

Council Meeting
November 20, 2007

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Subject: Approval of Class Specifications for Engineering Manager and Transportation Planning Manager and Implementation of Salary.

RECOMMENDATION

Recommendation of the Human Resources Director and the Civil Service Commission that your Honorable Body approve the proposed class specifications for Engineering Manager and Transportation Planning Manager.

In addition, the Human Resources Director recommends adoption of an amendment to the resolution regarding employment compensation for Executive and Management Employees to implement the recommended salary ranges for Engineering Manager and Transportation Planning Manager.

FUNDING

Not Applicable.

BACKGROUND AND ANALYSIS

In order to remedy the concerns regarding the at-will Project Manager and Transportation Planner positions, the City has entered into an agreement with the Engineers Association (Attachment A) to resolve areas of concern between the Engineers Association and the City. The item before you addresses the creation of the class specifications for Engineering Manager (Attachment B) and Transportation Planning Manager (Attachment C) that will replace the at-will classifications of Project Manager and Transportation Planner referred to in the attached agreement. The new classes are comparable management positions of the same scope, level of responsibilities and reporting relationships as the at-will classifications.

The Civil Service Commission at their meeting on November 5, 2007, unanimously approved the proposed class specifications for Engineering Manager and Transportation Planning Manager. This recommendation is submitted to your Honorable Body for your review and approval.

Engineering Manager

This classification reports to the Deputy Public Works Director/City Engineer and is responsible for managing complex engineering work including the planning, design, construction and administration of public works projects; and performing specialized engineering work in the analysis, design and construction of public works.

Requirements are as follows: Graduation from a college or university with a Bachelor's degree in civil engineering and five years of professional civil engineering experience involving the design and construction of a variety of public works projects, at least two of which must deal directly with managing municipal projects for any combination of the following systems: highway, sewer,

drainage and water. In addition, registration as a Civil Engineer in the State of California and an appropriate, valid California driver's license are required.

With regard to salary the reference point for the Engineering Manager is identical to the existing reference point for the Project Manager. There is no additional cost to implement the change.

Transportation Planning Manager

This classification reports to the Community Development Director and is responsible for planning, organizing and directing the activities of the Transportation Planning and Traffic Engineering Division, including conducting transportation planning and traffic engineering studies, research and analysis.

Requirements are as follows: Graduation from a college or university with a Bachelor's degree in Transportation planning and traffic engineering, City or Regional Planning, Transportation Engineering, or a closely related field and three years professional transportation planning and traffic engineering experience to include evaluating policy options and making recommendations on a variety of proposed transportation plans and policies, including transit and transportation demand management. A Master's Degree in a related field may be substituted for one year of the required experience. In addition, registration as a Civil Engineer in the State of California and an appropriate, valid California driver's license are required.

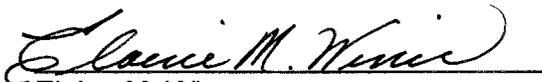
With regard to salary the reference point for the Transportation Planning Manager is identical to the existing reference point for the Transportation Planner. There is no additional cost to implement the change.

Respectfully submitted,
CIVIL SERVICE COMMISSION
Thomas L. Doty, Chair

ELAINE M. WINER
Human Resources Director

By 
Melody F. Lawrence
Human Resources Manager

CONCUR:


Elaine M. Winer
Human Resources Director

NOTED:


LeRoy J. Jackson
City Manager

Attachments:

- A) Agreement Between the City and the Engineers
- B) Civil Service Commission Meeting November 5, 2007 Item 8
- C) Engineering Manager Class Specification
- D) Transportation Planning Manager Class Specification
- E) Supplemental Salary Resolution

ATTACHMENT E

ATTACHMENT A**AGREEMENT**

This AGREEMENT ("Agreement") is made and entered into as of the Effective Date defined herein below ("Effective Date") between the City of Torrance ("City"), Torrance Fiscal Employees Association ("TFEA") and Engineers Association ("EA") (collectively "the parties").

WHEREAS, the status of the at-will positions of Project Manager and Transportation Planner and the pending examination for the classification of Deputy Public Works Director directly impact the promotional opportunities for employees represented in the Engineer Employees representation unit; and

WHEREAS, the City, TFEA and EA have met and conferred with the intent of addressing these opportunities and for the purpose of resolving a long standing dispute related to certain positions represented by the Engineers representation unit; and

WHEREAS, TFEA, EA and the City of Torrance all wish to establish four new civil service positions in lieu of the current four at-will Project Manager positions which currently exist in the Public Works Department and the one Transportation Planner position which currently exists in the Community Development Department.

WHEREAS, this Agreement sets forth the agreed upon transition plan to convert those four at-will Project Manager positions into four civil service positions and one Transportation Planner into one civil service position and the intent of the parties that the City eventually eliminate each at-will Project Manager position and the Transportation Planner position in its entirety.

NOW, THEREFORE, notwithstanding Resolution 2007-38 regarding employees represented by TFEA and notwithstanding Resolution 2007-39 regarding employees represented by EA, the City, TFEA and EA covenant and agree as follows:

1. Each respective new civil service position related to Project Manager will have the same new job class title and the new civil service position related to Transportation Planner will have a new job class title, which will ultimately be determined and approved by the Civil Service Commission. For purposes of this Agreement, the new civil service position class title will be referred to as "Engineering Manager" for the new civil service class formerly known as "Project Manager" and the new civil service position related to Transportation Planner will have a new job class title, which will ultimately be determined and approved by the Civil Service

Commission. For purposes of this Agreement, the new civil service position class title will be referred to as "Transportation Manager."

