

**City of Carson City  
Agenda Report**

**Date Submitted:** November 20, 2014

**Agenda Date Requested:** December 4, 2014

**Time Requested:** 5 minutes

**To:** Mayor and Supervisors

**From:** Public Works Department

**Subject Title:** For possible action: To approve a Transportation Planner position within the Public Works Department. This position will replace a vacated Accountant position. (Patrick Pittenger)

**Staff Summary:** The existing Accountant position was recently vacated. Instead of re-filling the open position as an Accountant, it is requested that the position be re-filled as a Transportation Planner. After reviewing the work of the previous staff member, it was determined that the duties completed by the previous staff could be distributed to existing transportation staff and to a new Transportation Planner. This change would provide greater capability to the Transportation Division of Public Works as well as ensuring that existing tasks completed by the previous Accountant are also completed. Both the Accountant and Transportation Planner positions are classified.

**Type of Action Requested:** (check one)

Resolution                       Ordinance  
 Formal Action/Motion       Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes     No

**Recommended Board Action:** I move to approve a Transportation Planner position within the Public Works Department. This position will replace a vacated Accountant position.

**Explanation for Recommended Board Action:** There would be no change in the total number of employees. While the pay grade is higher for the proposed position, the increased eligibility for Federal and State reimbursement is expected to more than offset increased salary costs. This request was presented to and approved by Carson City's Internal Finance Committee on November 12, 2014.

**Applicable Statute, Code, Policy, Rule or Regulation:** N/A

**Fiscal Impact:** Net reduction in cost due to eligibility for increased reimbursement of costs.

**Explanation of Impact:** The Transportation Planner position is a classified position grade 42. The Accountant position was a classified position grade 30. Previous staff member had salary of approximately \$45,000 with a reimbursement of about 15%. Proposed staff member would have a salary of about \$55,000 with a reimbursement of about 70%.

**Funding Source:** Position costs and reimbursements to RTC Fund.

**Supporting Material:** Carson City description for Transportation Planner position.

Prepared By: Patrick Pittenger, AICP, Transportation Manager

<u>DM Brubaker - Acting</u> (Public Works Director)	Date: <u>11/24/14</u>
<u>Nicholas Marino</u> (City Manager)	Date: <u>11/24/14</u>
<u>[Signature]</u> (District Attorney)	Date: <u>11/24/14</u>
<u>[Signature]</u> (Finance Director)	Date: <u>11/24/14</u>

Board Action Taken:

Motion: \_\_\_\_\_ 1: \_\_\_\_\_ Aye/Nay

2: \_\_\_\_\_

\_\_\_\_\_

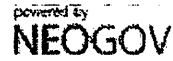
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(Vote Recorded By)

**Human Resources**  
**Class Specifications**



**Class Title:** Transportation Planner

**Bargaining Unit:** CARSON CITY EMPLOYEES ASSOCIATION

**Class Code:** 00580

**Salary:** \$24.60 - \$34.76 Hourly  
 \$51,164.05 - \$72,293.94 Annually

**Print Job Information**

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Description	Benefits
<p><b>DEFINITION:</b>                      This is a non-exempt, full-time position in which the employee performs a variety of job assignments associated with Carson City's transportation system under the direction of the Transportation Manager.</p>	
<p><b>CLASS CHARACTERISTICS:</b>                      Incumbents assigned to this class are expected to perform the full range of work assigned to this class and to work under general supervision.</p>	
<p><b>PHYSICAL DEMANDS:</b>                      In addition to the minimum requirements and the job duties listed for this position, the following are required: duties require sufficient mobility to work in a typical office environment and use standard office equipment, vision to read printed material and a computer monitor, and hearing and speech to communicate in person or over the telephone. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.</p>	
<p><b>Example of Duties:</b></p> <p><b>EXAMPLES OF DUTIES:</b> The following is a partial description of job duties and is not all inclusive. Under the direction of the Transportation Manager:</p> <ul style="list-style-type: none"> <li>-Performs specific work tasks to meet the responsibilities of a Metropolitan Planning Organization (MPO) and a Regional Transportation Commission (RTC).</li> <li>-Conducts transportation planning studies pertaining to multiple modes in various geographic areas.</li> <li>-Develops and maintains the regional transportation improvement program (TIP).</li> <li>-Communicates with city departments, the public, and elected and appointed officials.</li> </ul>	
<p><b>Qualifications:</b></p> <p><b>MINIMUM QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>-Bachelor's degree in Planning or related field from an accredited college or university.</li> <li>-A minimum of three (3) years of related experience in a planning, engineering, or transportation occupation.</li> </ul>	
<p><b>LICENSE OR CERTIFICATION:</b></p>	

Must have a Nevada Drivers License.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge:**

- Principles and techniques involved in the development and maintenance of plans and sources of information applicable to the collection, compilation, analysis and presentation of data pertaining to transit / transportation planning.
- Standard data base, spreadsheet, and word processing software such as Access, Excel, and Word/WordPerfect in a Windows environment, and ArcGIS or other Geographical Information Systems (GIS).
- Principles, practices, techniques, and purposes of transportation and land use planning and the socioeconomic implications.

**Ability to:**

- Understand and apply planning principles.
- Exercise sound independent judgement and initiative within established guidelines.
- Perform professional planning work with minimal supervision.
- Conduct field surveys, traffic counts and investigations.
- Organize own work and work in an environment with firm deadlines.
- Perform office and field research in matters related to urban transit/transportation planning, traditional and internet/computer based.
- Develop effective recommendations, prepare comprehensive written planning reports and documents, and present effective oral presentations before Boards/Commissions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**Supplemental Information:**

**SPECIAL CONDITIONS:**

IF OFFERED EMPLOYMENT, YOU WILL BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION. FAILURE TO PASS BACKGROUND WILL RESULT IN REMOVAL FROM THE POSITION. Employees must be willing to work overtime, shift work, weekends, flexible hours and holidays. Employees may be required to be on-call, may work under hazardous working conditions and inclement weather. Employees in this position will have a one-year probationary period.