



MEMORANDUM

TO: Linda Gorton, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: _____
Tamara Walters, Director
Division of Human Resources

DATE: August 31, 2023

SUBJECT: Create position – Division of Traffic Engineering

Request:

The attached action is requesting authorization to create one (1) unclassified position of Associate Traffic Engineer (Grade 522E) with the term date of June 30, 2025 in the Division of Traffic Engineering, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using Job Analysis Questionnaires (JAQs) and a position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested position is described in this action.

What is the cost in this budget year and future budget year?

This has a 12-month future impact of a cost of \$92,536.63 and funds are budgeted from receipt of an ITS-CMS grant.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Associate Traffic Engineer	\$0	\$66,150.24	\$66,150.24
Total Annual Impact/ Salary and Benefits \$92,536.63			

File Number:

Director/Commissioner: Tamara Walters/Sally Hamilton

If you have questions or need additional information, please contact Alana Morton at (859) 258-3037.

