

Agenda 525

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 11-5-91
AGENDA ITEM NO.: RA 16

DEPARTMENT: Personnel/Administration BY: Catherine Harmon W PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes: ___ No: X)

Adopt this resolution to approve the attached class specifications for Traffic Technician Trainee and Traffic Technician at a salary range of 144-160.

The position of Traffic Technician Trainee is being created for purposes of vocational rehabilitation concerning a workers compensation injury within the Public Works Department. This resolution would allow recruitment requirements be waived and the injured employee be appointed to the position of Traffic Technician Trainee.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes." The positions of Traffic Technician Trainee and Traffic Technician represent new positions to Mariposa County. Pursuant to Minute order adopted August 12, 1991, the Board of Supervisors approved funding for this position.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Revise these class specifications, salary range and action requested as deemed necessary by the Board.
2. Do not approve one or both class specifications

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required Add'l funding \$ _____

D. Source: _____

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required

A. Internal transfers \$ _____

B. Unanticipated revenues \$ _____

C. Reserve for contingency \$ _____

D. Description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 91-525

Ord. No.: _____

Vote - Ayes: 4 Noes: _____

Absent: None Abstained: _____

MW Approved () Denied

() Minute Order Attached

The foregoing instrument is a
the original on _____ Action
file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA

By: _____
Deputy

ADMINISTRATIVE OFFICER'S

RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further correct copy of

Comment: _____

A.O. Initials: af

MARIPOSA COUNTY

JOB TITLE: Traffic Technician Trainee

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Employees in this classification work under direct supervision within a framework of well-defined policies and procedures. Employees learn and perform a variety of traffic and transportation responsibilities and duties. Incumbents will normally advance to the Traffic Technician class after one year of training and experience. This position is being created for the purpose of vocational rehabilitation. Once filled, this class specification will cease to exist after a period of one (1) year.

SUPERVISOR: Senior Engineer or Transportation Planner

TYPICAL DUTIES

- Learn to set out traffic counters, read meters, record data
- Learn to calculate, check, and computerize traffic volume information
- Learn to update County-wide traffic volume maps
- Learn to make roadway and intersection counts
- Learn to conduct radar speed studies and record data
- Learn to perform office and field work as required to help establish and to update mile post system on County roads
- Learn to perform research and data collection for production of County General Plan Circulation Element
- Learn to update and computerize County road inventory
- Learn to organize and perform traffic control device inventory
- Assist in the performance of traffic investigations and accident studies
- Prepare charts, graphs and exhibits
- Draft reports, memos, manuals and letters as required for other tasks
- Perform other related duties similar to the above in scope and function as required

MARIPOSA: TRAFFIC TECHNICIAN TRAINEE**EMPLOYMENT STANDARDS****Possession of:**

- a valid California Driver's license

Knowledge of:

- mathematics sufficient to perform the typical duties
- basic drafting procedures
- basic personal or laptop computer functions

Ability to:

- prepare accurate and complex notes, sketches, plans and reports
- perform drafting work as necessary
- perform mathematically accurate calculations
- meet the physical requirements necessary to perform required duties of the job
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- quickly learn the use of computer programs developed by others for the typical duties

A typical way to gain the knowledge, skill, and ability outlined above is:

- equivalent to high school graduation and any experience which would provide the ability to learn the knowledges and abilities listed above.

MARIPOSA COUNTY

JOB TITLE: Traffic Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

This position performs a variety of field and office technical work and planning related to traffic and transportation; to conduct research and data gathering; and to perform routine technical and administrative duties. Employees in this classification receive close supervision within a framework of standard policies and procedures. This is a journey-level class where incumbents are skilled in the duties described below.

SUPERVISOR: Senior Engineer or Transportation Planner

TYPICAL DUTIES

- Set out traffic counters, read meters, record data
- Calculate, check, and computerize traffic volume information
- Update County-wide traffic volume maps
- Make roadway and intersection counts
- Conduct radar speed studies and record data
- Perform office and field work as required to help establish and to update mile post system on County roads
- Perform research and data collection for production of County General Plan Circulation Element
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- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- quickly learn the use of computer programs developed by others for the typical duties

A typical way to gain the knowledge, skill, and ability outlined above is:

- equivalent to high school graduation and one year experience in field engineering.