

Bureau of Engineering

Special Order

April 15, 2008

Special Order No. 03-0408

To All: Deputy City Engineers
Senior Managers
Group Managers

Subject: **ROTATION PROGRAM**

Supersedes SO 16-1202 Dated December 23, 2002 (Modifies Bureau of Engineering Manual, Part A Administration, Section A460)

A 461 **CIVIL, STRUCTURAL, AND ENVIRONMENTAL ENGINEERING
ASSOCIATE ROTATION**

A 461.1 **PURPOSE AND ADMINISTRATION**

The purpose of the Rotation Program is to provide a broader range of experience for new Civil, Structural, and Environmental Engineering Associates in the Bureau of Engineering. At completion of the Rotation Program, these Associates should have acquired varied experiences that will increase their own knowledge, and at the same time, make them more valuable and promotable employees of the Bureau. These experiences are intended to increase the novice Engineering Associate's knowledge of the Bureau's responsibility to plan and construct the City's infrastructure, to provide development permit services, and to provide good customer services to its clients.

The Senior Manager of Finance and Administration is a member of the executive staff and oversees the Rotation Program. This person is ultimately responsible for the successful implementation of the Program. Currently, the Senior Manager of Finance and Administration has delegated the responsibility to the Group manager of Human Resources and Records Management. The day to day activities of the Rotation Program are coordinated by the Personnel and Employee Relations Section. Reports and records are prepared and maintained by the Personnel and Employee Relations Section and questions regarding the Rotation Program should be directed to that Section.

A 461.2 **PARTICIPATION**

The Rotation Program is limited to Civil, Structural, and Environmental Engineering Associate I's and II's within the Bureau of Engineering. All newly hired Engineering Associates are automatically enrolled in the Program.

A 461.3 **ROTATIONAL PHASES**

All Offices with eligible Civil, Structural, and Environmental Engineering Associate positions shall participate in the Rotation Program. Associates will spend approximately one year in their first assignment. Upon successful completion of that assignment, the Associate shall rotate to an assignment in another area in a different office. Each rotational assignment will last approximately one year each. Upon successful completion of these assignments, the Associates shall be placed in a "final" assignment outside of the Rotation Program.

A 461.4 PLACEMENT

Every attempt will be made to place Associates according to their preference as shown on the Rotation Program Preference Sheet. However, the City Engineer may direct placements in accordance with the needs of the Bureau. If, after two months in a new assignment, an Associate feels that the new assignment does not provide appropriate work, the Associate can appeal to the City Engineer for a change in assignment.

Placement at the end of three rotational assignments will be with the office in which the Associate began employment, i.e., the first rotation assignment, or "home" office, unless the Associate is granted a request to be placed in another office of his/her choice, or is placed in accordance with the needs of the Bureau.

A 461.5 DURATION

Each phase of the Rotation Program is approximately one year long, so the rotation cycle for each Associate should be about three years. Rotations occur on an annual basis, during the month of September.

A 461.6 NOTIFICATION OF ROTATION ASSIGNMENTS

Participants in the Rotation Program will receive notice of their scheduled rotation assignments and dates to report to the new office. The notices will be sent approximately six weeks in advance.

A 461.7 EVALUATIONS

Associates are hired into temporary training positions and will be evaluated near the end of each rotational phase. The evaluation should be viewed as a training tool and used to enlighten the Associate on his/her outstanding accomplishments, standard accomplishments, or areas needed to be improved. These evaluations shall become part of the Associates permanent record.

A 461.8 PROCEDURE

The duties and responsibilities of the Personnel and Employee Relations Section in connection with the Rotation Program are as follows:

A 461.81 PERSONNEL ACTIONS

All newly hired Engineering Associate I's and II's are automatically enrolled in the Program.

A 461.82 ROTATION ACTIONS

A 461.821 ESTABLISHING ROTATIONS

The Personnel and Employee Relations Section sets up meetings with the Group Managers and Associates to discuss opportunities within the different offices. Meet and Greet meeting are set with Group Managers, Administrative staff, and Associates to orient Associates to their new assignment.


A 461.822 IMPLEMENTING ROTATIONS

The Personnel and Employee Relations Section implements established and final rotation decisions by notifying the Associates to be rotated, the Senior Managers, and Group Managers affected by the rotation.

A 461.823 ROTATION FILES

A log of rotation assignments, and related notification, memoranda and correspondence for participants in the Rotation Program will be kept on file.

(WHH MYO)

ASD/WHH/MYO/JW/MS/fdc Special Order No. 03-0408	Approved by:  Gary Lee Moore, P.E., City Engineer
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