



STAFF REPORT

AGENDA NO: 9h

MEETING DATE: September 15, 2025

To: Honorable Mayor and City Council

Date: September 15, 2025

From: Maria Saguisag-Sid, Human Resources Director – (650) 558-7209

Subject: Adoption of a Resolution Authorizing an Amendment to the Director of Public Works Classification

RECOMMENDATION

Staff recommends that the City Council adopt a resolution approving the amended Director of Public Works classification.

BACKGROUND

The Director of Public Works oversees several divisions within the Public Works Department, including engineering, facilities, streets, sewer, equipment and vehicle maintenance, water, and wastewater. Recently, the current Director of Public Works announced his upcoming retirement at the end of 2025. In preparation for the recruitment, staff reviewed the job classification, which was last updated in July 2000. Upon review and comparison with similar positions in neighboring agencies, staff noted that the current classification needs to be updated to reflect the current job duties and qualifications.

DISCUSSION

Staff proposes updating the Director of Public Works job classification to clarify some of the duties, revise some of the responsibilities, and update the minimum qualifications and license requirements. These changes will better reflect the current needs of the department and allow staff to recruit new employees with a better understanding of the job responsibilities.

Of specific note is the change in license requirements. Currently, one of the licenses the Director of Public Works is required to have is a Professional Engineer (PE) License registered in California. This is due to the requirement for the designated City Engineer to have a PE License. The City's contract recruiter, Teri Black & Company, advised staff of the challenging labor market for Public Works Directors. They specifically noted that in their experience, several agencies have moved away from requiring the PE License for the Director's position. This change has expanded the pool of qualified individuals the recruiter has been able to attract for open positions by a third. Burlingame's Director of Public Works currently holds a PE License, as does the Assistant Director of Public Works, who oversees the engineering division and can be designated as the City Engineer instead of the Director of Public Works. This is already noted in the Assistant Director of Public Works job classification. Staff surveyed neighboring agencies and found that even though several

agencies do not require the PE License in their job classification minimum qualifications, their current Director does have the PE license. As noted in the revised job classification, the PE license will no longer be required but will be considered highly desirable from future candidates.

FISCAL IMPACT

There is no fiscal impact from this change as the position is currently reflected in the budget.

Exhibits:

- Resolution
- Director of Public Works Job Classification