineer with a salary range as shown on Exhibit A, effective December 16, 2007.

Exhibit A

**Salary Schedule**

<b>Job Code</b>	<b>Unit</b>	<b>Class</b>	<b>FLSA</b>	<b>A</b>	<b>B</b>	<b>Steps C</b>	<b>D</b>	<b>E</b>	<b>Effective Date</b>
2001	P1	Assistant Traffic Engineer	E	\$6,577	\$6,875	\$7,202	\$7,560	\$7,927	12/16/07

City of Berkeley  
Class No. 2001  
December 2007

## **ASSISTANT TRAFFIC ENGINEER**

### **DEFINITION**

Under general supervision, performs professional research and analysis in the areas of traffic engineering and transportation; plans and designs traffic control programs; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This position provides professional and technical staff assistance in the areas of traffic engineering and transportation, and may sign off on engineering specifications and plans. It is distinguished from the Associate Traffic Engineer in that the latter functions as a project leader for professional and technical support staff and as technical expert in the traffic engineering field. It is further distinguished from civil engineering classes by its responsibility for specialized traffic and transportation functions.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and 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 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. Provides advice and technical assistance to City management and staff, commissions, committees, and the public on traffic and transportation matters;
2. Confers with a variety of public and private officials on related issues and may serve as the City's representative to other governmental agencies;
3. Researches and recommends general traffic administration policies and procedures;
4. Reviews specific policies and operating procedures for conformance to established standards;
5. Ensures Department's compliance with various ordinances, codes and applicable laws;
6. Reviews traffic operating conditions in the field;

7. Issues work orders for new or changed traffic control devices;
8. Responds to public requests for traffic control changes;
9. Prepares necessary correspondence;
10. Reviews traffic and transportation elements of environmental impact reports for compliance with City policies, rules and regulations;
11. Conducts studies and prepares reports on traffic control issues;
12. Investigates contested traffic citations and recommends disposition;
13. Answers interrogatories, and testifies in court relative to traffic violations and vehicle accident and injury claims against the City;
14. Issues street use permits for off-street construction, block parties, parades, football games, etc.;
15. Conducts radar speed studies using a radar speedometer for validating speed limits relative to Police traffic enforcement;
16. Participates in various school safety programs; in conjunction with the Berkeley Unified School District;
17. Applies for and administers traffic or transportation grant funds for studies and construction projects; and
18. Performs related duties as assigned.

### **QUALIFICATIONS**

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

#### Knowledge of:

1. Principles and practices of traffic and highway engineering, including highway capacity analysis;
2. Methods and techniques of field data collection, tabulation and analysis;
3. Applicable traffic and zoning codes, ordinances, regulations and guidelines;
4. Computer applications relating to traffic engineering analysis; and Business computer applications related to the work such as Microsoft WORD, Excel, Access, PowerPoint; and related programs and systems;

5. Operation and maintenance of traffic control devices and equipment;
6. Principles of grant funding application and administration.

Skill in and ability to:

1. Apply engineering principles and techniques to the solution of traffic engineering problems;
2. Establish and maintain effective working relationships with those contacted in the course of the work;
3. Prepare clear, concise and accurate reports, records and correspondence;
4. Research and evaluate potential grants and other funding sources;
5. Analyze complex data, evaluate alternatives and reach sound, logical conclusions; and
6. Represent the City effectively in meetings with others.

**OTHER REQUIREMENTS**

Must possess a valid Certificate of Registration as a Civil Engineer or a Traffic Engineer by the California State Board of Registration for Professional Engineers. Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

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

Equivalent to graduation from a four-year college or university with major coursework in civil or traffic engineering and two (2) years of professional traffic engineering experience. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

File: Assistant Traffic Engineer  
Established: 12/88  
Revised: 12/07