

# Transportation Technician Career Path

# Policy UDOT 05-52

Effective: May 4, 2004

Revised: December 5, 2017

## Purpose

To define a clear career path for employees in the Transportation Technician series, establishing requirements for advancement through the series, defining salary increases associated with each advancement step, and describing typical time frames for movement along the career path.

## Policy

The Transportation Education Program defines the career path for the Transportation Technician series.

Transportation Technicians will be compensated as defined by the established DHRM pay ranges for Transportation Technicians I, II, and III after successful completion of the requirements defined by the Transportation Education Program (TEP). The successful completion for each TEP level is based on completing all training requirements, demonstrated knowledge, skill, competencies, and individual and team performance standards. Transportation Technicians are required to be on the active snow plan as determined by the Region Director or Designee.

All of the associated forms, detailed training, and career pathway requirements are located in Transportation Technician Education Program Guide found at the following links: [udot.utah.gov/TransportationEducationProgramGuide](http://udot.utah.gov/TransportationEducationProgramGuide) and UDOT U Learning Portal site [utah-udotu.sabacloud.com](http://utah-udotu.sabacloud.com)

### Transportation Technician I

**Completion of Tier I of Training.** A Transportation Technician I may receive a pay increase of 3 percent after six months of employment, provided that he or she has completed Transportation Education Program (TEP) training classes and certifications required for Tier 1.

**Completion of Tier II of Training.** A Transportation Tech I may receive an additional 3 percent increase after twelve months of employment (for a total of 6 percent from original hire), provided that he or she has completed Transportation Education Program (TEP) training classes and certifications required for Tier II.

## **Transportation Technician II**

**Series Promotion from Transportation Technician I to Transportation Technician II.** An employee who has successfully completed probation may be eligible to receive a series promotion to a Transportation Technician II, and receive an additional 6 percent salary increase (12 percent from original hire). There is no specified additional duration of experience requirement, but the employee must complete all requirements of the Transportation Technician Education Program Levels I and II to be eligible for the promotion to Transportation Technician II.

### **Underfill for a TT III as a TT II**

A TT II may be hired as an underfill for a TT III position, if necessary to meet staffing needs at the region. The amount of increase will be at the discretion of the hiring official up to a maximum of 8 percent. The TT II will sign an agreement that all requirements for a TT III will be completed within one year of the hire. The increase will be forfeited and the employee will be returned to a TT II position, if the requirements are not completed within a year of the hire. An employee underfilling a TT III position that has not received the full 8 percent upon underfilling, will receive the remainder of the raise up to 8 percent as well as 4 percent upon completion of all requirements for TT III.

### **Transportation Technician II Certification for Transportation Technician III.**

A Transportation Technician II who has successfully completed all educational requirements of the Transportation Education Program including all on-the job learning activities, work requirements, and required certifications will be eligible to receive a 4 percent salary increase and will be eligible to apply for available Transportation Technician III positions.

## **Transportation Technician III**

**Hiring as a Transportation Technician III.** A Transportation Technician with a Level III certification will be eligible to apply for available Transportation Technician III positions with proof of valid certifications, meeting all work requirements and rotations between maintenance and construction as required by region needs. Promotion to Transportation Technician III is accompanied by a 8 percent increase in salary, in accordance with Policy 05-22, Compensation Practices for the Department.

## **In-Grade Promotion**

**In-Grade Promotion for Completion of TEP.** Any employee within the Transportation Technician Career Series, may qualify for an in-grade promotion by completing all four levels of the Transportation Technician Education Program. The employee must initiate the in-grade promotion by completing the Candidate Qualification Worksheet and then submit an application to the Peer Review Chair.

The in-grade promotion is a 6 percent increase. An employee may only receive one in-grade promotion during his or her career with the Department.

The In-Grade Promotion will continue until December 2018 for those currently enrolled in the Transportation Education Program. Transition to the new program will eliminate the In-grade Promotion option. Transportation Technicians will receive a 6 percent increase in pay after completing all education including all on-the-job learning activities, work requirements, and required certifications listed under the Transportation Technician III Specialty Areas. The employee's supervisor must also verify satisfactory job performance, as documented in the UPM system, including no disciplinary actions.

