

RESOLUTION NO. 7781

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO CREATE THE POSITION OF SENIOR TRAFFIC ENGINEER IN THE PUBLIC WORKS DEPARTMENT, TO APPROVE THE CORRESPONDING JOB SPECIFICATION, AND TO UPDATE THE APPROPRIATE SALARY PAY TABLE

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

WHEREAS, the City desires to create the position and job specification of Senior Traffic Engineer in the Public Works Department attached hereto as Exhibit "A," and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Public Works Department, has determined that it is proper to create the Senior Traffic Engineer position and the corresponding job specification;

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NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the proposed amendment to the City's Salary Resolution and Position Classification Plan to create the Senior Traffic Engineer position in the Public Works Department.


SECTION 2. The City Council hereby approves and adopts the proposed Job Specification for the Senior Traffic Engineer position, attached hereto as Exhibit "A."

SECTION 3. The City Council hereby approves and adopts the proposed amended Professional and Mid-Management Association (PMMA) Salary Pay Table, attached hereto as Exhibit "B."

SECTION 4. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

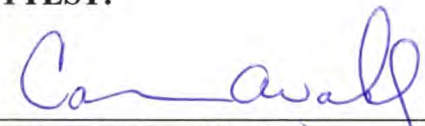
PASSED, APPROVED and ADOPTED this 12th day of September 2017.

CITY OF SOUTH GATE:



Maria Davila, Mayor


ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

SENIOR TRAFFIC ENGINEER

DESCRIPTION

Under general supervision, performs a variety of professional and technical level traffic and transportation engineering tasks including planning, design, construction, operations of traffic control systems; administers traffic safety programs; conducts traffic studies; reviews traffic aspects of land development projects; reviews traffic control plans, and performs plan checks. Under general direction, performs work related to the planning, design and construction of multidisciplinary capital improvements projects and performs related duties as required.

CLASS CHARACTERISTICS

The Senior Traffic Engineer is an advanced journey and supervisory class in the professional level engineering series, and is expected to have specialized knowledge of traffic management and traffic engineering design standards, formally responds to issues regarding traffic engineering, may be responsible to testify in court relative to traffic violations and vehicle accident and injury claims against the City; supervise staff responsible for traffic engineering and traffic signals; and is responsible for overseeing engineering contract specifications and budgetary expenditures. The Senior Traffic Engineer is also expected to manage the delivery of multidisciplinary capital improvements projects.

SUPERVISION RECEIVED

Works under the general supervision and direction of the Assistant City Engineer.

SUPERVISION EXERCISED

Exercises supervision over lower level professional, technical and clerical engineering staff.

ESSENTIAL FUNCTIONS

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

Plans, organizes, directs, reviews and evaluates all traffic and transportation engineering activities of the Engineering Division.

Provides advice and technical assistance to City and department management staff, commissions, committees and the public on traffic matters and confers with the Director of Public Works/City Engineer concerning transportation matters; confers with a variety of public and private officials on traffic engineering issues and serves as the City's representative to other governmental agencies.

Develops traffic administration policies and procedures; Ensures department compliance with applicable ordinances, codes and laws.

Reviews traffic operating conditions in the field; issues work orders for new or changed traffic control devices; responds to public requests for traffic control changes.

Reviews traffic elements of environment impact report and major developments for compliance with City policies, rules and regulations.

SENIOR TRAFFIC ENGINEER (cont.)

Directs or conducts studies and prepares reports, recommendations and correspondence on traffic control issues, makes presentations to City Council, community groups and the general public.

Answers interrogatories and testifies in court relative to traffic violations and vehicle accident and injury claims against the City.

Applies for and administers traffic grant funds for studies and construction projects.

Monitors and evaluates developments in the traffic control field; prepares recommendations of policy and procedure improvements; and implements approved changes.

Investigates public complaints and problems and takes appropriate action to resolve issues; provides technical assistance and information to the public in person, by computer and by telephone.

Manages multidisciplinary capital improvement program projects during planning, design and construction phases; develops, updates project schedules; monitors expenditures and fund sources.

Prepares Requests for Proposals (RFPs) and administers professional engineering and professional service contracts. Reviews and supervises the preparation of engineering public works plans, drawings and specifications, engineering calculations, cost estimates. Manages and administers construction contracts as assigned.

QUALIFICATIONS

Education and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be: graduation from an accredited college or university with a Bachelor's degree in civil or traffic engineering or related field and ten (10) years of professional Civil Engineering experience with a minimum of five (5) years focused in Traffic Engineering.

License/Certification/Special Requirements

Registration as a Traffic Engineer (T.E.) issued by the California State Board of Registration for Professional Engineers and Land Surveyors is required; however, this may be substituted with Registration as a Professional Engineer (P.E.) if it is accompanied with a minimum experience of ten (10) years focused in Traffic Engineering.

Possession of or ability to obtain a California Class C driver's license and a satisfactory driving record is required.

Knowledge, Skills, and Abilities

Knowledge of: principles and practices of traffic and highway engineering, including highway capacity analysis; methods and techniques of field data collection, tabulation and analysis; applicable traffic and zoning codes, ordinances, regulations and guidelines; computer applications relating to traffic engineering analysis; operation and maintenance of traffic control devices and equipment; principles of grant funding application and administration; principles and practices of budget development and administration; municipal public works planning, design and construction; municipal public works administration; public works construction methods, design and materials; engineering specifications and public works construction standards; principles and techniques of effective employee supervision, including selection, training, discipline, and work evaluation.