2. The City, TFEA and EA are in Agreement that each person appointed as an Engineering Manager or Transportation Manager shall be considered a "Management Employee" as defined by the Employer-Employee Relations Ordinance found in Torrance Municipal Code Division 1, Chapter 4, Article 8, "Employer-Employee Relations".

3. Within ninety days of the Effective Date of this Agreement, City will prepare and conduct a one-time qualifying examination for the incumbent Project Managers and Transportation Planner. The parties expressly agree that the qualifying examination is a viable method to transition the incumbent Project Managers and the Transportation Planner into the new Civil Service positions. The parties expressly agree that they will not negotiate the preparation or the method of implementing the examination process.

4. Within 30 days of the results of the qualifying examination, those incumbent Project Managers and Transportation Planner who pass the qualifying examination will be appointed to the new Civil Service Engineering Manager position and the new civil service position of Transportation Manager. Those incumbent Project Managers who do not pass the qualifying examination will remain at-will Project Managers. If the at-will Transportation Planner does not pass the qualifying examination then he will remain the at-will Transportation Planner with the City of Torrance.

5. The parties understand and agree that any remaining at-will Project Manager positions and the Transportation Planner will eventually be eliminated as positions are vacated by an incumbent through appointment to a different position in the City, retirement or separation from employment for any other reason.

6. Incumbent Project Managers or the Transportation Planner that successfully pass the examination and become Engineering Managers with respect to Project Managers and Transportation Manager with respect to the Transportation Planner will receive six months probationary credit, but must complete an additional six months of probation as well.

7. Project Managers and the Transportation Planner that successfully pass the examination and become Engineering Managers or Transportation Manager and pass the probationary period will then become eligible to apply for the promotional examination for Deputy Public Works Director.

8. Within 30 days after the appointment process for the Engineering Manager is complete and appointments have been made, the City will prepare and conduct a separate promotional examination for the Engineering Manager position. The purpose of the promotional examination will be to certify a promotional eligibility list for current eligible employees who would like to become Engineering Managers should a vacancy arise at some future date.

9. Within 8 months after certification of the promotional eligible list for the Engineering Manager position has been completed, the City will then prepare and conduct a promotional examination for the Deputy Public Works Director position.

10. All parties to this Agreement expressly agree that all examinations referenced in this Agreement, the selection process and certification of the eligible list will all be administered in conformity with the Torrance Municipal Code Civil Service and Personnel Rules. The parties expressly agree and acknowledge that this Agreement including position titles and timelines may be subject to change pursuant to the discretion of the Civil Service Commission.

11. In resolution of certain job and work assignment issues, it is agreed that on the first pay period following the appointment of the first Project Manager to Engineering Manager, the following will be implemented:

- a) Associate Engineers employed with the City will receive a 3.0% increase in pay. The 3.0 increase will be implemented across the pay grid for all Associates;
- b) Assistant Engineers hired before July 1, 2007 will receive a 2.5% premium when they move to top step on the Assistant Engineer pay grid. Assistant Engineers hired after July 1, 2007 will not be eligible for this premium.

12. Associate Engineers, Assistant Engineers, Plans Examiners, Sr. Environmental Quality Officers and Senior Planning Associates will be invited to future managerial training programs as provided by the City.

13. Each party acknowledges that this Agreement has been read carefully and understands the legal and binding effect of this Agreement's terms. Each party acknowledges that the only promises made to induce a signature to this Agreement are those stated herein. Having been fully advised and informed, each party voluntarily enters into this Agreement.

14. This Agreement constitutes a single, integrated contract expressing the entire agreement of the parties hereto. There are no other agreements, written or oral, express or

implied, between the parties hereto, concerning the subject matter hereof, except the agreements set forth herein. The recitals shall be deemed an integral part of this Agreement.

15. This Agreement is made and entered into in the State of California and shall be governed, interpreted, and enforced under the laws of the State of California.

16. Each party has reviewed this Agreement and agrees that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting parties will not be employed in any interpretation of this Agreement.

17. Should any provision of this Agreement be declared or determined by any court to be illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected thereby and the illegal or invalid part, term or provision shall be deemed not to be part of this Agreement.

18. All parties acknowledge that they are competent to sign this Agreement and that they do so voluntarily.

19. The Effective Date of this agreement shall be the date of execution of this agreement as defined herein below.

20. The date of execution of this agreement shall be the date of the last signature placed hereon. This Agreement may be executed in one or more counterparts all of which shall constitute and shall be construed as a single instrument upon delivery and exchange of all copies by the parties. A photocopy or facsimile transmission of this Agreement, including signatures, shall be deemed to constitute evidence of the Agreement having been executed.

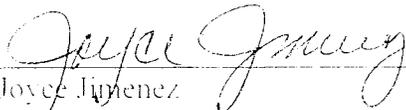
IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT.

DATED: _____

By: _____

Brian Sunshine
City of Torrance

DATED: 10-15-07

By: 

Joyce Jimenez
President, TFIA and EA

ATTACHMENT B

November 5, 2007
Commission Meeting

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, CA

Subject: Approval of the Class Specifications and Ordering of Examination for Engineering Manager and Transportation Planning Manager

RECOMMENDATION

The Human Resources Director recommends that your Honorable Body approve and forward the following items to the City Council for adoption:

1. The newly created class specification for Engineering Manager
2. The newly created class specification for Transportation Planning Manager

In addition, the Human Resources Manager recommends that your Honorable Body approve the ordering of an examination to allocate incumbents in the at-will positions of Project Manager and Transportation Planner to the newly created classes of Engineering Manager and Transportation Planning Manager, respectively.

BACKGROUND AND ANALYSIS

In 1999, the at-will Project Manager positions were created as staff for the administration of the City's capital program. The continued employment for at-will Project Managers was dependent on the funding of the capital budget - as long as funds were available for projects, Project Managers were retained as employees of the City. The City has maintained an aggressive capital program and there are currently four (4) incumbent Project Managers.

In 1997, a Transportation Planner was hired as a consultant to fill an immediate need to conduct transportation planning and traffic engineering studies. As the need for these functions continued, the consultant was transitioned to an at-will position. Transportation planning and traffic engineering functions have remained a long-term need for the City and the at-will Transportation Planner has been retained by the City.

An area of concern is the reluctance of "civil service" employees to accept promotional positions that are at-will because they would no longer be in the classified service. Conversely, at-will employees lack opportunities for career advancement when recruitments are conducted on a promotional basis and they are not eligible to compete.

Issues regarding at-will employees have been discussed by your Honorable Body, as recently as February 2007, when a recommendation was made to conduct the Deputy Public Works Director/City Engineer exam on an open basis. Classified employees and at-will employees presented the Commission with arguments for and against the recommendation. Your Honorable Body ultimately determined that the exam would be conducted on a promotional basis and indicated to staff that the issues surrounding at-will employees should be resolved.

In order to remedy the concerns regarding the at-will Project Manager and Transportation Planner positions, the City has entered into an agreement with the Engineers (Attachment A) to resolve areas of concern between the Engineers Association and the City. Two of the items encompassed by the terms of the agreement addressed in this item are as follows:

1. Creation of class specifications for classified management positions similar to the Project Manager and Transportation Planner.
2. Creation of a testing process that will allow the transition of the at-will Project Managers and Transportation Planner to Civil Service positions.

CREATION OF THE CLASS SPECIFICATIONS FOR ENGINEERING MANAGER AND TRANSPORTATION PLANNING MANAGER

Class specifications for Engineering Manager (Attachment B) and Transportation Planning Manager (Attachment C) have been prepared and will replace the at-will positions of Project Manager and Transportation Planner upon the transfer of incumbent employees to the new classes. The new classes are comparable management positions of the same scope, level of responsibilities and reporting relationships as the at-will classifications.

Engineering Manager

This classification reports to the Deputy Public Works Director/City Engineer and is responsible for managing complex engineering work including the planning, design, construction and administration of public works projects; and performing specialized engineering work in the analysis, design and construction of public works.

Requirements are as follows: Graduation from a college or university with a Bachelor's degree in civil engineering and five years of professional civil engineering experience involving the design and construction of a variety of public works projects, at least two of which must deal directly with managing municipal projects for any combination of the following systems: highway, sewer, drainage and water. In addition, registration as a Civil Engineer in the State of California and an appropriate, valid California driver's license are required.

Transportation Planning Manager

This classification reports to the Community Development Director and is responsible for planning, organizing and directing the activities of the Transportation Planning and Traffic Engineering Division, including conducting transportation planning and traffic engineering studies, research and analysis.

Requirements are as follows: Graduation from a college or university with a Bachelor's degree in Transportation planning and traffic engineering, City or Regional Planning, Transportation Engineering, or a closely related field and three years professional transportation planning and traffic engineering experience to include evaluating policy options and making recommendations on a variety of proposed transportation plans and policies, including transit and transportation demand management. A Master's Degree in a related field may be substituted for one year of the required experience. In addition, registration as a Civil Engineer in the State of California and an appropriate, valid California driver's license are required.

TRANSITION OF AT-WILL EMPLOYEES TO ENGINEERING MANAGER AND
TRANSPORTATION PLANNING MANAGER

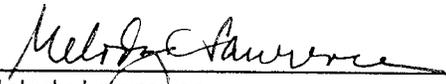
It is recommended that an examination for the Engineering Manager and Transportation Planning Manager be conducted to allocate incumbent Project Managers and the Transportation Planner into the new classifications. Torrance Municipal Code Section 14.2.3(C) Allocation of New Positions; Re-Allocations states the following:

- c) When new positions are created, when the duties and responsibilities of the existing positions change, or when the classification plan is amended, the Civil Service Commission shall allocate or re-allocate the affected positions in the same manner as the original allocations are made.

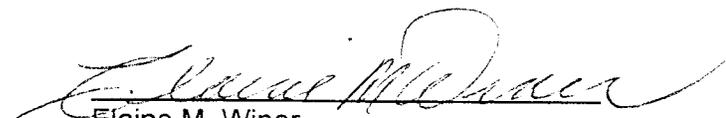
When the classification or allocation of a position is changed in accordance with this rule and the new status of the position is approximately equal to its former status, the Civil Service Commission may approve the transfer of the incumbent of the position in its former status to the position in its new status.

The means by which the incumbent Project Managers and Transportation Planner were originally appointed did not include a process comparable to a management level examination. In order to allocate the incumbent Project Managers and Transportation Planner to the new classes, the following is recommended: 1) An exam consisting of an In-basket Performance Test and an Oral Interview (weighted equally) be administered and; 2) Incumbents who are successful be transferred to the new classes. The In-Basket exercise will consist of realistic managerial problems requiring analysis and written responses. The factors measured will be leadership style, handling priorities and sensitive situations, conflict resolution, and organizational practices. The oral interview will assess managerial competencies, decision-making skills, oral communication, and other related skills.

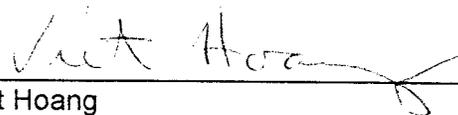
Respectfully submitted,

By 
Melody Lawrence
Human Resources Manager

CONCUR:


Elaine M. Winer
Human Resources Director

NOTED:


Viet Hoang
Acting Civil Service Manager

Attachments:

- A) Agreement Between the City and the Engineers
- B) Engineering Manager Class Specification
- C) Transportation Planning Manager Class Specification

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WHEREAS, the City, TFEA and EA have met and conferred with the intent of addressing these opportunities and for the purpose of resolving a long standing dispute related to certain positions represented by the Engineers representation unit; and

WHEREAS, TFEA, EA and the City of Torrance all wish to establish four new civil service positions in lieu of the current four at-will Project Manager positions which currently exist in the Public Works Department and the one Transportation Planner position which currently exists in the Community Development Department.

WHEREAS, this Agreement sets forth the agreed upon transition plan to convert those four at-will Project Manager positions into four civil service positions and one Transportation Planner into one civil service position and the intent of the parties that the City eventually eliminate each at-will Project Manager position and the Transportation Planner position in its entirety.

NOW, THEREFORE, notwithstanding Resolution 2007-38 regarding employees represented by TFEA and notwithstanding Resolution 2007-39 regarding employees represented by EA, the City, TFEA and EA covenant and agree as follows:

1. Each respective new civil service position related to Project Manager will have the same new job class title and the new civil service position related to Transportation Planner will have a new job class title, which will ultimately be determined and approved by the Civil Service Commission. For purposes of this Agreement, the new civil service position class title will be referred to as "Engineering Manager" for the new civil service class formerly known as "Project Manager" and the new civil service position related to Transportation Planner will have a new job class title, which will ultimately be determined and approved by the Civil Service

Commission. For purposes of this Agreement, the new civil service position class title will be referred to as "Transportation Manager."

2. The City, TFEA and EA are in Agreement that each person appointed as an Engineering Manager or Transportation Manager shall be considered a "Management Employee" as defined by the Employer-Employee Relations Ordinance found in Torrance Municipal Code Division 1, Chapter 4, Article 8. "Employer-Employee Relations".

3. Within ninety days of the Effective Date of this Agreement, City will prepare and conduct a one-time qualifying examination for the incumbent Project Managers and Transportation Planner. The parties expressly agree that the qualifying examination is a viable method to transition the incumbent Project Managers and the Transportation Planner into the new Civil Service positions. The parties expressly agree that they will not negotiate the preparation or the method of implementing the examination process.

4. Within 30 days of the results of the qualifying examination, those incumbent Project Managers and Transportation Planner who pass the qualifying examination will be appointed to the new Civil Service Engineering Manager position and the new civil service position of Transportation Manager. Those incumbent Project Managers who do not pass the qualifying examination will remain at-will Project Managers. If the at-will Transportation Planner does not pass the qualifying examination then he will remain the at-will Transportation Planner with the City of Torrance.

5. The parties understand and agree that any remaining at-will Project Manager positions and the Transportation Planner will eventually be eliminated as positions are vacated by an incumbent through appointment to a different position in the City, retirement or separation from employment for any other reason.

6. Incumbent Project Managers or the Transportation Planner that successfully pass the examination and become Engineering Managers with respect to Project Managers and Transportation Manager with respect to the Transportation Planner will receive six months probationary credit, but must complete an additional six months of probation as well.

7. Project Managers and the Transportation Planner that successfully pass the examination and become Engineering Managers or Transportation Manager and pass the probationary period will then become eligible to apply for the promotional examination for Deputy Public Works Director.

8. Within 30 days after the appointment process for the Engineering Manager is complete and appointments have been made, the City will prepare and conduct a separate promotional examination for the Engineering Manager position. The purpose of the promotional examination will be to certify a promotional eligibility list for current eligible employees who would like to become Engineering Managers should a vacancy arise at some future date.

9. Within 8 months after certification of the promotional eligible list for the Engineering Manager position has been completed, the City will then prepare and conduct a promotional examination for the Deputy Public Works Director position.

10. All parties to this Agreement expressly agree that all examinations referenced in this Agreement, the selection process and certification of the eligible list will all be administered in conformity with the Torrance Municipal Code Civil Service and Personnel Rules. The parties expressly agree and acknowledge that this Agreement including position titles and timelines may be subject to change pursuant to the discretion of the Civil Service Commission.

11. In resolution of certain job and work assignment issues, it is agreed that on the first pay period following the appointment of the first Project Manager to Engineering Manager, the following will be implemented:

- a) Associate Engineers employed with the City will receive a 3.0% increase in pay. The 3.0 increase will be implemented across the pay grid for all Associates;
- b) Assistant Engineers hired before July 1, 2007 will receive a 2.5% premium when they move to top step on the Assistant Engineer pay grid. Assistant Engineers hired after July 1, 2007 will not be eligible for this premium.

12. Associate Engineers, Assistant Engineers, Plans Examiners, Sr. Environmental Quality Officers and Senior Planning Associates will be invited to future managerial training programs as provided by the City.

13. Each party acknowledges that this Agreement has been read carefully and understands the legal and binding effect of this Agreement's terms. Each party acknowledges that the only promises made to induce a signature to this Agreement are those stated herein. Having been fully advised and informed, each party voluntarily enters into this Agreement.

14. This Agreement constitutes a single, integrated contract expressing the entire agreement of the parties hereto. There are no other agreements, written or oral, express or

implied, between the parties hereto, concerning the subject matter hereof, except the agreements set forth herein. The recitals shall be deemed an integral part of this Agreement.

15. This Agreement is made and entered into in the State of California and shall be governed, interpreted, and enforced under the laws of the State of California.

16. Each party has reviewed this Agreement and agrees that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting parties will not be employed in any interpretation of this Agreement.

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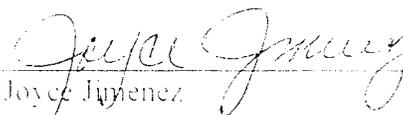
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IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT.

DATED: _____

By: _____
Brian Sunshine
City of Torrance

DATED: 10-15-07

By: 
Joyce Jimenez
President, TFEA and EA

Engineering Manager

Definition

Under general direction, manages complex engineering work including the planning, design, construction and administration of public works projects; performs specialized engineering work in the analysis, design and construction of public works; and performs related work as required.

Distinguishing Characteristics

The Engineering Manager is distinguished from the Deputy Public Works Director/City Engineer in that the incumbent does not have responsibility of the entire Engineering Division. Distinguished from the Associate Engineer in the level and scope of supervision and responsibility exercised. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Supervision Exercised/Received

Receives general direction from the Deputy Public Works Director/City Engineer; exercises direct supervision over professional and technical engineering personnel.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all-inclusive.

- Manages the work of professional engineering division personnel including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline.
 - Monitors staff's performance and coaches for improvement and development.
 - Develops and administers project budgets; reviews and coordinates financial sources for funding projects; maintains accountability for all revenue generated by division.
 - Develops, reviews and recommends approval of engineering plans and specifications, cost estimates, contract provisions, etc.
 - Prepares Requests for Proposals (RFP's) for engineering consultants and administers contracts.
 - Implements department programs and capital improvements.
 - Prepares reports, recommendations and correspondence on current and proposed projects.
 - Participates on interdepartmental and intradepartmental teams, committees and boards as required.
 - Provides staff support and makes presentations to City Commissions, the City Council and Council committees on engineering-related items.
 - Communicates and resolves conflicts with departmental personnel and the public.
 - Keeps abreast of current engineering principles and practices, technology, regulations and literature that apply to City engineering projects including current developments in legislation and trends, which may affect the City and/or department.
 - Implements and maintains Federal, State and local mandates.
 - Reviews and edits reports prepared by support staff.
 - Coordinates projects with other City departments, agencies and utilities as required.
 - Attends and conducts meetings as required.
-

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Coordinates projects involving multiple divisions within the Public Works Department.
 - Reviews land development cases and sets conditions on behalf of the Public Works Department.
 - Participates on interdepartmental and intradepartmental teams, committees and boards as required.
 - Assists in establishing departmental disaster plan as part of the City-wide disaster plan.
 - Performs Emergency Operations Committee (EOC) functions as needed.
 - Other duties as assigned.
-

Minimum Qualifications

Knowledge of:

- Civil Engineering principles and practices as applied to the field of public works, including traffic engineering, street and highway design, hydraulic and mechanical operations, water and sewer systems, and urban drainage and hydrology.
- Professional, technical, legal and financial issues involved in municipal engineering programs.
- Public works and construction methods and operations.
- Consultant and construction contract administration.
- Project management techniques, including methods of preparing designs, plans, specifications, estimates, reports and recommendations.
- Budget preparation principles.
- Various types of funding sources for municipal projects.
- Management and supervisory principles and practices.
- Various computer applications including word processing, spreadsheet and project management programs.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- General City operations.
- High quality customer service methodology and principles.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.

Ability to:

- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Evaluate, develop and implement division policy and programs to improve operations.
- Manage multiple tasks and projects simultaneously.
- Perform difficult engineering design and analysis for public works systems.
- Negotiate project or maintenance contracts on behalf of the division.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.
- Plan, organize, assign, coordinate and manage the activities of outside contractors.
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.

