

**CITY OF SAN MATEO  
RESOLUTION NO. \_\_\_\_ (2019)**

**CLASSIFICATION UPDATES – PUBLIC WORKS**

WHEREAS, pursuant to the San Mateo Municipal Code Section 2.57.030(d), approval of classifications and related job specifications and salary schedules, reallocations of positions, and reclassifications of employees must be approved by City Council Resolution; and

WHEREAS, the proposed changes are as detailed below:

- Approve the job specification for the classification of Principal Transportation Planner, and;
- Set the monthly salary range for Principal Transportation Planner at \$10,912.25 – 13,010.28, and;
- Reclassify the incumbent Parking Manager to Principal Transportation Planner

WHEREAS, the employee association representing the new classification has reviewed the proposed new classification and reclassification and has not brought forth any objections or concerns.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. The job specification and monthly salary range for the classification of Principal Transportation Planner as set forth in the accompanying Agenda Report is approved; and
2. The update to the published Merit Salary Schedule referenced in Exhibit 2 is approved; and
3. The incumbent Parking Manager is reclassified to the classification of Principal Transportation Planner.



## **PRINCIPAL TRANSPORTATION PLANNER**

### **DEFINITION**

To manage, plan, organize, supervise, perform and participate in the work of parking programs and a variety of multi-modal transportation, transit, and traffic planning and design activities. Primary responsibilities include policy development, design, integration, implementation, oversight, and analysis of City-wide and regional transportation policies, programs and projects including Transportation Demand Management (TDM), transportation-related plans, parking programs (policy and operations), traffic modeling, and review of Environmental Impact Reports (EIRs).

### **SUPERVISION RECEIVED AND EXERCISED**

Receives oversight and general direction from the Engineering Manager in the Public Works Department.

Exercise direct supervision over professional, technical and administrative personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Supervises professional and technical staff including prioritizing and assigning work, conducting performance evaluations, training staff, and making hiring decisions in consultation with the Engineering Manager, Deputy Director and Department Head;

Manages and directs the operations of a section within the Engineering Division, including developing policies, principles, procedures, work processes and evaluating achievement against stated objectives.

Represents the City and department in efforts with other City departments, government agencies, local industries, businesses, community groups, and parties interested in regional and local transportation, transit, and traffic issues;

Directs, coordinates, reviews, and participates in the work of professional, technical and clerical staff in data collection, analysis, plan and policy formulation, and implementation of a wide variety of planning, parking, and environmental review activities;

Plans, coordinates, formulates and implements goals, objectives, policies and priorities; and makes recommendations for changes to codes, plans and policies;

Represents the City and department interests and makes presentations to the Planning Commission, Sustainability and Infrastructure Commission, City Council, and various citizen committees as assigned;

Coordinates transportation planning and parking activities with other City departments, Development Review Board and with applicable public agencies;

Prepares and assists with development of budgets and fees; monitors and approves expenditures in accordance with policies and principles of sound fiscal management;

Manages funding for and implementation of the City's Safe Routes to School program;

Participates in and provides technical expertise in transportation demand management and traffic forecasting including the formulation of a City-wide traffic model and the maintenance and update thereof;

Participates in and contributes to the implementation of multi-modal transportation programs and projects in the City's General Plan Update (Circulation Element) and various other City-wide planning documents;

Participates in updating the Traffic Impact Fee ordinance and any future transportation related mitigation fees;

Participates, reviews, updates and maintains the Parking In-Lieu Fee and other parking related fees as necessary;

Reviews, promotes and recommends design and service features of new private developments supporting the use of multi-modal transportation;

Coordinates planning for bicycle and pedestrian facilities in cooperation with other City departments, regional agencies and community organizations;

Responds to citizen inquiries and complaints and takes appropriate action;

Oversees the work of and administers contracts for transportation and parking consultants;

Analyzes, coordinates, and manages the City's on and off-street parking system

Develops policies, procedures, and operational actions related to effective parking management, including periodic review of parking related policy issues such as rates, time limits, enforcement hours, loading zones, and other issues;

