

# Staff Report

for the Board of Directors Meeting of July 25, 2018

**TO:** Board of Directors

**FROM:** Gary D. King PE, PhD, Engineering Manager

**DATE:** July 3, 2018

**SUBJECT:** Engineering Department Staffing Changes (Consent)

---

---

**ENGINEERING**

**RECOMMENDATION:**

Approve changes to the Associate Engineer classification, the Senior Engineer classification and to the Engineering budget, and remove one engineering technician position, as recommended by the Administrative Practices Committee on July 3, 2018.

**BACKGROUND:**

Currently, the Associate Engineers work as independent professionals who design, manage, and control projects from the beginning to the end, which is indicative of a more senior role such as the Senior Engineer. This independence of the Associate Engineers allows for more projects to be handled by the Engineering Department and increases efficiency by reducing the number of engineers working on a project. Updating these two classifications will reflect the current method of operation that has been functioning well and is beneficial for the District. The proposed classification updates include supervisory responsibilities.

Staff in the Associate Engineer classification have been assisting the Engineering Manager with supervisory responsibilities over the drafting and GIS staff. Their assistance allows the Engineering Manager to work on higher level projects to meet the needs of the District. As shown on the attached proposed flow chart, the Senior Engineers will each supervise a different section within the Engineering Department. This change also eliminates the need for supervisory positions such as the Senior Construction Inspector and Assistant Engineer which are currently unbudgeted and unfilled. Staff and APC recommend this change to the Board.

**BUDGETARY IMPACT:**

The initial costs to promote two Associate Engineers to Senior Engineers is a total of \$23,000 for 2018. The Engineering Department has not replaced an Engineering Technician in the Survey Department. This unfilled position is currently providing a savings of \$120,905. If this change is approved, the savings in the current budget for the unfilled position will be \$97,905.

GDK

PROPOSED ENGINEERING DEPARTMENT CHANGES  
JULY 25, 2018

