



Submittal date: February 5, 2020

FINAL CLASSIFICATION STUDY TR, ENGINEERING ANALYST

City of Fullerton

Submitted By:

Koff & Associates

GEORG S. KRAMMER

Chief Executive Officer

2835 Seventh Street
Berkeley, CA 94710
www.KoffAssociates.com

gkrammer@koffassociates.com

Tel: 510.658.5633

Fax: 510.652.5633



**FINAL CLASSIFICATION STUDY REPORT
TRAFFIC ENGINEERING ANALYST**

City of Fullerton

February 5, 2020

Ms. Laura Giannetti-Mercer
Human Resources Manager II
City of Fullerton
303 West Commonwealth Avenue
Fullerton, CA 92832

Dear Ms. Giannetti-Mercer:

Koff & Associates is pleased to present the final classification report for the study of the Traffic Engineering Analyst position in the Public Works Department at the City of Fullerton. This report documents the classification study process and provides recommendations for the classification plan, allocation of the individual position for the affected employee, and class specification.

This report incorporates a summary of the study's multi-step process, which included results of a written Position Description Questionnaire, interviews with employees and management, and a class allocation recommendation.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with you and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

Mike Harary

Mike Harary
Senior Associate



Table of Contents

| | |
|-------------------------------------|------------|
| Executive Summary | 1 |
| Classification Study Goals..... | 1 |
| Classification Study Process..... | 1 |
| Findings and Recommendations | 2 |
| Conclusion | 3 |
| New Classification Description..... | Appendix I |



Executive Summary

Background

In April 2019, the City of Fullerton (City) contracted with Koff & Associates (K&A) to conduct a classification study for the Traffic Engineering Analyst in the City's Public Works Department. All classification findings, recommendations, and options for implementation are included in this report.

This classification review process was precipitated by:

- The concern of management and the employee that the employee in the studied classification was not working in the correct classification based upon the employee's current job responsibilities.

The goal of the classification study is to assist the City in determining if the employee included in this study is working in his proper classification and if he is not, recommend an appropriate classification and develop a proper classification description.

Classification Study Goals

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding the studied position through a variety of techniques, including a written Position Description Questionnaire (PDQ) and interviews with the employee and management;
- Prepare an updated classification plan, including a recommended class description and position allocation, that recognizes the scope and level of the class and is perceived equitable by management and the employee alike; and
- Provide sufficient documentation to allow the City to maintain the classification on a regular basis.

Classification Study Process

The classification study procedures were as follows:

- An initial meeting was held with City management to clarify study scope, objectives, processes, and deliverables.
- K&A held a "kickoff" meeting at City Hall to provide an orientation of the PDQ form and classification study process with the incumbent.
- The employee completed a PDQ for his position.
- After the PDQ was completed by the employee and reviewed by management and consultant staff, K&A staff conducted interviews with the employee and management.
- Following the analysis of the classification information gathered, a draft class specification and position allocation were developed for management and employee review.



Findings and Recommendations-Traffic Engineering Analyst

Traffic Engineering Analyst

- On August 28, 2019, K&A staff conducted interviews with the following employees:
 - David Langstaff, Traffic Engineering Analyst
 - Yelena Voronel, Acting City Engineer
- Following the analysis of the data collected, a classification recommendation was developed for Human Resources, management, and employee review.

The Traffic Engineering Analyst is a single-position class who manages the day to day operations of the Traffic Engineering Division within Public Works (although a City Traffic Engineer consultant is on site one day per week). The incumbent independently manages contracts and capital improvement projects; prepares staff reports; makes recommendations to the City Council and the Traffic Commission; handles direct inquiries from the City Council, Traffic Commission, City Manager, Public Works Director, other departments, and residents; prepares operating and capital project budgets; authorizes expenditures; supervises and trains Engineering Aides and Interns; and staffs and makes presentations at Traffic Commission meetings. The incumbent, David Langstaff, reports to the Acting City Engineer in the Public Works Department.

Per the PDQ form completed and based on interviews conducted, the following are some examples of the duties that Mr. Langstaff performs in support of the programs and other responsibilities in the Traffic Engineering Division and Public Works Department:

- Oversees the daily operations of the City's Traffic Engineering Division including traffic control, traffic signal system maintenance, traffic safety, street striping, parking, and related functions.
- Plans, organizes, assigns, supervises, and reviews the work of traffic engineering staff, consultants, and contractors, and plans, supervises, and conducts professional traffic engineering analyses.
- Trains staff in work procedures; evaluates employee performance, counsels employees, and recommends initial disciplinary action; assists in selection and promotion.
- Monitors and evaluates performance of vendors, contractors, and outside agencies providing consulting and contractual services; oversees construction projects.
- Serves as Acting City Traffic Engineer in his or her absence.

We believe the current tasks assigned to Mr. Langstaff are more in line with those of a Senior Traffic Engineering Analyst rather than a Traffic Engineering Analyst.



Based on discussions with Human Resources, K&A staff has created a classification description to include Traffic Engineering Analyst I, Analyst II, and Senior Analyst, to accommodate the incumbent's responsibility level at the Senior level, as well as allow for future hires to be considered at any of the three (3) levels, based on an applicant's qualifications.

The class description has been updated to ensure the format is consistent, and that the duties and responsibilities are current and properly reflect the required knowledge, abilities, and skills.

CONCLUSION

Recommendation: Reclassification from Traffic Engineering Analyst to Senior Traffic Engineering Analyst. We further recommend the City align the proposed Senior Traffic Engineering Analyst classification to the same salary range as the City's current Associate Civil Engineer classification based on internal equity within the Public Works Department structure.

It has been a pleasure working with City on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,

Mike Harary

Mike Harary
Senior Associate



Appendix I

New Classification Description