



Agenda Report

Fullerton City Council

MEETING DATE: OCTOBER 5, 2021

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: ACTING CITY MANAGER

PREPARED BY: EDDIE MANFRO, INTERIM DIRECTOR OF HUMAN RESOURCES
LAURA GIANNETTI-MERCER, HUMAN RESOURCES MANAGER II

SUBJECT: CLASSIFICATION PLAN UPDATE - ASSOCIATE ENGINEER – TRAFFIC

SUMMARY

Proposed amendment to the City of Fullerton personnel classification plan to establish the class specification of Associate Engineer - Traffic.

RECOMMENDATION

Adopt Resolution No. 2021-XX

RESOLUTION NO. 2021-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING A CERTAIN CLASS SPECIFICATION IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2020-17 APPENDIX A (FULLERTON MUNICIPAL EMPLOYEES FEDERATION)

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statements:

- Fiscal and Organizational Stability.

FISCAL IMPACT

There is no fiscal impact. The adopted Fiscal Year 2021-22 budget includes funding for a Senior Traffic Engineering Analyst. The proposed class specification will replace Senior Traffic Engineering Analyst and establish the specification at the same salary range.

DISCUSSION

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

Staffing for this program has declined over the years due to attrition as well as budgetary constraints. The City employed a Traffic Engineer, an Assistant Engineer and two Engineering Aides (four employees total) in 1982. The current Traffic Engineering program includes one Senior Traffic Engineering Analyst. The incumbent Senior Traffic Engineering Analyst oversees the day-to-day operations of the Traffic Engineering Section and plays a critical role ensuring that the City remains compliant with related local, state and federal laws and regulations.

The current Senior Traffic Engineering Analyst has indicated his intention to retire in November 2021. Due to the specialized nature of traffic operations and the expertise needed to oversee such a program the City needs to appoint an employee with a background that meets these needs. Although the City has successfully utilized the classification of Senior Traffic Engineering Analyst to administer its Traffic Engineering program, most agencies appoint an engineer with traffic engineering knowledge and experience to this role.

To maintain the desired level of service the public expects, the Public Works Department believes the City must fill this vacancy at the professional engineering level of Associate Engineer. Appointing an Associate Engineer, in lieu of a Senior Traffic Engineering Analyst, would maintain the level of review and layer of protection from claims and lawsuits, continue the level of grant management essential to the program as the City heavily relies on grants to fund traffic signal projects and maintain complex interagency representation and technical advisement on traffic engineering matters including advanced traffic signal and communication systems. Human Resources, with concurrence of Public Works, recommends establishing an Associate Engineer - Traffic position which recognizes the specialized knowledge, skills and abilities to perform the necessary duties of the position. Recruiting for an engineering position specifically related to traffic will aid in attracting qualified candidates to replace the Senior Traffic Engineering Analyst upon retirement.

Staff recommends assigning Associate Engineer - Traffic to salary range 498 (\$6,916 - \$8,827 per month), equal to that of Senior Traffic Engineering Analyst. Other positions assigned to this salary range include Associate Engineer, Associate Plan Check Engineer, Associate Water Engineer and Real Property Agent. As the salary range equals to that of Senior Traffic Engineering Analyst, there is no fiscal impact.

Upon retirement of the incumbent, staff will amend the Public Works Personnel Summary to replace the Senior Traffic Engineering Analyst with the Associate Engineer - Traffic.

Attachments:

- Attachment 1 – Associate Engineer - Traffic Class Specification
- Attachment 2 – Draft Resolution No. 2021-XX