

## **Engineering Progression Plan – Updated February 2023**

### **1. PROGRAM DESCRIPTION**

#### *What is the Engineering Progression Plan?*

The purpose of the Engineering Progression Plan is to develop a career path for engineers to progress from Engineer in Training (EIT) to Staff II Engineer as they gain more experience, training, and licenses in their profession. The path is designed to measure and reward engineers who improve their skills and abilities, take ownership over their work to efficiently deliver high-quality projects on time and within budget. As employees gain skills and experience, compensation will increase to reflect the value this brings to the City.

#### *Purpose*

The purpose of this document is to define and document the factors used to establish and maintain the four-step engineering career path for the City's engineers. Factors that are considered include safety (Section 3), experience and skills demonstration (Section 4), performance metrics (Section 5), and training (Section 6).

#### *Definition of a Professional Engineer*

A Professional Engineer is motivated to design and construct safety projects, water, and sewer infrastructure projects that provides mobility, and economic opportunity for the public. They have authority to commit significant capital and human resources and are responsible for making legally defensible decisions that directly affect public safety.

### **2. LEVELS AND COMPENSATION**

Timeframes are established to allow sufficient experience in applying knowledge and skills to develop competency at each step. Experience to qualify for Steps 1 and 2 is the required amount of engineering-related experience gained after obtaining a Bachelor of Science in Engineering and a Fundamentals of Engineering Certificate. Experience to qualify for Steps 3 and 4 is the required amount of engineering experience gained after obtaining a Professional Engineer License. The City expects employees participating in the Engineering Career Path (ECP) can complete all specified requirements of Steps 1-4 within six (6) years of entering the program. Cost of living approved pay increases will apply to employee's current pay at the time of the cost-of-living increase.

To complete your step, your management team will submit the necessary documentation to Human Resources.

Your pay increase will remain dependent on the availability of annual budget approval.

#### **Entry Level in the ECP (prior to Step 1)**

Upon hiring, an entry-level engineer will hold the title of Engineer in Training (EIT) or be able to obtain EIT within 6 months. Entry-level EIT will be compensated, Grade 19E. EITs will work toward completion of Step 1.

### **Step 1**

Upon successful completion of the following:

- Experience and skills demonstration (Section 4), performance metrics (Section 5), training (Section 6)
- The most-recent performance evaluation of Achieves Performance or better
- Pass the Professional Engineering (PE) exam – but not gained all experience needed be fully licensed as a PE
- Two years of documented engineering experience, the employee will complete Step 1 and be promoted to EIT mid-range, Grade 20E

### **Step 2**

When an employee obtains licensure as an Idaho Professional Engineer (PE) and has 4 years engineering experience the employee will be reclassified to a Staff Engineer I, Grade 21E.

Upon successful completion of the following:

- Experience and skills demonstration (Section 4), performance metrics (Section 5), training (Section 6)
- The most-recent performance evaluation of Achieves Performance or better

### **Step 3**

Upon successful completion of the following:

- Experience and skills demonstration (Section 4), performance metrics (Section 5), training (Section 6)
- The most-recent performance evaluation of Achieves Performance or better
- A minimum of one year of documented engineering experience post Step 2, the employee will remain classified as a Staff Engineer 1, Grade 21E, but receive the estimated pay increase show in the flow chart below.

### **Step 4**

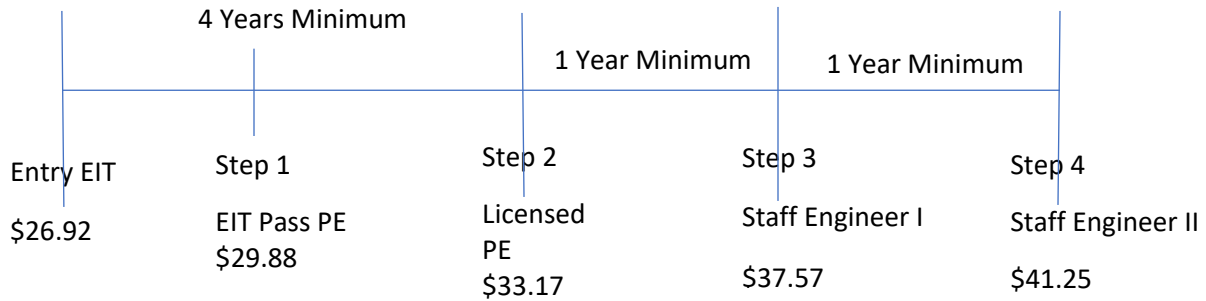
Upon successful completion of the following:

