

COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**D-17**

For the meeting of: June 21, 2016

Date: June 8, 2016

To: BOARD OF SUPERVISORS

From:  Thomas K. Mattson, Public Works Director

Subject: REALLOCATE ONE (1) FULL TIME EQUIVALENT (FTE) FUNDED ENGINEERING TECHNICIAN I/II TO ONE (1) FULL TIME EQUIVALENT (FTE) SENIOR ENGINEERING TECHNICIAN IN ROADS MAINTENANCE- BUDGET UNIT 325

RECOMMENDATION(S): That the Board of Supervisors:

Reallocate the Engineering Technician I/II (class 0322, salary range 381/405, position 01) position currently occupied by Jesse Middaugh in budget unit 325, to Senior Engineering Technician (class 0313, salary range 423) and reclassify Mr. Middaugh accordingly, effective at the beginning of the next biweekly pay period following approval.

SOURCE OF FUNDING: Road Fund -1200325

DISCUSSION: Per the request of Public Works, Human Resources (HR) conducted a classification review of the Engineering Technician I/II position currently occupied by Mr. Middaugh. The purpose of the review was to determine if the position occupied by Mr. Middaugh was appropriately classified. Mr. Middaugh has been performing duties related to the installation, diagnosis, repair and maintenance of electrical/electronic traffic signal systems.

Currently, the County does not have a job description with these duties. The specialized nature

Prepared by Renee Fleek

CAO Approval Karen Cloues

REVIEW: Auditor MBM County Counsel \_\_\_\_\_ Personnel df Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT  
Upon motion of Supervisor Sundberg  
Seconded by Supervisor Fennell  
And unanimously carried by those members present,  
The Board hereby adopts the recommended action  
contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Dated: June 21, 2016  
Kathy Hayes, Clerk of the Board

Meeting of: \_\_\_\_\_

By: Jim Stewart

of these duties is more appropriately included in the job classification of Senior Engineering Technician. This action will effectively reclassify Mr. Middaugh into the Senior Engineering Technician position, and because Mr. Middaugh has been performing these duties for an extended period of time, he should be placed in the Senior Engineering Technician job class.

This action supports the Board's Strategic Framework by providing for and maintaining infrastructure.

FINANCIAL IMPACT: The effective date of this reclassification will take place on the pay period beginning July 3, 2016. This date coincides with an increase in the salary ranges of County employees. The Senior Engineering Technician will then be at salary range 427. There are sufficient funds in the Roads Maintenance Category 01 line items (1200325-1100 to 1600) to cover this anticipated \$3,745.04 annual change in the FY 2016-17 budget. There is no impact to the General Fund.

OTHER AGENCY INVOLVEMENT: County Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS: Not to delete and add these positions; however, this is not recommended due to the review of the job classification performed by HR.


ATTACHMENTS: Human Resources Classification Review Recommendation





JUN 07 2016

**County of Humboldt**  
**Human Resources/Risk Management**  
**825 5<sup>th</sup> Street, Room 100**  
**Eureka, CA 95501**

DATE: June 7, 2016  
TO: Tom Mattson, Director of Public Works  
FROM: Ron Halverson, Assistant Director of Human Resources   
SUBJECT: Recommended revisions to the job class description for Senior Engineering Technician and reclassification of Engineering Technician II, Jesse Middaugh

At your request, Human Resources (HR) conducted a review of the job class description for Senior Engineering Technician. The purpose of the review was to propose revisions to the job description to include duties specifically related to the installation, diagnosis, repair and maintenance of electrical/electronic traffic signal systems. Additionally, Human Resources reviewed the appropriateness of reclassifying Engineering Technician II, Jesse Middaugh, to Senior Engineering Technician.

Currently, the County does not have a job description which includes duties related to electrical/electronic signal systems. When the County assumed responsibility from Caltrans for the electrical/electronic signal systems on Central Avenue in McKinleyville, the duties associated with the diagnosis, repair, modification and maintenance of the systems were assigned to Engineering Technician II, Jesse Middaugh. Additionally, since then, the County has installed electrical/electronic signal systems on both Harris Avenue and Myrtle Avenue. Mr. Middaugh played a significant role in the installation of those systems, as well as their continued repair and maintenance. The duties associated with the installation, diagnosis, repair, modification and maintenance of electrical/electronic signal systems are of an advanced specialized nature and are more appropriately included in the Senior Engineering Technician job class, rather than the Engineering Technician I/II class.

After review, Human Resources is recommending that the job description for Senior Engineering Technician be revised to include the duties, knowledge and skills related to the installation, diagnosis, repair, modification and maintenance of electrical/electronic signal systems. HR is not recommending a change in the current assigned salary range for Senior Engineering Technician, as the revised job duties do not represent a fundamental change in the advanced specialist nature of the job class, but are more appropriately assigned to this job class.

Additionally, Human Resources is recommending that because Jesse Middaugh has been performing the duties related to electrical/electronic signal systems for an extended period of time, that he be reclassified from Engineering Technician II to Senior Engineering Technician.

