

To: Members
Dunwoody City Council

From: J. Jay Vinicki
Assistant City Manager

Re: Amendment of City Position Allocation and Compensation Chart

Date: June 12, 2023

Action

To create a new City position of Deputy Public Works Director; to amend the City's Position Allocation and Compensation Chart; and to authorize the Mayor, City Manager, or designee to execute all documents necessary and proper to execute this action.

Summary

This action is to create a new city position of Deputy Public Works Director. However, it should be noted that the current capital construction manager position (hired via municipal contract) will be changed slightly going forward to reflect that it will no longer act as a deputy director position. The cost of the new city position is estimated to be \$190,000 annually with all retirement and benefits as a pro-rated cost as explained below.

Details

The following Position Allocation and Compensation Chart shows the recommended grade for the position.

The current municipal contract for public works has a Capital Projects Manager position which has informally acted as Deputy Public Works Director. Refilling that position after the previous incumbent left has proven to be challenging in today's market. In discussion with candidates to fill the position, staff feels the deputy position would be easier to fill by making it a city employee along with the flexibility to reducing it from a full 40 hour a week position to a 30 hour a week position (pro-rating the salary).

Adding a deputy director is consistent with the city's goal of adding leadership depth in each department for operational and organizational continuity. In addition to the benefits of general operational continuity, adding a city employee will satisfy a condition for the state's Local Administered Project (LAP) certification which requires the city to have two city employees with the necessary training and experience to manage federally funded transportation projects. If the city were to lose this certification it would lose the ability to manage these projects.

With over 30 active projects, the additional capacity is needed and will allow the Director and part-time Deputy Director to focus more on strategic leadership of the department and best practices such as department accreditation. The adjusted staffing level will remain near or below the Public Works administrative staffing level of other nearby peer cities.

Staff recommends this action and also to adjust the budget of Public Works – General Fund by \$95,000 using part of the increase from the underestimation of digest growth for 2023 to be its ongoing revenue source. Staff will bring this amendment in conjunction with mid-year adjustments.

Recommendation

To create a new City position of Deputy Public Works Director; to amend the City's Position Allocation and Compensation Chart; and to authorize the Mayor, City Manager, or designee to execute all documents necessary and proper to execute this action.



PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
101	Police	Prisoner Transport Officer	2		\$32,198	\$51,518
104	Police	Police Service Representative	6		\$40,562	\$64,898
104	City Clerk	Records Clerk	1		\$40,562	\$64,898
105	Municipal Court	Deputy Municipal Court Clerk	3		\$43,806	\$70,091
105	Police	Property and Evidence Technician	2		\$43,806	\$70,091
106	Police	Crime and Intelligence Analyst	1		\$47,312	\$75,698
106	Police	Crime Scene Technician	1		\$47,312	\$75,698
106	Police	Executive Assistant	1		\$47,312	\$75,698
107	Police	Detective	8		\$51,096	\$81,754
107	Human Resources	Human Resources Generalist	1		\$51,096	\$81,754
107	Police	Police Officer	37		\$51,096	\$81,754
107	Police	Records Supervisor	1		\$51,096	\$81,754
108	City Clerk	Deputy City Clerk	1		\$55,183	\$88,294
110	Economic Development	Business Retention and Cultural Development Manager	1		\$64,367	\$102,986
110	Police	Sergeant	11		\$64,367	\$102,986
111	Finance and Administration	Accounting Manager	1		\$69,515	\$114,702
111	Communications	Communications Manager	1		\$69,515	\$114,702
111	Human Resources	Human Resources Manager	1		\$69,515	\$114,702
111	Police	Lieutenant	4		\$69,515	\$114,702
111	Technology	Technology Manager	1		\$69,515	\$114,702
112	Municipal Court	Municipal Court Clerk	1		\$75,077	\$123,878
113	Finance and Administration	Assistant Finance Director	1		\$81,084	\$133,789
113	Community Development	Deputy Community Development Director	1		\$81,084	\$133,789
113	Public Works	Deputy Public Works Director	1		\$81,084	\$133,789
114	City Clerk	City Clerk	1		\$87,570	\$144,490
114	Police	Major	2		\$87,570	\$144,490
116	Communications	Communications Director	1		\$102,142	\$168,534
116	Community Development	Community Development Director	1		\$102,142	\$168,534
116	Police	Deputy Chief	1		\$102,142	\$168,534
116	Economic Development	Economic Development Director	1		\$102,142	\$168,534
116	Human Resources	Human Resources Director	1		\$102,142	\$168,534
116	Parks and Recreation	Parks and Recreation Director	1		\$102,142	\$168,534
116	Technology	Technology Director	1		\$102,142	\$168,534
117	Public Works	Public Works Director	1		\$110,314	\$182,017
118	City Manager	Assistant City Manager	1		\$119,138	\$196,578

