

CLASSIFICATION ADDENDUM

Job Title: Civil Engineer

Classification Specification: Technical Analyst

Barg Unit: OPE

Pay Grade: C42-C44

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Civil Engineer performs a wide range of professional engineering duties applying engineering principles and methods necessary for planning and construction of sanitary sewers, storm sewers, streets, and other Public Works improvement projects and public facilities; project planning and coordination. May provide lead responsibilities for assigned staff. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of Civil Engineering or a related field which provides the necessary education/training and/or experience to perform at a specific level.

Licensing Requirements:

- Engineer-In-Training requires registration as an Engineer-in Training in the State of Oregon; or registration as an Engineer-in-Training in a reciprocal state and the ability to obtain Oregon registration within six (6) months of appointment.
- All levels above EIT require registration as a Professional Civil Engineer in the State of Oregon, or registration as a Professional Civil Engineer in a reciprocal state, and the ability to obtain Oregon registration within twelve (12) months of appointment.
- A valid Oregon driver's license at the time of appointment.

Knowledge:

- Pertinent state, local, and federal regulations and codes pertinent to area of assignment;
- Principles, practices, techniques of civil engineering, planning, construction and inspection pertinent to area of assignment;
- Principles and techniques of contract document preparation and contract administration;
- Engineering design specifications; construction means and methods;
- Project management concepts, methods and techniques;
- Applied mathematics essential to the field of engineering.

Skills: *(Demonstrated skill in performing the following)*

- Applying civil engineering principles, practices and techniques;
- Interpreting and implementing pertinent policies, procedures, rules and requirements;
- Preparing documents related to contract administration;
- Monitoring construction projects; developing cost estimates and allocating resources;
- Reviewing and updating engineering design specifications and other pertinent documents;

Essential Characteristics and Duties Addendum

- Reading, interpreting, and preparing engineering plans, studies, and reports relevant to area of assignment.

Qualification For Grade Progression:

C42 - Contributing - Engineer-in-Training Level

C43 - Journey - Registered Professional Engineer with four years progressively responsible experience.

C44 - Advanced/Lead Level – Must have three years experience at C43 level prior to C44 progression.

C52 - Principal Engineer – Lead responsibility for simultaneously coordinating multiple significant projects, 7-10 years of PE experience

Physical Requirements Addendum

Light to Medium Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

Created: 2011.09

Modified: 2012.03



TECHNICAL ANALYST

Classification Specification

City of Springfield, Oregon

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Technical Analyst
Classification Code:	TCHANL
Effective Date:	7/1/2011
Pay Grade:	C42-C44
FLSA Status:	Exempt

Classification Summary

The Technical Analyst is a broad classification that encompasses incumbents engaged in a wide range of professional and technical engineering, environmental, information technology, and construction management duties in support of the City's Public Works and Information Technology departments. Responsibilities will vary in accordance with assigned area of responsibility, but will could include; conducting special studies, analyses and evaluation of issues; reviewing plans and permit issues; designing and implementing networking solutions; inspecting and implementing special projects, etc.

Following are descriptions of the competency levels:

Contributing –Knows fundamental concepts, practices and procedures of assigned field; work is routine and instructions are usually detailed; little evaluation, originality or ingenuity is required.

Journey Level –Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may be somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required; may assist with evaluating progress and recommending major changes in procedures.

Advanced/Lead Level –Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments; and may provide supervision to lower level staff; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for un-reviewed actions and/or decisions; evaluates progress and results and recommends major changes in procedures.

Distinguishing Characteristics

- This is the second level in the technical series.
- This is a professional level classification.
- Technical Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels.
- May include lead responsibilities for lower level staff.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Performs analysis and evaluation pertinent to issues relevant to area of responsibility, which includes: researching; reviewing plans, permits, other specifications; data development and integration; determining and raising pertinent issues; designing and implementing solutions; summarizing findings.
2	Designs and/or manages special studies and projects, which includes: publicizing projects; monitoring budget; establishing and monitoring timelines; ensuring compliance with applicable regulations, specifications, and/or requirements; preparing related reports; and performing other related duties.
3	Maintains necessary records; reporting requirements; and/or systems.
4	Prepares a variety of reports summarizing project, study, and program data; analyzes related data and makes recommendations based on findings.
5	Leads development and integration efforts; designs and implements relevant solutions.
6	Designs, implements, and maintains the performance of assigned databases.
7	Ensures compliance with applicable Federal, State, and Local laws, rules, regulations, and policies.
8	May provide lead direction in the form of technical and functional supervision for lower level staff.
9	Actively supports an inclusive and respectful work environment.
10	Performs other duties of a similar nature or level.

Qualifications

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

Bachelors Degree in a related field; and sufficient experience as necessitated by the competency level of the position.

- Contributing Level: 0-2 years of professional experience related to area of assignment.
- Journey Level: 2-5 years of progressively responsible professional experience related to area of assignment.
- Advanced/Lead Level: 5-8 years of progressively responsible professional experience related to area of assignment.
- Specialized knowledge specific to area of assignment may be required.

Licensing and/or Certification Requirements:

- Based upon assignment, specified licenses and/or certifications may be required.
- Valid Oregon drivers license at time of appointment, depending on area of assignment.

Knowledge Required:

- Interpret and implement methods, practices, policies and procedures relevant to assigned area;
- Computer applications and other systems related to assigned area;
- Resource allocation principles;
- Public relations principles;
- Modern office methods and practices;
- Project management principles;
- Research; data gathering and report writing techniques;
- Practical application of science and technology to area of responsibility;
- Principles, techniques, procedures, and equipment relevant to technical area;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Inclusive and respectful work place practices.

Qualifications

Skills Required: *(Demonstrated skill in performing the following)*

- Developing and maintaining respectful and inclusive work relationships;
- Performing assigned duties in a safe manner;
- Managing projects; assigning and monitoring the work of others, as required;
- Conducting research; preparing reports;
- Use of mathematics and applicable scientific rules and methods to solve problems;
- Analyzing and identification of complex problems or needs; reviewing related information to develop and implement necessary systems, equipment, or other solutions;
- Interpreting and applying applicable laws, rules, regulations, standards, and guidelines;
- Demonstrating use of discretion and independent judgment;
- Using computers, databases, and related hardware and software applications to perform duties of position;
- Communication, interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction; and to coordinate services with other agencies and departments;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds.

Physical Requirements

Position may be sedentary or light work depending on assignment.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subject to travel.

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2010.11 – Revisions by HR

2011.07 – Adopted