



## Memorandum

**Date:** June 9, 2021

**To:** Civil Service Commission

**From:** Shellie I. Goings, Personnel Analyst

**Subject: REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION – TRAFFIC SIGNAL COORDINATOR**

On May 27, 2021, the Civil Service Department received correspondence from Joe Ambrosini, Director of Human Resources, requesting the Civil Service Commission approval of the revised classification specification for Traffic Signal Coordinator. Staff has reviewed this request and recommends the approval of the revisions to the classification specification, in accordance with Article XI, Section 1101 (d) of the City Charter.

### Facts for consideration:

The classification specification of Traffic Signal Coordinator was adopted in August 08, 1988.

The classification of Traffic Signal Coordinator is currently exclusive to the Department of Public Works. Traffic Signal Coordinators plan, coordinate and supervise traffic signal systems.

The proposed changes to the Traffic Signal Coordinator classification specification are as follows:

**Example of Duties Section:** Minimal changes were made to the duties statements to align with past job bulletins and with industry standards.

**Minimum Qualifications Section:** Updated requirements to file in conjunction with past recruitments and to match the current bulletin.

**Knowledge, Skills and Abilities (KSA) Section:** Added this section to the classification specification and updated the KSA's essential to the duties of the position that have been identified in the most recent job bulletin.

Staff worked with the Department of Public Works and the Human Resources Department on the proposed changes to the Traffic Signal Coordinator classification specification.



On March 29, 2021, the Long Beach Supervisors Employee Association (LBSEA) sent correspondence, stating that they have no concerns regarding the revisions to the Traffic Signal Coordinator classification specification. Furthermore, the Association does not wish to meet and confer regarding the proposed revisions and that there are no outstanding concerns related to the proposed changes.

The Department of Public Works, the Long Beach Supervisors Employee Association (LBSEA) representatives, and the Human Resources Department have been informed that this request is on the Civil Service Commission Agenda this week.

Representatives from the Department of Public Works and the Human Resources Department will be present to respond to any questions from the Civil Service Commission.

SG 6/9/2021 Revised to Class – Traffic Signal Coordinator



CITY OF  
**LONG BEACH****Memorandum**

Date: May 27, 2021

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources

**Subject: CLASSIFICATION SPECIFICATION UPDATE – TRAFFIC SIGNAL COORDINATOR**

Attached for your consideration is an update to the Traffic Signal Coordinator Classification Specification. The Public Works Department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize language. The Example of Duties were revised to reflect the current duties of the classification and the Minimum Qualifications were made more specific with a detailed clarification of the requirements. Additionally, Knowledge, Skills, and Abilities were revised to reflect the current duties and provide a detailed clarification of the requirements

Human Resources staff worked with Civil Service and Public Works to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Traffic Signal Coordinator classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Fred Verdugo, Deputy Human Resources Director (562) 570-5045.

FV:KC:VK

Attachments

1. Traffic Signal Coordinator Classification Specification.

cc:

Fred Verdugo, Deputy Human Resources Director

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**FINAL****TITLE:** **TRAFFIC SIGNAL COORDINATOR****DEFINITION:** Under direction, plans, coordinates and supervises traffic signal systems.**EXAMPLES OF DUTIES:**

- Plans and prepares layouts of traffic signal installations;
- Coordinates and supervises the programming of traffic-signal computer systems, including installation/repair of microwave, aerial and underground cable control systems;
- Coordinates and supervises the installation and maintenance of signalized intersection, safety lighting, street lighting and interconnect systems;
- Establishes operating procedures and work standards;
- Assists in the planning and design of new or modified intersections;
- Plans and designs special electronics apparatus and circuits;
- Writes computer programs;
- Writes traffic signal specifications;
- Plans, supervises and conducts field inspections;
- Coordinates and/or monitors traffic signal stockroom inventory and data entry on main frame computer;
- Generates, coordinates and/or monitors purchase orders;
- Prepares annual budget;
- Trains, assigns, evaluates, and disciplines subordinates;
- Initiates requisitions for traffic signal parts and supplies;
- Testifies in court;
- Prepares and implements signal timing plans and street lights;
- Oversees the testing and calibration of computerized traffic signal control equipment to State and NEMA specifications;
- Attends meetings for City development projects;
- Interfaces with client departments and contractors;
- Attends frequency coordination meetings with external agencies;
- Evaluates and determines job requirements and costs;
- Maintains records and prepares reports;
- Reviews work in progress and upon completion;
- Enforces strict conformance with safety regulations;
- May act in the absence of the Superintendent;
- Performs other related duties as required.

**CLASSIFICATION SPECIFICATION**

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Classification and Grade Level (continued)

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**MINIMUM QUALIFICATIONS**

Open to current City employees with two (2) years of permanent service in the classification of Traffic Signal Technician with the City of Long Beach, performing skilled work on analog and digital solid-state controllers, computers and solid-state traffic control equipment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge and understanding of the principles of supervision;

Knowledge of the budgetary process;

Ability to communicate effectively, both orally and in writing;

A valid motor vehicle operator license.

**HISTORY:**

Title changed from Traffic Signal Supervisor 08/03/88 - revised 07/28/88/

Approval/Adoption Dates: 07/28/88 - Human Resources Department

08/03/88 - Civil Service Commission

Civil Service Commission Approval/Adoption Date: 06/09/2021