

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
APPROVING THE ASSISTANT ENGINEER JOB DESCRIPTION AND SALARY
RANGE, AUTHORIZING THE CITY'S CITY MANAGER TO MAKE THE
NECESSARY ADJUSTMENTS TO THE CITY'S CLASSIFICATION AND
COMPENSATION PLANS, AND AUTHORIZING THE FINANCE DIRECTOR TO
MAKE THE NECESSARY AND APPROPRIATE BUDGET ADJUSTMENTS

WHEREAS, City Council took action to adopt the FY 2019-20 budget for the City. Included in the approved budget was approving Associate Civil Engineer; and

WHEREAS, the City made an attempt to fill the engineering position at the Associate level but was unable to attract a sufficient pool of applicants; and

WHEREAS, recruiting for the engineering position at either the assistant or associate level will increase the City's ability find a suitable candidate; and

WHEREAS, the Assistant Civil Engineer classification is newly created and requires a job description and a specified salary range; and

WHEREAS, the job description provided in Exhibit A defines the job and describes the duties, knowledge and abilities, education and experience, and any special requirements for the Assistant Civil Engineer; and

WHEREAS, the salary survey provided in Exhibit B provides how the salary was established for the Assistant Civil Engineer; and

WHEREAS, sufficient funding is included in the FY 2021-22 budget and contained within the General Fund, Public Works Department budget, Salary and Benefits accounts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina as follows:

1. Approves Job Description and Salary Range for Assistant Civil Engineer and salary schedule for the Assistant Civil Engineer with the provision that the Assistant Civil Engineer can Flex to an Associate Engineer position upon meeting qualifications and demonstration of mastery of the required engineering skills, and
2. Authorizing the City Manager to make necessary adjustments to city's classification and compensation plans, and
3. Authorizing finance director to make appropriate budgetary and accounting entries and authorizing the finance director to make the necessary and appropriate budget adjustments

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 7th day of July 2021 by the following vote:

AYES, COUNCIL MEMBERS: Medina Dirksen, Burnett, Berkley, Biala, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk



EXHIBIT A

Department		Public Works	
Employee Association		MEA	
Resolution No./Established Date:			
Resolution No./Revision Date(s):			
Salary Range:		Position Code	
EEO Code		FLSA	Non-Exempt/Hourly

ASSISTANT ENGINEER

DEFINITION

To perform professional or sub professional engineering work in the planning, design, and maintenance of street, street lighting, drainage, traffic systems, and other public works facilities; and to provide project or functional supervision to subordinate personnel.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Public Works Director/City Engineer. Exercise technical supervision over subordinate professional, technical and clerical staff, as determined necessary by the Public Works Director/City Engineer.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

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

- Performs professional engineering work relating to civil, structural, geotechnical, environmental or traffic engineering activities which may involve the review of plans and specifications of buildings, structures or utilities systems for compliance with applicable state and federal regulations and codes, accepted engineering practices and City standards.
- Assist in bidding, advertising, managing, inspecting, preparing contracts, Notice of Award, Notice to Proceed, Notice of Completion, and other contract administration tasks.
- Works with consultants, contractors and developers performing all types of construction management activities and inspection to ensure construction practices are in compliance with applicable codes and City standards.
- Review the work of consultants including development improvement plans, maps, land subdivisions and certificates for conformance with the Subdivision Map Act, design integrity, City standards, City codes. Prepare development agreements, fee schedules, cost estimates and reimbursements.
- Coordinates regulatory, environmental, and/or construction permit activities and processes within the City and with outside agencies.
- Administers construction and engineering contracts; approves invoices and tracks and maintains all project accounting; oversees the work of contractors and consultants including coordinating work with other City departments, residents, and external agencies and ensuring compliance with plans, budget, timeline, contracts, and City standards.
- Serves as staff liaison to assigned committees by writing staff reports, taking and distributing minutes, discussing impacts of projects and operations on the community, and making recommendations and representing the interests of the department and City.

- Assist in developing bi-annual Public Works Department budget and participate in all types of engineering studies requiring the gathering and analysis of data and preparation of comprehensive facilities, drainage, groundwater, and transportation reports. Prepare recommendations and comprehensive reports.
- Maintain good public relations, receiving and answering public requests and concerns, providing assistance at the counter and assisting other departments with a variety of needs. Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public in person, via telephone, or other means of communication.
- Participate in related training programs. Attends and participates in professional group meetings; stays abreast of and interpret new trends, laws, regulations, and innovations in the related field of engineering and their impact on the City.
- Perform other projects as assigned and related duties as required with a team of professional and pre-professional and technical engineering staff in carrying out the functions of assigned work unit.

QUALIFICATIONS

The following generally describes the knowledge and abilities required to enter the job and/or to be learned within a defined short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, practices, concepts, and standards of civil engineering relating to the construction of streets, structures, drainage, and traffic signals.
- The mathematics, economics, design, equipment and materials involved in traffic engineering and public works construction projects.
- Specialized knowledge related to the seismic, soil, hydrology and hydraulics, and environmental management conditions for a coastal zone area such as the City of Marina.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Apply engineering principles, practices, concepts, and standards to engineering problems.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and City engineering policies and procedures.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education, and Experience

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:

Education: Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field.

Experience: One (1) year of responsible engineering design, plan review, and project administration experience.

License or Certificate:

- Possess an Engineer-in-Training (EIT) Certificate or obtain certification issued by the State of California within one year or before end of probation period whichever occurs first.
- Possession of or ability to obtain a valid California state driver's license.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, telephone, copy and fax machines, and all tools and equipment necessary to successfully perform the essential and important duties of the position.