- Experience and skills demonstration (Section 4), performance metrics (Section 5), training (Section 6)
- The most-recent performance evaluation of Achieves Performance or better, and
- A minimum of one year of documented engineering experience post Step 3, the employee will be reclassified to Staff Engineer II, Grade 22E

### **After Step 4 Completion**

Attainment of team metrics and goals will be measured in the annual performance review. Additionally, employees will be expected to complete targeted specialty training annually as determined on the annual training plan developed by the supervisor and employee and continue to gain skills and experience leading to increasing independence. Engineers are also expected to mentor and help train junior engineers. Engineers that desire to take on management and leadership roles will be trained and mentored to compete for Staff Engineer III, pay grade 23E as positions open for applications.

## Estimated Pay Per Step:



Note: Pay grades and pay rates may change over time as HR periodically completes market analysis.

### 3. SAFETY

The City of Nampa expects Engineers (and all employees) to demonstrate constructive safety behavior such as participating in safety meetings, leading safety meetings, and eliminating hazards. Constructive safety behaviors are leading indicators of good safety outcomes and is a shared goal of the City. For this reason, safety performance will be measured on the annual Performance Evaluation.

### 4. EXPERIENCE AND SKILLS DEMONSTRATION

Demonstration of the skills needed to progress through the steps is detailed below. To complete each step, a presentation of learning is required to demonstrate skills obtained. An overview of the required experience and skills is as follows:

- Steps 1 and 2 - Personnel assist with the development of projects and technical reports.
- Step 3 - Personnel are in charge of the development of projects and technical reports.
- Step 4 - Personnel are in charge of their projects and lead the development of projects and technical reports.

#### **Presentations of Learning**

Presentations of Learning will be made to the Supervisor, the Division Director, and a representative from Training and Development. Presentations will be based on the step requirements listed below and the employee's contributions to the success of the City. The employee will demonstrate communication skills by presenting written and verbal materials in the form of a portfolio to the review panel and answer questions to demonstrate understanding of the material. Portfolio examples may include technical reports, plan sheets representative of the design/construction work highlighted, specifications prepared, change orders, or material summaries. The presentation of learning is typically an hour in length including time for questions and answers.

## 5. PERFORMANCE METRICS

Employees must maintain a meets expectations review at all times to advance in this program.

## 6. TRAINING

The purpose of training in the engineering career path is to close any skill gaps that will prevent a participant from accomplishing their assigned duties. Participants in Steps 1 through 4 of this career path are required to complete a minimum of 20 hours of new training per year, outlined on the individual's development plan. The training that is selected for the development plan should be related to the work the employee is doing during that year and should assist them in achieving their metrics, demonstrating their skill, or being qualified to complete the required experience hours.

After the completion of the Step 3, employees will be required to take at least the minimum required continuing education courses to maintain their PE license.

### Training Plan

Minimum of 20 new training hours per year to be completed for Steps 1-4. This is to be filled out with the supervisor.

<b>TRAINING COURSES</b>			
	<b>TYPE</b>	<b>HOURS</b>	<b>DATE</b>
<b>LEADERSHIP</b>			
Leadership (BSU)	Online	24	
Leadership Suite (BSU)	Online	96	
Fundamentals of Supervision and Management (BSU)	Online	24	
Fundamentals of Supervision and Management II (BSU)	Online	24	
<b>INTERPERSONAL SKILLS</b>			
Collaborative Problem Solving (BSU)	Online	30	
Interpersonal Communication (BSU)	Online	24	
Keys to Effective Communication (BSU)	Online	24	
Mastering Public Speaking (BSU)	Online	24	
Achieving Success with Difficult People (BSU)	Online	24	
Presentation Skills Suite (BSU)	Online	72	
<b>PROJECT MANAGEMENT</b>			
Project Management Applications (BSU)	Online	24	
Project Management Fundamentals (BSU)	Online	24	
Project Management Fundamentals II (BSU)	Online	24	
Project Management Professional PMP Exam prep (BSU)	Online	24	
Project Management Fundamentals Series (BSU)	Online	48	
<b>COMPUTER CLASSES</b>			
Microsoft Office 2019/365 value suite (BSU)		72	
Microsoft Word 2019/365 series (BSU)	Online	48	
Introduction to Microsoft Excel 2019/365(BSU)	Online	24	
Introduction to Microsoft Outlook 2019/office365 (BSU)	Online	24	
Introduction to Microsoft PowerPoint 2019/Office365 (BSU)	Online	24	
<b>STAFF ENGINEER I TECHNICAL PROGRAM</b>			
<b>REQUIRED CLASSES (Min 4)</b>			
Pavement Design	TBD		

