

DEPARTMENT OF PUBLIC WORKS

COUNTY OF MARIN
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ALL AREA CODES ARE 415

Farhad Mansourian, RCE
Director

May 11, 2010

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Addition of a Principal Civil Engineer position and deletion of a lower level engineering position in the Public Works Department

Dear Board Members:

RECOMMENDATION: It is recommended by the Director of Human Resources and the Director of Public Works that your Board approve the following, effective May 30, 2010:

1) Add one (1.0) FTE Principal Civil Engineer (1231) position to the Public Works Department; 2) Authorize the position to be filled through a promotional competitive recruitment; and 3) When the Principal Civil Engineer position is filled, delete the existing lower position of the promoted employee.

SUMMARY: Recent years have seen major changes in the work program for our Transportation Services Division. For many years Transportation functioned as five separate divisions: two transportation project divisions, traffic operations and transportation planning. About two years ago, due to substantial increases in the workload and the need to better coordinate these related functions, three of the five divisions, were combined into one division. The senior civil engineer assigned as division chief went from managing complex transportation projects with no subordinates, to supervising a staff of five engineers and technicians, while still managing a number of complex projects.

We are now transitioning to a fully coordinated Transportation Services Division, with the additional inclusion of Transportation Planning and project management. In addition to the new supervisory duties required, there has been a dramatic increase in the scope and complexity of projects managed by the division. The scope of projects has shifted from smaller scale transportation improvements to implementing major infrastructure investments such as the Gnoss Field runway extension, the \$25 million Nonmotorized Transportation Pilot Program, Cal Park Tunnel, and the San Rafael Rock Quarry operations permit. The division head serves as a leader for the division in interpreting increasingly complex state and federal environmental regulations. In turn, the division's budget has also grown exponentially and is continuing to grow. Current and upcoming projects include an extension, with additional funding, for the Nonmotorized Transportation Pilot Program. These projects have propelled the division's budget from less than \$1 million per year to a sum well into the tens of millions per year.

This change has substantially increased the level of responsibility for the Transportation Services Division chief and, consequently, the level of managerial responsibility. With these major increases in project budgets comes increased responsibility and complexity in strategic planning, projects and grant management. The impact of decisions made by the division head has a direct impact on the ability of the County to deliver projects on time and on budget. Finally, this increased responsibility requires that the division head interact on a regular basis with community leaders and high level staff in other County departments and other agencies.

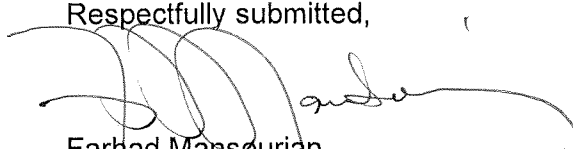
In addition to the above, there is also a compaction issue. The division chief, a Senior Civil Engineer (\$56.09/hour), is supervising a Senior Transportation Engineer (\$56.07/hour).

Considered as a whole, we believe that these issues justify the creation of a higher level Principal Engineer position to act as division chief over the Transportation Division.

FISCAL IMPACT: On an annual basis including benefits, the budgeted full cost of the recommended change will be \$15,434 if the deleted position is a Senior Civil Engineer. Exact costs will be dependent upon the classification of the promoted employee. Based on an effective date of the pay period beginning May 30, the prorated budgeted full cost for the remainder of the fiscal year will be \$1187. Current-year as well as on-going costs will be fully absorbed by charging projects mostly funded by state and federal grants, resulting in no net impact to the General Fund.

REVIEWED BY:	<input type="checkbox"/>	Department of Finance	<input checked="" type="checkbox"/>	N/A
	<input type="checkbox"/>	County Counsel	<input checked="" type="checkbox"/>	N/A
	<input checked="" type="checkbox"/>	Human Resources	<input type="checkbox"/>	N/A

Respectfully submitted,



Farhad Mansourian
Director

cc: Matthew Hymel, County Administrator
Mona Miyasato, Acting Director, HR
Lisa Cutten, Employee Benefits Supervisor, HR
Larry Daniel, Principal Personnel Analyst, HR
Dan Eilerman, Principal Administrative Analyst, County Administrator's Office
Gerry Norton, Principal Personnel Analyst, HR
Liz Paris, Deputy Director of Human Resources, HR
Art Brook, President, Marin County Management Employees' Association