



Lewis County Department of Public Works

Josh S. Metcalf, PE, Director
Tim D. Fife, PE, County Engineer

MEMORANDUM

Date: August 23, 2022
To: Erik Martin, County Manager
From: Josh Metcalf, Public Works Director
Subject: **REQUEST TO MODIFY PUBLIC WORKS POSITIONS**

The purpose of this memorandum is to request approval of modifications to positions across several Divisions of the Public Works Department. The modifications consist of the rewriting of Job Descriptions to better align with the specific Division roles and responsibilities, re-evaluation of job classifications due to market conditions, and the addition of two new job descriptions to meet current needs and regulatory requirements.

The results of the requested changes include the addition of one (1) new FTE and a budget increase of \$102,502, which would be recognized in the 2023 budget. The overall impact to the budget is primarily the salary and benefits associated with the new FTE. A summary of the position revisions and budget evaluation is included in the attached spreadsheet.

Public Works currently has twenty two (22) vacant positions (not including the requested position); Real Estate Services (2), Engineering/Construction (9), Administration (3), Utilities (2), and Roads Maintenance (6). As a result of position vacancies and fewer summer employees, PW will recognize a savings of approximately \$2.2M in the PW Salaries and Benefits budget for 2022. The new requested FTE will be included in the 2023 budget.

*Road Maintenance &
Fleet Services*
476 West Main St.
Chehalis, WA 98532
O 360.740.3380
F 360.740.2741

*Administration, Engineering, Utilities,
Real Estate Services & Traffic*
2025 NE Kresky Ave.
Chehalis, WA 98532
O 360.740.1123
F 360.740.1479

Solid Waste Services
Post Office Box 180
Centralia, WA 98531
O 360.740.1451
F 360.330.7805

PUBLIC WORKS DEPARTMENT - 2022 POSITION DEVELOPMENT
Breakdown of the impacts to Department Budget by Division

