

*City of Brisbane*  
*Agenda Report*

To: City Council via City Manager

From: Maria Saguisag-Sid  
Principal Analyst

Subject: Approval of Resolutions 2014-42 and 2014-43, Adding the New Job Classification of Deputy Director of Public Works to Class Specification Manual and to the Mid-Management/Professional Employees Group's Memorandum of Understanding and Pay Scale

Date: Meeting of October 16, 2014

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**Purpose:** To ensure the City is able to meet the needs of the community with the appropriate staff resources and recognize employees for the work which they are doing.

**Recommendation:** Adopt resolutions 2014-42 and 2014-43

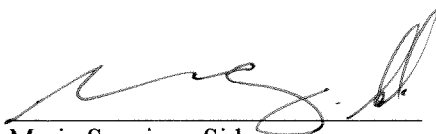
**Background and Discussion:** Recently the City Manager made changes in work assignments to some key staff members. As these changes were significant additions in responsibility, staff has reviewed current classification specifications and is requesting direction from Council to add the following classification.

- Deputy Director of Public Works: The duties and responsibilities of one of our current Senior Civil Engineers have grown to a level above her current job classification. Her responsibilities have expanded to include community engagement by being the liaison to various citizen advisory committees, as well as more supervisory and administrative responsibilities over a wider area in the Public Works department. Staff has created this new position to encompass the current duties along with the new ones.

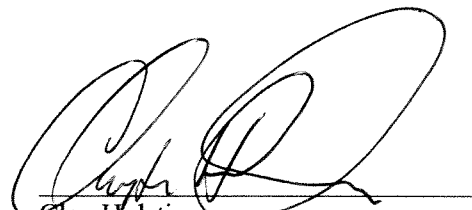
As staff continues to review various departments staffing needs, we will evaluate the need to improve the classification system to accommodate the ongoing changes to the organizational structure.

**Fiscal Impact:** The anticipated impact for this fiscal year is approximately \$12,000 in salary and benefits. Various positions that were budgeted for the 2014/2015 fiscal year are still in the process of being filled, allowing a savings that will cover this change. Future budgets will be adjusted accordingly.

**Attachments:** Resolutions 2014-42 and 2014-43



Maria Saguisag-Sid  
Principal Analyst



Clay Holstine  
City Manager

**RESOLUTION 2014-42**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISBANE AMENDING RESOLUTION  
2001-11 TO INCLUDE THE CLASSIFICATION OF  
DEPUTY DIRECTOR OF PUBLIC WORKS  
IN THE CLASS SPECIFICATION MANUAL**

**WHEREAS**, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

**WHEREAS**, the City Manager has established the need for the new classification of Deputy Director of Public Works; and

**WHEREAS**, the class description for Deputy Director of Public Works was developed in cooperation with and has been approved by the City Manager; and

**WHEREAS**, this newly developed class description for Deputy Director of Public Works meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the class description for the classification of Deputy Director of Public Works in Exhibit "A" is approved for inclusion in the Class Specification Manual.

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W.CLARKE CONWAY  
Mayor

I hereby certify that the foregoing Resolution No 2014-42 was duly and regularly adopted at a regular meeting of the Brisbane City Council on October 16, 2014, by the following vote:

AYES:

NOES:

ABSENT:

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SHERI MARIE SPEDIACCI  
City Clerk

**RESOLUTION 2014-42  
EXHIBIT "A"**

**CITY OF BRISBANE**

**DEPUTY DIRECTOR OF PUBLIC WORKS**

**Definition**

Under general supervision of the Public Works Director/City Engineer, the Deputy Director of Public Works performs high-level management, administrative and technical duties; supervises directly or through subordinate levels of supervision all work units of the department on a day to day basis; functions as department head in the absence of the department head. Under administrative direction, plans, directs and manages the engineering division in connection with engineering design, construction, inspection, parking and traffic operations of public works projects and the capital improvement program; may staff one or more citizen advisory committees; performs advanced professional engineering assignments on a wide range of municipal projects of a complex nature; serves as project manager on a variety of projects; and does related work as required.