SENIOR TRAFFIC ENGINEER (cont.)

Skill and Ability to: manage and prioritize a diverse traffic control program; analyze complex traffic control problems, evaluating alternatives and reaching sound conclusions; prepare clear, concise and accurate memos, reports, records and correspondence; exercise sound independent judgment within established guidelines; interpret and follow City and departmental policies, rules and regulations; plan, assign, direct, review and evaluate the work of others; prepare plans, specifications and comprehensive engineering estimates; read and interpret specifications and blueprints; supervise construction contracts; supervise assigned staff in project work; communicate effectively both orally and in writing; work independently with little direction; plan and organize work to meet deadlines; represent the City effectively in meetings with others; research and evaluate potential grants and other funding sources; establish and maintain effective working relationships with those encountered in the course of the work.

ADDITIONAL INFORMATION:

CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, both in person and by telephone. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

SENIOR TRAFFIC ENGINEER
Created, September, 2017

Salary Pay Table

Pay Plan Category G - Classified Professional & Mid-Management Employees

Salary Effective 09/12/2017

		Step A	Step B	Step C	Step D	Step E
601	ADMINISTRATIVE ASSISTANT	4,333	4,550	4,777	5,016	5,267
601	ASSISTANT PLANNER	4,333	4,550	4,777	5,016	5,267
601	MANAGEMENT ASSISTANT	4,333	4,550	4,777	5,016	5,267
602	ECONOMIC DEVELOPMENT SPECIALIST	4,439	4,661	4,894	5,139	5,396
606	HOUSING & GRANTS ANALYST	4,599	4,829	5,070	5,324	5,590
609	RECREATION SUPERVISOR	5,101	5,356	5,624	5,905	6,200
610	MANAGEMENT ANALYST	5,170	5,428	5,699	5,984	6,284
610	ADMINISTRATIVE ANALYST	5,170	5,428	5,699	5,984	6,284
610	ADMINISTRATIVE SERVICES COORDINATOR	5,170	5,428	5,699	5,984	6,284
610	BUDGET & PAYROLL ANALYST	5,170	5,428	5,699	5,984	6,284
611	TRAINING SPECIALIST	5,195	5,455	5,728	6,014	6,315
612	CRIME ANALYST	5,232	5,494	5,769	6,057	6,360
613	CUSTOMER SERVICE SUPERVISOR	5,396	5,666	5,949	6,246	6,559
613	PURCHASING SUPERVISOR	5,396	5,666	5,949	6,246	6,559
614	ACCOUNTANT	5,451	5,723	6,009	6,310	6,625
615	ASSISTANT ENGINEER	5,485	5,760	6,048	6,350	6,668
615	CODE ENFORCEMENT SUPERVISOR	5,485	5,760	6,048	6,350	6,668
617	POLICE RECORDS MANAGER	5,867	6,160	6,468	6,792	7,131
619	SENIOR ADMINISTRATIVE ANALYST	5,981	6,280	6,594	6,924	7,270
621	SENIOR ACCOUNTANT	6,158	6,465	6,789	7,128	7,485
622	ASSOCIATE ENGINEER	6,292	6,606	6,937	7,283	7,648
623	SENIOR PLANNER	6,339	6,656	6,988	7,338	7,705
623	SENIOR ECONOMIC DEVELOPMENT SPECIALIST	6,339	6,656	6,988	7,338	7,705
624	TECHNICAL SERVICES MANAGER	6,402	6,722	7,058	7,411	7,782
625	INFORMATION SYSTEMS ADMINISTRATOR	6,402	6,722	7,058	7,411	7,782
626	EQUIP. MAINTENANCE SUPERINTENDENT	6,614	6,945	7,292	7,657	8,039
628	SENIOR ENGINEER	7,229	7,590	7,970	8,368	8,786
629	ELECTRIC & GEN MAINT SUPERINTENDENT	7,475	7,849	8,242	8,654	9,086
629	STREET & SEWER SUPERINTENDENT	7,475	7,849	8,242	8,654	9,086
630	WATER DIVISION MANAGER	8,382	8,802	9,242	9,704	10,189
631	SENIOR CIVIL ENGINEER	8,231	8,643	9,075	9,529	10,005
631	SENIOR TRAFFIC ENGINEER	8,231	8,643	9,075	9,529	10,005
632	FAMILY VIOLENCE PROGRAM COORDINATOR	5,861	6,154	6,461	6,785	7,124
850	POLICE SECRETARY (CONF)	4,462	4,685	4,919	5,165	5,423
851	EXECUTIVE ASSISTANT TO CITY ATTY (CONF)	5,319	5,585	5,864	6,158	6,466
851	EXECUTIVE ASSISTANT (CONF)	5,319	5,585	5,864	6,158	6,466
851	EXECUTIVE ASSISTANT TO CITY MGR (CONF)	5,319	5,585	5,864	6,158	6,466

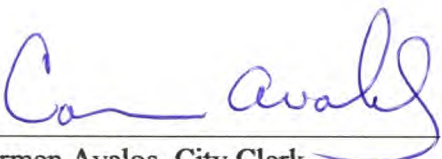
RESOLUTION CERTIFICATION PAGE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SOUTH GATE)

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7781 was adopted by the City Council at their Regular Meeting held on September 12, 2017, by the following vote:

Ayes: Council Members: Davila, Bernal, Diaz, Morales and Rios
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Witness my hand and the seal of said City on September 21, 2017.



Carmen Avalos, City Clerk
City of South Gate, California