

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Assistant City Manager *DST*

DATE: October 25, 2016 (CC Meeting of 11/2/16)

SUBJECT: Consider Position Change from Assistant Engineer to Senior Civil Engineer in the Public Works Department

BACKGROUND AND DISCUSSION

The current Assistant Engineer position in the Public Works Department is budgeted at Salary Range 62 (\$5,687 to \$7,649 monthly). The position is currently vacant, and staff is requesting to fill the vacancy with a Senior Civil Engineer at Salary Range 75 (\$7,842 to \$10,546 monthly). Both the Assistant Engineer and the Senior Civil Engineer positions are classified as Non-Competitive Service (Management) positions that are exempt from overtime. The intent of the position change is to hire a more experienced engineer to provide the City Engineer/Public Works Director with more assistance with land development projects, capital projects, and other more complex engineering work tasks. Previously the City had both the City Engineer/Public Works Director and the Assistant City Engineer positions filled, and when the City Council previously approved the hiring of an Assistant Engineer at Range 62, the Assistant City Engineer position at Range 79 was eliminated as a budgeted position. With the current vacancy for the Assistant Engineer position, staff has the opportunity to consider the more ideal staffing for accomplishing the City's adopted Goals and Objectives and the ongoing workload. The change to the Senior Civil Engineer position at Range 75 would once again provide the City with two experienced in-house engineers.

The additional salary and benefits cost for the Senior Civil Engineer position is estimated to be approximately \$56,000 for the next fiscal year, assuming an experienced engineer may be hired with a salary rate closer to the middle of the salary range and a "Classic" CalPERS retirement benefit, although the actual cost could be less.

FISCAL IMPACT

As explained in this report, the additional annual cost may be approximately \$56,000. This is a difference of about \$20 an hour. A budget amendment will be required. Since 50% of the position is currently funded by the General Fund (10% General Fund and 40% Engineering Fund, which is General Fund supported), 50% of the increased annual cost (approximately \$28,000) would need to be paid by the General Fund. Once an employee

is hired, staff would be able to calculate the additional cost more accurately and would then bring back a resolution to amend the budget.

STAFF RECOMMENDATION

1. Approve a Public Works Department position change from Assistant Engineer at Range 62 to Senior Civil Engineer at Range 75; and
2. Direct staff to schedule a budget amendment for the additional salary and benefit costs when the hiring is completed and the actual difference can be calculated.