CURRENT					PROPOSED									
Current Positions (2022)	FTE	Grade	Step	Salary/Benefits	Proposed Positions (2022)	FTE	Grade	Step	Salary	Estimated Benefits	Estimated Salary/Benefits	Budget Impact (\$)	Budget Impact (FTE)	Notes
Real Estate Services					Real Estate Services									
A Engineering Tech III (Vacant)	1.0	123	4	\$ 93,911	ROW Specialist III (NEW/VACANT)	1.0	123	3	\$ 62,451	\$ 18,735	\$ 81,186	\$ (12,725)	0.0	Reclass of existing position
Engineering Tech II (Vacant)	1.0	119	3	\$ 77,453	ROW Specialist II (NEW/VACANT)	1.0	121	3	\$ 57,095	\$ 17,129	\$ 74,224	\$ (3,229)	0.0	Reclass of existing position
Engineering Tech I	0.75	117	13	\$ 70,552	ROW Specialist I (NEW)	0.75	119	12	\$ 48,992	\$ 22,863	\$ 71,855	\$ 1,303	0.0	Reclass of existing position
Totals	2.75			\$ 241,916	Totals	2.75			\$ 168,538	\$ 58,727	\$ 227,265	\$ (14,651)	0.0	
GIS					GIS									
GIS Supervisor	1.0	125	12	\$ 119,850	GIS Supervisor	1.0	126	12	\$ 91,738	\$ 33,943	\$ 125,681	\$ 5,831	0.0	Market Rate Adjustment
GIS Analyst III	1.0	123	12	\$ 109,091	GIS Analyst III	1.0	124	13	\$ 83,661	\$ 32,628	\$ 116,289	\$ 7,198	0.0	Market Rate Adjustment
GIS Analyst III	1.0	123	11	\$ 110,638	GIS Analyst III	1.0	124	12	\$ 81,625	\$ 36,731	\$ 118,356	\$ 7,718	0.0	Market Rate Adjustment
GIS Analyst III (Vacant)	1.0	123	3	\$ 93,911	GIS Analyst III (Freeze)	0.0	124	3	\$ -	\$ -	\$ -	\$ (93,911)	(1.0)	Decrease FTE
GIS Analyst III	1.0	123	12	\$ 109,604	GIS Analyst III	1.0	124	12	\$ 83,661	\$ 32,628	\$ 116,289	\$ 6,685	0.0	Market Rate Adjustment
Totals	5.0			\$ 543,094	Totals	4.0			\$ 340,685	\$ 135,930	\$ 476,615	\$ (66,479)	(1.0)	
Engineering-Design/Construction					Engineering-Design/Construction									
C Engineering Tech IV	1.0	122	11	\$ 110,148	Engineering Tech V (NEW)	1.0	125	8	\$ 77,405	\$ 34,832	\$ 112,237	\$ 2,089	0.0	Reclass of existing position
Associate Engineer EIT FROZEN	0.0	125	8	\$ -	Associate Engineer (EIT) (Funded)	1.0	125	3	\$ 68,407	\$ 23,942	\$ 92,349	\$ 92,349	1.0	Increase FTE
Totals	1.0			\$ 110,148	Totals	2.0			\$ 145,812	\$ 58,774	\$ 204,586	\$ 94,438	1.0	
Engineering- Environmental					Engineering- Environmental									
D Engineering Technician II	1.0	119	2	\$ 71,114	Environmental Tech II	1.0	119	2	\$ 50,805	\$ 20,309	\$ 71,114	\$ -	0.0	Reclass of existing position
Engineering Technician I or II	1.0	119	3	\$ 87,561	Environmental Tech II (Vacant)	1.0	119	3	\$ 57,104	\$ 30,457	\$ 87,561	\$ -	0.0	Reclass of existing position
Totals	2.0			\$ 158,675	Totals	2.0			\$ 107,909	\$ 50,766	\$ 158,675	\$ -	0.0	
Utilities					Utilities									
E Water Treatment Operator	1.0	121	3	\$ 86,592	Utility Operator III (Reclass)	1.0	123	4	\$ 64,015	\$ 33,928	\$ 97,943	\$ 11,351	0.0	Reclass of existing position
				\$ -	Utility Operator II (New)	1.0	121	3	\$ 57,095	\$ 30,260	\$ 87,355	\$ 87,355	1.0	Increase FTE - to meet regulatory requirements
Totals	1.0			\$ 86,592	Totals	2.0			\$ 121,110	\$ 64,188	\$ 185,298	\$ 98,706	1.0	
Administration					Administration									
F Office Assistant Senior	1.0	115	4	\$ 69,092	Office Assistant Senior (Eliminate)	0.0	115	4	\$ -	\$ -	\$ -	\$ (69,092)	(1.0)	
				\$ -	Customer Service Representative-Public Works (NEW)	1.0	115	3	\$ 44,133	\$ 15,447	\$ 59,580	\$ 59,580	1.0	
Totals	1.0			\$ 69,092	Totals	1.0			\$ 44,133	\$ 15,447	\$ 59,580	\$ (9,512)	0.0	
Totals	12.75			\$ 1,209,517	Totals	13.75			\$ 928,187	\$ 383,832	\$ 1,312,019	\$ 102,502	1.0	
Total Estimated 2022 Proposed Change in Salary & Benefits and FTEs												\$ 102,502.30	1.0	

