

all of the Capital Project areawide nominated projects, all of the Road Service Area projects, and the Fish Passage Projects. When this shift happened, the full time admin support for each division remained in place, leaving the PM Division lacking in administrative support. We have managed to utilize the one full-time and some part-time support but have had steady difficulties and overloaded staff in order to produce work at an acceptable standard and pace.

Adding one full-time admin position would bring the Project Management Division to what is an appropriate level of admin support. This would provide each of the PM Division's operational units its own admin support: one for vertical operations and one for civil operations. The RSA Administration Fund and the projected fund balance will bear 95% of the wage of this addition. The Areawide fund 100.150.181 will bear 5% so as to support non-RSA projects as needed. All of this budget is currently available.

Current staff members are available to fill this position immediately.

RECOMMENDATION OF ADMINISTRATION: The administration recommends approval of this legislation which will approve the addition of a regular, full-time PM&E Administrative Specialist for the Project Management Division, and approval of an appropriation in the amount of \$31,104 from the RSA Administration Fund and projected fund balance for wages and benefits for the new position to cover the period from March 1, 2022 to June 30, 2022.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: February 15, 2022

SUBJECT: APPROVING THE ADDITION OF A REGULAR, FULL-TIME PROJECT MANAGEMENT & ENGINEERING ADMINISTRATIVE SPECIALIST POSITION FOR THE PUBLIC WORKS DEPARTMENT, PROJECT MANAGEMENT (PM) DIVISION, AND APPROVING AN APPROPRIATION OF \$31,104 FROM THE ROAD SERVICE AREA ADMINISTRATIVE FUND AND THE PROJECTED FUND BALANCE FOR WAGES AND BENEFITS FOR THE NEW POSITION TO COVER THE PERIOD OF MARCH 1, 2022, TO JUNE 30, 2022.

ORIGINATOR: Alex Senta

| | |
|---|--------------------------------------|
| FISCAL ACTION (TO BE COMPLETED BY FINANCE) | FISCAL IMPACT <u>(YES)</u> NO |
| AMOUNT REQUESTED <u>\$31,104</u> | FUNDING SOURCE <u>BSA Admin Fund</u> |
| FROM ACCOUNT # <u>265.000.010 4x1.1xx/100.150.181</u> | PROJECT |
| TO ACCOUNT: | PROJECT # |
| VERIFIED BY: <u>[Signature]</u> | CERTIFIED BY: |
| DATE: <u>2-3-22</u> | DATE: |

EXPENDITURES/REVENUES:

(Thousands of Dollars)

| OPERATING | FY2021 | FY2022 | FY2023 | FY2024 | FY2025 | FY2026 |
|--------------------|--------|--------|--------|--------|--------|--------|
| Personnel Services | | | | | | |
| Travel | | | | | | |
| Contractual | | | | | | |
| Supplies | | | | | | |
| Equipment | | | | | | |
| Land/Structures | | | | | | |
| Grants, Claims | | | | | | |
| Miscellaneous | | | | | | |
| TOTAL OPERATING | | | | | | |

| | | | | | | |
|---------|--|--|--|--|--|--|
| CAPITAL | | | | | | |
|---------|--|--|--|--|--|--|

| | | | | | | |
|---------|--|--|--|--|--|--|
| REVENUE | | | | | | |
|---------|--|--|--|--|--|--|

FUNDING:

(Thousands of Dollars)

| | | | | | | |
|---------------------|--|-------------|--|--|--|--|
| General Fund | | <u>1.6</u> | | | | |
| State/Federal Funds | | | | | | |
| Other | | <u>29.5</u> | | | | |
| TOTAL | | <u>31.1</u> | | | | |

POSITIONS:

| | | | | | | |
|-----------|--|----------|--|--|--|--|
| Full-Time | | <u>1</u> | | | | |
| Part-Time | | | | | | |
| Temporary | | | | | | |

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY:

DEPARTMENT:

APPROVED BY:

[Signature]

PHONE:

DATE:

DATE:

2/3/2022



**Project Management & Engineering (PM&E)
Specialist**

Class Code:
0016

Bargaining Unit: MSBEA Union

MATANUSKA-SUSITNA BOROUGH
Revision Date: Jun 20, 2021

SALARY RANGE

\$25.40 Hourly

JOB SUMMARY:

This position is responsible for providing specialized support for the department's project management and engineering functions.

Work is performed and duties are carried out in accordance with established policies, procedures, and Borough core values: Accountability, Customer Focus, Dedication, Integrity, Responsiveness and Teamwork.

PAY GRADE:

K1

MINIMUM REQUIREMENTS:

Associate's degree in a course of study directly related to the occupational field. High School diploma or equivalent and any combination of post-secondary education or experience which provides the expertise required to perform effectively the functions of the position may substitute for the Associate degree on a year-for-year basis.

Five (5) years of progressively responsible experience in the occupational field, sufficient to understand the major duties of the position, and to be able to answer questions and resolve problems.

Possession of or ability to readily obtain a valid driver's license issued by the State of Alaska for the type of vehicle or equipment operated.

Must successfully pass a pre-employment drug screen.

Completion of required Incident Command System (ICS) courses in accordance with established Borough policy.

*im 22-037
OR 22-018*

DUTIES/RESPONSIBILITIES:

- Manages capital projects financial databases.
- Analyzes and reconciles funding sources for construction project accounting.
- Manages assigned bond and grant funds in compliance with project and grant agreements.
- Administers design and construction contracts in compliance with state laws and Borough code.
- Prepares project-related fund verifications.
- Prepares purchase requisitions; tracks and processes invoices.
- Prepares a variety of financial reports, statistical charts, spreadsheets, web pages, public mailings, and other documents.
- Facilitates and attends public meetings, ground breakings, open houses, etc.
- Coordinates and tracks the bidding process.
- Maintains and updates project files and records, including design and construction submittals, drawings, and as-builts.
- Prepares contract modifications, change orders, and contract closeout requirements.
- Responds to requests for information from the public, elected and appointed officials, consultants, contractors, state and federal agency employees, and other Borough personnel.
- Provides support to assigned boards and committees; prepares agendas and meeting materials; attends meetings and records minutes.
- Prepares project-related legislation.
- Creates, composes, edits, produces and/or distributes varied correspondence, legislation, reports, meeting minutes, advertisements, mailings, notices and other materials; obtains, organizes, and plans suitable presentation of content; reviews work for format consistency, grammatical construction and typographical accuracy; presents finished materials for review, or distributes.
- Performs related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of capital project management principles and practices.
- Knowledge of design and construction terminology, principles, and practices.
- Knowledge of project accounting, budget analysis, and mathematical formulas.
- Knowledge of Borough and department policies and procedures.
- Knowledge of local, state and federal public construction contract codes and statutes.
- Knowledge of computers and job-related software programs.
- Knowledge of records management principles and practices.
- Knowledge of project grant and bond budget management principles and practices.
- Knowledge of contract management principles.
- Knowledge of the correct and effective use of English, including grammar, spelling, punctuation, and of business arithmetic.
- Skill in prioritizing and organizing work.
- Skill in construction project accounting.
- Skill in interpersonal relations.
- Skill in the maintenance of construction files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

IM 22-037
OR 22-018

PHYSICAL DEMANDS:

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping or walking. The employee frequently lifts light and occasionally heavy objects and distinguishes between shades of color. The work is performed in an office. May operate a motor vehicle.

IM 22037
OR 22-018