

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS
AMENDING THE CLASSIFICATION PLAN**

WHEREAS, the City of Milpitas has a Classification Plan adopted as Resolution No. 1626 on December 17, 1968, which has been from time-to-time previously amended, and which is in accordance with the Personnel Rules and Regulations of the City of Milpitas (Resolution No. 792, as amended); and

WHEREAS, amendments to the Classification Plan are necessary to account for changes within the organization, reductions in staffing, transfer of duties, new job responsibilities, and adjustments to salary ranges.

NOW THEREFORE, the City Council of the City of Milpitas hereby finds, determines and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. Resolution No. 1626, as amended, is hereby amended effective _____, as follows:
 - A. The classification of "Public Works Director" is reestablished as one (1) separate position within the Public Works Department. The proposed job specifications are attached as Exhibit A. The salary range for the position is as follows:

Salary Range Establishment for Reestablished Classification

<u>Title</u>	<u>Proposed Range</u>
Public Works Director	\$152,199 - \$185,000

- B. The classification of "City Engineer" is reestablished as one (1) separate position within the Engineering Department. The proposed job specifications are attached as Exhibit B. The salary range for the position is as follows:

Salary Range Establishment for Reestablished Classification

<u>Title</u>	<u>Proposed Range</u>
City Engineer	\$152,199 - \$185,000

PASSED AND ADOPTED this ___ day of _____, 2015, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

ATTEST:

APPROVED:

Mary Lavelle, City Clerk

Jose S. Esteves, Mayor

APPROVED AS TO FORM:

Michael J. Ogaz, City Attorney

CITY OF MILPITAS
EFFECTIVE: April, 1994
REVISED: January 2015
EEOC: Officials/Admins.
UNIT: Unrepresented
PHYSICAL: 1

PUBLIC WORKS DIRECTOR

DEFINITION

To plan, organize, direct and oversee the activities and operations of the Public Works Department including public works operations and maintenance. Public Works operations and maintenance activities include facilities maintenance and operations, utilities maintenance and operations, Parks maintenance and operations, building maintenance and operations, fleet and equipment maintenance, streets and street landscape maintenance and operations; and to provide professional and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the City Manager.
- Exercises direct and indirect supervision over professional, technical, maintenance and office administrative positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, and direct the activities of Public Works Maintenance including the areas of public facilities maintenance, building and equipment maintenance.

Participate in the development and implementation of both short-range and long-range goals, objectives, policies, and procedures relative to public works activities and maintenance operations.

Resolve work problems and interpret administrative policies for subordinates, other departments, and the public.

Administer contracts for the construction of municipal buildings and other related activities.

Determine scope of Public Works projects, review plans of private contractors, make technical and sound decisions, and establish technical criteria.

Work with City Engineer in the preparation and administration of the Capital Improvement Program.

Represent the Public Works Department at City Council, local and regional commission meetings.

Review and approve Public Works drawings.

Propose and review developer conditions, negotiate development conditions, meet and discuss City requirements with developers and contractors.

Prepare and administer the department budget; authorize all requisitions and payments within the department.

Prepare and present department recommendations to the Planning Commission and City Council after considering alternatives, advisability, and conformance of proposals with applicable codes, rules, regulations, and the law.

Coordinate public works activities with other City departments and with outside agencies.

Prepare a variety of reports, correspondence and special studies.

Respond to complex citizen inquiries and complaints.

Supervise, coordinate, and review all staff activities.

Provide professional and technical staff assistance.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public works, administration and civil engineering and administration as applied to the design and construction of public works facilities and projects.
- Technical, legal, and financial requirements relating to contracts and administration.
- Recent developments, current literature, and sources of information regarding civil engineering and public works.
- Codes, ordinances, resolutions, and laws affecting the operation of the Public Works Department.
- Applicable Federal, State and local laws, rules, and regulations related to engineering and the development and construction of public works.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to street, traffic signals, lighting, and landscaping systems.
- Principles of organization, administration, budget, and personnel and office management.

Ability to:

- Plan, organize, direct, and review the activities of a large City department.
- Coordinate, schedule, and program work on a long-term basis.
- Communicate effectively, orally and in writing.
- Prepare and administer a departmental budget.
- Prepare accurate and comprehensive reports.
- Draft contract documents and administer the same.
- Establish and maintain positive and effective working relationships with City staff, developers, consultants, and the general public.

EXPERIENCE AND EDUCATION

Experience: Seven years of increasingly responsible public works management, three years of which included working in a public sector environment and two years of supervisory experience which includes some area relating to public facilities maintenance, building construction and equipment maintenance, oversight involving the design and construction of a variety of public work projects; as well as public facilities maintenance, building construction and equipment maintenance.

Education: A Bachelor of Science degree in civil or structural engineering, engineering, public administration or a related field from an accredited college or university.

LICENSE AND CERTIFICATE

- Possess and maintain an appropriate, valid California Driver's License.

Desirable Qualification:

Possession of a certificate of registration as a professional civil engineer in the State of California.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Typically, work is performed in an office environment and at construction sites; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone; some exposure to construction related chemicals and products.

