

Resolution/Ordinance Cover Memo

Council Agenda Item: 25-0728R

Meeting Date: 09/22/2025

Subject/Title: Graduate Engineer

Submitted By: Amber Royer Henderson

Recommendation: Approve

Board/Commission/Committee Recommendation: Approved by Civil Service on 08/26/2025

Previous Council Action: N/A

Background:

The new classification of Graduate Engineer has been created to broaden the candidate pool for the Project Engineer job classification. Currently, the Project Engineer class requires licensure as a Professional Engineer (PE) from the state, whereas the Graduate Engineer requires Engineer-in-Training (EIT) certification from the state. To sit for the PE exam, candidates must complete four years of progressive engineering experience under the supervision of a licensed PE. The Graduate Engineer role is an entry-level position designed to provide that experience under the direction of Project Engineers or other licensed PEs within the Engineering Division. Once licensed, these employees would ideally apply for the Project Engineer position

Budget/Fiscal Impact: Budgeted for current year

Options: N/A

Necessary Action: Approve

Attachments:

- Exhibit A: Resolution Cover Memo
- Exhibit B: Graduate Engineer (New) Job Description