PHYSICAL DEMANDS

- Standing & Walking – Standing for extended periods of time and/or walking distances (1 or more miles).
- Sitting - Ability to work in a seated position at a computer station for extended periods of time.
- Lifting - Ability to safely lift up to 30 pounds; this requirement includes bending at knees to facilitate proper lifting techniques.
- Climbing - Ability to ascend 10 ft. or more up ladder(s).
- Manual Dexterity - Ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as accurate field measuring, repair and calibration of instruments operating a computer keyboard and writing.
- Visual – Ability to read printed materials, read industry warning signs and instruments, read maps and diagrams and view a computer screen for long periods.
- Hearing and Speech - Ability to communicate in person, before groups, and over the telephone.
- Mobility – Ability to work in a standard office setting and operate a motor vehicle to visit various meeting sites, reach, carry, push, pull, stoop, and bend.
- Reflexes - Ability to quickly and automatically respond to emergency and safety situations.
- Work in adverse weather conditions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment or in any building or structure within the service area. Work may be performed outdoors with exposure to inclement weather, exposure to noise, dust, grease fumes, gases and potentially hazardous chemicals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to respond to calls on evenings, weekends and holidays.

EXHIBIT B**Assistant Engineer
Salary Survey
May-21**

City	Salary <u>Top Step</u>	
Marina		Proposed
San Luis Obispo		
Salinas	\$7,658.00	Assistant Engineer
Monterey	-	-
Gilroy	\$9,636.00	Engineer I
Seaside	\$8,034.00	Assistant Engineer
Pacific Grove	\$7,212.33	Engineering Tech
Watsonville	\$6,644.00	Assistant Engineer
Hollister	\$8,428.33	Assistant Engineer
Average	\$7,935.44	
Median	\$7,846.00	

Step A	Step B	Step C	Step D	Step E
\$6,454.92	\$6,777.67	\$7,116.55	\$7,472.38	\$7,846.00

May 27, 2021

Item No. **8f(1)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
July 7, 2021

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2019-,
APPROVING THE JOB DESCRIPTION, AND SALARY SCHEDULE
FOR THE ASSISTANT CIVIL ENGINEER; AUTHORIZING THE CITY
MANAGER TO MAKE NECESSARY ADJUSTMENTS TO THE CITY'S
CLASSIFICATION AND COMPENSATION PLANS, AND
AUTHORIZING THE ACTING FINANCE DIRECTOR TO MAKE THE
NECESSARY AND APPROPRIATE BUDGET ADJUSTMENTS**

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2021-, approving Job Description and Salary Range for Assistant Civil Engineer with the provision that the Assistant Civil Engineer can Flex to an Associate Engineer position upon meeting qualifications and demonstration of mastery of the required engineering skills, and
2. Authorizing the City Manager to make necessary adjustments to city's classification and compensation plans, and
3. Authorizing the Finance Director to make the necessary and appropriate budget adjustments.

BACKGROUND:

As part of the 2019/20 and 2020/21 Budget, the City Council approved an authorized position of Associate Civil Engineer. A recruitment was initiated in 2019 which resulted a very limited applicant pool with one candidate who was qualified for the position, but the candidate declined an offer of employment. The is not unusual given the state of the economy and high demand for professional positions. To implement the City Council direction to proceed with filling vacant positions, staff is ready to move forward with filling the position, with either an Assistant or Associate Civil Engineer. An approved job description and salary schedule for the Associate Civil Engineer was adopted by Resolution 2019-72 on July 16, 2019, Staff now recommends approval of the Assistant Civil Engineer job description and salary schedule.

ANALYSIS:

The ability to fill the engineering position at the assistant or associate level will attract a larger pool of candidates giving the City a better chance of filling the position based upon the skills of the candidates and gain much needed capacity to advance identified community priorities. Establishing the Associate Engineer position with the ability to flex to the Associate position upon meeting qualifications and demonstration of mastery of the required engineering skills will improve the City's ability to retain trained and experience staff through internal advancement.

Attached is the job description for the Assistant Civil Engineer “**(EXHIBIT A)**”. This position will perform professional or sub professional engineering work in the planning, design, and maintenance of street, street lighting, drainage, traffic systems, and other public works facilities; and to provide project or functional supervision to subordinate personnel. The Assistant Civil Engineer will be represented by the Miscellaneous Employee Association.

To develop at salary range, staff surveyed the cities which are normally used in the City's salary surveys: Monterey, Pacific Grove, Seaside, Salinas, Gilroy, Hollister, Watsonville and San Luis Obispo. The results, shown in Table I, Assistant Engineer, set the proposed range using the median of the survey.

Table I

**Assistant Engineer
Salary Survey
May-21**

City	Salary Top Step	
Marina		Proposed
San Luis Obispo		
Salinas	\$7,658.00	Assistant Engineer
Monterey	-	-
Gilroy	\$9,636.00	Engineer I
Seaside	\$8,034.00	Assistant Engineer
Pacific Grove	\$7,212.33	Engineering Tech
Watsonville	\$6,644.00	Assistant Engineer
Hollister	\$8,428.33	Assistant Engineer
Average	\$7,935.44	
Median	\$7,846.00	

Step A	Step B	Step C	Step D	Step E
\$6,454.92	\$6,777.67	\$7,116.55	\$7,472.38	\$7,846.00

This position requires the incumbent to possess an Engineer-in-Training (EIT) Certificate or obtain certification issued by the State of California within one year or before the end of the probation period of six (6) months whichever occurs first.

FISCAL IMPACT:

The budget approved for the engineer position in the Fiscal Year 2019-20 budget is \$150,000. It is anticipated that this position if filled at the assistant or associate level will be able to work 40 hours per week and stay within the budgeted amount.

CONCLUSION:

This request is submitted for City Council consideration and action.

Respectfully submitted,

Catrina Scharf
Human Resource Analyst
City of Marina

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina