

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
9	08/24/09	Open	Action	08/14/09

Subject: Approving New and Modified Job Descriptions and RT's Authorized Classifications, Positions and Salary Grades

ISSUE

Whether or Not to Approve New and Modified Job Descriptions and RT's Authorized Classifications, Positions and Salary Grades.

RECOMMENDED ACTION

Adopt Resolution No. 09-08-_____, Amending Exhibit A of Resolution No. 09-08-0128, and Approving New and Modified Job Descriptions and RT's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$4,166
Budget Source:	Operating Budget	Next FY:	\$5,511
Funding Source:	Federal/State/Local	Annualized:	\$5,511
Cost Cntr/GL Acct(s) or Capital Project #:	cc32 Transportation & cc61 Legal Labor and Fringe Benefits Accounts		

DISCUSSION

On February 23, 2009, the Board of Directors approved the new and revised job descriptions resulting from the Waters Classification and Compensation study for the MCEG and AEA employee groups. Job descriptions for the Attorneys in the Office of the Chief Legal Counsel and the Executive Management Team remained pending.

Executive Management Team

A review of the Executive Management Team has resulted in revised job descriptions containing minor changes to accurately reflect team member responsibilities and formatting changes consistent with the new job description format adopted as a result of the Waters Classification Study.

Legal Division

After reviewing the needs and functions of the Legal Division, staff has identified a need to integrate and align supervisory leadership over RT's litigation and transactional legal practice, as well as the need for a structure to support career development, advancement and professional growth for the Attorneys. To address these issues and to assist in legal staff recruitment and

Approved: 
General Manager/CEO

Presented: 
Donna Bonnel, Director of Human Resources

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retention, staff proposes to reorganize the Legal Division by reclassifying the Chief Litigation Counsel to the new classification of Senior Attorney to supervise the staff and functions of RT's litigation matters and to eliminate one vacant Attorney III position and to add one additional Senior Attorney position to supervise the staff and functions of RT's transactional legal matters. In addition, the job descriptions for Attorney I, II and III have been revised to accurately reflect the responsibilities of the positions. The salary grades have been adjusted for the Attorney I, II, III and Senior based on market data and internal equity.

Transportation Department

The Senior Administrative Assistant allocated to the Transportation Department was misclassified during the Waters Classification Study. Upon further review of the responsibilities of the position, staff has determined that the position would be more accurately classified as an Administrative Supervisor. The effective date of the new job description for Administrative Supervisor and its corresponding salary grade will be retroactive to June 16, 2009.

RT pay policies specify that an employee who is placed into a higher pay grade as a result of a salary study is not considered to be promoted and there is no immediate adjustment of an employee's salary unless his or her current salary is below the minimum of the newly established range. Employees who are at the top of their ranges will be eligible to receive salary increases pursuant to terms negotiated with their bargaining unit. MCEG and AEA employees will not receive any increase for the calendar years 2009 and 2010 unless they fall below the minimum salary for the adopted salary range or unless otherwise approved by the Board.

Authorized Classifications, Positions and Salary Grades

Job descriptions for the following classifications are included with this issue paper as Exhibit B to the resolution:

- Administrative Supervisor
- Attorney I
- Attorney II
- Attorney III
- AGM Engineering and Construction
- AGM Marketing and Communications
- AGM Planning and Transit Systems Development
- Chief Administrative Officer/EEO Officer
- Chief Financial Officer
- Chief Legal Counsel
- Chief of Facilities and Business Support Services
- Chief Operating Officer

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- Compliance and Quality Assurance Auditor
- Deputy General Manager
- General Manager/CEO
- Senior Attorney

Changes to position control and salary grades resulting from the new and revised job descriptions for the Executive Management Team, the Attorney series and the Administrative Supervisor are reflected in the Authorized Classifications, Positions and Salary Grades List, attached to the Resolution as Exhibit A. A list of all new and modified job descriptions is attached to the Resolution as Exhibit B.

Staff recommends approval of this action.



Title: Assistant General Manager of Engineering and Construction

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to provide executive leadership and guidance to the Engineering and Construction staff in completing environmental studies, design, right of way acquisition, construction and maintenance projects. This is accomplished by collaborating with other District Executive Management Team members in support of District operations, directing staff in providing technical support of City and County development projects, Light Rail projects, and projects or issues of other local agencies and utility companies. Other duties include supervising and mentoring staff, developing Division annual budgets, overseeing project funding issues, project management and management of consultant contracts, representing the District at conferences, Board meetings and public meetings and meeting with State and Federal agencies regarding project development, execution and funding issues. The incumbent is expected to act as a top level advisor to the General Manager and the District's governing board.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Plans, organizes, directs and coordinates the activities of the Engineering and Construction Division, including project management, transit systems engineering, all construction management and project control functions. Provide leadership and guidance to Division staff, complete performance evaluations for direct reports, review performance evaluations of indirect reports and other Division staff, coach, counsel and discipline staff as necessary. Develop and monitor Division's annual budgets.	30%
2	S	Plans, organizes, directs, and coordinates the design and construction of the District's capital construction projects and engineering support to other divisions. This includes the engineering, design, construction, and construction management of projects. Assigns responsibilities and project priorities to Division Managers/Directors to complete design and construction of capital projects. Responsible for assisting in the District's planning and development of short- and long-range Capital Improvement Programs and in updating the 5-year Capital Improvement Plan. Occasionally manages capital projects or	60%



		consultant contracts and provides policy guidance in the development of capital projects by RT staff. Meets with and secures funding and approval from respective agencies. Confers with District operations staff to refine scopes of projects under development.	
3	S	Represent the District at national, state, and local meetings/conferences. Consult with other government agencies, business community, and private organizations to resolve issues, explore opportunities, advocates the District's concerns/interests with regard to City/County capital projects, and for planned projects or projects under development. Participates and presents information at public meetings. Provides District feedback on development projects or other transit agency projects. Establish and maintain an effective system of communications throughout the organization. Perform other duties as assigned.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Four (4) years of college resulting in a Bachelor's degree or equivalent from an accredited college or university in Engineering or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	A minimum of ten (10) years of experience in project development, design, estimating, scheduling, budgeting, contract administration, construction supervision or management, and project management with a strong emphasis on transportation and rail transit systems and facilities.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.



Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Professional Engineer license in the State of California is required.

KNOWLEDGE
<ul style="list-style-type: none"> • Policies, functions, and operations of a regional transit agency • Principles of administration and supervision • Project management • Environmental review process • Civil, track, and facilities engineering and design • Systems engineering and design • Architectural design procedures • Construction and construction management • Contract administration procedures • Procurement and materials management • Local, state and federal contracting regulations • Financial management to include capital acquisition and control procedures • Transit planning • Local, state and federal capital funding sources and programs

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software • Specialized software related to functional area



ABILITIES

- Plan, organize, implement, direct, and coordinate the engineering and construction functions of the regional transit District
- Establish and maintain adequate cost and schedule controls
- Analyze a variety of complex operational and administrative problems and develop corrective actions and policies
- Serve as a technical advisor to the General Manager and Board of Directors on a variety of problems
- Collect and analyze data and prepare comprehensive concise reports, and effectively represent the areas for which responsible to other District divisions, the community, and the appropriate governmental bodies



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; Observing work site; Observing work duties; Communicating with co-workers
Sitting	F	Desk work; For files
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	R	File drawers; Tables and chairs
Reaching	O	For supplies; For files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; Telephone keypad;
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs
Balancing	R	
Vision	F	Reading; Computer screen; Driving; Observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: Safety shoes, protective eyewear, safety vest and hardhat

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Assistant General Manager of Marketing and Communications

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This classification is responsible for developing a comprehensive marketing, communications and customer service program at the District with a consistent theme and a strong market research component; strengthening the District’s image in the community; and helping to develop and institutionalize a “customer first” focus throughout the District. The incumbent provides direction and management over the advertising, marketing, media, communications, and customer service functions as well as other assigned areas of responsibility.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Under executive direction of the General Manager/CEO, plans, organizes, directs and coordinates the District’s advertising, marketing, media, communications and customer service functions. The Assistant General Manager of Marketing and Communications represents the General Manager/CEO in a variety of capacities as assigned and serves as a member of various teams and committees. Formulates policies, procedures, and practices for the assigned functional areas within the Division and makes recommendations to the General Manager/CEO. Responsible for focusing on the strategic positioning of the District’s image and brand; leading efforts to increase the public and community support for public transportation and working to meet the growing demand and diversity of regional mobility needs. Other responsibilities include media relations, and serving as the chief public spokesperson.	30%
2	S	Marketing Function: Plans, organizes, directs and coordinates the full range of activities related to the development and implementation of a comprehensive advertising and marketing program for the District including conducting market research, developing brochures and print materials promoting the District developing multi-media campaigns. This position is responsible for planning and promoting special events at such venues as trade shows and expositions; directing all focus group meetings; and developing all fare products and collateral materials, including graphics and printing.	30%



3	S	Media and Communications Functional Area: Plans, organizes, directs and coordinates all media relations including developing fact sheets, writing and issuing press releases, and coordinating press conferences. Also oversees speech writing activities and the development of presentations. Works with the General Manager/CEO in responding to requests from elected officials. Manages the publishing of in-house and external newsletters and the content, layout and functionality of the external web site.	15%
4	S	Customer Service Function: Plans, organizes, directs and coordinates the activities of the Call Center, Customer Service and Sales Center, photo ID, reception and front desk, and other assigned functions.	25%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Marketing, Public Relations or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of ten (10) years of progressively responsible management experience in public sector marketing, communications, public relations or a related field. Transit industry experience is preferred.</p>
Supervision	<p>Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.</p>
Human Collaboration Skills	<p>Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.</p>
Freedom to Act	<p>The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.</p>
Technical Skills	<p>Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.</p>



Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



KNOWLEDGE
<ul style="list-style-type: none">• District policies, procedures and functions• Laws, ordinances, rules, regulations and codes applicable to the functional areas assigned• Principles of management, supervision and training• Budget development and administration• Interviewing and negotiation techniques

SKILLS
<ul style="list-style-type: none">• Advanced word processing, spreadsheet, presentation and database software• Specialized software related to functional area

ABILITIES
<ul style="list-style-type: none">• Plan, organize, direct, coordinate and supervise work and staff engaged in the assigned functional area• Serve as an advisor to the General Manager/CEO• Gather, assemble, analyze and evaluate customer and public information and make strategic analyses and projections• Analyze and resolve a variety of complex administrative issues• Communicate effectively, both orally and in writing• Establish and maintain cooperative working relationships



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	F	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	F	Supplies, files
Carrying	F	Supplies, files
Pushing/Pulling	F	File drawers
Reaching	F	For supplies, for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	N	
Bending	O	Filing in lower drawers
Twisting	F	From computer to telephone
Climbing	O	Stairs
Balancing	R	On step stools
Vision	F	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Assistant General Manager of Planning and Transit System Development

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This classification is responsible for coordinating all transit and service planning throughout the District and ensuring comprehensive plans that are consistent at all levels. This position provides direction and management over assigned functional areas such as strategic/long range planning, service/short range planning, real estate/joint development, ADA/DECAT, accessible services/customer advocacy and other assigned areas of responsibility. Serves as a key advisor to the General Manager/CEO and RT Board of Directors on transit planning and development matters.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Under executive direction of the General Manager/CEO, plans, organizes, directs and coordinates the District's long-range planning, short-range planning, real estate acquisition/disposition, and joint development functions, ADA paratransit service contracting and certification issues and DECAT liaison, and accessible services/customer advocacy functions. Serves as a member of various teams and committees. Represents the General Manager in a variety of capacities as assigned. Chairs the Service Evaluation Review Committee. Formulates policies, procedures, and practices for the assigned functional areas within the Planning Division and makes recommendations to the General Manager.	50%
2	S	Strategic (long range) Planning functional area: Works with District staff, local officials, commissions, and other organizations to develop long range plans to provide service to meet the transportation needs in the service area. Manages and directs the development of long range transportation plans including but not limited to new rail starts, bus expansion, bus and rail service integration, vehicle and facilities plans, and facility site/location decisions. Oversees long-term development projects from planning/funding development to the preliminary engineering phase.	9%



3	S	Service (short range) Planning functional area: Plans, organizes, directs, and coordinates the full range of duties related to developing the District's short range service plan, including routes, service days and span of service, and frequency. Monitors service performance and ridership.	9%
4	S	Real Estate/Joint Development functional area: Plans, organizes, directs, and coordinates the full range of duties related to the acquisition and disposal of real property and related rights, and related to land use and development involving District property.	9%
5	S	ADA/DECAT functional area: Plans, organizes, directs, and coordinates all duties relating to overseeing ADA service contracting, ADA intake and serves as DECAT liaison.	9%
6	S	Accessible Services/Customer Advocacy functional area: Plans, organizes, directs, and coordinates accessible services and customer advocacy functions.	9%
7	S	Represents the District at national, state, and local conferences. Consults with other government agencies, the business community, and private organizations to explore new ideas and resolve issues. Establishes and maintains an effective system of communications throughout the organization. Performs related duties as assigned.	5%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration, Planning or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of ten (10) years of progressively responsible management experience in planning for public transit services at various levels and time frames.</p>
Supervision	<p>Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.</p>
Human Collaboration Skills	<p>Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.</p>
Freedom to Act	<p>The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.</p>
Technical Skills	<p>Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.</p>
Budget Responsibility	<p>Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Writing	<p>Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>



Certification &
Other Requirements

KNOWLEDGE

- Policies, procedures, and functions of the District
- Laws, ordinances, rules, regulations, and codes applicable to the functional areas assigned
- Budget development and administration
- Governmental function, organization, and relationships
- Public transit planning methods, techniques and issues
- Funding sources, procedures, rules, and regulations
- Real estate acquisition/disposal processes, transit oriented joint development issues
- Principles of management, supervision, and training

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

ABILITIES

- Plan, organize, direct, coordinate, and supervise work and staff engaged in the assigned functional areas
- Gather, assemble, analyze, and evaluate facts evidence, data, and other information in order to draw reasonable and fair conclusions and make sound decisions
- Interpret and apply laws, rules, regulations, and legal precedents impacting the assigned area
- Serve as an advisor to the General Manager
- Analyze and resolve a variety of complex organizational, staffing, and related issues
- Maintain comprehensive records and reports
- Prepare clear and concise written and oral reports
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; Observing work site; Communicating with co-workers
Sitting	F	Desk work; Meetings
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	F	File drawers
Reaching	F	For supplies; For files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; Calculator
Kneeling	R	Filing in lower drawers
Crouching	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs
Balancing	R	On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	Nq

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Administrative Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to plan, organize and supervise administrative/clerical support personnel and coordinate all centralized administrative and office support functions of a department/division. Incumbents have responsibility for, and may participate in the work unit operations. This is accomplished by coordinating and monitoring work assignments of unit staff and department light duty assignments; developing work procedures, methods and record-keeping systems; performing personnel management functions; performing personnel and payroll transactions, maintaining payroll and employee records; coordinating and gathering information and drafting responses; typing, printing and distributing correspondence, tracking and recording information and preparing various reports; answering and screening calls; maintaining and ordering office supplies and inventories; administering procurement activities; creating and proofing documents and routing mail; may participate in the budget process, may compile and prepare budget documents. Other duties may include scheduling and coordinating meetings and events; completing records retention activities.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Supervises and assigns the work of a unit engaged in complex administrative and office support functions; coordinates, prioritizes and monitors work flow; provides assistance with difficult or unusual problems; develops work procedures, methods and record-keeping systems; participates in the hiring and training of staff; reviews work for completeness, accuracy and compliance with operating procedures; receives and resolves routine personnel matters and makes recommendation to superiors on difficult and complex personnel matters; conducts group and individual conferences to discuss rules, procedures and performance problems; encourages cooperation and teamwork among staff; completes performance evaluations; reviews, approves and signs time sheets and time off requests; monitors and assigns work of department light duty assignments.	55%
2	S	Provides complex administrative support to the assigned department by reviewing information, including summarization and representation; preparing letters, memos and reports on various	25%



		subjects; monitoring and tracking of department personnel issues including training, physicals, license, VTT expiration/renewal requirements, staffing, attendance, discipline and grievance timelines, light duty assignments; reviewing outgoing documents for accuracy and completeness; preparing, editing and reviewing data for documents, proposals, bids and purchase orders; ordering and maintaining office supplies; processing and coordinating the preparation and submission of payroll information, personnel transactions, requisitions and purchase orders; applying and explaining payroll and personnel rules; acts as liaison with several internal agencies including but not limited to central personnel, labor relations, risk, finance and payroll staff.	
3	S	Provides receptionist support to the assigned department by receiving and screening telephone inquiries and visitors, responding to questions and providing information; receiving complaints and routing them to the appropriate person, and taking and delivering messages.	10%
4	S	May be assigned limited budget responsibilities including: receiving and processing invoices; researching and resolving billing errors; coordinating items of the department budget by assisting in providing recommendations for budget projections, entering budget projections and information in the District budget program, coordinating and reconciling accounts payable, purchase orders and reporting information; preparing budget adjustments or fund transfers as necessary, and creating check requests, requisitions and purchase orders for vendor payments.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six (6) months/one (1) year of advanced study or training past the high school equivalency in administrative support and/or office management. Accredited community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of three (3) years of higher level office or administrative support experience including providing support to upper management level positions. One (1) year of lead or supervisory experience is preferred.</p>



Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has administrative budget responsibility which will include analysis of activity, research associated with line item reconciliation, as well as the responsibility for insuring that all expenses are supportable and allowable. Overall budget accountability is maintained at the Department/Division level, or as appropriate.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech, Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Typing Certificate verifying minimum typing speed of <u>60</u> net words per minute.



KNOWLEDGE
<ul style="list-style-type: none">• Standard office administration, methods, practices and techniques• Methods, practices and techniques of payroll, personnel, purchasing and accounting transactions• Effective supervisory practices, principles and techniques• Record keeping and filing methods.• Methods and techniques of filing, tracking, recording, and presenting information.• Practical application of computers and peripheral equipment.• English grammar, punctuation, spelling, and usage.• Standard office machine usage.• General methods of tactful public communication.• Financial reconciliation of budget expenditures and credit card purchases.

SKILLS
<ul style="list-style-type: none">• Advanced word processing, spreadsheet, presentation and database software.• Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none">• Evaluate, plan, prioritize, coordinate and delegate daily administrative and clerical operations• Lead and/or supervise the work of others engaged in clerical activities• Prioritize and deal with conflicting workload requirements• Handle contacts with courtesy, diplomacy, and tact• Read and understand Department policies and procedures• Prepare and review letters, memos, and general correspondences• Present information and respond to questions from Department staff• Deal with difficult people and situations• Learn District and departmental operating policies, procedures, systems and methods• Identify and analyze operational problems and recommend changes• Organize information clearly and precisely• Apply customer service skills, representing the District in a positive way• Accurately take notes and minutes for written meeting summaries• Extract data and written information from reports and transfer to other documents• Secure cooperation and teamwork among professional and/or support staff• Maintain confidentiality of information• Recognize and respect the limit of authority and responsibility



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Communicating with co-workers
Sitting	C	Computer keyboard; telephone keypad; calculator; calibrating equipment
Walking	F	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	F	Supplies; files
Pushing/Pulling	C	Desk work
Reaching	C	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	C	Paperwork
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves; ground
Crawling	N	
Bending	F	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	C	From computer to telephone
Climbing	F	Stairs
Balancing	N	
Vision	C	Reading; computer screen; observing work site
Hearing	C	Communications via telephone/radio to coworkers/public
Talking	C	Communications via telephone/radio to coworkers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Copier, fax machine, binding machine, folding machine, projectors, microfilm reader, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Attorney I

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to provide legal advice and support for the District in advisory, transactional, litigation and other legal matters as assigned by the Chief Legal Counsel. This work is mainly accomplished by gathering and interpreting data, including meeting and correspondence with District staff and third parties to elicit information and discuss relevant concerns about issues, transactions, and litigated matters; conducting legal research; preparing legal analyses, memos, and pleadings; drafting contracts and other documents; preparing materials to be presented to the Board of Directors, courts, and other entities; appearances before state and federal courts and other tribunals; and preparing memoranda, opinions, and recommendations in response to requests for legal advice by District staff.

This is the entry level in the attorney series with incumbent performing under direct supervision. Incumbent is expected to perform essential functions while learning the procedures and policies of the District and the practice of public law. This class is distinguished from the Attorney II in that the latter is more experienced.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Handles the basic level litigation and transactional matters, which may include tort liability, insurance, procurement, contract, environmental, permit, real property, development, transit, civil rights, labor, personnel, pension, funding, and administrative law issues. Incumbents assist with developing guidelines, procedures and forms; ensure compliance with state and federal laws and regulations; and advise and assist staff on legal issues. In relationship to litigation assignments, incumbents may evaluate liability; collect and prepare evidence; interview and prepare witnesses; prepare pleadings; conduct and respond to discovery; monitor and direct outside legal counsel; and represent the District in court, mediation/arbitration, and administrative proceedings. In relationship to transactional assignments, incumbents may evaluate liability; review procurement documents; prepare contract for goods, services and construction; review and prepare real property documents; review and prepare other agreements, including	55%



		collective bargaining agreements and pension plans; review environmental documents; review and prepare labor and personnel-related documents; and monitor and direct outside legal counsel.	
2	S	Review, revise, prepare district policies, issue papers, resolutions and ordinances.	10%
3	S	Identify legal issues; conduct legal research; analyze legal issues; discuss issues with supervisor; and prepare draft memorandum and opinions.	15%
4	S	Prepare responses to staff inquiries; work with staff to obtain factual background; conduct and analyze legal research; draft written responses with legal conclusions; conduct appropriate follow-up to ensure resolution and advise staff regarding legal issues including issues which affect organization's exposure to litigation, commercial, and transactional costs and risks, on performance and obligations on construction projects, on matters with direct consequence to organization's receipt, expenditure, and reimbursement of funds, on issues related to District funds, including retirement funds and associated financial obligations; may administer and manage expert consultant contracts.	20%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Juris Doctor degree or equivalent from an accredited school of law. Substitution of experience for the required education is not accepted.
Experience	No experience is required.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has no fiscal responsibility.



Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid California State Bar License

KNOWLEDGE
<ul style="list-style-type: none"> • Principles and practices of civil, constitutional, contract, property, governmental liability, administrative and public agency law. • Legal research techniques. • Rules of evidence, discovery, and civil procedure. • Rules of professional responsibility.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software • Specialized software related to functional area

ABILITIES
<ul style="list-style-type: none"> • Reach legally supportable conclusions on issues for which there does not appear to be a clearly stated rule or precedent. • Interpret and analyze legal issues. • Identify and investigate questions of fact and law. • Identify and locate witnesses, records, and experts. • Identify material terms and principles applicable to various types of commercial transactions. • Resolve differences of opinion with opposing counsel regarding such issues as risk of loss, indemnification, insurance coverage, bonding, and discovery. • Preparation of persuasive written and oral presentations.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making Presentations; Observing work duties; Communicating with co-workers
Sitting	C	Desk work, Meetings, Driving
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	O	File drawers; Equipment; Tables and chairs
Reaching	O	For supplies; For files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; Telephone keypad; Calculator
Kneeling	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs; Ladders; Step stools
Balancing	R	On ladders; On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, copier, scanner, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Attorney II

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to provide legal advice and support for the District in advisory, transactional, litigation and other legal matters as assigned by the Chief Legal Counsel. This work is mainly accomplished by gathering and interpreting data, including meeting and correspondence with District staff and third parties to elicit information and discuss relevant concerns about issues, transactions, and litigated matters; conducting legal research; preparing legal analyses, memos, and pleadings; drafting contracts and other documents; preparing materials to be presented to the Board of Directors, courts, and other entities; appearances before state and federal courts and other tribunals; and preparing memoranda, opinions, and recommendations in response to requests for legal advice by District staff.

This is the fully qualified professional journey level in the attorney series wherein the incumbent receives general instructions regarding the scope and approach to projects or assignments. Incumbent is expected to exercise judgment and initiative while handling legal matters and is fully aware of the operating procedures and policies of the District and the practice of law. This class is distinguished from the Attorney III in that the latter is responsible for more difficult or complex legal work.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Handles litigation and transactional matters, which may include tort liability, insurance, procurement, contract, environmental, permit, real property, development, transit, civil rights, labor, personnel, pension, funding, and administrative law issues. Incumbents develop guidelines, procedures and forms; ensure compliance with state and federal laws and regulations; and advise and assist staff on legal issues. In relationship to litigation assignments, incumbents may evaluate liability; collect and prepare evidence; interview and prepare witnesses; prepare pleadings; conduct and respond to discovery; monitor and direct outside legal counsel; and represent the District in court, mediation/arbitration, and administrative proceedings. In relationship to transactional assignments, incumbents may evaluate liability; review procurement documents; prepare contract for goods, services and	55%



		construction; review and prepare real property documents; review and prepare other agreements, including collective bargaining agreements and pension plans; review environmental documents; review and prepare labor and personnel-related documents; and monitor and direct outside legal counsel.	
2	S	Review, revise and prepare District policies, issue papers, resolutions and ordinances.	10%
3	S	Identify legal issues; conduct legal research; analyze legal issues; discuss issues with supervisor; prepare draft memorandum and opinions; monitor and provide advice on new legal developments related to new cases, laws, and regulations affecting the District.	15%
4	S	Prepare responses to staff inquiries; work with staff to obtain factual background; conduct and analyze legal research; draft written responses with legal conclusions; advise staff; conduct appropriate follow-up to ensure resolution; interpret existing District agreements and advise management and staff of interpretation; and advise staff and management regarding legal issues including on performance and obligations on construction projects, on matters with direct consequence to organization's receipt, expenditure, and reimbursement of funds, on issues related to District funds, including retirement funds and associated financial obligations; may administer and manage expert consultant contracts.	20%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Juris Doctor degree or equivalent from an accredited school of law. Substitution of experience for the required education is not accepted.
Experience	A minimum of three (3) years of progressively responsible experience as a practicing attorney, preferably practicing public agency law and/or civil litigation, OR A minimum of two (2) years of experience as an Attorney I with Sacramento Regional Transit District.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed



	periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has no budget responsibility. Position has limited fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid California State Bar License

KNOWLEDGE
<ul style="list-style-type: none"> • Principles and practices of civil, constitutional, contract, property, governmental liability, administrative, and public agency law. • Legal research techniques. • Rules of evidence, discovery, and civil procedure. • State and federal law and regulations related to organization, financing, operations, and liability of District. • District procedures and policies. • California Public Records Act. • Conflict of Interest law. • Rules of professional responsibility.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software • Specialized software related to functional area



ABILITIES

- Development of legally supportable conclusions on issues for which there does not appear to be a clearly stated rule or precedent.
- Interpret and analyze complex legal issues.
- Identify and investigate complex questions of fact and law.
- Identify and locate witnesses, records, and experts.
- Identify material terms and principles applicable to various types of commercial transactions.
- Effective preparation of contracts, opinions, and other legal documents.
- Resolve differences of opinion with opposing counsel regarding such issues as risk of loss, indemnification, insurance coverage, bonding, and discovery.
- Effective communication to staff and management on legal issues.
- Principles and methods of negotiation.
- Balance priority assignments.
- Preparation of persuasive written and oral presentations.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making Presentations; Observing work duties; Communicating with co-workers
Sitting	C	Desk work, Meetings, Driving
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	O	File drawers; Equipment; Tables and chairs
Reaching	O	For supplies; For files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; Telephone keypad; Calculator
Kneeling	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs; Ladders; Step stools
Balancing	R	On ladders; On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, copier, scanner, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Attorney III

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to provide legal advice, support, and representation for the District in complex advisory, transactional, litigation and other legal matters as assigned by the Chief Legal Counsel. This work is mainly accomplished by gathering and interpreting data, including meeting and correspondence with District staff and third parties to elicit information and discuss relevant concerns about issues, transactions, and litigated matters; conducting legal research; preparing legal analyses, memos, and pleadings; drafting contracts and other documents; preparing materials to be presented to the Board of Directors, courts, and other entities; appearances before state and federal courts and other tribunals; and preparing memoranda, opinions, and recommendations in response to requests for legal advice by District staff.

This is the experienced advanced professional level in the attorney series wherein the incumbent applies specialized expertise in handling a full range of legal matters and complex assignments. This class works under limited guidance and direction, receiving general instructions regarding the scope and approach to projects or assignments, but retaining discretion over the procedures and techniques to be applied to an assignment. This class is distinguished from the Senior Attorney in that the latter is responsible for leading and supervising attorneys and functions of the Legal Counsel's Office.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Handles complex litigation and transactional matters, which may include tort liability, insurance, procurement, contract, environmental, permit, real property, development, transit, civil rights, labor, personnel, pension, funding, and administrative law issues. Incumbents develop guidelines, procedures and forms; ensure compliance with state and federal laws and regulations; and advise and assist staff on legal issues. In relationship to litigation assignments, incumbents may evaluate liability; collect and prepare evidence; interview and prepare witnesses; prepare pleadings; conduct and respond to discovery; monitor and direct outside legal counsel; and represent the District in court, mediation/arbitration, and administrative proceedings. In relationship to transactional	40%



		assignments, incumbents may evaluate liability; review procurement documents; prepare contract for goods, services and construction; review and prepare real property documents; review and prepare other agreements, including collective bargaining agreements and pension plans; review environmental documents; review and prepare labor and personnel-related documents; and monitor and direct outside legal counsel.	
2	S	Review, revise and prepare District policies, issue papers, resolutions and ordinances; assist in preparation of draft legislation.	10%
3	S	Identify legal issues; conduct legal research; analyze legal issues; discuss issues with supervisor; prepare memorandum and opinions on complex legal issues; monitor and provide advice on new legal developments related to new cases, laws, and regulations affecting the District.	15%
4	S	Prepare responses to staff inquiries; work with staff to obtain factual background; conduct and analyze legal research; draft written responses with legal conclusions; advise staff; conduct appropriate follow-up to ensure resolution; interpret existing District agreements and advise management and staff of interpretation; and advise staff, management and Board regarding legal issues including on performance and obligations on construction projects, on matters with direct consequence to organization's receipt, expenditure, and reimbursement of funds, on issues related to District funds, including retirement funds and associated financial obligations; may administer and manage expert consultant contracts.	35%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Juris Doctor degree or equivalent from an accredited school of law. Substitution of experience for the required education is not accepted.
Experience	A minimum of five (5) years of progressively responsible experience as a practicing attorney, preferably practicing public agency law and/or civil litigation, OR A minimum of two (2) years of experience as an Attorney II with Sacramento Regional Transit District.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing and scheduling work.



Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance is reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has moderate fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid California State Bar License

KNOWLEDGE
<ul style="list-style-type: none"> • Principles and practices of civil, constitutional, contract, property, governmental liability, administrative and public agency law. • Legal research techniques. • Rules of evidence, discovery, and civil procedure. • State and federal law and regulations related to financing, operations, and liability of District. • California Public Records Act. • Conflict of Interest law. • Public transit law. • Rules of professional responsibility.



SKILLS
<ul style="list-style-type: none">• Advanced word processing, spreadsheet, presentation and database software• Specialized software related to functional area

ABILITIES
<ul style="list-style-type: none">• Development of legally supportable conclusions on issues for which there does not appear to be a clearly stated rule or precedent.• Interpret and analyze most complex legal issues.• Identify and investigate most complex questions of fact and law.• Identify and locate witnesses, records, and experts.• Identify material terms and principles applicable to various types of commercial transactions.• Effective preparation of contracts, opinions, and other legal documents.• Resolve differences of opinion with opposing counsel regarding such issues as risk of loss, indemnification, insurance coverage, bonding, and discovery.• Effective communication to staff and management on legal issues.• Principles and methods of negotiation.• Balance priority assignments.• Coordination of information among departments to obtain consensus on issues and agency policies/procedures.• Preparation of persuasive written and oral presentations.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making Presentations; Observing work duties; Communicating with co-workers
Sitting	C	Desk work, Meetings, Driving
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	O	File drawers; Equipment; Tables and chairs
Reaching	O	For supplies; For files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; Telephone keypad; Calculator
Kneeling	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs; Ladders; Step stools
Balancing	R	On ladders; On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, copier, scanner, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Chief Administrative Officer/Equal Employment Opportunity Officer

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This classification has a wide range of executive responsibilities for managing various administrative functions in the District. Incumbent is expected to provide executive direction and management over assigned functional area(s) such as Human Resources, Risk Management, Labor/Employee Relations and Equal Employment Opportunity, District-wide policies and procedures, records management, special projects, community relations or other assigned areas of responsibility. This position provides support to the General Manager’s office for Board liaison and meetings support, interdepartmental coordination at the executive management level, and District-wide communications.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Under executive direction of the General Manager/CEO, plans, organizes, directs and coordinates administrative requests directed to the General Manager’s Office related, but not limited to: Personnel issues such as hiring, discipline, grievances, and negotiations; labor/management relations and EEO issues.	10%
2	S	Serves as member of various teams and committees; represents the General Manager in a variety of capacities as assigned. Formulates policies, procedures, and practices for the assigned functional areas and makes recommendations to the General Manager and the Board of Directors. Reviews, analyzes, and approves, for the General Manager, various actions such as hiring and appointment conditions, grievance or risk settlements.	10%
3	S	The Human Resources functional area: Provides executive oversight for the administration and maintenance of a comprehensive human resources program involving the development, administration, and implementation of personnel rules, regulations, policies and procedures. Human Resources responsibility areas include recruitment, testing, training, classification, compensation and benefits administration.	20%



4	S	The Risk Management functional area: Provides executive oversight for the full range of duties related to the District's risk management, claims administration, and workers' compensation activities and program. This includes responsibility for the investigation and settlement of claims against or by the District, the purchase of liability insurance coverage, and settlement of workers' compensation issues and case management.	10%
5	S	The Labor/Employee Relations function: Serves as executive advisor to the negotiations team and sits as executive representative of management on the negotiation team, and reviews/approves grievances and arbitrations at the highest level as designated by the General Manager.	20%
6	S	As the District's executive EEO Officer: Provides oversight to the administration of EEO, including overseeing the District's compliance with all statutes, ordinances, rules, decrees, and other regulations pertaining to the District. This includes responsibility for overseeing the investigation and settlement of complaints, claims, and other EEO related grievances.	20%
8	S	Oversees/supervises the functions of the Clerk to the Board by providing executive direction in administration of the Board's affairs. Develops records management policies and practices for the District and monitors departmental compliance with requirements. Ensures appropriate record-keeping and records retention practices are in place throughout the District. Develops scopes of work to assist the General Manager with special projects. Provides project updates to executive staff, General Manager, and the District's board members. Responds promptly to constituent complaints or inquiries. Assists in budget analysis and feasibility studies for cost of new functions.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration, Human Resources Management, Industrial Relations, Psychology, Sociology or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of ten (10) years of progressively responsible management experience in the administration of human resources management, risk management, EEO, labor and/or employee relations. Public sector experience is preferred.</p>
Supervision	<p>Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.</p>
Human Collaboration Skills	<p>Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.</p>
Freedom to Act	<p>The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.</p>
Technical Skills	<p>Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.</p>
Budget Responsibility	<p>Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>



Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE

- District policies, procedures, and functions
- Laws, ordinances, rules, regulations, and codes applicable to the functional areas
- Budget development and administration
- Interviewing and negotiations techniques
- Governmental function, organization, and relationships
- Contract administration procedures
- Legal terminology and basic court procedures
- Human Resources principles, practices, laws, and regulations
- Risk management issues, problems, techniques, and procedures
- Public transit technology and information systems capabilities and issues
- Procurement and contracting principles and practices
- Principles of management, supervision, and training
- EEO principles, practices, laws and procedures

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

ABILITIES

- Plan, organize, direct, coordinate, and supervise work and staff engaged in the assigned functional areas
- Gather, assemble, analyze, and evaluate facts evidence, data, and other information in order to draw reasonable and fair conclusions and make sound decisions
- Interpret and apply laws, rules, regulations, and legal precedents impacting the assigned area
- Negotiate equitable settlements and solutions for grievances and other labor disputes, risk claims against the District, and other settlements
- Serve as an advisor to the General Manager and Board of Directors
- Analyze and resolve a variety of complex organizational, staffing, space needs, and other issues
- Maintain comprehensive records and reports
- Prepare clear and concise written and oral reports
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; Observing work sites; Communicating with co-workers; General business/office activities
Sitting	C	Desk work; Meetings
Walking	F	To other departments/offices; Around work sites
Lifting	R	Supplies; Files
Carrying	R	Supplies; Files
Pushing/Pulling	O	File drawers
Reaching	O	For supplies; For files
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard; telephone keypad; Calculator
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	R	From computer to telephone; Getting inside/out of vehicle
Climbing	O	Stairs
Balancing	R	On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Chief Financial Officer

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The Chief Financial Officer provides leadership and management by planning, organizing, directing and coordinating the District’s financial planning, accounting, budgeting, revenue, treasury, and grants administration and management and the District’s financial analysis and reporting functions.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	The Chief Financial Officer represents the General Manager/CEO in a variety of capacities as assigned, serves as a member of various internal and external teams or committees and provides overall direction for the District’s finances. In addition to providing oversight for the more traditional accounting and transaction-oriented activities, performs strategic analysis and financial projections. Develops an overall financial plan for the district and provides high-level financial analysis (including sensitivity and risk assessment) consistent with the District’s future vision and long-range plans. Develops a comprehensive multi-year capital program budget, including well-defined asset replacement projections and ensures connection between service planning and annual budgeting. Also formulates policies, procedures and practices for the assigned functional areas within the Finance Division and makes recommendations to the General Manager/CEO and the Board.	40%
2	S	Accounting function: Plans, organizes, directs and coordinates the full range of activities related to general ledger, accounts payable, payroll, accounts receivable and the physical tracking and accounting of fixed assets. For accounts payable, assures the timely payment of all invoices and claims, the tracking of the District’s liability on a daily basis and the forecasting of future payment amounts and due dates. When involved with accounts receivable, directs staff in the accounting and depositing of the District’s money. For payroll, assures the timely payment of RT staff.	10%



3	S	Revenue functional area: Plans, organizes, directs and coordinates the collection and recording of any cash revenue for RT including daily cash collection from fare boxes and fare vending machines. Also directs activities in revenue analysis and reconciliation with ridership counts.	2%
4	S	Treasury function: Plans, organizes, directs and coordinates the cash management, investment, financing and banking/operational programs. For cash management, oversees cash flow analysis and the District's investment account. Provides oversight for District and Pension investment programs and policies; plans and manages debt financing, leasing and other financial strategies from development through selection, implementation and monitoring.	15%
5	S	Grants Management and Administration function: Plans, organizes, directs and coordinates the application for accounting and reporting on all grant revenue and expenditures. When assigned the budgeting function, plans, organizes, directs and coordinates the full-range of budgeting activities including the development of both the operating and capital budgets (annual; multi-year) and (with Business Analysis and Reporting) financial forecasting scenarios. Responsibilities also include overseeing the development of a comprehensive capital improvement program, the identification of grant opportunities, writing federal, state and local grant applications, approving grant allocations for RT divisions/departments and tracking grant expenditures.	20%
6	S	Financial Analysis and Reporting function: Plans, organizes, directs and coordinates the full-range of analysis and reporting activities including performing RT financial analysis and overall financial performance monitoring. Also included is the development and analysis of fare policy and future year financial forecasting; and overseeing the development and administration of external and internal reporting, including but not limited to NTD Reports, federal and state triennial reviews, PUC reports, quarterly reporting, and monthly management reports. This function conducts special projects as required and chairs the Fare Policy Committee.	10%
7	S	Represents the District at national, state and local conferences. The CFO consults with other government agencies, the business community and private organizations to explore new ideas and resolve issues; establishes and maintains an effective system of communications throughout the organization; and performs related duties as assigned.	3%

JOB REQUIREMENTS:



-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Accounting, Finance, Business Administration, Public Administration or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of ten (10) years of progressively responsible management experience in public sector finance and accounting.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Directs the preparation of agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



KNOWLEDGE

- District's policies, procedures and functions
- Laws, ordinances, rules, regulations and codes applicable to the functional areas
- Principles of management, supervision and training
- Budget development and administration
- Interviewing and negotiation techniques

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

ABILITIES

- Plan, organize direct, coordinate and supervise work and staff engaged in the assigned functional
- Serve as an advisor to the General Manager/CEO and Board of Directors
- Gather, assemble, analyze and evaluate financial information and make strategic analyses and financial projections
- Interpret and apply laws, rules and regulations impacting the District's finances
- Analyze and resolve a variety of complex administrative issues
- Communicate effectively, both orally and in writing
- Establish and maintain effective, cooperative working relationships
- Maintain comprehensive records and reports



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, Observing work duties, Communicating with Co-workers and the public
Sitting	C	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	R	Supplies, files, etc.
Carrying	R	Supplies, equipment, files, etc.
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	O	For supplies, files
Handling	F	Paperwork, files, etc.
Fine Dexterity	F	Using computer keyboard, calculator, etc.
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers, retrieving items from lower shelves
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	C	Stairs (no elevator in Finance building)
Balancing	R	On step stools
Vision	C	Reading, computer screen, driving, observing work site
Hearing	C	Communicating via telephone/radio or in person to co-workers and the public
Talking	C	Communicating via telephone/radio or in person to co-workers and the public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	R
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1)

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	

(2)

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Chief Legal Counsel

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

Under direction from the District’s Board of Directors, this position performs highly responsible professional and legal work as the legal advisor to the District. Organizes, coordinates and directs the activities of the Legal Services Division.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	This position is responsible for management of the District’s legal services. In addition, the incumbent, as senior legal officer of the District, is directly responsible for performing the District’s most sensitive and complex legal affairs. Serves as a member of the District’s leadership team, and participates in the creation, development and achievement of District strategy and policy. Acts as a key participant and gives advice on matters directly relating to the District’s corporate governance, business and public policy; serves as the District’s Chief Legal Counsel, and is responsible for managing the public corporation’s legal matters and litigation. Advises the District’s Board of Directors, officers and employees on a wide range of legal, business, financial, and corporate issues affecting the District’s business and government affairs; serves as Counsel to the Board of Directors during meetings and deliberations of the Board. Makes presentations before committees and to the District Board of Directors and boards of other governmental agencies concerning District programs, requirements and policies; leads and manages the staff assigned to the Legal Services Division, including hiring, training, evaluating and counseling professional, administrative, paraprofessional and administrative staff; develops and implements strategies on a wide range of topics to assist in the resolution of legal, personnel and business issues to facilitate the accomplishment of District goals. Develops preventive law strategies and corporate policy and compliance programs to help minimize litigation, third party disputes and other potential project development and implementation problems. Maintains a	100%



comprehensive knowledge of pertinent federal and state laws, regulations, rulings, interpretations and court decisions as they affect the District. Performs other related duties as assigned.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Juris Doctor degree or equivalent from an accredited school of law. Substitution of experience for the required education is not accepted.
Experience	A minimum of twelve (12) years of broad and extensive experience as a practicing attorney, including progressively responsible management or supervisory and experience working with a public agency. Transit experience is preferred.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the division.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Reviews agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or



	above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Active Membership in the California State Bar.

KNOWLEDGE
<ul style="list-style-type: none">• Principles and practices of civil, constitutional, contract, tort, property, employment, environmental, municipal, and administrative law• Litigation and arbitration procedures and rules of evidence pertaining to state and federal court• Principles, methods, and practices of legal research• Labor relations and negotiations• Policies, operations, procedures, and functions of the District• Principles, practices and methods of supervision

SKILLS
<ul style="list-style-type: none">• Advanced word processing, spreadsheet, presentation and database software• Specialized software related to functional area

ABILITIES
<ul style="list-style-type: none">• Assign, coordinate, and supervise the work of subordinate staff• Research, analyze, and apply legal principles, facts, and precedents to legal issues• Advise and counsel District staff• Draft legal documents such as ordinances, resolutions, statutes, and contracts• Prepare and present cogent legal arguments at trials and hearings• State facts, law, and legal arguments clearly and logically in written and oral form• Effectively use and provide training in legal research methods• Establish and maintain cooperative working relationships with District staff, representatives of other governmental agencies, union officials, and the general public



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentation; Observing work site; Communicating with co-workers
Sitting	C	Desk work; Meetings
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	O	File drawers
Reaching	F	For supplies; For files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; Telephone keypad; Calculator
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; Getting inside vehicle
Climbing	R	Stairs
Balancing	R	On step stools
Vision	C	Reading; Computer screens; Driving; Observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Chief of Facilities and Business Support Services

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This classification is responsible for managing and maintaining the District’s fixed facilities, real property, and related assets and equipment, excluding rail transportation infrastructure and systems such as track and structure, rail power, signaling, wayside right of way and associated equipment and assets. This position provides executive level direction and management over assigned functional areas such as facilities maintenance, safety and environmental, property management, facilities program management, information technology/intelligent transportation systems (ITS), procurement, contracting and DBE and other assigned areas of responsibility.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	L	Under executive direction of the General Manager/CEO plans, organizes, directs and coordinates the District’s facilities maintenance, safety and environmental, property management, and facilities program management functions; the use of technology and information systems; procurement and contracting issues. Serves as a member of various teams and committees. Represents the General Manager in a variety of capacities as assigned. Formulates polices, procedures, and practices for the assigned functional areas within the Facilities Management Division and makes recommendations to the General Manager. Works with other District divisions and departments to lead the development of a comprehensive Capital Improvement Program to ensure an overall “state of good repair,” safe, clean, and effective environment for the District’s customers and employees.	15%
2	L	Facilities Maintenance functional area: Plans, organizes, directs, and coordinates the full range of duties related to servicing, cleaning, maintaining, and repairing the District’s fixed facilities, including but not limited to buildings and grounds, stations, bus stops and shelters, parking lots, and fueling facilities.	15%



3	L	Safety and Environmental functional area: Plans, organizes, directs, and coordinates the full range of duties related to ensuring compliance with all safety and environmental statutes, ordinances, rules, codes, and other regulations; complying with all internal and external safety and environmental reporting requirements; identifying and assessing safety and environmental risk; investigating and resolving safety issues, including accidents, hazardous material handling and disposal; and ensuring physical access security for the District's facilities and assets.	15%
4	S	Property Management functional area: Plans, organizes, directs, and coordinates the full range of duties related to managing the District's tenants, leases, and other agreements involving the use of the District's real property by external entities.	5%
5	S	Facilities Program Management functional area: Plans, organizes, directs, and coordinates the full range of duties related to managing capital improvement programs assigned to the division (excluding new service, major asset purchases, and major construction projects), including but not limited to District facilities for employees, small construction and rehabilitation, customer amenities, office furnishings and equipment, telephones/pagers/cell phones, records storage, and space planning. This function also includes resolving ADA universal standards and access issues.	15%
6	S	Oversight of Information Technology/Intelligent Transportation Systems functional area: Plans, organizes, directs and coordinates the full range of duties related to overseeing the selection, deployment, use and administration of information technology, ITS, and related systems within the District.	15%
7	S	Procurement, Contracting and Disadvantaged Business Enterprise (DBE) functional area: Plans, organizes, directs and coordinates the full range of duties related to overseeing the expenditure funds for goods, services and capital assets; and to overseeing the administration of the District's DBE program. This includes compliance with all statutes, ordinances, rules, decrees, and other regulations associated with procurement, contracting and DBE administration.	15%
8	S	Represents the District at national, state, and local conferences. Consults with other government agencies, the business community, and private organizations to explore new ideas and resolve issues. Establishes and maintains an effective system of communications throughout the organization. Performs related duties as assigned.	5%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration, engineering, construction management, project management or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of ten (10) years of progressively responsible management experience in facilities management and organizational support services
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the division.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress towarded fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.



Certification &
Other Requirements

KNOWLEDGE

- Policies, procedures, and functions of the District
- Laws, ordinances, rules, regulations, and codes applicable to the functional areas
- Budget development and administration
- Governmental function, organization, and relationships
- Facilities management techniques, methods and practices; facilities maintenance standards and practices
- Safety and environmental regulations and issues
- IT infrastructure and programming techniques and procedures
- Procurement process oversight and controls
- Project oversight and project management techniques
- Property management practices
- Program management oversight
- Principles of management, supervision, and training

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

ABILITIES

- Plan, organize, direct, coordinate, and supervise work and staff
- Gather, assemble, analyze, and evaluate facts evidence, data, and other information in order to draw reasonable and fair conclusions and make sound decisions
- Interpret and apply laws, rules, regulations, and legal precedents impacting the assigned area
- Serve as an advisor to the General Manager
- Analyze and resolve a variety of complex organizational, staffing, and other issues
- Maintain comprehensive records and reports
- Prepare clear and concise written and oral reports
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; Observing work site; Communicating with co-workers; Site inspections
Sitting	C	Desk work; Meetings
Walking	F	To other departments/offices; Around work site; Site visits
Lifting	R	Supplies; Files
Carrying	R	Supplies; Files
Pushing/Pulling	O	File drawers
Reaching	O	For supplies; For files
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard; telephone keypad; Calculator
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	R	From computer to telephone; Getting inside vehicle
Climbing	R	Stairs
Balancing	R	On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Chief Operating Officer

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This classification is primarily responsible for performing Executive Management level tasks in the following areas: Program, Policy, and Procedure Review, Analysis, and Support; Department Administration; and Project Oversight and Management. Work mainly involves strategic planning, complex problem solving and mediating highly conflicting, unexpected, and unusual problems involving multiple groups. Serves as a key advisor to the District’s General Manager/CEO, and Board of Directors; the Chief Operating Officer is the District’s internal subject matter expert on issues involving daily bus and rail operations.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Program, Policy, and Procedure Review, Analysis, and Support: Maintain executive level operational oversight of the District’s Bus and Light Rail System including both day-to-day transportation and maintenance responsibilities, Transit Police and security program and critical business and support functions, including service scheduling and operator training. Perform field reviews of the District’s operations. Participates as a key member of the District’s Capital Program Committee which has responsibility for development of the District’s multi-year Capital Improvement Program. Conduct operations and division staff meetings. Establish, regularly review and monitor performance indicators from each operation’s department. Participate in executive staff meetings. Conduct grievance hearings. Review rules, policies, and procedures for accuracy and consistency. Participate in District Board meetings and committee meetings. May serve on local, regional, and national committees such as the Capitol Corridor Joint Powers Authority, the San Joaquin Valley Rail Committee, APTA committee on public safety, and Operation Lifesaver, a national grade crossing safety organization on behalf of the District. Participate in rail operations and regulatory committee of California Transit Association with CPUC and FRA. Meet with California Public Utilities Commission and Federal Railroad Administration on rail safety issues and the California	40%



		Highway Patrol Motor Carrier Safety Committee. Other duties as assigned.	
2	S	Department Administration: Evaluating and recommending ways to enhance operational effectiveness, contain costs and improve efficiency. Review monthly budget reports from each operations department. Monitor capital spending for projects within the operations division. Review annual budget proposals from each operations department. Develop annual budgets, departmental goals, performance indicators and monitor compliance. Other duties as assigned.	30%
3	S	Project Oversight and Management: Receive and review material from equipment manufacturers regarding new technology. Evaluate technology from other manufacturers and transit operators. Participate in APTA forums on transit operations, technology specifications and service scheduling. Provides executive level direction and oversight for the development of rail, bus, and community bus services programs, vehicle requirements, operator programs, and maintenance requirements. Review specification language with operations, procurement, and engineering staff and provide technical direction. Attend design review meetings with consultants, architects, and engineers to review plans and specifications. Attend meetings with consultants and planning staff to review future capital projects. Review drawings, specifications, and budget estimates for District projects. Other duties as assigned.	30%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration, Engineering or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	A minimum of ten (10) years of progressively responsible management experience bus and rail operations.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.



Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Policies, operations, and functions of a regional transit agency • Laws, ordinances, and regulations affecting transportation services and equipment maintenance • Principles of administration and program management • Employer/employee relations and provisions for labor contracts • State and federal regulations regarding the operation of transit systems and transportation safety • Rail engineering and construction principles • Rail transit and railroad engineering, operations, and safety rules • Budget development and administration • Transit vehicle technical specifications and standards • Transit operations and maintenance functions • Public agency procurement regulations • Principles of transit service scheduling



SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

ABILITIES

- Ensure the provision of safe, reliable, and quality transit service operations
- Communicate effectively with external organizations and community groups about public transit
- Resolve sensitive issues raised by the community on District operations
- Plan, organize, and direct operations of a regional transit agency
- Serve on assigned local, regional, and national committees
- Prepare clear and concise administrative and technical reports
- Prepare and monitor complex budgets
- Manage and supervise large numbers of employees effectively



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; Observing work site; Communicating with co-workers
Sitting	F	Desk work; Meetings
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	F	File drawers
Reaching	F	For supplies; For files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; Calculator
Kneeling	R	Filing in lower drawers
Crouching	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs
Balancing	R	On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Compliance and Quality Assurance Auditor

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to perform complex operational and compliance and quality assurance audits of District Departments and functions; performs performance and compliance and quality assurance audits of contractors having contractual agreements with the District; reviews District operations and records to ensure: adequacy of internal controls, safeguarding of assets, compliance and quality assurance with District policies and procedures and federal, state and local agency grant requirements, effectiveness of operations and consistency with the District's organizational objectives.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Under general direction, develops annual audit plan, identifying areas of potential internal control exposure and areas for improving operational efficiency. Participates on various committees. Performs other duties as assigned.	20%
2	S	Reviews, analyzes and evaluates vendor/contractor activities, expenses, products and reports to ensure delivery of services or materials as specified, compliance and quality assurance with the contract, and validity of changes in scope of services and amounts.	20%
3	S	Examines departmental records to ensure proper recording of transactions and compliance and quality assurance with applicable laws.	20%
4	S	Evaluates District procedures for evidence of deficiencies in controls, duplication of efforts, fraud or failure to comply with laws, government regulations, and or District policies or procedures.	20%
5	S	Performs operational audits throughout the District to provide management with objective analysis of activities; prepare internal audit reports and communicate results of the audits to management. Evaluates the impact on District activities and recommends policy and procedural changes.	20%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration, Accounting, Auditing or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of seven (7) years of increasingly responsible experience reviewing agency functions, procedures, practices and operations. Experience in a governmental or public agency setting is preferred.</p>
Supervision	<p>Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions.</p>
Human Collaboration Skills	<p>Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.</p>
Freedom to Act	<p>The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.</p>
Technical Skills	<p>Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.</p>
Budget Responsibility	<p>Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Writing	<p>Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>



Certification &
Other Requirements

KNOWLEDGE

- Principles, practices, techniques and theories of internal control
- Auditing standards as set out in the Standards for the Professional Practice of Internal Auditing as prescribed by Government Code Section 1236
- Practices and techniques of quality assurance principles
- Practices, techniques and theories;
- computer applications and usage in auditing and data processing functions
- Statistical sampling techniques
- Application of contractual requirements.

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

ABILITIES

- Perform duties impartially, without compromising the integrity of the audit function
- Analyze, evaluate and resolve complex internal control and operational system problems
- Conduct effective operational audits which promote the District's ability to meet its organizational objectives
- Apply recognized auditing and quality assurance and Departmental standards to each auditing project
- Review reports, contracts and financial records for accuracy, clarity and completeness
- Review management practices for compliance & quality assurance with legal and procedural guidelines
- Reads and applies laws, rules, and regulations and guidelines applicable to the audit function being performed
- Exercise sound judgment in recommending more efficient systems, methods and procedures
- Perform comparative analyses of reports and arrive at logical conclusions and recommendations
- Establish and maintain effective working relationships with those contacted in the course of work to the extent possible without sacrificing integrity or impartiality in reporting District deficiencies



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; Observing work site; Observing work duties; Communicating with co-workers
Sitting	F	Desk work; For files
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	R	File drawers; Tables and chairs
Reaching	O	For supplies; For files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; Telephone keypad;
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs
Balancing	R	
Vision	F	Reading; Computer screen; Driving; Observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: Safety shoes, protective eyewear, safety vest and hardhat

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Deputy General Manager

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This is an executive-level position responsible for assisting the General Manager/CEO in carrying out the policies and programs of the District. Under policy direction, the Deputy General Manager is responsible for assisting General Manager/CEO in planning, developing, organizing, and directing the activities of the District. Incumbent provides highly complex and responsible direction for all areas of administrative programs; acts on behalf of the General Manager/CEO in his/her absence; and is accountable for accomplishing and furthering District and department goals and objectives within general policy guidelines.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Assist and support the General Manager/CEO by providing executive level management oversight and strategic direction to the District's divisions. Analyze and implement policies and procedures; assist in the development and modification of District short- and long-range plans; assist in the preparation of the District's overall financial plan and budget; and respond to and resolve public inquiries and complaints.	60%
2	S	Plan, review, and evaluate the work of subordinate management and professional staff; direct the selection of assigned staff; and act as General Manager/CEO in General Manager/CEO's absence. Select, motivate and evaluate personnel; resolve personnel concerns and issues; and provide for training and professional development.	10%
3	S	Confer with District management regarding operational and support service activities and programs; direct and interpret District policies and procedures; and ensure governmental and policy regulations are enforced. Explain, justify, and defend District programs, policies and programs; and negotiate and resolve sensitive and controversial issues.	10%
4	S	Serve as project manager for a variety of special projects; facilitate project activities and resolve issues; and develop and submit project reports to the General Manager/CEO and the Board of Directors.	10%



5	S	Maintain communication with other government agencies to coordinate regional issues and represent the District; and serve as liaison to executive managers, department heads, Board of Directors, and other external agencies. Represent the District's interests and positions before legislative authorities at all levels of government; and recommend policies and procedures.	10%
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JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Four (4) years of college resulting in a Bachelor's degree or equivalent from an accredited college or university in Business Administration, Public Administration or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	A minimum of ten (10) years of progressively responsible senior management/executive level experience, including five (5) years of experience in the administration of departments and/or complex projects in a large public or private organization. Transit or transportation experience is preferred.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above.



	However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Principles, policies and practices of management and administration • Policy development and implementation • Supervision, training, employee and organizational development, leadership, team building, motivation and conflict resolution • Budget development and administration • Principles of administration and management, labor relations, and personnel management • State and federal laws, ordinances, rules, and regulations affecting mass public transit • Sources of federal, state, and local funding for public transportation • Economic, political, social, and psychological factors related to providing public transportation

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software • Specialized software related to functional area



ABILITIES

- Plan and direct the work of managerial and professional staff
- Effectively train and evaluate staff
- Prepare and administer complex budgets
- Apply collaborative work strategies and gain the cooperation of employees at all levels of the organization
- Analyze issues and develop alternative solutions
- Prepare and/or analyze and evaluate comprehensive written reports with recommendations
- Make effective oral and written presentations to a variety of audiences
- Establish and maintain positive working relationships with District personnel, union representatives, and members of the public using principles of good customer services
- Adapt to frequent changes in priorities and meet deadlines
- Work beyond normal office hours for evening and weekend meetings
- Conduct business travel within the state and to other states
- Utilize necessary aptitudes including the ability to understand instructions, numeric aptitude, problem solving and analytic abilities
- Verbal aptitude and public speaking ability



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, Observing work duties, Communicating with Co-workers and the public
Sitting	C	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	R	Supplies, files, etc.
Carrying	R	Supplies, equipment, files, etc.
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	O	For supplies, files
Handling	F	Paperwork, files, etc.
Fine Dexterity	F	Using computer keyboard, calculator, etc.
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers, retrieving items from lower shelves
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	C	Stairs (no elevator in Finance building)
Balancing	R	On step stools
Vision	C	Reading, computer screen, driving, observing work site
Hearing	C	Communicating via telephone/radio or in person to co-workers and the public
Talking	C	Communicating via telephone/radio or in person to co-workers and the public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	R
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: General Manager/Chief Executive Officer

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This chief executive officer position is responsible for the administrative management of all services and operations for the District's regional public transit system.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Under the guidance of the Board of Directors, plan, develop, and establish District policies and objectives; direct the District towards current and long range goals; and assure compliance with federal, state, and municipal laws. Confer with senior staff to plan business objectives; direct, develop, and enforce organizational policies to coordinate functions and operations between divisions and departments; and establish responsibilities and procedures for attaining objectives. Oversee activity reports and financial statements to determine the progress and status of the District's financial structure. Direct the development of the operating and capital budgets. Revise objectives and plans in accordance with current conditions. Direct and coordinate the formulation of financial programs to provide funding for new and continuing operations to maximize returns and increase productivity. Confer with legislative liaison individuals and/or committees to develop recommendations for change in legislation and administrative procedures. Maintain official and informal associations with various federal, state, and local professionals and officials to facilitate funding and promote District objectives. Make recommendations to the Board of Directors regarding matters affecting District management, services, and operations.	80%
2	S	Represent the District at national, state, and local meetings/conferences to promote and explain District objectives. Consult with other government agencies, business community, and private organizations to resolve problems. Act as chief negotiator in the formulation of agreements with contract personnel. Establish and maintain an effective system of communications throughout the organization.	20%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of ten (10) years of progressively responsible management experience in a large urban public transportation system, including four (4) years of experience at the executive management level.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or



above. However, it may be obtained from experience and self-study.

Certification &
Other Requirements

KNOWLEDGE

- Functions and responsibilities of a regional transit District
- Principles of administration and management, labor relations, and personnel management
- Laws, ordinances, rules, and regulations affecting mass public transit
- Sources of federal, state, and local funding for public transportation
- Economic, political, social, and psychological factors related to providing public transportation
- Budget development and administration
- Financial planning and cost control
- Planning and development

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

ABILITIES

- Understand the interrelationship between federal, state, and local governments as they affect transportation
- Assimilate information from a variety of sources, analyze complex information, and recommend courses of action
- Plan, organize and direct District services and operations
- Read, analyze, and interpret technical journals, financial reports, and legal documents
- Respond to common inquiries/complaints from customers, regulatory agencies, and business community
- Apply mathematical concepts such as probability and statistical inference
- Prepare complex reports and correspondence
- Communicate clearly and effectively in written and oral form
- Speak persuasively before groups
- Direct a staff of diverse professionals
- Exercise good judgment
- Establish credibility with the Board of Directors
- Interact professionally with various levels of legislative and administrative officials, citizen boards, general public, and District employees
- Obtain a valid Class C California driver's license issued by the Department of Motor Vehicles



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, Observing work duties, Communicating with Co-workers and the public
Sitting	C	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	R	Supplies, files, etc.
Carrying	R	Supplies, equipment, files, etc.
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	O	For supplies, files
Handling	F	Paperwork, files, etc.
Fine Dexterity	F	Using computer keyboard, calculator, etc.
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers, retrieving items from lower shelves
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	C	Stairs (no elevator in Finance building)
Balancing	R	On step stools
Vision	C	Reading, computer screen, driving, observing work site
Hearing	C	Communicating via telephone/radio or in person to co-workers and the public
Talking	C	Communicating via telephone/radio or in person to co-workers and the public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	R
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.





Title: Senior Attorney

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is characterized by a combination of supervisory duties over legal staff and the practice of law by providing legal advice, support, and representation for the District in the most complex advisory, transactional, litigation and other legal matters as assigned by the Chief Legal Counsel, including litigation of highly complex and/or controversial administrative and civil matters which may have substantial impact on the organization. Under administrative direction, this position assists in organizing, coordinating and directing the activities of legal services including supervising the conduct of advisory, transactional, litigation, dispute resolution and other legal matters in support and representation for the District. This work is mainly accomplished by gathering and interpreting data, including meeting and correspondence with District staff and third parties to elicit information and discuss relevant concerns about issues, transactions, and litigated matters; coordinating assignments with legal staff; conducting legal research; preparing legal analyses, memos, and pleadings; drafting contracts and other documents; preparing materials to be presented to the Board of Directors, courts, and other entities; appearances before state and federal courts and other tribunals; and preparing memoranda, opinions, and recommendations in response to requests for legal advice by District staff.

Incumbents apply highly specialized expertise to the most complex and specialized assignments. This class works under the guidance of the Chief Legal Counsel, receiving administrative direction regarding the goals and approach to projects or assignments, but retaining discretion over the procedures and techniques to be applied to an assignment. This class is distinguished from the Chief Legal Counsel in that the latter is the Department Head with full and final responsibility and authority for operations and activities of the Legal Counsel’s Office.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Supervises professional, paraprofessional and support staff; communicates departmental goals and objectives and guides staff toward accomplishment of such; maintains knowledge of pertinent federal and state laws, regulations, rulings, interpretations and court decisions as they affect the District and provides advice and guidance to staff imparting knowledge of case law and legislative action.	10%



2	S	Supervises conduct of litigation, dispute resolution services and transactional matters for the District. Evaluates new litigation files; monitors case management and conduct of litigation. Develops and implements litigation guidelines, procedures, and forms. Reviews litigation work to ensure completeness, accuracy, and timeliness. Develop litigation strategies. Recommend, coordinate, monitor, and direct outside legal counsel; and resolve differences related to transactions with opposing counsel. Prepare complaints and responsive pleadings; prepare and respond to written discovery; take and defend depositions; review, interpret, and summarize records; prepare and collect documents and other evidence; communicate with clients, witnesses, experts, insurance carriers, and opposing counsel; assess exposure in case or dispute; draft briefs; prepare witnesses; attend hearings; prepare and present oral argument in court or other proceedings; and perform additional tasks in support of litigated cases. Supervises development and review of procurement, real property, environmental, and labor and personnel-related documents, and other agreements, including collective bargaining agreements and pension plans.	50%
3	S	Draft, review, and prepare contract documents for litigation related services. Ensure compliance with federal and state laws and regulations and grant restrictions. Advise staff on liability issues. Interpret collective bargaining agreements and memorandums of understanding. Review, revise, prepare and draft District policies, issue papers, resolutions and ordinances. Assist in preparation of draft legislation.	10%
4	S	Identify legal issues; conduct legal research; analyze legal issues; discuss issues with legal staff and management; prepare memorandum and opinions on complex legal issues; monitor and provide advice on new legal developments related to new cases, laws, and regulations affecting the District.	15%
5	S	Prepare responses to staff inquiries; work with staff to obtain factual background; conduct and analyze legal research; draft written responses with legal conclusions; conduct appropriate follow-up to ensure resolution; interpret existing District agreements and advise management and staff of interpretation; and advise staff, management and Board regarding legal issues including liability issues, on performance and obligations on construction projects, on matters with direct consequence to organization's receipt, expenditure, and reimbursement of funds; may administer and manage expert consultant contracts; assists in disciplinary actions and defending management in employee grievances.	15%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Juris Doctor degree or equivalent from an accredited school of law. Substitution of experience for the required education is not accepted.
Experience	A minimum of eight (8) years of progressively responsible experience as a practicing attorney, preferably practicing public agency law and/or civil litigation, OR A minimum of three (3) years of experience as an Attorney III or comparable position with Sacramento Regional Transit District.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has moderate budget responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid California State Bar License



KNOWLEDGE

- Principles of public law office management.
- Principles and practices of civil, constitutional, contract, property, governmental liability, administrative and public agency law.
- Legal research techniques.
- Rules of evidence, discovery, and civil procedure.
- State and federal law and regulations related to financing, operations, and liability of District.
- California Public Records Act.
- Conflict of Interest law.
- Public transit law.
- Rules of professional responsibility.

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

ABILITIES

- Development of legally supportable conclusions on issues for which there does not appear to be a clearly stated rule or precedent.
- Interpret and analyze most complex legal issues.
- Identify and investigate most complex questions of fact and law.
- Identify and locate witnesses, records, and experts.
- Identify material terms and principles applicable to various types of commercial transactions.
- Effective preparation of contracts, opinions, and other legal documents.
- Resolve differences of opinion with opposing counsel regarding such issues as risk of loss, indemnification, insurance coverage, bonding, and discovery.
- Effective communication to staff and management on legal issues.
- Principles and methods of negotiation.
- Balance priority assignments.
- Coordination of information among departments to obtain consensus on issues and agency policies/procedures.
- Preparation of persuasive written and oral presentations.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making Presentations; Observing work duties; Communicating with co-workers
Sitting	C	Desk work, Meetings, Driving
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	O	File drawers; Equipment; Tables and chairs
Reaching	O	For supplies; For files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; Telephone keypad; Calculator
Kneeling	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs; Ladders; Step stools
Balancing	R	On ladders; On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, copier, scanner, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

RESOLUTION NO. 09-08-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 24, 2009

**AMENDING EXHIBIT A OF RESOLUTION NO. 09-08-0128, AND APPROVING NEW
AND MODIFIED JOB DESCRIPTIONS AND THE DISTRICT'S AUTHORIZED
CLASSIFICATIONS, POSITIONS SALARY GRADE VALUES**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, effective September 1, 2009, Resolution No. 09-06-0128 is hereby amended
by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classifications,
Positions and Salary Grades."

THAT, effective September 1, 2009, the job descriptions shown in the attached
Exhibit B, "List of New and Modified Job Descriptions", are hereby approved.

THAT, effective retroactive to June 16, 2009, the new job description of
Administrative Supervisor, contained within the attached Exhibit B, is hereby approved.

STEVE COHN, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective September 1, 2009
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

See Footnote: */**/***(1)/(2)

<u>GENERAL FAMILY:</u>	<u>Job Classification Titles</u>	<u>Authorized</u>	
		<u>Positions</u>	<u>Grade</u>
	Accessible Services Analyst	0	207
	Accountant I	1	205
	Accountant II	3	108
	Administrative Assistant I	4	200
	Administrative Assistant II	20	202
	*(1) Administrative Supervisor	1	207
	Administrative Technician	15	204
	Assistant Architect	0	206
	Assistant Engineer	0	208
	Assistant Planner	2	207
	Assistant Resident Engineer	3	208
	Associate Architect	1	109
	Associate Civil Engineer	3	110
	Associate Engineer	0	109
	Associate Systems Engineer	5	110
	Benefits Analyst II - Health and Welfare	1	207
	Benefits Analyst II - Leave Administration	1	207
	Claims Analyst I	0	204
	Claims Analyst II	1	207
	Customer Advocacy Supervisor	1	109
	Customer Satisfaction Coordinator	1	204
	Customer Service Supervisor	2	108
	Engineering Technician	3	205
	Facilities Supervisor	3	109
	Grants Analyst	1	206
	Graphics Designer	3	205
	Human Resources Analyst II - Information Systems	1	207
	Human Resources Trainer	1	206
	Information Technology Business Systems Analyst	0	107
	Information Technology Project Coordinator	1	109
	Information Technology Service and Support Administrator	1	110
	Information Technology Technician I	2	205
	Information Technology Technician II	3	206
	Inspector	0	204
	Junior Engineer	0	205
	Maintenance Supervisor - Bus	9	210
	Maintenance Supervisor - Light Rail	9	210
	Maintenance Supervisor - Wayside	4	211
	Maintenance Trainer - Bus	1	210
	Maintenance Trainer - Light Rail	1	210
	Marketing and Communications Specialist	3	206
	Materiel Management Superintendent	3	110
	Network Operations Administrator	1	110
	Network Operations Engineer	1	208
	Operations Trainer	6	209
	Paralegal	0	205
	Payroll Analyst	1	204
	Payroll Supervisor	1	109
	Planner	2	208

