

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
7	04/11/11	Open	Action	04/01/11

Subject: Approving Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades

ISSUE

Whether or not to approve job descriptions and the District's Authorized Classifications, Positions and Salary Grades.

RECOMMENDED ACTION

Adopt Resolution No. 11-04-____, Amending Exhibit A of Resolution No. 11-02-0023, and Approving Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

None.

DISCUSSION

Planning Department

The Planning Department has determined that the development of the Comprehensive Operational Analysis (COA) has highlighted a need for more specific Planning skills to address the issues of route and service planning and the integration of the TransitAction Plan with local and regional planning efforts. Because of this, the department needs to ensure that the Planner job description accurately reflects current and future needs of the department.

A review of the Planner job description was conducted by the Human Resources and Planning Departments and the Job Evaluation Team (JET) and the parties determined that it is necessary to create two separate job descriptions to capture the skills specific to each specialized function. Two job descriptions were proposed: Long Range Planner which encompasses skills specific to transit's relationship to community development and the environment, land use planning, zoning, regional planning processes, economic development, transit oriented development, grant planning and Federal processes; and Service Planner which will plan and maintain an efficient route system based on traffic patterns, bus stop locations, connections, route relocation, deviation, demand estimates and new service development. The job descriptions are attached as Exhibit B.

Staff recommends that the Long Range Planner and Service Planner job descriptions be approved and placed at the same grade level as the Planner position, Grade 208. If the Board approves this action, the current Planner incumbent will be shifted into the Long Range Planner position and the second Planner position (HLC) will be shifted to the Service Planner position by the General Manager/CEO.

Approved:

Presented:

Final 4/5/11

General Manager/CEO

Director, Human Resources

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There is no change to the total number of authorized positions in the Planning Department associated with this change and there is no fiscal impact.

Finance and Treasury Department

The Human Resources Department recently conducted a recruitment for the Senior Grants Analyst vacancy in the Finance Department in which no selection was made. At that time, staff identified that the Senior Grants Analyst job description and title does not adequately capture the financial and accounting focus as it relates to grants and capital projects.

A review of the Senior Grants Analyst job description was conducted by the Human Resources and Finance Departments and the parties determined that the Senior Grants Analyst job description (Grade 108) and title should be modified to include language that more accurately captures the essential functions of the job. The revised job description is attached as Exhibit B. There is no change to the grade level or to the total number of authorized positions associated with this change and there is no fiscal impact.

Authorized Classifications, Positions and Salary Grades

Changes to position control described above are reflected in the Authorized Classifications, Positions and Salary Grades list, attached to the Resolution as Exhibit A.

Job descriptions for the following classifications are attached as Exhibit B:

- Long Range Planner
- Senior Grants Analyst
- Service Planner

Staff recommends approval of this action.

RESOLUTION NO. 11-04-_____

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

April 11, 2011

AMENDING EXHIBIT A OF RESOLUTION NO. 11-02-0023, AND APPROVING JOB DESCRIPTIONS AND THE DISTRICT'S AUTHORIZED CLASSIFICATIONS, POSITIONS AND SALARY GRADES

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

THAT, effective April 12, 2011, Resolution No. 11-02-0023 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classifications, Positions and Salary Grades."

THAT, effective April 12, 2011, the job descriptions of Long Range Planner, Senior Grants Analyst and Service Planner, attached as Exhibit B, are hereby approved.

DON NOTTOLI, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective April 12, 2011
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
<u>AEA Family:</u> Accessible Services Eligibility Specialist	4	205
Accountant I	0	205
Accountant II	0	108
Administrative Assistant I	1	200
Administrative Assistant II	10	202
Administrative Supervisor	1	207
Administrative Technician	12	204
Assistant Architect	0	206
Assistant Engineer	0	208
Assistant Planner	1	207
Assistant Resident Engineer	2	208
Associate Architect	1	109
Associate Civil Engineer	1	110
Associate Engineer	0	109
Associate Systems Engineer	4	110
Customer Advocacy Supervisor	1	109
Customer Advocate I	1	201
Customer Service Supervisor	1	108
Engineering Technician	1	205
Facilities Supervisor	3	109
Grants Analyst	0	206
Graphics Designer	2	205
Human Resources Trainer	0	206
Information Technology Business Systems Analyst	0	107
Information Technology Project Coordinator	1	109
Information Technology Technician I	0	205
Information Technology Technician II	1	206
Inspector	0	204
Junior Engineer	0	205
*(a) Long Range Planner	1	208
Maintenance Supervisor - Bus	8	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	2	206
Network Operations Engineer	1	208
Operations Trainer	2	209
Payroll Analyst	0	204
*(a) Planner	2	208
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

(a) Total number of authorized positions filled for the Long Range Planner, Planner and Service Planner classifications in the General Family may not exceed 2.

* 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>
Real Estate Analyst I	0	205
Real Estate Analyst II	0	207
Resident Engineer	0	110
Revenue Analyst	1	207
Route Check Supervisor	1	205
Route Checker	4	200
Safety Specialist I	0	205
Safety Specialist II	1	207
Schedule Analyst I	0	205
Schedule Analyst II	2	207
Senior Accountant	2	109
Senior Architect	1	111
Senior Civil Engineer	1	111
Senior Community and Government Affairs Officer	2	108
Senior Customer Advocate	1	205
Senior Engineering Technician	1	207
Senior Facilities Specialist	2	109
Senior Grants Analyst	2	108
Senior Information Technology Business Systems Analyst	1	109
Senior Inspector	2	206
Senior Marketing and Communications Specialist	0	108
Senior Planner	0	109
Senior Procurement Analyst	2	109
Senior Programmer Analyst	1	109
Senior Project Control Engineer	1	109
Senior Quality Assurance Specialist	1	108
Senior Real Estate Analyst	0	108
Senior Safety Specialist	1	109
Senior Systems Engineer	1	111
*(a) Service Planner	1	208
Vehicle Equipment Maintenance Specialist	0	207
Video and Communications Systems Analyst	1	208
Total General Family Allocations:	117	

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<u>MANAGEMENT & CONFIDENTIAL FAMILY:</u>	<u>Job Classification Titles</u>	<u>Authorized</u>	
		<u>Positions</u>	<u>Grade</u>
	Accessible Services Administrator	1	110
	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
	Attorney III	3	112
	Benefits Administrator	0	110
	Benefits Analyst II - Health and Welfare	0	207
	Benefits Analyst II - Leave Administration	1	207
	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
	Claims Analyst I	0	204
	Claims Analyst II	1	207
	Clerk to the Board	1	208
	Community Bus Services Superintendent	1	110
	Compliance and Quality Assurance Auditor	0	I
	Deputy General Manager	0	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	0	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	0	112
	Director, Safety	1	112
	Director, Scheduling	1	112
	Director, Systems Design	0	113
	Director, Transportation	1	112
	EEO Administrator	1	110
	Executive Assistant	1	207
	General Manager/CEO	1	**
	Human Resources Analyst II - Information Systems	1	207
	Information Technology Service and Support Administrator	1	110

* 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>
Labor Relations Analyst	1	207
Maintenance Superintendent - Bus	1	111
Maintenance Superintendent - Light Rail	1	111
Maintenance Superintendent - Wayside	1	111
Manager, Accounting	1	110
Manager, Community and Governmental Affairs	0	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	0	111
Manager, Revenue	1	110
Materiel Management Superintendent	3	110
Network Operations Administrator	1	110
Operations Training Administrator	1	110
Paralegal	0	205
Payroll Supervisor	1	109
Principal Planner	1	110
Principal Civil Engineer	0	112
Principal Systems Engineer	0	112
Purchasing and Materials Administrator	1	110
Quality Assurance Administrator	1	110
Real Estate Administrator - Acquisitions	0	109
Real Estate Administrator - Asset Management	1	109
Real Estate Administrator - Transit Oriented Development and Joint Development	0	109
Recruitment and Selection Administrator	1	110
Recruitment and Selection Analyst I	0	205
Recruitment and Selection Analyst II	2	207
Risk/Claims Administrator	1	110
Senior Administrative Assistant	4	206
Senior Attorney	2	113
Senior Claims Analyst	1	109
Senior Classification and Compensation Analyst	0	108
Senior Financial Analyst	3	108
Senior Labor Relations Analyst	1	109
Senior Paralegal	2	207
Senior Recruitment and Selection Analyst	1	108
Senior Schedule Analyst	0	108
Transportation Superintendent - Bus	2	110
Transportation Superintendent - Light Rail	2	110
Total Management and Confidential Allocations:		84
Total District-wide Salaried Allocations:		201

* 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>AFSCME 146 Family:</u>	Community Bus Services Dispatcher Supervisor	5	***
	Transit Officer Supervisor	1	***
	Transportation Supervisor	49	
	Total AFSCME 146 Allocations:	55	
<u>ATU 256 Family:</u>	Accounting Technician	1	***
	Claims Technician	1	***
	Clerk II	8	***
	Computer Technician	0	***
	Customer Services Representative II	15	***
	Customer Services Representative III	1	***
	Operators (CBS, Bus and Light Rail combined)	421	***
	Payroll Technician	1	***
	Senior Clerk	1	***
	Transit Officer	18	***
	Total ATU 254 Allocations:	467	
<u>IBEW 1245 Family:</u>	Bus Service Worker	28	***
	Electronic Mechanic	2	***
	Facilities and Grounds Worker I	2	***
	Facilities and Grounds Worker II	3	***
	Facilities Electronic Technician	1	***
	Facilities Maintenance Mechanic	11	***
	Facilities Service Worker	9	***
	Light Rail Assistant Mechanic	6	***
	Light Rail Service Worker	19	***
	Light Rail Vehicle Technician	32	***
	Lineworker I	0	***
	Lineworker II	0	***
	Lineworker III	16	***
	Mechanic A	25	***
	Mechanic A (Body/Fender)	7	***
	Mechanic A (Gasoline/Propane)	2	***
	Mechanic B	8	***
	Mechanic C	17	***
	Painter	2	***
	Rail Laborer	0	***
	Rail Maintenance Worker	8	***
	Senior Mechanic	0	***
	Senior Rail Maintenance Worker	1	***
	Storekeeper	8	***
	Upholsterer	1	***
	Total IBEW 1245 Allocations:	208	
TOTAL DISTRICT-WIDE AUTHORIZED ALLOCATIONS (including (a) footnote):		931	
TOTAL OVERALL AUTHORIZED ALLOCATIONS WILL NOT EXCEED:		929	

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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 Eligibility Specialist, 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 Advocate I, Senior
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, Associate Civil, Senior, Principal
Junior Engineer, Assistant, Associate, 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
Effective April 12, 2011
List of New and Modified Job Descriptions

<u>Job Description Titles</u>	<u>Disposition</u>
Long Range Planner	New
Senior Grants Analyst	Modified
Service Planner	New



Title: Long Range Planner

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to develop, coordinate and assist in the implementation of long range plans for transit services. This is accomplished by coordinating transit planning with other governmental bodies, environmental groups, land use planning organizations and developers, reviewing and making recommendations on development plans, drafting environmental impact reports, developing comments on the transit related recommendations made by other organizations, participating in interagency and internal project coordination committees, researching and analyzing data for transit plans, responding to requests for information and monitoring grant availability to assist in recommending use of grants for projects included in RT’s long range plans. Other duties include preparing presentations, working with consultants, and attending meetings.

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	Reviews development plans, providing RT comments on plans that are close to or influence RT bus and light rail services, participates in project development review meetings, attends Planning Commission, City Council or County Supervisors’ meetings on development plans (as necessary), reviews environmental documents including Notices of Preparation, interim documents and final environmental documents and appries other RT departments of developments and projects that may affect ongoing RT capital projects.	50 %
2	S	Monitors SACOG, CalTrans, and other Notices of Funding Availability for grants opportunities, provides information to the Planning staff and CPC on funding opportunities, works with the Finance Division to develop grant requests as directed by the CPC and writes issue papers to seek Board approval to pursue and implement grants, works with a variety of source agencies to comment on guidance and protocols for grant programs at the local and regional levels.	40 %
3	S	Facilitates special studies and planning activities including , Transit Master Plan implementation, Urban Land Institute and	10 %



similar planning organization functions, coordinates with planning officials in the Cities and the County of Sacramento, representing RT in special study, planning, and related activities and undertakes special activities related to station area planning, land-use and transit, demographics and environmental justice considerations, as well as assisting with special consultant studies.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree in Planning, Economics, Business or Public Administration, Environmental Studies 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 three (3) years of experience in urban, transportation, transit or land use planning or economic development .
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	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
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 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 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	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

- Theories, principles and practices of transportation planning requirements as they pertain to public transportation activities.
- Principles and practices, procedures, of transit service data collection and analysis.
- Principles and practices of complex report writing.
- Transit bus and rail scheduling systems.
- Socioeconomic, land use and development, environmental impacts, demographic, and travel behavior concepts.
- Applicable local, State, and Federal laws regulations and funding constraints applicable to public transportation operations.
- Development planning processes of applicable local agencies.
- Project management techniques and methods.
- Business and management principles involved in leadership, team building, and organizational behavior.
- Advanced math concepts, including statistical analysis techniques as they apply to planning.
- Economic and accounting principles, practices and reporting of transportation/financial data.
- Public relations methods to effectively interact, engage, respond, and validate public concerns.
- Active listening techniques and methods to diffuse and deal with angry citizens.
- Public speaking and presentation techniques and methods.

SKILLS

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



ABILITIES

- Interpret and apply established policies and procedures.
- Communicate effectively orally and in writing and modify technical information content to diverse audiences.
- Effectively prioritize and manage multiple projects and assignments simultaneously.
- Learn Regional Transit bus and light rail routes and schedules.
- Develop long-range (5 to 25-year) transit plans.
- Research, collect, tabulate, manipulate, evaluate and interpret planning data.
- Prepare written reports and verbal presentations.
- Apply advanced mathematical and statistical concepts to planning data.
- Ensure that City and County development projects support increased ridership and do not interfere with transit operations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Deal with difficult people and situations.
- Learn District and departmental operating policies and procedures.
- Organize information clearly and precisely, and effectively communicate messages to appropriate individuals.



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; communicating with co-workers; observing work site; observing work duties
Sitting	C	Desk work; meetings; driving
Walking	R	To other departments/offices/office equipment
Lifting	R	Files; supplies; equipment
Carrying	N	
Pushing/Pulling	F	File drawers; tables and chairs
Reaching	R	Files; supplies
Handling	R	Paperwork
Fine Dexterity	C	Computer keyboard; calculator; telephone pad; calibrating equipment
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	N	
Crawling	N	
Bending	R	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	R	Stairs; step stool
Balancing	N	
Vision	C	Driving; observing work site; reading; computer screen
Hearing	C	Communicating with co-workers and public and on telephone
Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	R	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, scanner, copier, 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	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	O
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	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



Title: Senior Grants Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to monitor, reconcile, report and analyze financial data related to capital project funding for both construction and non-construction projects. This is accomplished by maintaining and recording capital funding in computerized systems, monitoring and reconciliation of capital project funds, preparing grant applications and other reports as required, preparing annual capital budget and capital program update, and supporting project managers with respect to providing information and planning the use of grant funding for Capital Projects. Other duties include forecasting, training staff, audit support and researching and identifying funding opportunities.

ESSENTIAL FUNCTIONS:

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(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	Maintains and analyzes financial data related to capital funding by updating funding information for capital projects from approved grants, agreements or budget change documents in computer systems, creating and monitoring settlement rules in SAP capital project module for capital project expenditures, and preparing reconciliations of internal capital project funding data with federal, state and local funding sources.	30%
2	S	Administers grant funding activities by preparing funding applications and determining application requirements, working with project managers and subrecipients to obtain required project data, preparing funding reprogramming data and required agreement amendments, reviewing funding agreements prior to execution, reconciling grants and agreements for close-out, preparing and/or reviewing related issue papers for Board approval and meeting with internal staff and external agencies as required.	25%
3	S	Prepares, maintains and provides capital project budget information, works with project managers to provide capital project scope, cost and schedule information for capital improvement program, annual capital budget, financial forecasting and cash flows projections.	20%



4	S	Prepares reports on capital projects and grant funding including project financial and milestone reports, specialized reports as instructed by outside funding agencies and ad-hoc internal reports as needed, provides information for audits on capital project funding procedures used for managing the funding and expenditures for capital projects and provides oversight of subrecipients in compliance with Single Audit Guidelines for grant activity, invoicing and reporting.	15%
5	S	Identifies funding opportunities by researching websites, attending workshops and meetings and analyzing notifications of available funding, analyzes funding sources with respect to District's capital program to determine potential funding opportunities including matching and reporting requirements, determines opportunities for reprogramming of capital funding, applies for operating funds and provides training for staff.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Accounting, Finance, Business Administration, Public Administration or a closely 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 four (4) years of financial analysis, project accounting or grant accounting experience. Capital accounting and/or grant accounting experience with a public or transit agency is preferred.
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	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 moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
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	

KNOWLEDGE
<ul style="list-style-type: none"> • Public agency and general financial and accounting principles, policies and procedures. • Mathematical and statistical analytical techniques. • Planning, financing, and operation of a public transit system. • Principles of capital program development and grant administration. • Principles and practices of budget development and administration. • Principles and practices of financial and administrative report preparation and presentation. • Methods, procedures, and techniques relative to governmental assistance programs, grant applications, and regulations. • Funding agency requirements, restrictions, and regulations.

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



ABILITIES

- Provide specialized financial support to the District’s grant funded capital and non-construction projects.
- Prepare highly complex financial and administrative reports.
- Ensure accurate and timely submission of financial reports to various governing agencies.
- Analyze and interpret financial data and complex documents.
- Establish and maintain effective working relationships with employees and other agencies.
- Deal with difficult people and situations.
- Learn District and departmental operating policies and procedures.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely
- Effectively prioritize and manage multiple priorities and deadlines.



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	Communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	O	To other departments/offices
Lifting	O	Supplies; files
Carrying	F	Files
Pushing/Pulling	O	File drawers
Reaching	C	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	None
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	O	Stairs; step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; driving
Hearing	C	Communicating via telephone/radio; to coworkers/public
Talking	O	Communicating via telephone/radio; to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, calculator, fax machine, copier, scanner, application extender, 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	N
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	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: Service Planner

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to perform planning duties specifically related to the design and analysis of transit services. This is accomplished by conducting route studies including analyzing route structures and advising on the effect of changes to route design, collecting, maintaining and analyzing service-related data in order to create various reports and respond to federal, state and local reporting requirements and performing research in order to respond to inquiries and complaints regarding route performance and design. Other duties include preparing presentations, responding to ad-hoc requests, and attending meetings.

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	Conducts route studies by field investigations evaluating number of stops, length of route and number of runs and reviews of passenger surveys, monitors route performance for effectiveness, calculates projected ridership and performance statistics, proposes modifications to existing services including route design, service frequencies and vehicle assignment requirements, advises management on the effect of proposed service changes, coordinates with other departments on service related issues. .	50 %
2	S	Collects service-related data from various sources and develops and maintains database in order to prepare federal, state and local reports, performs data analysis in order to prepare various reports related to ridership, route productivity and service measurements and performance indicators for management staff, participates in the completion of the Short Range Transit and Fleet Management plans, communicate and coordinates with other departments to determine methods for ongoing data collection .	40 %
3	S	Performs research in order to respond to inquiries and complaints from internal and external customers, attends community meetings and public hearings as needed in order to communicate service related information.	10 %



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree in Planning, Economics, Business or Public Administration, Environmental Studies 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 three (3) years of experience in urban, transportation or transit planning. Additional experience with GIS (Geographic Information Systems) software is preferred</p>
Supervision	<p>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.</p>
Human Collaboration Skills	<p>Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.</p>
Freedom to Act	<p>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 reviewed periodically.</p>
Technical Skills	<p>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.</p>
Budget Responsibility	<p>Position has no fiscal responsibility.</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
<ul style="list-style-type: none"> • Theories, principles and practices of transportation planning requirements as they pertain to public transportation activities. • Principles practices and techniques of transit service data collection and analysis. • Principles and practices of complex report writing. • Transit bus and rail scheduling systems. • Socioeconomic, land use and development, environmental impacts, demographic, and travel behavior concepts. • Applicable local, State, and Federal laws, regulations and funding constraints applicable to public transportation operations. • Project management techniques and methods. • Business and management principles involved in leadership, team building, and organizational behavior. • Advanced math concepts, including statistical analysis techniques as they apply to planning. • Economic and accounting principles, practices and reporting of transportation/financial data. • Public relations methods to effectively interact, engage, respond, and validate public concerns. • Active listening techniques and methods to diffuse and deal with angry citizens. • Public speaking and presentation techniques and methods.
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.



ABILITIES

- Interpret and apply established policies and procedures.
- Communicate effectively orally and in writing and modify technical information content to diverse audiences.
- Learn District's ridership data collection methods.
- Effectively prioritize and manage multiple projects and assignments simultaneously.
- Learn Regional Transit bus and light rail routes and schedules.
- Develop service plans designed to remedy problems or improve service quality, efficiency and effectiveness.
- Research, collect, tabulate, manipulate, evaluate and interpret planning data.
- Prepare written reports and verbal presentations.
- Apply advanced mathematical and statistical concepts to planning data.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Deal with difficult people and situations.
- Learn District and departmental operating policies and procedures.
- Organize information clearly and precisely, and effectively communicate messages to appropriate individuals.



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; communicating with co-workers; observing work site; observing work duties
Sitting	C	Desk work; meetings; driving
Walking	R	To other departments/offices/office equipment
Lifting	R	Files; supplies; equipment
Carrying	N	
Pushing/Pulling	F	File drawers; tables and chairs
Reaching	R	Files; supplies
Handling	R	Paperwork
Fine Dexterity	C	Computer keyboard; calculator; telephone pad; calibrating equipment
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	N	
Crawling	N	
Bending	R	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	R	Stairs; step stool
Balancing	N	
Vision	C	Driving; observing work site; reading; computer screen
Hearing	C	Communicating with co-workers and public and on telephone
Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, scanner, copier, 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	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
-------------------------------------------------------	---------------------------------------------------	-------------------------------------------------	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
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	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.