**Class Characteristics**

This is an advanced-level engineering classification requiring professional registration that performs a wide variety of engineering duties that require exercising independent judgment and initiative in prioritizing, scheduling, assigning and coordinating work. This class is distinguished from all other engineering classes by its supervisory and administrative responsibilities over a wide range of duties as well as performing the more complex engineering and project management assignments. Assignments and projects may be long-term or may constitute a major portion of a continuous or comprehensive engineering or construction program.

**Examples of Duties** (Illustrative Only)

- Recommends and assists in development and implementation of departmental policies, goals, and objectives.
- Plans, directs, and coordinates work performed by all departmental divisions and work units, directly or through subordinate levels of supervision.
- Supervises, coordinates, and reviews all public works engineering activities, including engineering design, inspection, and survey; contract administration, and construction management for projects planned and approved by City Council.
- Supervises staff assigned, including scheduling, assigning, prioritizing, and reviewing work; training and evaluating staff; approving time off; and developing effective recommendations on all employee actions.
- Assigns work and exercises general supervision of office and field staff in order to effectively utilize their services and accomplish objectives.
- Oversees consultants and professionals hired by the City for the purposes of designing and completing public works construction projects and studies.
- Establishes criteria for design, construction, and inspection of public works projects.
- Oversees the inspection of public works construction by contractors for established plans and specifications.
- Supervises and participates in the development and administration of the department's capital and operating budgets; directs the forecast of additional funds needed for construction, staffing, equipment, materials, and supplies; monitors and approves expenditures.
- Prepares work programs and special engineering studies.

- Reviews and prepares specifications and obtains bids for construction and maintenance projects; accepts or rejects such specifications and bids; verifies computations, plans, specifications, and estimates for public works facility's projects; reviews and signs engineering drawings and land record maps.
- Conducts negotiations on engineering matters and accepts or rejects change order requests related to contracts.
- Manages administrative matters; oversees preliminary budget and monitors monthly expenditures.
- Responds to questions from the general public including conducting correspondence and attending meetings.
- Develops record maintenance systems, procedures, and training necessary for maintaining effective liaison with other City departments.
- Serves as department head in the absence of the director, including attending and participating in City Council, community and board and commission meetings.
- Serves on City and inter-agency committees, including citizen advisory committees.
- Performs related duties and responsibilities as required.

### **Qualifications**

#### **Knowledge of:**

- Principles, methods and practices of civil engineering as applied to the planning, designing and construction of municipal public works facilities, including streets, sewers, traffic and construction projects.
- Design principles, methods, materials, and techniques used in the construction and maintenance of public works, utilities or building construction projects.
- Design principles, strengths of materials, principles of mechanical, electrical and structural engineering and surveying as they apply to the design of public works structures.
- Engineering and construction management methods.
- Technical, legal, financial and public relations issues involved in the conduct of municipal public works programs.
- Modern developments, current literature and sources of information on engineering laws and regulations.
- Applicable Federal, state and local laws, legal issues and regulatory codes related to design and construction.
- Principles and practices of municipal management, including supervision and evaluation of personnel, budget planning and preparation and public relations.

#### **Skill in:**

- Preparing engineering estimates, plans, drawings and specifications.
- Performing difficult engineering work in design and construction of public works facilities.
- Interpreting and accurately applying applicable Federal, state, and local policies, procedures, codes, laws, ordinances and regulations.
- Understand and implement laws, regulations, policies and procedures.
- Preparing construction contracts and requests for proposal; administer contracts.
- Planning, organizing and supervising the work or engineering projects.
- Planning, supervising, directing, scheduling and evaluating the work of subordinate staff.
- Develop and implement improvements to systems, organization, and operations within the division.
- Take a proactive approach to customer service issues and hold others within the department responsible for this effort.
- Make process improvement changes to streamline procedures.