* Denotes Change in Classification
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU

Job Classification Titles

	Authorized	
	Positions	Grade
Procurement Analyst I	0	205
Procurement Analyst II	5	207
Programmer Analyst I	0	205
Programmer Analyst II	0	208
Quality Assurance Specialist I	0	202
Quality Assurance Specialist II	0	205
Real Estate Analyst I	0	205
Real Estate Analyst II	1	207
Recruitment and Selection Analyst I	0	205
Recruitment and Selection Analyst II	2	207
Revenue Analyst	1	207
Route Check Supervisor	1	205
Route Checker	12	200
Safety Specialist I	1	205
Safety Specialist II	1	207
Schedule Analyst I	1	205
Schedule Analyst II	2	207
.(2) Senior Administrative Assistant	0	206
Senior Claims Analyst	1	109
Senior Classification and Compensation Analyst	1	108
Senior Community and Government Affairs Officer	2	108
Senior Engineering Technician	1	207
Senior Facilities Specialist	2	109
Senior Financial Analyst	3	108
Senior Grants Analyst	2	108
Senior Information Technology Business Systems Analyst	2	109
Senior Inspector	4	206
Senior Marketing and Communications Specialist	1	108
Senior Paralegal	1	207
Senior Procurement Analyst	2	109
Senior Programmer Analyst	1	109
Senior Quality Assurance Specialist	1	108
Senior Real Estate Analyst	0	108
Senior Recruitment and Selection Analyst	1	108
To Be Classified (was Cost Analyst)	1	TBD
To Be Classified (was Senior Human Resources Analyst)	1	TBD
Transit Officer Supervisor	1	G17
Vehicle Equipment Maintenance Specialist	1	207
Video and Communications Systems Analyst	1	208
Total General Family Allocations:	183	

* Denotes Change in Classification

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

*** No Grade, Salary Stated in MOU

Job Classification Titles**Authorized
Positions Grade**MANAGEMENT &CONFIDENTIAL FAMILY:

Accessible Services Administrator	1	109
Administrative Assistant I (<i>GM & Legal Cost Centers</i>)	0	200
Administrative Assistant II (<i>GM & Legal Cost Centers</i>)	2	202
Administrative Technician (<i>Employee Relations Cost Center</i>)	1	204
AGM of Engineering and Construction	1	IV
AGM of Marketing and Communications	1	II
AGM of Planning and Transit System Development	1	III
* Attorney I	0	108
* Attorney II	0	110
*(2) Attorney III	3	112
Benefits Administrator	1	110
Chief Administrative Officer/EEO Officer	1	II
Chief Financial Officer	1	IV
Chief Legal Counsel	1	**
Chief of Facilities and Business Support Services	1	II
Chief Operating Officer	1	V
Clerk to the Board	1	208
Community Bus Services Superintendent	1	110
Compliance and Quality Assurance Auditor	1	I
Deputy General Manager	1	VI
Director, Accessible Services and Customer Advocacy	1	112
Director, Bus Maintenance	1	112
Director, Civil and Track Design	1	113
Director, Community Bus Services	1	112
Director, Construction Management	1	112
Director, Facilities	1	112
Director, Finance and Treasury	1	112
Director, Human Resources	1	112
Director, Information Technology	1	112
Director, Labor Relations	1	112
Director, Light Rail	1	113
Director, Office Management and Budget	1	112
Director, Planning	1	112
Director, Procurement Services	1	112
Director, Project Management	1	112
Director, Real Estate	1	112
Director, Safety	1	112
Director, Scheduling	1	112
Director, Systems Design	1	113
Director, Transportation	1	112
EEO Administrator	1	110
Executive Assistant	1	207
General Manager/CEO	1	**
Labor Relations Analyst	1	207
Maintenance Superintendent - Bus	1	111
Maintenance Superintendent - Light Rail	1	111

* Denotes Change in Classification

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

*** No Grade, Salary Stated in MOU

<u>Job Classification Titles</u>	<u>Authorized</u>	
	<u>Positions</u>	<u>Grade</u>
Maintenance Superintendent - Wayside	1	111
Manager, Accounting	1	110
Manager, Community and Governmental Affairs	1	111
Manager, Contracts and Disadvantaged Business Enterprise	1	110
Manager, Customer Service	1	110
Manager, Enterprise Resources and Databases	1	111
Manager, Grants	1	110
Manager, Marketing and Communications	1	111
Manager, Quality Assurance	1	111
Manager, Revenue	1	110
Operations Training Administrator	1	110
Paralegal	0	205
Principal Planner	1	110
Purchasing and Materials Administrator	1	110
Quality Assurance Administrator	1	110
Real Estate Administrator - Acquisitions	1	109
Real Estate Administrator - Asset Management	1	109
Real Estate Administrator - Transit Oriented Development and Joint Development	1	109
Recruitment and Selection Administrator	1	110
Resident Engineer	1	110
Risk/Claims Administrator	1	110
Senior Administrative Assistant (<i>Engineering, CAO, CFO, COO & GM Cost Centers</i>)	5	206
Senior Architect	1	111
*(1) Senior Attorney	2	113
Senior Civil Engineer	2	111
Senior Community and Government Affairs Officer	1	108
Senior Labor Relations Analyst	1	109
Senior Paralegal (<i>Legal Cost Center</i>)	1	207
Senior Planner	3	109
Senior Project Control Engineer	3	109
Senior Safety Specialist	1	109
Senior Schedule Analyst	1	108
Senior Systems Engineer	1	111
Transportation Superintendent - Bus	3	110
Transportation Superintendent - Light Rail	2	110
Total Management and Confidential Allocations:	93	
Salaried Family Group		
To Be Determined:		
Principal Civil Engineer	0	112
Principal Systems Engineer	1	112
Senior Accountant	0	109
Total District-wide Salaried Allocations:	277	
AFSCME 146 Family:		
Community Bus Services Dispatcher Supervisor	5	***
Transportation Supervisor	53	***
Total AFSCME 146 Allocations:	58	

* Denotes Change in Classification

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

*** No Grade, Salary Stated in MOU

<u>Job Classification Titles</u>		<u>Authorized Positions</u>	<u>Grade</u>
<u>ATU 256 Family:</u>	Accounting Technician	2	***
	Claims Technician	1	***
	Clerk II	12	***
	Computer Technician	0	***
	Customer Services Representative II	22	***
	Customer Services Representative III	1	***
	Operators*	552	***
	Payroll Technician	1	***
	Senior Clerk	1	***
	Transit Officer	20	***
Total ATU 254 Allocations:		612	
*Board Authorized Operator Count: Bus Operator = 458, Community Bus Services Operator = 24, Light Rail Operator = 70			
<u>IBEW 1245 Family:</u>	Bus Service Worker	33	***
	Electronic Mechanic	3	***
	Facilities and Grounds Worker I	3	***
	Facilities and Grounds Worker II	3	***
	Facilities Electronic Technician	1	***
	Facilities Maintenance Mechanic	15	***
	Facilities Service Worker	14	***
	Light Rail Assistant Mechanic	6	***
	Light Rail Service Worker	19	***
	Light Rail Vehicle Technician	36	***
	Lineworker I	0	***
	Lineworker II	0	***
	Lineworker III	20	***
	Mechanic A	31	***
	Mechanic A (Body/Fender)	9	***
	Mechanic A (Gasoline/Propane)	3	***
	Mechanic B	15	***
	Mechanic C	17	***
	Painter	2	***
	Rail Laborer	0	***
	Rail Maintenance Worker	12	***
	Senior Mechanic	0	***
	Senior Rail Maintenance Worker	1	***
	Storekeeper	13	***
	Upholsterer	1	***
Total IBEW 1245 Allocations:		257	
TOTAL DISTRICT-WIDE AUTHORIZED ALLOCATIONS:		1204	

* Denotes Change in Classification
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU

Salaried Classification Series

Note: A vacancy occurring within a salaried classification series may be filled at the same level as that vacated or at any lower level provided that only the one vacancy is filled.

Accessible Services Analyst, Administrator
Accountant I, II, Senior
Administrative Assistant I, II, Technician, Senior, Supervisor
Assistant Architect, Associate, Senior
Assistant Planner, Planner, Senior, Principal
Attorney I, II, III, Senior
Benefits Analyst II, Administrator
Claims Analyst I, II, Senior, Administrator
Customer Service Supervisor, Administrator
Engineering Technician, Senior
Grants Analyst, Senior
Information Technology Technician I, II
Inspector, Senior Inspector, Assistant Resident Engineer, Resident Engineer
IT Business Systems Analyst, Senior
Junior Engineer, Assistant, Associate, Assistant Civil, Associate Civil, Senior, Principal
Junior Engineer, Assistant, Associate, Assistant Systems, Associate Systems, Senior, Principal
Labor Relations Analyst, Senior
Marketing and Communications Specialist, Senior
Operations Trainer, Administrator
Paralegal, Senior
Payroll Analyst, Supervisor
Procurement Analyst I, II, Senior
Programmer Analyst I, II, Senior
Quality Assurance Specialist I, II, Senior, Administrator
Real Estate Analyst I, II, Senior, Administrator
Recruitment and Selection Analyst I, II, Senior, Administrator
Safety Specialist I, II, Senior
Schedule Analyst I, II, Senior

EXHIBIT B
List of New and Modified Job Descriptions

Job Description Titles

AGM Engineering and Construction
AGM Marketing and Communications
AGM Planning and Transit Systems Development
Administrative Supervisor
Attorney I
Attorney II
Attorney III
Chief Administrative Officer/EEO
Chief Financial Officer
Chief Legal Counsel
Chief of Facilities and Business Support Services
Chief Operating Officer
Compliance and Quality Assurance Auditor
Deputy General Manager
General Manager/CEO
Senior Attorney