

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

Project Title:	NJDOT Analysis of Maintenance Titles		
RFP NUMBER: 7995471	NJDOT RESEARCH PROJECT MANAGER: Paul Thomas		
TASK ORDER NUMBER: 28	PRINCIPAL INVESTIGATOR: Christopher Titze and Whitney Faron		
Project Starting Date: 8/11/2014 Project Ending Date: 10/11/2014	Period Starting Date: 7/1/2014 Period Ending Date: 9/30/2014		

Task	% of Total Project Budget	Total Budget	% of Task This Quarter	Cost This Quarter	% of Task to Date	Total Cost to Date
1. New Jersey Civil Service Commission (NJCSC) Maintenance Personnel Structure and Title Review	30%	\$14,820	89%	\$13,205	89%	\$13,205
2. Gather Information from other State DOTs	21%	\$10,300	10%	\$1,000	10%	\$1,000
3. Conduct Interviews of Select State DOTs	32%	\$15,870	0%	\$0	0%	\$0
4. Final Report	17%	\$8,460	0%	\$0	0%	\$0
TOTAL	100%	\$49,450	29%	\$14,205	29%	\$14,205

Project Objectives:

The purpose of this project is to provide NJDOT with an understanding of the number, structure, and categories of titles for maintenance workers used by other State Departments of Transportation (DOT). The goal of the research is to provide the NJDOT with information on current practices to inform the DOT's effort to consolidate its existing titles. To accomplish these goals, CS proposes a scope that:

- Reviews NJDOT's and NJCSC's current maintenance personnel structure, titles, and the in the field application of these titles in maintenance crews throughout the State's three regions;
- Gathers information on how other DOT's and/or civil service agencies classify DOT maintenance personnel, the titles utilized, hierarchical structures, promotional pathways, and education/training schedules; and
- Summarizes all work steps, lessons learned, and recommendations for consolidating NJDOT/NJCSC maintenance personnel titles into those that are more encompassing and reflective of the roles and responsibilities being performed today.

Project Abstract:

The Department is currently beginning the process with the CSC and the unions to consolidate the titles within the maintenance crew ranks (Budget Centers MRA and MLA), in order to reduce to overall title structure to two or three levels. This is being examined as an opportunity to provide a more effective tool for managing NJDOT maintenance crews and add flexibility and versatility to the organizational hierarchy; while creating a more level playing field and concise process for promotional advancement.

1. Progress this Quarter by Task

Task 1:

- The consultant team conducted a review of New Jersey Civil Service Commission's (CSC) existing maintenance personnel structure and the titles utilized by the Department. Project team members worked with NJDOT Human Resource staff to catalog the roles, responsibilities, technical skills, licensing, and hierarchical structure associated with the nine (9) maintenance titles being considered for consolidation.
- Coordinated with NJ CSC staff to gather insight on New Jersey's past efforts in title consolidation and best practice understanding.
- Developed draft title maintenance informational sheets (Task 1 – Technical Memorandum) for submission, review, and comment.
- Made requested edits to title maintenance informational sheets.
- Began developing Maintenance Title Comparison Matrix

Task 2:

- The consultant team began scanning information about civil service titles and maintenance titles for state DOTs in peer states; including CalTrans, DelDOT, MDOT (Michigan), NYSDOT, PennDOT, and IDOT (Illinois).
- Consultant team began drafting questionnaire for data gathering and interviews with peer agencies.

Task 3:

- No work was performed.

Task 4:

- No work was performed.

2. Proposed activities for next quarter by task

Task 1:

- Submit final title maintenance informational sheets (Task 1 – Technical Memorandum)
- Submit final Maintenance Title Comparison Matrix
- Complete task.

Task 2:

- Complete scan of peer agencies and summarize findings in Task 2 – Technical Memorandum.
- Develop comparable title maintenance informational sheets for peer agencies.
- Submit draft Task 2 – Technical Memorandum.
- Submit final Task 2 – Technical Memorandum.
- Complete task.

Task 3:

- The consultant team will develop interview questionnaire for peer agencies phone interviews.
- The consultant will identify appropriate person within peer agencies and schedule for phone interviews.
- The consultant will conduct phone interviews with personnel from CalTrans, DelDOT, MDOT (Michigan), NYSDOT, PennDOT, and IDOT (Illinois).
- The consultant team will summarize interview findings in a draft technical memorandum presenting the information captured in the interviews.
- The consultant team will submit a Draft Task 3 – Technical Memorandum for review and comment.
- The consultant team will address comments to the Draft Task 3 – Technical Memorandum and submit the Final Task 3 – Technical Memorandum as a project deliverable.
- Complete task.

Task 4:

- The consultant team will complete draft of the Draft Final Report for review and comment.
- The consultant team will address comments to the Draft Final Report and submit the Final Report as a project deliverable.
- The consultant team will complete the Final Report Task

3. List of deliverables provided in this quarter by task (product date):

Task 1:

- Draft Task 1 – Technical Memorandum: Literature Review Summary (8/8/14)

Task 2:

- No deliverables this quarter.

Task 3:

- No deliverables this quarter.

Task 4:

- No deliverables this quarter.

4. Progress on Implementation and Training Activities:

- No work on implementation or training in this period

5. Problems/Proposed Solutions:

- The originally proposed period of performance will not adequately allow for work to be thoroughly completed and reviewed. The recommended solution is to extend the tasks period of performance to conclude on December 31, 2014.

Total Project Budget	\$49,450.00
Contract Amount:	\$49,450.00
Total Project Expenditure to date	\$14,205.00
% of Total Project Budget Expended	29%