

**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 by 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 October 20, 2015, as follows:
 - A. The classification of “Assistant Transportation Planner” is added to the Classification Plan with a salary range of \$78,732 to \$95,700.
 - B. One (1) position of Assistant Transportation Planner is added to the Engineering Department’s authorized position list for the purpose of performing a variety of professional level work in support of transportation planning programs.
 - C. The classification of “Assistant City Engineer” is added to the Classification Plan with a salary range of \$135,304 to \$165,130.
 - D. One (1) position of Assistant City Engineer is added to the Engineering Department’s authorized position list for the purpose of assisting with the responsibilities of planning, supervising, and coordinating the engineering activities of the City’s Land Development, Utilities and other engineering divisions.

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:

Christopher J. Diaz, City Attorney

CITY OF MILPITAS

EFFECTIVE: August 2003
REVISED: October 2011
EEOC: Professional
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 1

Assistant City Engineer

Definition

The Assistant City Engineer (ACE) is responsible for planning, supervising and coordinating the engineering activities of the City's Land Development and Utilities Engineering as well as the Utilities Maintenance sections. Other section responsibilities may be added and/or deleted as required. In the absence of the City Engineer oversees the administration of all division programs.

Supervision Received and Exercised

Receives direction from the City Engineer. Exercises direct and indirect supervision over professional, technical, and clerical staff including civil engineers, public works inspectors, land surveyors, analysts, project managers, consultants and other staff members.

Typical Tasks and Essential Functions

Duties may include, but are not limited to, the following:

Participate in the development and implementation of goals, objectives, policies, procedures, and priorities for engineering sections and division.

Supervise, coordinate, and review all engineering activities.

Resolve more complex technical problems;.

Work closely and provide coordination with the departments or sections to provide efficient engineering services.

Prepare and direct the analysis and recommendations for utilities rates.

Work closely with the City Engineer and the Land Development Engineer to meet and discuss City requirements with developers, contractors, and engineers; review private development projects and propose developer conditions; negotiate development conditions;

Assist in the development and application of departmental policy, following general guidelines or professional and administrative standards in accomplishing assignments. Assist and direct the preparation of engineering recommendations to the Planning Commission and City Council, after considering alternatives, advisability, and conformance of proposals with applicable codes, rules, regulations and the law.

Perform project management of design and construction of the special projects.

Interpret and apply relevant codes, ordinances, rules, and regulations.

Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.

Prepare and/or review improvement agreements.

Administer and/or oversee the administration of contracts; review and approve all payments and billing for contracted services.

Review work with and present to the City Council, various Commissions, and City management showing alternative courses and making recommendations for policy decision.

Conduct Requests For Proposals to engage qualified consultants in contracts, and administering contracts, preliminary design, design, cost-estimating, scheduling, bidding and constructing, and reporting on all Capital Improvement Program projects.

Oversee land and easement acquisition activities, and development and administration of assessment districts.

Coordinate activities with other departments and divisions as appropriate.

Serve as staff to a variety of City and outside commissions, boards and committees as assigned.

Review and sign engineering drawings.

Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.

Perform field investigations, construction site field reviews, and inspections.

Progress reports shall be prepared and presented in both written and verbal format to the Council, City Manager and others and include updates on scheduling, budgeting, and issue resolution alternatives.

Hire, train, supervise, and evaluate employees.

Coordinate work with other departments or sections.

Perform other related duties as assigned

Minimum Educational Qualifications

A Bachelor's Degree from an accredited college or university in Civil Engineering.

License Requirements

Possess and maintain a current certificate of registration as a Professional Civil Engineer in the State of California; and a valid California Drivers License.

Experience Qualifications

A minimum of 6 years of significant and progressive Civil engineering experience, and three (3) years of this experience shall include supervision of professional engineers. Experience should include acting as the lead in the successful completion of major municipal public works programs, utilities and utility rate analysis, major capital improvement projects, including roadways, parks, utilities and related municipal improvements.

Knowledge, Skills, and Abilities:

Knowledge of:

Principles and practices of civil engineering, engineering management, and administration, as applied to the analysis, design, operations and design of city utilities, new development and municipal public works.

Practical knowledge and experience using computer programs such as spreadsheets, graphics presentation, CPM scheduling, and word processing.

City policies and procedures governing engineering operations, administration and municipal public works.

Applicable Federal, State and regional laws and regulatory codes related to utilities, development and construction.

Principles of organization, administration, budget, and personnel management.

Ability to:

Make and review complex engineering calculations and analysis;

Plan, organize, direct, and review the work of professional and sub-professional engineering personnel.

Interpret and apply applicable codes, ordinances, rules, and regulations related to development and construction

Interpret, review, and analyze development proposal, plans, and specifications.

Perform professional and technical support services relative to assigned area of responsibility.

Communicate effectively orally, and possess excellent writing skills, including public oral presentations.

Establish and maintain harmonious and effective work relationships with developers, contractors, engineers, City staff, and the general public.

Supervise, train and evaluate assigned staff.

Special Physical Requirements

Work is performed primarily in an office environment and exposure to outdoor elements when conducting field reviews at existing city facilities, proposed project sites and construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; drive to various locations daily; ability to work safely in a hard-hat construction zone; some exposure to construction and Municipal public works related chemicals and products.

City Manager

Dare

Human Resources Director

Date

CITY OF MILPITAS
Effective: Feb 2001
EEOC: Professional
FLSA: Non-Exempt
Unit: Protech/Planning
and Code Enforcement
Physical: 1

JUNIOR/ASSISTANT TRANSPORTATION PLANNER

DEFINITION

Under direct supervision, perform a variety of professional level work in support of transportation planning programs and related services; to develop grant proposals and complete special projects and research; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Junior Transportation Planner– This is an entry-level class in the professional transportation planning series. This class is typically used as a training class in which the incumbents have a four year degree and limited work experience. The Junior Transportation classification is distinguished from the Assistant Transportation Planner by the performance of less than the full range of duties as assigned to the journey level class in this series. Incumbents work under immediate supervision while learning job tasks.