### **Salary Increase Effective Dates:**

The effective date for the Tier I and Tier II salary increases will be the date on the notification from the Region Trainer.

The effective date for the salary increase from a Transportation Tech I to a Transportation Tech II will be the date on the TEP completion certificate if an employee receives a favorable recommendation from the Review Board within four months of the date on the TEP completion certificate. The effective date will be the date the Review Board met if the favorable review occurs after four months.

The effective date for In-grade Promotions will be the date on the TEP completion certificate if an employee receives a favorable recommendation from the Review Board within four months of the date on the TEP completion certificate. The effective date will be the date the Peer Review Board met if the favorable review occurs after four months.

Under the new program, the 6 percent increase for completion of the requirements of the program will become effective when the employee's supervisor verifies that all activities in LMS are complete and submits a request to HR for the increase.

The only exception to these effective dates may occur at fiscal year-end, when other statewide increases have already been processed.

## **Peer Review Board**

**Complete the Peer Review Board process.** The purpose of the board is to determine if the applicant possesses the necessary knowledge, skills, and abilities to perform with competence at the required level (Transportation Technician II and III).

An employee must initiate the process to be qualified for the next Transportation Technician position by completing a Position Analysis Questionnaire and the Candidate Qualification Worksheet, and complete the Peer Review Board process. The Region will determine a peer review process for advancing from a TT 1 to TT2. The process for advancing from TT II to TT III or TT III certified will be a formalized process determined by the Region to evaluate competency.

## **Background**

The Department requires a workforce of qualified employees capable of performing a variety of tasks related to both its maintenance mission and its construction oversight mission. Therefore, skills need to be developed that support both areas. The Department established the Transportation Technician Career Path in order to do so.

## **Definitions**

### **Peer Review Board**

Consists of leaders from both construction and maintenance designated to prepare questions used to determine competency in maintenance and construction activities. The Peer Review Board evaluates candidates' eligibility for advancement on the Transportation Technician Career Path.

**Review Packet:** Candidate Qualification Worksheet, Supervisors Review (Station Supervisor and Resident Engineer), Review Worksheet, and Position Analysis Form if seeking a Transportation Technician III Reclassification.

# Procedures

## Transportation Technician Promotion

**Responsibility:** Region Director or Designee

### Actions

1. Establish a Peer Review Board in each Region.

**Responsibility:** Transportation Technician

2. Initiate the Review process by completing and signing the Candidate Qualification worksheet.
3. Give the Supervisor Review Form to his or her supervisor in both construction and maintenance.

**Responsibility:** Transportation Technician's Supervisors

4. Complete the 'Supervisors Rating' section of the Candidate Qualification Worksheet, add any comments, and sign where indicated. Indicate whether or not the employee had any opportunities to work in Construction or Maintenance. Supervisor reviews are needed from the Resident Engineer and the Station Supervisor or Area Supervisor. Return reviews to employee within 10 working days.

**Responsibility:** Transportation Technician

5. Submit the Review Packet to the Peer Review Board Chairperson for processing.

**Responsibility:** Peer Review Board

6. Review "Candidate Qualification Worksheet" plus additional information and interview the applicant.
7. Make recommendation if Transportation Technician should be promoted to next level. The Review Packet will be returned to the supervisor if the Transportation Technician does not pass the review so that the employee may be given help where improvement is needed.

8. Give the applicant's Review Packet, including a letter of recommendation from the review, to Human Resource Analyst if the candidate is successful

**Responsibility:** Human Resource Analyst

9. Review documentation and if in order, process the appropriate action.
10. Enter the action and place the supporting documentation from the Peer Review Board into the employee's personnel file.

**Responsibility:** Learning and Development

11. Learning and Development along with stakeholders will review each region's process for effectiveness on a regular basis.