New Job Descriptions

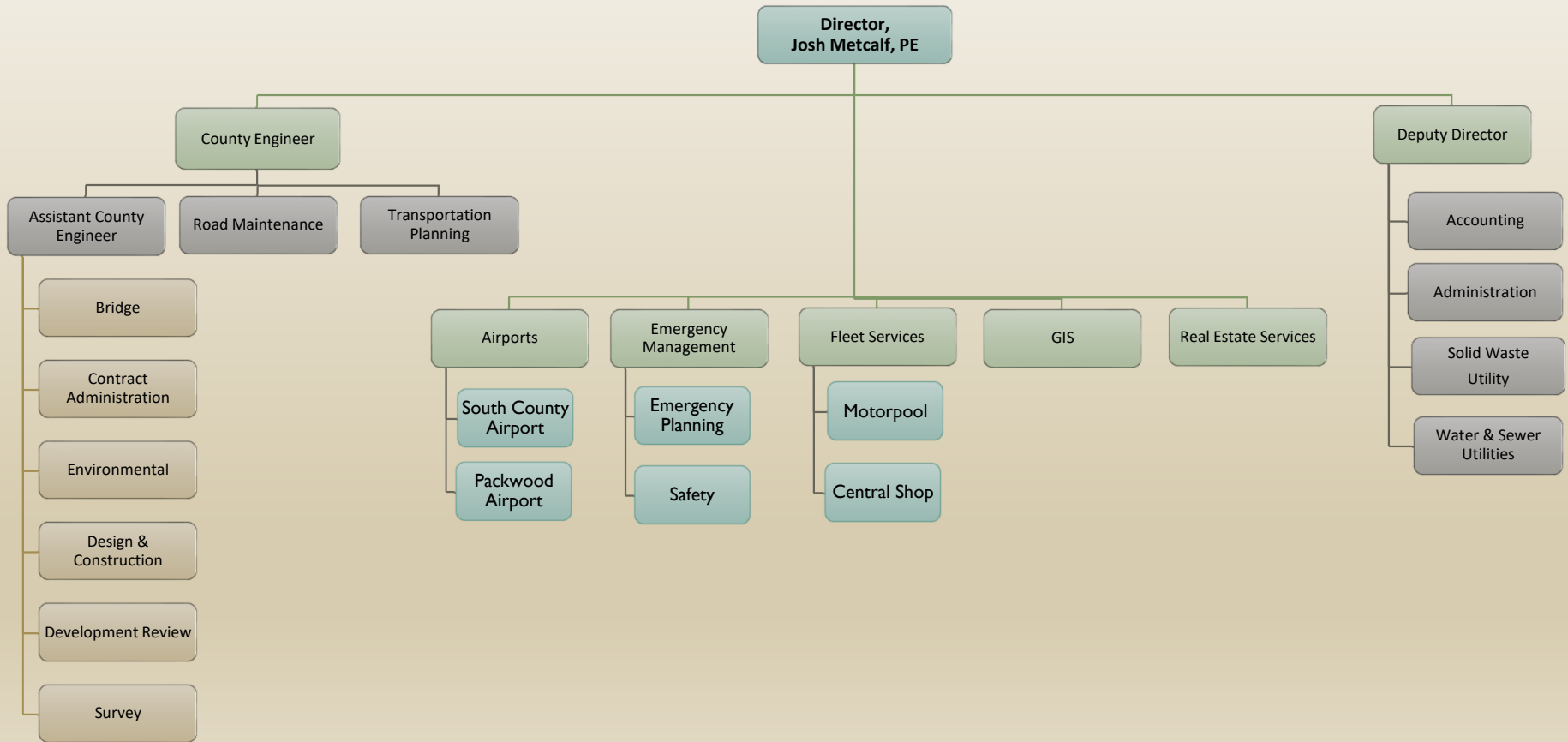
Job Description	Grade	Notes	Status
Public Works Right of Way Agent I	119	These JD's were developed to replace the "Engineering Technician" positions. These new JD's are specific to the RES Division of PW and better define the roles and responsibilities of the positions. The intent was also to develop opportunity of career growth and help with recruitment and retention	Reviewed and Approved by Union
Public Works Right of Way Agent II	121		Reviewed and Scored by HR - summary of review provided in memo from HR
Public Works Right of Way Agent III	123		
GIS Analyst I	120	A request was made to Human Resources to review and re-evaluate the grade classifications for the GIS positions. HR completed a review of these Job Descriptions as well as the GIS Manager position (128). As a part of their evaluation, HR identified these as market positions and verified it is difficult to attract and retain qualified employees to these positions. Their recommendations to PW were to keep a degree requirement for the positions and request approval from the BOCC to adjust the grades as defined in this spread sheet.	Reviewed and Approved by Union
GIS Analyst II	122		Reviewed and Scored by HR - summary of review provided in memo from HR
GIS Analyst III	124		
GIS Supervisor	126		
Environmental Technician I	117	These JD's were developed to replace the "Engineering Technician" positions. They are specific to the environmental and permitting work being done in PW and they more clearly define the roles and responsibilities of each position. They will assist supervisors with accountability, provide career growth opportunities, and will assist with recruitment.	Reviewed and Approved by Union
Environmental Technician II	119		Reviewed and Scored by HR - summary of review provided in memo from HR
Environmental Technician III	121		
Utility Operator I	119	These JD's were developed to replace the "Water Treatment Operator" position. The Utility Operator III JD keeps us in compliance with the regulatory requirements for an Operator in Charge and the Utility Operator II JD keeps us in compliance with the regulatory requirements for an Operator 2. We are required by WADOH to have both a Operator in Charge and a level 2 operator for the Vader system. With Betsy's departure from LC we can no longer meet this requirement with the current organizational structure for the water utilities.	Reviewed and Approved by Union
Utility Operator II	121		Reviewed and Scored by HR - summary of review provided in memo from HR
Utility Operator III	123		
Engineering Technician V	125	Job description was developed to help address retention and recruitment challenges, providing additional opportunity for growth for long term employees in engineering and construction who are unlicensed but still given more responsibilities.	Reviewed and Approved by Union Reviewed and Scored by HR - summary of review provided in memo from HR
Customer Service Representative	115	Position replaces previous Office Assistant position to better align with the needs of the department.	Reviewed and Scored by HR