- Establish and maintain effective working relationships with the City Council, public officials, staff, architects, developers, contractors, the general public and others encountered in the course of work.
 - Present proposals and recommendations effectively in public meetings.
 - Develop clear, concise, and comprehensive studies, reports, and agenda items.
 - Ensure safety and professional work standards are met.
 - Apply computer technology to project scheduling and design, public works systems, and records management.
 - Read, understand and interpret technical reports, drawings, specifications, contracts, and graphs.
-

License and/or Certificate

Must possess and maintain the following:

Registration as Civil Engineer in the State of California and an appropriate, valid California driver's license.

Education and/or Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

Graduation from a college or university with a Bachelor's degree in civil engineering and five years of professional civil engineering experience involving the design and construction of a variety of public works projects, at least two of which must deal directly with managing municipal projects for any combination of the following systems: highway, sewer, drainage and water.

Special Requirements:

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

Career Ladder Information

Experience gained in this classification would serve toward meeting the minimum requirements for promotion to Deputy Public Works Director/City Engineer.

Transportation Planning Manager

Definition:

Under general direction, plans, organizes and directs the activities of the Transportation Planning and Traffic Engineering Division, including conducting transportation planning and traffic engineering studies, research and analysis; and performs related work as required.

Distinguishing Characteristics

Distinguished from the Community Development Director in that the incumbent is not responsible for the entire Department. Distinguished from the Planning Associate or Associate Engineer in the incumbent manages a division of the department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may deviate from traditional methods and practices. Work is reviewed for overall results.

Supervision Exercised/Received

Receives general direction from the Community Development Director; provides direct supervision over professional-level planning and engineering positions and office support personnel.

Examples of Essential Duties

The following duties represent the principal job duties. however, they are not all inclusive.

- Manages the work of transportation planning and traffic engineering division personnel including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline.
- Monitors staff performance, and coaches for improvement and development.
- Develops and implements the City's General Plan by gathering, compiling, and analyzing data on economic, social, and physical factors affecting land use.
- Develops, implements and evaluates Department plans, policies and procedures to achieve annual goals and objectives.
- Plans, organizes and directs the activities of the transportation planning and traffic engineering Division.
- Reviews research and progress on transportation plans and forecasts.
- Reviews and approves transportation studies and proposals to assure consistency with Federal, state and local laws and regulations.
- Oversees development and utilization of specialized computer programs and databases to identify transportation issues and analyze solutions to transportation problems.
- Works with regional and intergovernmental agencies to develop regional transportation policies and methods of achieving those objectives.
- Represents the City at Federal, state, regional and local transportation planning sessions.
- Organize and participate in public hearings, analyze proposals and make recommendations.
- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on transportation-related items.
- Prepares reports and recommendations for City Council and commission agenda items.

Transportation Planning Manager

October 2007

Class Code:

Class Designation: Civil Service

- Stays abreast of current developments in legislation and trends, which may affect the City and/or department.
 - Implements and maintains Federal, State and local mandates.
 - Attends and conducts meetings as required.
-

Examples of Other Duties

The following represent duties that are generally performed by this position, but are not considered to be principal job duties.

- Monitors the division's customer service request system to ensure effective and efficient public relations.
 - Receives and responds to public inquires and requests for information and assistance and takes appropriate action to resolve problems.
 - Reviews reports and other documents submitted by subordinates.
 - Assists in establishing departmental disaster plan as part of City wide disaster plan.
 - May participate in emergency callout and after hour support coordination.
 - Participates in EOC operations as needed.
 - Performs other related duties as required.
-

Qualification Guidelines

Knowledge of:

- Principles and practices of transportation planning and traffic engineering, transit planning and transportation demand management.
- Transportation planning and traffic engineering models and forecasting methods.
- Land use planning and zoning concepts and regulations.
- Federal, state, regional and local transportation programs, funding sources and regulations.
- Components of regional transportation plans, including the Congestion Management process.
- Air quality and environmental protection issues, regulations and practices including familiarity with the CEQA process and the regional Air Quality Management Plan.
- Supervisory principles, practices and techniques.
- Management and supervisory principles and practices including supervision and employee relations.
- Principles of budget preparation, budget estimation and tracking.
- Applicable local, State and Federal regulations.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

Ability to:

- Understand and interpret long range transportation planning and traffic engineering models.
- Evaluate future transportation needs and propose appropriate plans, policies and solutions to meet those needs.
- Develop clear and concise comprehensive studies, reports and presentations.
- Make effective written and oral presentations to the City Council, Council Committees, Commissions, and outside groups.
- Administer consultant contracts.

- Supervise subordinate staff, including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, and disciplining staff, and processing grievances.
 - Schedule work tasks and major projects.
 - Develop and monitor a divisional budget and establish budgetary controls.
 - Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
 - Develop clear, concise, and comprehensive studies, reports, and agenda items.
 - Understand and carry out oral and written directions.
 - Review and prepare effective written reports.
 - Communicate effectively orally and in writing.
 - Make effective oral presentations to City Commissions, the City Council and other groups.
 - Establish and maintain effective working relationships with City employees, City Commissioners, public officials, private and community organizations and the public.
-

License or Certificate

Must possess and maintain an appropriate California Driver's license

Experience and Education

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills and abilities is:

Graduation from a college or university with a Bachelor's degree in Transportation planning and traffic engineering, City or Regional Planning, Transportation Engineering, or a closely related field and three years professional transportation planning and traffic engineering experience to include evaluating policy options and making recommendations on a variety of proposed transportation plans and policies, including transit and transportation demand management. A Master's Degree in a related field may be substituted for one year of the required experience.