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118	Finance and Administration	Finance Director	1		\$119,138	\$196,578
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Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
118	Police	Police Chief	1		\$119,138	\$196,578
	City Manager	City Manager	1		Set by Council	Set by Council
	General Government	City Council		6	Set by Charter	Set by Charter
	General Government	Mayor		1	Set by Charter	Set by Charter





TITLE: Public Works Deputy Director
 DEPARTMENT: Public Works
 FLSA STATUS: Exempt

JOB SUMMARY:

The purpose of this position is to support the Public Works Director in managing the Public Works Department. This position also will assist with planning, organizing and directing capital projects within the Public Works Department and provide engineering support primarily in the area of transportation. Duties include but are not limited to: working with the Public Works Director to direct activities; developing department goals, budgets, policies, and procedures; managing design consultants and project activities; ensuring the timely and efficient completion of projects; and preparing and maintaining the short-term work program for the Department. The duties are performed independently under the supervision of the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Public Works Director with management responsibility for Public Works Department services and activities including engineering, capital improvements projects, stormwater management, contract management and infrastructure maintenance.
- Assists the Public Works Director with the development and implementation of department goals, objectives, and priorities; recommends and administers policies and procedures.
- Assists in the development of work plans; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Supports City and departmental policies, procedures and safety rules.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, stormwater systems and other related facilities.
- Oversees engineering activities including street design, stormwater improvements, utility installations, traffic management, civic structures, land surveying, and other municipal engineering functions; ensures compliance with appropriate federal, state, and local laws, codes and regulations; resolves disagreements on public infrastructure.
- Assumes full management responsibility for Public Works capital projects including scope definition, consultant selection, contract negotiation, concept development, plan review, right of way acquisition, and utility coordination.
- Plans and coordinates the capital work plan with consultants and contractors, and reviews engineering plans provided by consultants.
- Defines and maintains project schedules based on funding sources and project prioritization.
- Prepares Requests for Proposals, Invitations to Bid, memos to City Council, and grant applications.
- Provides technical support for other Public Works initiatives including, but not limited to shaping City policies, transportation planning, and small project concept design.
- Provides technical support for Community Development redevelopment plans and Parks Department projects.



- Delivers presentations to City Council and stakeholders.
- Coordinates with other agencies including the Georgia Department of Transportation, Atlanta Regional Commission, DeKalb County, MARTA, and neighboring cities.
- Assists in the development of City transportation projects.
- Reviews plans, makes plan review comments on City projects and transportation aspects of development plans, and assists with final decisions on coordination of development permits.
- Facilitates engineering proposals on City projects and provides bid recommendations to the City Council.
- Negotiates and administers contracts and agreements with outside contractors and developers; resolves problems and complaints as necessary.
- Oversees activities related to the acquisition and disposition of public property for the purposes of right-of-way or CIP projects.
- Establishes Public Works conditions of approval on development.
- Is on call periodically for emergencies; assists with management of street cleanup efforts after accidents/storms, or other emergencies as necessary.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Oversees and participates in preparing the Capital Improvement budget; monitors capital improvement projects to ensure projects are completed within budget.
- Operates City vehicles in the performance of duties and/or to attend training programs.
- Attends regular scheduled meetings of the City Council when required and other necessary meetings.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of engineering; incorporates new developments as appropriate.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Graduation from a four-year college or university with a degree in Engineering or a closely related field.
- b) Must have a minimum of eight (8) years professional experience in civil engineering.
- c) Professional Engineer (P.E.) certification required.
- d) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of operations, services, and activities of a comprehensive public works program.
- b) Knowledge of advanced principles and practices of engineering, construction, inspection, contract management, and municipal project financing.
- c) Knowledge of advanced principles and practices of program development and administration.
- d) Knowledge of principles and practices of capital improvement projects.
- e) Knowledge of principles and practices of private development projects.



- f) Knowledge of project cost estimating and expenditure control principles and practices.
- g) Knowledge of personal computers and computer software applications.
- h) Ability to understand and carry out complex verbal and written instructions.
- i) Ability to communicate clearly and effectively, verbally and in writing.
- j) Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
- k) Ability to deal tactfully and courteously with employees and the general public.
- l) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- m) Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- n) Ability to interpret and apply applicable federal, state, and local policies, laws, and regulations.
- o) Must be able to function effectively in a work environment in which the employee is exposed to a large amount of emotional stress in order to manage controversial issues and problems.
- p) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit and drive for extended periods of time.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to stand; walk; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may work in indoor or outdoor environments and is subject to inclement weather conditions.

PUBLIC CONTACT:

Extensive contact with other employees, general public and governmental officials often involving problem-solving circumstances.