Pavement Management	TBD		
Auto CADD	TBD		
Hydraulics	TBD		
ADA Compliance	TBD		
Syncro Traffic Analysis	TBD		
Wastewater Design	TBD		
Water System Design	TBD		
Contracting and Contract Law	TBD		
<b>ELECTIVE CLASSES (Min3)</b>			
Speed limits & Speed Zones (T-2)	In person	8	
Environmental BMP (T-2)	In person	8	
Highway & Streets Standards (T-2)	In Person	8	
Bridge and Culvert Design	TBD		
Constructed Wetlands Design	TBD		
Water Rights and Water Law	TBD		
Land Use and Development Standards	TBD		
Water and Sewer Modeling	TBD		
Plan Review	TBD		
Materials Testing and Inspection	TBD		
<b>STAFF ENGINEER I SUPERVISORY PROGRAM</b>			
<b>REQUIRED CLASSES (Min 4)</b>			
Generations at Work (T-2)	In person	8	
Effective Communication Skills (T-2)	In person	8	
Conflict Resolution (T-2)	In person	8	
Managing People	TBD		
Effective Writing	TBD		
Effective Public Speaking	TBD		
Idaho Legislative 101	TBD		
Becoming a Servant Leader (BSU)	TBD		
Coaching Culture (ICRMP)	Online		
Conducting Meetings Micro Training (ICRMP)	Online		
Email Etiquette (ICRMP)	Online		
Workplace Ethics (ICRMP)	Online		
<b>ELECTIVE CLASSES (Min3)</b>			
Pavement Management	TBD		
Auto CADD	TBD		
Hydraulics	TBD		
ADA Compliance	TBD		
Syncro Traffic Analysis	TBD		
Wastewater Design	TBD		
Water System Design	TBD		
Contracting and Contract Law	TBD		
Speed Limits & Speed Zones (T-2)	In person	8	
Environmental BMP (T-2)	In person	8	
Highway & Streets Standards (T-2)	In person	8	
Bridge and Culvert Design	TBD		
Constructed Wetlands Design	TBD		
Water Rights and Water Law	TBD		
Land Use and Development Standards	TBD		

Water and Sewer Modeling	TBD		
Plan Review	TBD		
Materials Testing and Inspection	TBD		
<b>STAFF ENGINEER II TECHNICAL PROGRAM</b>			
<b>RRQUIRED CLASS</b>			
Project Management Course (BSU)	TBD		
<b>STAFF ENGINEER II SUPERVISORY PROGRAM</b>			
<b>REQUIRED CLASSES</b>			
Project Management Course (BSU)	TBD		
Crucial Conversations (ICRMP)	Online		
Customer Services (ICRMP)	Online		
De-escalating Customers (ICRMP)	Online		
Technology in a New Age Workplace (ICRMP)	Online		
<b>STAFF ENGINEER III</b>			
<b>REQUIRED CLASSES</b>			
Prepare to Lead (BSU)	TBD		
Leader Development Program (BSU)	TBD		
Building a Culture of Accountability (BSU)	TBD		
The Emotional Intelligence Difference (BSU)	TBD		
<b>ELECTIVE CLASSES</b>			
Idaho Whistleblower Statute Basics (ICRMP)	Online		
Idaho Open Meetings (ICRMP)	Online		
The Art of the 1-on-1 (ICRMP)	Online		
Public Records Request Micro Training (ICRMP)	Online		

This is not an all-inclusive list of training class. Requirements may be subject to change.

The classes highlighted above will serve as my development plan for the 20\_\_\_/20\_\_\_ performance cycle.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date