A valid certificate of registration issued by the California State Board of Registration for Civil and Professional Engineers.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Career Ladder Information

Experience gained in this classification in addition to training and course work may serve towards meeting the minimum requirements for promotion to Community Development Director.

Engineering Manager

Definition

Under general direction, manages complex engineering work including the planning, design, construction and administration of public works projects; performs specialized engineering work in the analysis, design and construction of public works; and performs related work as required.

Distinguishing Characteristics

The Engineering Manager is distinguished from the Deputy Public Works Director/City Engineer in that the incumbent does not have responsibility of the entire Engineering Division. Distinguished from the Associate Engineer in the level and scope of supervision and responsibility exercised. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Supervision Exercised/Received

Receives general direction from the Deputy Public Works Director/City Engineer; exercises direct supervision over professional and technical engineering personnel.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all-inclusive.

- Manages the work of professional engineering division personnel including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline.
 - Monitors staff's performance and coaches for improvement and development.
 - Develops and administers project budgets; reviews and coordinates financial sources for funding projects; maintains accountability for all revenue generated by division.
 - Develops, reviews and recommends approval of engineering plans and specifications, cost estimates, contract provisions, etc.
 - Prepares Requests for Proposals (RFP's) for engineering consultants and administers contracts.
 - Implements department programs and capital improvements.
 - Prepares reports, recommendations and correspondence on current and proposed projects.
 - Participates on interdepartmental and intradepartmental teams, committees and boards as required.
 - Provides staff support and makes presentations to City Commissions, the City Council and Council committees on engineering-related items.
 - Communicates and resolves conflicts with departmental personnel and the public.
 - Keeps abreast of current engineering principles and practices, technology, regulations and literature that apply to City engineering projects including current developments in legislation and trends, which may affect the City and/or department.
 - Implements and maintains Federal, State and local mandates.
 - Reviews and edits reports prepared by support staff.
 - Coordinates projects with other City departments, agencies and utilities as required.
 - Attends and conducts meetings as required.
-

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Coordinates projects involving multiple divisions within the Public Works Department.
 - Reviews land development cases and sets conditions on behalf of the Public Works Department.
 - Participates on interdepartmental and intradepartmental teams, committees and boards as required.
 - Assists in establishing departmental disaster plan as part of the City-wide disaster plan.
 - Performs Emergency Operations Committee (EOC) functions as needed.
 - Other duties as assigned.
-

Minimum Qualifications

Knowledge of:

- Civil Engineering principles and practices as applied to the field of public works, including traffic engineering, street and highway design, hydraulic and mechanical operations, water and sewer systems, and urban drainage and hydrology.
- Professional, technical, legal and financial issues involved in municipal engineering programs.
- Public works and construction methods and operations.
- Consultant and construction contract administration.
- Project management techniques, including methods of preparing designs, plans, specifications, estimates, reports and recommendations.
- Budget preparation principles.
- Various types of funding sources for municipal projects.
- Management and supervisory principles and practices.
- Various computer applications including word processing, spreadsheet and project management programs.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- General City operations.
- High quality customer service methodology and principles.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.

Ability to:

- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Evaluate, develop and implement division policy and programs to improve operations.
- Manage multiple tasks and projects simultaneously.
- Perform difficult engineering design and analysis for public works systems.
- Negotiate project or maintenance contracts on behalf of the division.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.
- Plan, organize, assign, coordinate and manage the activities of outside contractors.
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.

- Establish and maintain effective working relationships with the City Council, public officials, staff, architects, developers, contractors, the general public and others encountered in the course of work.
 - Present proposals and recommendations effectively in public meetings.
 - Develop clear, concise, and comprehensive studies, reports, and agenda items.
 - Ensure safety and professional work standards are met.
 - Apply computer technology to project scheduling and design, public works systems, and records management.
 - Read, understand and interpret technical reports, drawings, specifications, contracts, and graphs.
-

License and/or Certificate

Must possess and maintain the following:

Registration as Civil Engineer in the State of California and an appropriate, valid California driver's license.

Education and/or Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

Graduation from a college or university with a Bachelor's degree in civil engineering and five years of professional civil engineering experience involving the design and construction of a variety of public works projects, at least two of which must deal directly with managing municipal projects for any combination of the following systems: highway, sewer, drainage and water.

Special Requirements:

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

Career Ladder Information

Experience gained in this classification would serve toward meeting the minimum requirements for promotion to Deputy Public Works Director/City Engineer.

Transportation Planning Manager

Definition:

Under general direction, plans, organizes and directs the activities of the Transportation Planning and Traffic Engineering Division, including conducting transportation planning and traffic engineering studies, research and analysis; and performs related work as required.

Distinguishing Characteristics

Distinguished from the Community Development Director in that the incumbent is not responsible for the entire Department. Distinguished from the Planning Associate or Associate Engineer in that the incumbent manages a division of the department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may deviate from traditional methods and practices. Work is reviewed for overall results.