Approved by:

City Manager

Date

Human Resources Director

CITY OF MILPITAS
EFFECTIVE: January 2015
EEOC: Officials/Admin
UNIT: Unrepresented
PHYSICAL: 1

CITY ENGINEER

DEFINITION

To plan, organize, direct and oversee the activities and operations of the Engineering Department. The Engineering Department includes the areas of land development, traffic, design, utilities, solid waste, storm and sewer and inspection. This position will formulate policy, develop goals and objectives, supervise staff and administer the department's budget; performs professional civil engineering work; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the City Manager.
- Exercises direct and indirect supervision over professional, technical, maintenance and office administrative positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, direct and manages the Engineering Department activities, programs and projects including consultant contract administration and engineering design, development, survey, construction and inspection for the City; includes oversight of the areas of engineering, land development, traffic, design, utilities, solid waste, storm and sewer and inspection.

Participate in the development and implementation of both short-range and long-range goals, objectives, policies, and procedures relative to public works engineering activities and maintenance operations.

Resolve work problems and interpret administrative policies for subordinates, other departments, and the public.

Administer contracts for the construction of municipal buildings and other related activities.

Determine scope of engineering projects, review plans of private contractors, make technical engineering decisions, and establish technical criteria and standard.

Manage, oversee and participate in the preparation and administration of the Capital Improvement Program.

Represent the Engineering Department at City Council, local and regional commission meetings.

Review and approve engineering drawings.

Propose and review developer conditions; negotiate development conditions; meet and discuss City requirements with developers, contractors, and engineers.

Prepare and administer the division budget; authorize all requisitions and payments within the division.

Prepare and present engineering recommendations to the City Council after considering alternatives, advisability, and conformance of proposals with applicable codes, rules, regulations, and the law.

Coordinate engineering activities with other City departments and with outside agencies.

Prepare a variety of reports, correspondence and special studies.

Respond to complex citizen inquiries and complaints.

Supervise, coordinate, and review all staff activities.

Provide professional and technical staff assistance.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering administration as applied to the design and construction of public works facilities and projects.
- Technical, legal, and financial requirements relating to contracts and administration.
- Recent developments, current literature, and sources of information regarding civil engineering and public works.
- Codes, ordinances, resolutions, and laws affecting the operation of the Engineering.
- Applicable Federal, State and local laws, rules, and regulations related to engineering and the development and construction of public works.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to street, water, sanitary sewer, storm sewer, traffic signals, lighting, and landscaping systems.
- Principles of organization, administration, budget, and personnel and office management.

Ability to:

- Plan, organize, direct, and review the activities of a large City Division.
- Make complex engineering calculations and prepare engineering plans and specifications
- Coordinate, schedule, and program work on a long-term basis.
- Communicate effectively, orally and in writing.
- Prepare and administer a department budget.
- Prepare and administer the Capital Improvement Program.

- Prepare accurate and comprehensive reports.
- Draft contract documents and administer the same.

Ability to:

- Establish and maintain positive and effective working relationships with City staff, developers, consultants, engineers, and the general public.

EXPERIENCE AND EDUCATION

Experience: Seven years of recent, continuous, progressively responsible professional engineering experience, including three years at the mid-management/supervisory level in a public sector environment.

Education: A Bachelor of Science degree in civil or structural engineering from an accredited college or university.

LICENSE AND CERTIFICATE

- Possess and maintain a current certificate of registration as a professional civil engineer in the State of California.
- Possess and maintain an appropriate, valid California Driver's License.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Typically, work is performed in an office environment and at construction sites; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone; some exposure to construction related chemicals and products.

Approved by:

City Manager

Date

Human Resources Director

Date

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	100-2940	\$ 34,000	100-411-4111	\$ 34,000
	400-2940	17,000	400-411-4111	17,000
<input type="checkbox"/> Budget Transfer	450-2940	17,000	450-411-4111	17,000

Explain the reason for the budget change:

Background:

Periodically, amendments to the Classification Plan are required to account for organizational changes, equity adjustments to salary ranges and other related changes or conditions.

In 2005 the positions of the Public Works Director and City Engineer were combined to help with efficiencies and to achieve budget savings due to downturn of the economy. Along with the reclassification, staff recommended adjustment of the salary to reflect the expanded duties. The current salary range for the Public Works Director/City Engineer is \$152,645 - \$198,530.

With the recent staff change, the City Manager has an opportunity to analyze the workload and span of management control of the Public Works Director/City Engineer position and has determined that the responsibilities were too tremendous for one person to oversee. The Human Resources Department was tasked to analyze internal City classifications and survey other public agencies to determine responsibilities and salary ranges of a City Engineer and a Public Works Director as separate positions. The result of the analysis indicated that there are many agencies that retain separate classifications. The proposed salary range for the Public Works Director and the City Engineer is \$152,199 - \$185,000 respectively is reasonable based on survey of other cities and comparable responsibilities within the City. Revised job descriptions for the Public Works Director and City Engineer are included in the City Council Agenda packet for review.

Fiscal Impact: There is adequate funding for a Public Works Director in the FY 2014-2015 Operating Budget and funding for the City Engineer will require additional \$68,000 appropriations to the Engineering Budget.

Recommendations:

- 1) Adopt a resolution amending the City of Milpitas Classification Plan to reestablish a Public Works Director and a City Engineer with an annual salary range of \$152,199 - \$185,000.
- 2) Approve the budget appropriation of \$68,000 to the Engineering budget.

Check if City Council Approval required.

Meeting Date: January 20, 2015

Requested by:	Carmen Valdez, HR Director	Date: January 8, 2015
Reviewed by:	Finance Director: <i>McKee</i>	Date: <i>1/8/15</i>
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by: