



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Sheila Dubs and Jason Anderson																																																												
Meeting Date:	Tuesday, December 13, 2022																																																												
Category:	NEW BUSINESS																																																												
Type:	ACTION																																																												
Subject:	Consider approval of a Civil Engineer for the Engineering Department																																																												
Background Information:	<p>City staff are proposing the addition of a Civil Engineer position for the Engineering Department. Unfortunately, recruitment efforts have not been successful in trying to replace our former Assistant City Engineer, who resigned in July, 2022. Staff are proposing to hire a Civil Engineer in lieu of an Assistant City Engineer. The Civil Engineer would report to the Director of Public Works/City Engineer.</p> <p>The Civil Engineer job description is written to be more entry-level; it would require a Bachelor’s degree, but no prior work experience in Engineering to qualify for the position. Our goal would be to hire and train a candidate that desires to become licensed as a professional engineer. Once a PE licensure of obtained, the candidate would be qualified to be promoted to our existing Assistant City Engineer position. The qualifications necessary to obtain PE licensure in MN is prescribed in MN Statute: https://www.revisor.mn.gov/rules/1800.2500/</p> <p>The newly developed Civil Engineer job description was evaluated by Gallagher, resulting in a DBM rating of C41. The job description is attached. The corresponding 2022 wage range for C41 is shown below. The 2023 wage range would increase by 3% consistent with the general wage increase approved by the Council for non-union employees.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th colspan="10" style="text-align: center;">Civil Engineer 2022 Wage Schedule</th> </tr> <tr> <th>Step A</th> <th>Step B</th> <th>Step C</th> <th>Step D</th> <th>Step E</th> <th>Step F</th> <th>Step G</th> <th>Step H</th> <th>Step I</th> <th>Step J</th> </tr> </thead> <tbody> <tr> <td>33.76</td> <td>34.87</td> <td>35.99</td> <td>37.11</td> <td>38.22</td> <td>39.33</td> <td>40.73</td> <td>42.12</td> <td>43.51</td> <td>44.90</td> </tr> </tbody> </table> <p>For comparative purposes, the chart below reflects the Assistant City Engineer (DBM C44) pay range:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th colspan="10" style="text-align: center;">Assistant City Engineer 2022 Wage Schedule</th> </tr> <tr> <th>Step A</th> <th>Step B</th> <th>Step C</th> <th>Step D</th> <th>Step E</th> <th>Step F</th> <th>Step G</th> <th>Step H</th> <th>Step I</th> <th>Step J</th> </tr> </thead> <tbody> <tr> <td>39.50</td> <td>40.81</td> <td>42.12</td> <td>43.41</td> <td>44.72</td> <td>46.02</td> <td>47.65</td> <td>49.29</td> <td>50.91</td> <td>52.54</td> </tr> </tbody> </table> <p>Current and proposed organizational charts are attached.</p> <p>If approved by the Council, HR will keep the Assistant City Engineer position posted, and will initiate recruitment for the Civil Engineer position immediately. Both positions would be closed once 1 of the positions is filled, either the Assistant City Engineer or the Civil Engineer.</p> <p>Additional background: Staff are currently in discussions with the AFSCME union on a related restructure proposal of the Engineering Department that would result in transitioning the supervisory responsibilities that were held by the former Assistant City Engineer to the Senior</p>	Civil Engineer 2022 Wage Schedule										Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	33.76	34.87	35.99	37.11	38.22	39.33	40.73	42.12	43.51	44.90	Assistant City Engineer 2022 Wage Schedule										Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	39.50	40.81	42.12	43.41	44.72	46.02	47.65	49.29	50.91	52.54
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	Engineering Specialist. This would provide for more immediate lines of communication, project coordination, and work direction. The Personnel Committee has reviewed the proposal and approved for Staff to initiate discussions with the union. If agreement is reached, Staff will be bringing this restructure proposal to the Council.
Fiscal Impact:	
Alternative/ Variations:	None recommended
Recommendations:	That the Council approve amendment to the Engineering organizational chart and the Civil Engineer pay range be added to the Wage Schedule.