Assistant Transportation Planner– This is the journey level class in the professional transportation planning series. Incumbents work independently under general supervision. The Assistant Transportation Planner classification is distinguished from the Junior Transportation Planner by the performance of the full range of duties as assigned, independently with only occasional instruction or assistance as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Junior Transportation Planner level.

SUPERVISION EXERCISED May exercise indirect supervision over intern staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:
Perform professional level work related to the field of transportation planning.

Assist in the review of Traffic Impact Analyses for new development.

Gather, compile and analyze a variety of technical traffic data; prepare and review assumptions with supervisor.

Update, maintain, and monitor citywide traffic related programs, databases, and summaries; provide traffic data, project assumptions, and other needed information to outside traffic consultants in accordance with established procedures.

Assist in the preparation of complex and technical staff reports with recommendations; compose memoranda and correspondence.

Design graphic displays; make presentations to the City Council, commissions, committees, and boards as assigned.

Research and develop grant proposals and applications for city transportation projects; assist in monitoring adherence to grant requirements, goals and objectives; assist in program evaluation.

Set up and maintain the transportation filing system.

Perform other related duties as required.

MINIMUM QUALIFICATIONS

Junior Transportation Planner

Knowledge of:

Principles and practices of transportation planning.

Data collection, research methods, and sources.

Survey techniques and practices.

Ability to:

Learn applicable federal, state and local policies and laws related to transportation planning.

Learn to retrieve and summarize transportation data from City Link or other computer system; operate office equipment including personal computers and peripheral equipment.

Learn to classify and maintain transportation filing system.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate effectively both orally and in writing.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be equivalent to a Bachelor's degree from an accredited college or university with major coursework in transportation planning, planning, civil engineering or a closely related field.

Assistant Transportation Planner

In addition to the qualifications for Junior Transportation Planner:

Knowledge of:

Applicable federal, state, and local laws and regulations.

Ability to:

Read and interpret site plans, engineering drawings and technical manuals.

Make oral presentations to a variety of groups.

Design and prepare graphic displays.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible planning experience comparable to that of a Junior Transportation Planner in the City of Milpitas.

Education:

Bachelor's degree from an accredited college or university with major coursework in transportation planning, planning, civil engineering or a closely related field.

Special Requirements: *Essential duties require the following physical abilities and work environment:*
Ability to work in a standard office environment.

Approved by:

City Manager

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:	100-2940	62,500	100-415-4111	95,700
<input checked="" type="checkbox"/> Budget Appropriation	100-3854	62,500	100-415-4131	22,652
			100-415-4133	1,388
<input type="checkbox"/> Budget Transfer			100-415-4135	479
			100-415-4161	4,781
	350-2931	62,500	350-3931	62,500

Explain the reason for the budget change:

Adopt a Resolution Authorizing the City Manager to Defund the Vacant Principal Civil Engineer Position in the Land Development Division, Approve a new Assistant City Engineer Position, Approve a new Assistant Transportation Planner Position and Approve a Budget Appropriation of \$125,000 from the General Fund and the Transit Area Impact Fee Funds (TASP). (Staff Contact: Steven Machida, 408-586-5533)

Background: There is an emerging increase in the work load in the Engineering Land Development Division, primarily due to an increase in in-fill development project submittals and associated construction in the TASP. The complexity of these projects requires the skills of a licensed Engineer to manage submittals and the review process and to coordinate with the developers and engineers. A more experienced Engineer is better equipped to manage the Division workflow, provide Staff supervision, coordinate with department managers and staff and provide assistance to developers to meet submittal timelines while maintaining project review protocols. The Assistant City Engineer will also assist the City Engineer in budget preparation, complete special projects assigned, manage various CIP projects, attend Planning Commission meetings, assist in Staff training and attend various outside agency meetings representing the City's interests.

The Engineering Department also includes the Traffic Engineering Division. This Division is responsible to evaluate the City's traffic system design, construction and operations to ensure a safe and reliable street system. Similar to the workload in the Land Development Division, the Traffic Division has seen an increased work load as a result of in-fill development. Typical assignments will include long range transportation planning, approve trip inventory database, scoping and review of traffic impact analysis for new/re-development projects, tracking of regional grant opportunities and grant administration.

Fiscal Impact: There will be no fiscal impact to add an Assistant City Engineer, as the existing funded but unfilled Principal Civil Engineering position will be defunded and the balance of the funding is available in the Department's Fiscal Year 2015-16 operating budget. The Assistant Transportation Planner position will require an appropriation from the General Fund and from the Transit Area Impact Fee Fund in the amount of \$125,000.

Recommendations:

1. Adopt a resolution adding one Assistant City Engineer in the Engineering Land Development Division and one Assistant Transportation Planner in the Engineering Traffic Division.
2. Approve a budget appropriation from the General Fund and the TASP fund in the amount of \$62,500, respectively, for the Assistant Transportation Planner into the Engineering Traffic Division Budget.

Check if City Council Approval required.

Meeting: October 20, 2015

Itemization of funds, if needed:		Amount
Requested by:	Steven Machida, Engineering Director	Date:

Department Head:	Steven Machida, Engineering Director	Date:
Reviewed by:	Finance Director: 	Date: 10/12/15
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by:

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Form 30-222 (Rev. 1/92)