



Administrative Report

H.12., File # 22-4160

Meeting Date: 5/17/2022

To: MAYOR AND CITY COUNCIL
From: TED SEMAAN, PUBLIC WORKS DIRECTOR

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2205-028, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA AMENDING THE OFFICIAL BOOK OF CLASSIFICATIONS FOR THE POSITION OF TRANSPORTATION ENGINEER

EXECUTIVE SUMMARY

The Engineering Division of Public Works currently has an opening for the Transportation Engineer position, also known as the City Traffic Engineer. In order to continue the critical work of this position, the Department is looking to recruit and fill the position as quickly as possible. A review of the job classification specification revealed that the position needs to be modernized to meet current industry standards and preferences for education and experience. The updated duties, expectations, and requirements have been reviewed and agreed to by the Redondo Beach Professional and Supervisory Association. Staff recommends approval of the revised classification specification.

BACKGROUND

The City maintains an Official Book of Class Specifications for positions in the service of the City. As recruitments for open positions are initiated, class specifications are updated to validate job duties, responsibilities and qualifications. This action is recommended pursuant to Section 2-3.502 of Article 5 and Section 2-3.603 of Article 6, Chapter 3, Title 2 of the Redondo Beach Municipal Code, which authorizes the Mayor and City Council to set forth from time to time the class titles and specifications for job classifications.

The Transportation Engineer is housed in the Public Works Department / Engineering Services Division and performs administrative, professional and technical traffic engineering and transportation planning duties in a specialized job category. The position calls for the employee to act as team leader on a variety of design and construction projects, evaluate the work of team members and is therefore designated in the City's supervisory classification. This position is key in the delivery of transportation-related engineering projects and tasks including, but not limited to, location, design, and construction of traffic signal improvements, traffic calming measures, field investigations involving speed limits, intersection configurations, pedestrian walkways, bike paths, parking and loading zones and all other traffic related issues and projects.

The Transportation Engineer acts as a liaison to the Public Works Commission. The position is also responsible for managing and processing grant-funding acquisitions for transportation projects within the Engineering Services Division in support of the City Engineer and other Department personnel.

Prior to advertising the position, staff reviewed the classification specification and determined that it needed to be updated to meet the City's current standard language. The review also revealed that the requirements for education and experience require updating to be consistent with industry standards for the position. Therefore, staff recommends the classification specification for this position be approved to reflect the updated duties, expectations, and requirements.

COORDINATION

Modernizing the classification specification for the Transportation Engineer has been coordinated with the Public Works Department, Human Resources Department and with representatives of the Professional & Supervisory Association.

FISCAL IMPACT

There is no fiscal impact associated with modernizing the classification specification.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

1. Resolution to Amend Transportation Engineer Classification Specification
2. Updated Transportation Engineer Classification Specification