Monitors and ensures compliance with the City's parking ordinances;

Manages the City's Residential Parking Permit Program and downtown parking permit program;

Coordinates with Fleet and Facilities and the Police Department on parking infrastructure and operational issues related to parking management, enforcement and special events;

Identifies and leverages funds to implement planned strategies through drafting and coordinating submittals for grant funding from various local, state and federal funding sources;

Assists in the preparation and administration of the parking program operating budget, monitors expenses, and prudently allocates resources to accomplish section activities;

Oversees the collection, control, and reconciliation of parking revenues;

Coordinates maintenance and repairs of parking facilities and repairs of parking facilities equipment, including equipment permits and licenses;

Assists in the planning and construction of parking-related capital projects including preparation of purchase requisitions, requests for proposals, development of the scope of work, professional service agreements and coordination with other City departments as appropriate;

Reviews planning applications and building permits in relation to transportation and parking related issues;

Performs complex and sensitive planning duties and serves as staff resource in technical areas; and

Utilizes computer applications relating to transportation planning.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of effective supervision, including training and performance management and evaluation.

Budgeting and scheduling of projects.

Principles and techniques of managing parking facility operations.

Transportation and urban planning and design principles, practices, trends, regulations, standards, measurement and laws applicable to the area of specialization, with particular expertise in multi-modal transportation.

Principles and procedures of technical specification writing, plan preparation, and construction/project cost estimating.

Federal, State, and local laws relating to transportation planning, design and construction.

**Ability to:**

Assign, direct and review the work of subordinates; motivate and evaluate staff.

Perform planning and operational functions of the City parking programs.

Make complex transportation and traffic planning computations and check, design, and supervise the design and construction of a wide variety of public and private facilities.

Prepare and analyze studies in relation to parking and transportation initiatives and projects, and clearly communicate findings of these studies.

Work independently and exercise good judgment.

Direct and oversee consultant activities for parking and transportation initiatives and projects.

Communicate clearly and effectively with residents, business owners and community groups whether one on one or in group presentations.

Prepare written reports and make presentations to various groups, commissions and committees.

Plan, organize and effectively implement community events to support initiatives and projects.

Maintain effective working relationships with those contacted in the course of work.

Work extended or irregular hours.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Six years of professional experience in the field of transportation, traffic, urban planning or civil engineering including some supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in civil engineering, transportation engineering, transportation planning or a closely related field. Master's degree in a closely related field is preferred.

**Licenses:**

Possession of the appropriate, valid California Driver's License may be required.

Certification by the American Institute of Certified Planners is preferred.

**ADA SPECIAL REQUIREMENTS:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment with some exposure to the outdoors.

ADOPTED CC:

REVISED CC:

FORMER TITLES:

BARGAINING UNIT: MANAGEMENT UNIT

FLSA: EXEMPT

PERFORMANCE APPRAISAL: MANAGEMENT

DOT: NO

PRE APPT MEDICAL: YES

SAFETY SENSITIVE: NO

FORM 700: YES

JOB CODES: 2128

ABOLISHED:

**Exhibit 2**

City of San Mateo – Merit Salary Schedule for Adoption by Council on July 15, 2019

<b>Principal Transportation Planner - Job Code 2128</b>				
<b><u>Steps</u></b>	<b><u>Hourly</u></b>	<b><u>Biweekly</u></b>	<b><u>Monthly</u></b>	<b><u>Annual</u></b>
<b>STEP 1</b>	\$62.95	\$5,036.42	\$10,912.25	\$130,947.00
<b>STEP 2</b>	\$65.77	\$5,261.45	\$11,399.81	\$136,797.72
<b>STEP 3</b>	\$68.74	\$5,500.13	\$11,916.95	\$143,003.40
<b>STEP 4</b>	\$71.83	\$5,746.59	\$12,450.94	\$149,411.28
<b>STEP 5</b>	\$75.05	\$6,004.74	\$13,010.28	\$156,123.36