Supervision Exercised/Received

Receives general direction from the Community Development Director; provides direct supervision over professional-level planning and engineering positions and office support personnel.

Examples of Essential Duties

The following duties represent the principal job duties. however, they are not all inclusive.

- Manages the work of transportation planning and traffic engineering division personnel including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline.
- Monitors staff performance, and coaches for improvement and development.
- Develops and implements the City's General Plan by gathering, compiling, and analyzing data on economic, social, and physical factors affecting land use.
- Develops, implements and evaluates Department plans, policies and procedures to achieve annual goals and objectives.
- Plans, organizes and directs the activities of the transportation planning and traffic engineering Division.
- Reviews research and progress on transportation plans and forecasts.
- Reviews and approves transportation studies and proposals to assure consistency with Federal, state and local laws and regulations.
- Oversees development and utilization of specialized computer programs and databases to identify transportation issues and analyze solutions to transportation problems.
- Works with regional and intergovernmental agencies to develop regional transportation policies and methods of achieving those objectives.
- Represents the City at Federal, state, regional and local transportation planning sessions.
- Organize and participate in public hearings, analyze proposals and make recommendations.
- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on transportation-related items.
- Prepares reports and recommendations for City Council and commission agenda items.

- Stays abreast of current developments in legislation and trends, which may affect the City and/or department.
 - Implements and maintains Federal, State and local mandates.
 - Attends and conducts meetings as required.
-

Examples of Other Duties

The following represent duties that are generally performed by this position, but are not considered to be principal job duties.

- Monitors the division's customer service request system to ensure effective and efficient public relations.
 - Receives and responds to public inquiries and requests for information and assistance and takes appropriate action to resolve problems.
 - Reviews reports and other documents submitted by subordinates.
 - Assists in establishing departmental disaster plan as part of City wide disaster plan.
 - May participate in emergency callout and after hour support coordination.
 - Participates in EOC operations as needed.
 - Performs other related duties as required.
-

Qualification Guidelines

Knowledge of:

- Principles and practices of transportation planning and traffic engineering, transit planning and transportation demand management.
- Transportation planning and traffic engineering models and forecasting methods.
- Land use planning and zoning concepts and regulations.
- Federal, state, regional and local transportation programs, funding sources and regulations.
- Components of regional transportation plans, including the Congestion Management process.
- Air quality and environmental protection issues, regulations and practices including familiarity with the CEQA process and the regional Air Quality Management Plan.
- Supervisory principles, practices and techniques.
- Management and supervisory principles and practices including supervision and employee relations.
- Principles of budget preparation, budget estimation and tracking.
- Applicable local, State and Federal regulations.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

Ability to:

- Understand and interpret long range transportation planning and traffic engineering models.
- Evaluate future transportation needs and propose appropriate plans, policies and solutions to meet those needs.
- Develop clear and concise comprehensive studies, reports and presentations.
- Make effective written and oral presentations to the City Council, Council Committees, Commissions, and outside groups.
- Administer consultant contracts.

- Supervise subordinate staff, including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, and disciplining staff, and processing grievances.
 - Schedule work tasks and major projects.
 - Develop and monitor a divisional budget and establish budgetary controls.
 - Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
 - Develop clear, concise, and comprehensive studies, reports, and agenda items.
 - Understand and carry out oral and written directions.
 - Review and prepare effective written reports.
 - Communicate effectively orally and in writing.
 - Make effective oral presentations to City Commissions, the City Council and other groups.
 - Establish and maintain effective working relationships with City employees, City Commissioners, public officials, private and community organizations and the public.
-

License or Certificate

Must possess and maintain an appropriate California Driver's license

Experience and Education

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills and abilities is:

Graduation from a college or university with a Bachelor's degree in Transportation planning and traffic engineering, City or Regional Planning, Transportation Engineering, or a closely related field and three years professional transportation planning and traffic engineering experience to include evaluating policy options and making recommendations on a variety of proposed transportation plans and policies, including transit and transportation demand management. A Master's Degree in a related field may be substituted for one year of the required experience.

A valid certificate of registration issued by the California State Board of Registration for Civil and Professional Engineers.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Career Ladder Information

Experience gained in this classification in addition to training and course work may serve towards meeting the minimum requirements for promotion to Community Development Director.

ATTACHMENT E

RESOLUTION 2007 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE AMENDING RESOLUTION NO. 2007 - 67 SETTING FORTH CHANGES REGARDING THE HOURS, WAGES, AND WORKING CONDITIONS FOR EXECUTIVE AND MANAGEMENT EMPLOYEES

The City Council of the City of Torrance does hereby resolve as follows:

SECTION I

That Resolution No. 2007 - 67 is hereby amended as follows:

SECTION II

Effective November 20, 2007

ARTICLE 2 – COMPENSATION

SECTION 2.1 REFERENCE POINT AND POSITIONS

Add:

Title	Reference Point	Benefit Category	Car Allowance Category
Transportation Planning Manager	10259	B	2
Engineering Manager	9900	B	2

SECTION III SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

INTRODUCED, APPROVED, AND ADOPTED this ____ day of November 2007

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

by _____
Ronald T. Pohl, Assistant City Attorney

Sue Herbers, CMC
City Clerk