



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 18

Section Name: {{section.name}}

Account Number: 10-2311

File ID: {{item.tracking_number}}

TO: City Council
FROM: Alex Khojikian, City Manager
PREPARED BY: Human Resources Department
MEETING DATE: November 20, 2023
SUBJECT:
Job Specification Updates – Public Works

RECOMMENDATION:

Adopt a Resolution to approve the revisions to the job specifications for the classifications of Associate Engineer.

BACKGROUND:

Public Works currently utilizes the Junior/Assistant Engineer/Associate Engineer classification of staff to deliver work that starts at entry-level all the way to the journey level. Management in Public Works has noticed over time that staff retention and interest in this classification have been declining over time. Staff conducted a survey of Cities in the Bay Area and found a significant number of comparable Cities do not require a Professional Engineer license to be an Associate Engineer, examples include the City of San Carlos, Mountain View, Redwood City, Burlingame, and Belmont. The City of San Mateo currently still has this requirement. This requirement has resulted in staff leaving the City of San Mateo to pursue promotions in other competing Cities and to compound on the issue it also makes it difficult to backfill those positions over time.

The removal of the requirement of the Professional Engineers license to be eligible for the Associate Engineer position will make the City of San Mateo rely less on salary to be competitive in recruitment and provide longer staff retention for staff that joins the City at an entry-level position. Staff recommends the removal of the Professional Engineers license requirement from the Associate Engineer position to be more competitive in recruitment in this classification. In addition, in order to recognize those employees who have or are pursuing their Professional Engineer's license, the City of San Mateo and the San Mateo City Employees Association agreed in a Letter of Understanding to provide a monetary incentive of \$100.00 per month paid on a biweekly basis for those employees who obtain and maintain a Professional Engineer's license.

BUDGET IMPACT:

There is no budget impact in the current fiscal year for these recommended changes, as any increases can be absorbed within existing operating budgets. Updated salary and benefit amounts for these positions will be incorporated into the 2023-24 budget.

ENVIRONMENTAL DETERMINATION:

These job specification revisions are exempt from CEQA review because it can be seen with certainty that there is no possibility that this activity may have a significant effect on the environment. (CEQA Guidelines Section 15061(b)(3).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Proposed Resolution

Exhibit A - Job Specifications
Exhibit B- Letter of Understanding

STAFF CONTACT

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