

## Evaluation Criteria for Vacant and New Positions

### 1. Is the position essential?

Essential positions are those that provide core public health and safety services; emergency and disaster assistance; and preservation of the essential elements of the City's financial activities.

*This position is essential from the City's financial perspective by allowing the Engineering Department to complete the following tasks in-house:*

- *Preparing construction plans, specifications and engineer's estimates*
- *Preparing as-built plans*
- *Providing primary and/or back-up construction inspection*
- *Providing primary and/or back-up topsoil inspections*
- *Providing primary and/or back-up stormwater infrastructure inspections for compliance with the city's Stormwater Pollution Prevention Program (SWPPP)*
- *Providing primary and/or back-up grading inspections (if adopted)*

### 2. Is the position critical?

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is "critical" to providing high-quality services to residents, business owners and/or employees:

- Explain how this position is key to achieving the strategic goals identified by the City Council.
  - *This position is identified as being essential to allowing the city to meet the "Enhancing the State, County and City's transportation system" Strategic Initiative.*
- Can the duties be re-engineered or automated? Please explain.
  - *The duties assigned to this position cannot be automated.*
- Can the duties be reassigned temporarily or permanently? Please explain.
  - *The duties assigned to this position cannot be reassigned without negatively impacting the city's ability to meet the Strategic Initiative identified above, and without negatively impacting the ability of the Civil Engineer II to complete the duties assigned to them.*
- Can the position remain unfilled temporarily or permanently? Please explain.
  - *If this position remains unfilled the city will not be able to meet the Strategic Initiative identified above. In addition, the Civil*

*Engineer II position will need to neglect many of their assigned duties while completing some of the duties that would have been assigned to this new position.*

- Can the position be filled internally?
  - *This position very likely cannot be filled internally without providing CAD training to existing staff. This of course assumes that a current employee is interested in being reassigned to this position.*
- What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?
  - *If this position is not filled, the city will not be able to meet the Strategic Initiative identified above meaning the development and implementation of a long-term road maintenance plan and policy will be further delayed.*
- Can the service provided be reduced, eliminated, or contracted out?
  - *The duties assigned to this position could be contracted out to engineering consulting firms, though the costs to do so would likely be greater than filling this position.*
- What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)?
  - *If this position is not filled, their assigned duties would remain with existing staff requiring additional hours to be worked and/or the hiring of consultants to complete the assigned tasks.*
- What are the circumstances that warrant the creation of this new position?
  - *Filling this position will allow the city to meet the Strategic Initiative identified above, and will allow the Civil Engineer II position to complete and catch up on some of their assigned duties that were neglected while completing CAD drafting on numerous public improvement projects in recent years.*

**3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?**

*Assuming a January 1<sup>st</sup> start date, the salary and benefits for this position for 2014 would total \$72,358.00. This includes purchasing another AutoCAD license, which would total an estimated \$1,135.00.*