If you are in agreement with HR's review and recommendations you will need to prepare a report to the Board of Supervisors with the following recommendations:

Human Resources  
Phone 707-476-2349 Fax 707-445-7285  
[www.co.humboldt.ca.us/hr](http://www.co.humboldt.ca.us/hr)

Job Hotline  
707-445-2357  
[www.co.humboldt.ca.us/jobs](http://www.co.humboldt.ca.us/jobs)

Risk Management  
Phone 707-268-3669 Fax 707-268-2546  
[www.co.humboldt.ca.us/riskmanager](http://www.co.humboldt.ca.us/riskmanager)

“That the Board of Supervisors:

1. Adopt the revised job class description for Senior Engineering Technician into the job classification plan, effective immediately; and
2. Approve the reallocation of the Engineering Technician I/II (class 0322, salary range 381/405, position 01) position in budget unit 325 to Senior Engineering Technician (class 0313, salary range 423), effectively reclassifying Jesse Middaugh to Senior Engineering Technician, effective the beginning of the pay period immediately following approval.”

Human Resources consulted with the employee bargaining unit (American Federation of State, County and Municipal Employees, Local 1684) representing the affected job classes and they are in concurrence with HR's recommendations.

For informational purposes please include a copy of this memo, as well as the revised job description with your report to the Board of Supervisors.

If you have any questions please feel free to contact me.

Attachment: Revised Job Class for Senior Engineering Technician

cc: ✓ Art Reeve, Deputy Public Works Director  
Jesse Middaugh, Engineering Technician II



SENIOR ENGINEERING TECHNICIAN

DEFINITION

Under general supervision, performs difficult and complex technical and paraprofessional engineering work in the field and office, including installation, diagnosis, repair, maintenance and modification of traffic signal systems; provides work direction and review for assigned staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced specialist level in the engineering technical support series, performing difficult, complex and specialized work and/or providing work direction, review and training to assigned staff. This is not considered a supervisory class in that the selection, evaluation and discipline of employees is not assigned at this level. It is distinguished from the professional engineering classes in that the latter perform a wide variety of engineering duties requiring the equivalent of completion of a four-year college or university engineering curriculum.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs complex technical work related to the design and construction of public works, road, bridge, drainage and capital improvement projects and related work.
- Provides work direction, review and training for less experienced staff.
- Completes drawings, plans, estimates, and preliminary reports for difficult construction and improvement projects; prepares or participates in the preparation of estimates and specifications; prepares or reviews complex engineering designs and plans as assigned.
- Performs resident engineering work including the supervision and inspection of public works projects.
- Performs inspections on more complex construction projects, subdivision improvements and encroachments to ensure compliance with plans, specifications and standards.
- Performs construction contract administration; monitors and enforces compliance with contract provisions by contractors and sub-contractors.

## Senior Engineering Technician

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- Coordinates and supervises the collection and reduction of field data and the preparation of maps, cross-sections and related survey data.
- Performs field and office work related to property or right-of-way boundaries; prepares property descriptions and maps; researches records and files.
- Computes land, earthwork and other estimated quantities for assigned construction projects.
- Reviews applications, inspects plans and issues permits in compliance with established policy guidelines.
- Reviews and evaluates plans and maps for compliance with applicable state and County regulations.
- Performs routine replacement of traffic signal devices and equipment; performs preventive maintenance and testing.
- Responds to traffic signal malfunction requests, including all hour emergencies.
- Makes complex technical engineering and mathematical computations.
- Provides information and confers with contractors, engineers, developers and representatives of other government agencies and the public regarding assigned areas of expertise.
- Uses a computer and electronic calculator to solve a variety of engineering related problems.
- Prepares and maintains accurate records, correspondence and various technical, statistical or narrative reports.

### QUALIFICATIONS

#### Knowledge of:

Basic supervisory principles and practices.

Principles, practices and terminology of varied engineering technical support work including drafting, mapping, design, construction, survey, permitting, field inspection and right-of-way.

Common public works construction methods and materials.

Engineering mathematics through trigonometry.

Computer user applications related to the work.

Standard office practices and procedures.

Data collection and analysis methods.

Methods, tools, materials and equipment used in the construction, installation, operation, maintenance and repair of electrical and electronic traffic signal and lighting systems.



Skill in:

Planning, assigning, supervising and reviewing the work of others.  
Training others in work procedure.  
Organizing and prioritizing work and meeting critical deadlines.  
Performing engineering technical support work in a variety of areas.  
Using drafting tools and equipment and preparing skilled layouts, maps and graphic materials.  
Analyzing engineering technical and statistical information, evaluating alternatives and making sound recommendations.  
Making accurate mathematical calculations.  
Making accurate records, sketches and notes and preparing clear and concise reports, correspondence and other written materials.  
Making accurate field inspections and enforcing compliance with plans and specifications.  
Reading and interpreting engineering plans and specifications.  
Operating and maintaining precision surveying instruments.  
Inspection, installation and maintenance and repair of electrical and electronic traffic signal systems.  
Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license. Must be willing to work outdoors year round in all weather conditions.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to completion of two years of college or possession of an Associate of Arts degree in a pre-engineering or closely related curriculum and three years of work experience in engineering technical support work and traffic system installation and maintenance, including at least two years at the level of the County's class of Engineering Technician II.