- Work in a safe manner following City safety practices and procedures in a variety of environments; model and coach others in correct City safety practices; identify, correct, and report safety hazards.
- Maintain confidentiality regarding sensitive information.
- Represent the City and the department effectively in contacts with representatives of other agencies and the public.
- Communicating clearly and concisely, both verbally and in writing; preparing clear and concise written reports.
- Applying computer programs related to the work, including presentation, project management, GIS, and data management applications; using a personal computer, the Internet and other engineering technological resources.
- Making effective oral presentations.
- Establishing and maintaining cooperative and effective working relationships with those contacted in the course of the work, such as with employees, contractors, consultants, elected and appointed officials, and the public.

**Education and Experience:**

*Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree in civil engineering or a closely related field. Master's Degree in Engineering, Public Administration or Business Administration is desirable.

**Experience:**

Five years of increasingly responsible professional civil engineering experience involving design, plan checking, project management and construction management. Municipal professional engineering and supervisory experience is highly desirable.

**License:**

Possession of a valid certificate of registration as a Civil Engineer issued by the State Department of Registration for Professional Engineers. Possession of or the ability to obtain a valid California Class C driver's license and have a satisfactory driving record. Such licenses and certifications shall be maintained during employment.

**Working Conditions:**

Work in a standard office environment with some exposure to outdoors, mechanical hazards, traffic, and electrical hazards. Travel to different sites and locations.

**Physical Demands:**

Sufficient mobility and physical flexibility to negotiate difficult project sites and construction terrain where crouching, bending, stooping, climbing and/or kneeling would be required. Vision to adequately and quickly review plans and specifications, read printed materials, and a computer screen. Mental alertness and comprehension to learn and retain technical and administrative information, terminology, equipment, policies, procedures and safety practices. Physical stamina to work extended or irregular hours and attend lengthy meetings and attentively follow proceedings. Ability to maintain sustained posture in a seated position for prolonged periods of time. Hearing and speech to communicate in person and over the telephone. Ability to speak clearly and write clear and concise English.

**RESOLUTION 2014-43**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISBANE AMENDING RESOLUTION 2013-45,  
THE MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITY OF BRISBANE AND  
THE MID-MANAGEMENT/PROFESSIONAL EMPLOYEES GROUP,  
BY ADDING THE CLASSIFICATION OF  
DEPUTY DIRECTOR OF PUBLIC WORKS**

**WHEREAS**, on December 19, 2013, the City Council approved Resolution 2013-45 concerning the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group; and

**WHEREAS**, since the adoption of Resolution 2013-45 the City Manager has established the need for the classification of Deputy Director of Public Works on a regular, full-time basis; and

**WHEREAS**, the City Council has previously adopted Resolution 2014-42 approving the class description for Deputy Director of Public Works and including said class description in the Class Specification Manual as required by Rule 6.02b of the City of Brisbane Personnel Rules and Regulations; and

**WHEREAS**, the City Manager has previously reviewed the class description and has now determined that this classification, when filled on a regular, fulltime basis, shares a community of interest with those employees in the Mid-Management/Professional Employees Group; and

**WHEREAS**, the Principal Analyst, on behalf of the City Manager, has notified representative of the Mid-Management/Professional Employees Group and discussed this amendment to the Mid-Management/Professional Employees Group's Memorandum of Understanding;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group as adopted by Resolution 2013-45 be amended as follows:

1. Article 2, Recognition, of the Memorandum of Understanding is amended to include the classification of Deputy Director of Public Works and
2. The pay scales, Exhibit A, to the Memorandum of Understanding with the Mid-Management/Professional Employees Group are amended to include the following salary range for the classification of Deputy Director of Public Works:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Monthly	\$10,112.96	\$10,618.40	\$11,150.88	\$11,708.32	\$12,292.80
Bi-weekly	\$4,667.52	\$4,900.80	\$5,146.56	\$5,403.84	\$5,673.60
Hourly	\$58.34	\$61.26	\$64.33	\$67.55	\$70.92

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W. CLARKE CONWAY  
Mayor

I hereby certify that the foregoing Resolution 2014-43 was duly and regularly adopted at a regular meeting of the Brisbane City Council on October 16, 2014, by the following vote:

AYES:  
NOES:  
ABSENT:

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SHERI MARIE SPEDIACCI  
City Clerk