PUBLIC WORKS

Public Works Department

Revised August 2022





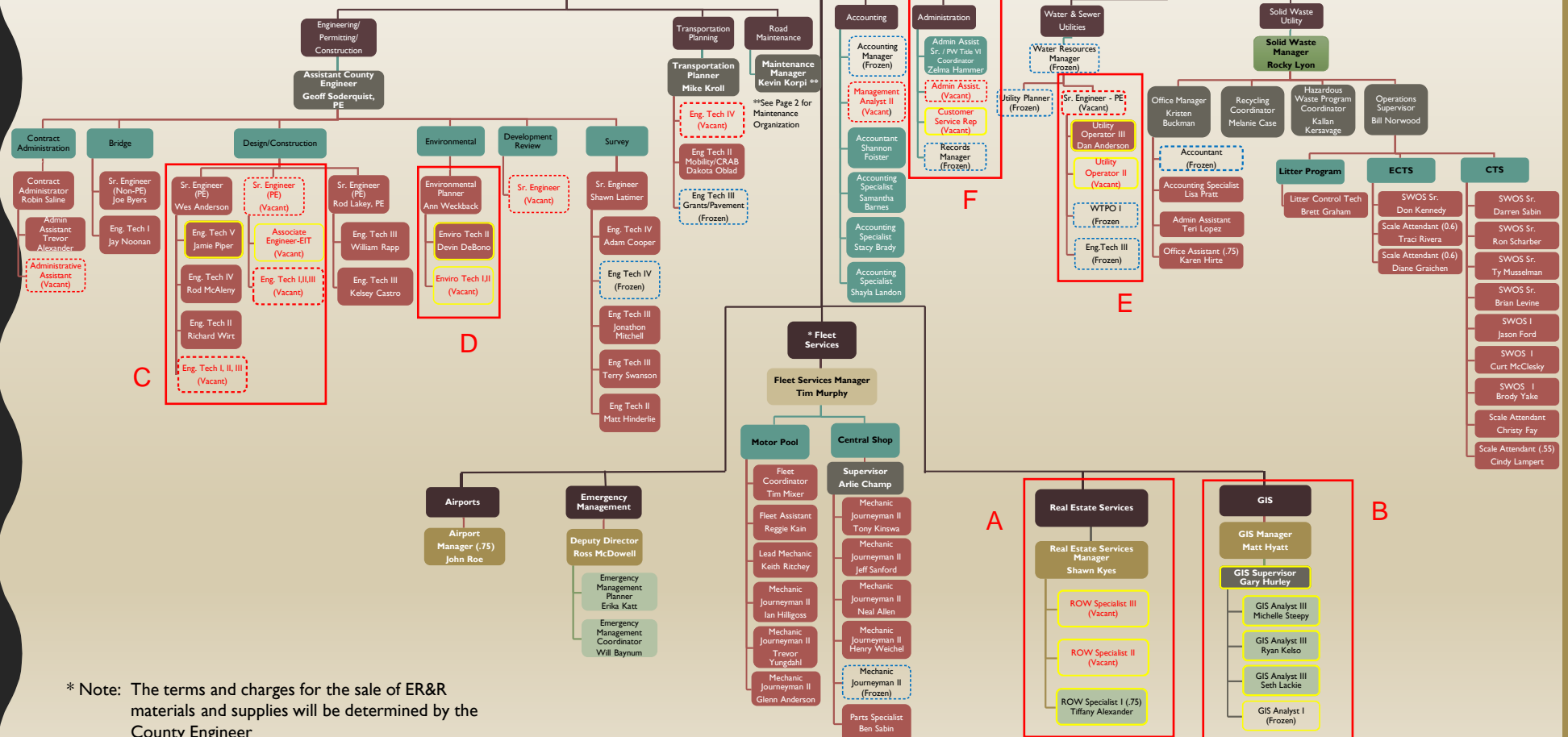
PUBLIC WORKS

Public Works Department Engineering and Operations Revised August 2022

Director
Josh Metcalf, PE

County Engineer
Tim Fife, PE

Deputy Director
Public Works
Tina Hemphill



* Note: The terms and charges for the sale of ER&R materials and supplies will be determined by the County Engineer