Agenda Report

Fullerton City Council

MEETING DATE: **FEBRUARY 18, 2020**

TO: **CITY COUNCIL / SUCCESSOR AGENCY**

SUBMITTED BY: **KENNETH A. DOMER, CITY MANAGER**

PREPARED BY: **GRETCHEN BEATTY, DIRECTOR OF HUMAN RESOURCES**

LAURA GIANNETTI-MERCER, HUMAN RESOURCES MANAGER II

SUBJECT: **PERSONNEL MANAGEMENT SYSTEM CHANGES RELATING TO ESTABLISHING TRAFFIC ENGINEERING ANALYST SERIES AND RECLASSIFYING THE INCUMBENT EMPLOYEE**

SUMMARY

Proposed amendment to the City of Fullerton personnel classification plan to establish a new classification series at the analyst level related to the day-to-day administration of the traffic engineering program and deleting the superseded class specification, reclassify the incumbent in recognition of increased scope of responsibilities being performed and revise the Public Works Department Personnel Summary by replacing one budgeted Traffic Engineering Analyst with a Senior Traffic Engineering Analyst.

RECOMMENDATION

Adopt Resolution NO. 2020-XX

RESOLUTION NO. 2020-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING AND DELETING CERTAIN CLASS SPECIFICATIONS FROM THE PERSONNEL SYSTEM AND AMENDING APPENDIX A OF RESOLUTION NO. 2020-17 (FULLERTON MUNICIPAL EMPLOYEES FEDERATION)

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

FISCAL IMPACT

The total cost of the proposed changes is approximately $44,620 which includes a retroactive reclassification. The annualized cost of the proposed changes are estimated to be $32,750.

The projected impacts for the remainder of the current fiscal year is as follows:

General Fund (Fund 10) $22,310

Gas Tax Fund (Fund 30) $22,310

Funding is available in the 2019-20 budget for these costs.

DISCUSSION

The City's traffic engineering program has primary responsibility for city-wide traffic management, which includes all traffic signals, signs, striping and transportation projects. This division also coordinates all transit improvements and interfaces with federal, state and county transportation programs.

Over the years, staffing for this program has declined due to attrition as well as budgetary constraints. In 1982, the City employed a Traffic Engineer, an Assistant Engineer and two Engineering Aides for a total of four full-time employees. Currently, the traffic engineering program includes one consulting Traffic Engineer (approximately eight hours per week), one Traffic Engineering Analyst and part time Administrative Interns as available. Due to the reduced staffing and, in conjunction with changes to laws and regulations requiring a greater level of expertise to ensure compliance, the scope of duties performed by the Traffic Engineering Analyst have expanded over the years beyond those of the current classification.

In 2018, Human Resources, with concurrence from Public Works, initiated a classification study of the Traffic Engineering Analyst position. Due to various factors including time constraints and varied critical projects, Staff contracted with Koff and Associates (Koff) in April 2019 to complete the classification review for Traffic Engineer Analyst. Their analysis included meetings with the incumbent and Public Works management and a review of documentation submitted by the incumbent. Based on their analysis of all available information, Koff concluded that the incumbent Traffic Engineering Analyst oversees the day-to-day operations of the Traffic Engineering Division and thus is working beyond the scope of his current classification. Attached is the classification study completed by Koff which details the duties performed by the incumbent.

Based on these findings and in recognition of the duties and responsibilities assumed by the incumbent related to the operations of the Traffic Engineering Division, Human Resources proposes deleting the classification of Traffic Engineering Analyst and, to accurately reflect the work being currently performed, establish the Traffic Engineering Analyst Series. The creation of a series (levels I, II and Senior) will allow for the filling of future vacancies based on a candidate's education, training and experience. The levels will be differentiated as follows:

- The Traffic Engineering Analyst I will be the entry class. An incumbent may have limited experience and normally works under direct supervision.

- Traffic Engineering Analyst II is experienced in and knowledgeable of traffic engineering programs and operations and will be assigned wider responsibilities, greater operating independence and more difficult duties while working under the general supervision of a manager.
- Senior Traffic Engineering Analyst is completely familiar with all traffic engineering programs and operations and, working under limited supervision, has complete responsibility for a broad range of assignments, performs special tasks, conducts programs on an independent basis and provides technical and functional supervision to staff as assigned.

Employees will be allowed to progress from level to level so long as they have 1) completed one year of service at the top step of their assigned pay range 2) received a performance rating of exceeds expectations or better on their most recent performance evaluation and 3) receive approval from the City Manager to be appointed to the higher level.

Traffic Engineering Analyst is currently assigned to salary range 480 ($63,423 - $80,946). Human Resources recommends assigning:

- Traffic Engineering Analyst I to salary range 470 ($58,752 - $74,984) which is equivalent to Junior Engineer. This represents an approximate 7.3% salary reduction when compared to the current Traffic Engineering Analyst position.
- Traffic Engineering Analyst II to salary range 490 ($72,793 - $92,904) which is equivalent to Assistant Engineer. This represents an approximate 14.8% increase over the current Traffic Engineering Analyst position and an approximate 23.9% increase over the proposed Traffic Engineering Analyst I.
- Senior Traffic Engineering Analyst to salary range 498 ($82,994 - $105,924) equivalent to Associate Engineer. This represents an approximate 30.9% increase over the current Traffic Engineering Analyst position and an approximate 14% increase over the proposed Traffic Engineering Analyst II.

In acknowledgment of the greater responsibilities performed by the incumbent Traffic Engineering Analyst, Staff recommends a reclassification to Senior Traffic Engineering Analyst. As the classification study has been ongoing since 2018 and the incumbent has been performing at the Senior Traffic Engineering Analyst level throughout the duration of the process, Staff recommends, with concurrence from Public Works, to establish the effective date of the reclassification to December 28, 2018. The cost of the retroactive reclassification is approximately $28,570. The cost for the remainder of the fiscal year is approximately $16,050 for a total cost of approximately $44,620.

Attachments:

Attachment 1 – Traffic Engineering Analyst Series Class Specification

Attachment 2 – Classification Study by Koff

Attachment 3 – Draft Resolution No. 2020-XX