

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
12	12/10/12	Open	Action	11/19/12

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

ISSUE

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

RECOMMENDED ACTION

Adopt Resolution No. 12-12- ____, Amending Exhibit A of Resolution No. 12-11-0175, and Approving the District's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

Budgeted:	No	This FY:	\$	1,635
Budget Source:	Operating	Next FY:	\$	na
Funding Source:	Operating	Annualized:	\$	na
Cost Cntr/GL Acct(s) or Capital Project #:	40000036	Total Amount:	\$	1,635
Total Budget:	\$ 1,635			

DISCUSSION

Police Services

On August 15, 2012, RT received a Request for Reclassification Study from the Administrative Assistant II incumbent in the Police Services Department.

The Human Resources Department initiated a job analysis on the position, which included conducting a desk audit interview with the incumbent and asking the incumbent to complete a Job Description Questionnaire (JDQ). The interview and JDQ showed that the incumbent's responsibilities require the ability to use various databases and tables in order to create, update and maintain queries for various standard and ad-hoc reports. Her supervisor confirmed the need to have these functions performed.

The job analysis clearly shows that the majority of the duties performed by the Administrative Assistant II incumbent involve collecting, interpreting, making recommendations, tracking and processing information specific to Police Services. Because the nature of the work is more appropriately classified as an Administrative Technician, staff recommends the position be reclassified as an Administrative Technician, effective August 15, 2012. RT management has determined that the need exists to have the work performed at this level.

Approved:

Presented:

Final 12/03/12

General Manager/CEO

Director, Human Resources

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
12	12/10/12	Open	Action	11/19/12

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

If the Board approves this action, the current Administrative Assistant II in Police Services will be shifted into the Administrative Technician classification by the General Manager/CEO.

Since the salary grade for the Administrative Technician classification is 204, the resulting fiscal impact for FY 2013 includes a retroactive payment of \$750.20 which represents the difference in the incumbent's monthly salary from August 15, 2012 through December 15, 2012.

The changes to position control are reflected in the authorized Classifications, Positions, and Salary Grades List attached as Exhibit A to the Resolution.

Staff recommends approval of this action.

RESOLUTION NO. 12-12-_____

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

_____December 10, 2012_____

AMENDING EXHIBIT A OF RESOLUTION NO. 12-11-0175, AND APPROVING 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 December 16, 2012, Resolution No. 12-11-0175 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classification, Positions and Salary Grades."

BONNIE PANNELL, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective December 16, 2012
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
AEA Family:		
Accountant I	0	205
Accountant II	0	108
Assistant Architect	0	206
Assistant Engineer	0	208
Assistant Planner	2	207
Assistant Resident Engineer	2	208
Associate Architect	1	109
Associate Civil Engineer	1	110
Associate Engineer	0	109
Associate Systems Engineer	2	110
Engineering Technician	1	205
Grants Analyst	0	206
Human Resources Trainer	0	206
Information Technology Business Systems Analyst	0	107
Inspector	0	204
Junior Engineer	0	205
Long Range Planner	1	208
Network Operations Technician	2	205
Payroll Analyst	1	204
Procurement Analyst I	0	205
Procurement Analyst II	4	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	0	207
Resident Engineer	0	110
Revenue Analyst	1	207
Schedule Analyst I	1	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 Engineering Technician	1	207
Senior Grants Analyst	2	108
Senior Information Technology Business Systems Analyst	2	109
Senior Marketing and Communications Specialist	1	108
Senior Planner	0	109
Senior Procurement Analyst	3	109
Senior Programmer Analyst	2	109
Senior Project Control Engineer	1	109
Senior Quality Assurance Specialist	1	108

* Denotes Change in Classification/Count
(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>
Senior Real Estate Analyst	0	108
Senior Systems Engineer	1	111
Service Planner	1	208
Vehicle Equipment Maintenance Specialist	0	207
Video Communications Systems Analyst	2	208
Total General Family Allocations:		44

* Denotes Change in Classification/Count
(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>
MANAGEMENT & CONFIDENTIAL FAMILY:		
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>	1	202
Administrative Technician <i>(Employee Relations Cost Center)</i>	1	204
AGM of Engineering and Construction	1	IV
AGM of Marketing and Communications	1	III
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
Chief Administrative Officer	1	III
Chief Financial Officer	1	IV
Chief Counsel	1	**
Chief of Facilities and Business Support Services	1	III
Chief Operating Officer	1	V
Claims Analyst I	0	204
Claims Analyst II	2	207
Clerk to the Board	1	208
Community Bus Services Superintendent	0	110
Compliance and Quality Assurance Auditor	1	112
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	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	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 I	1	205
Human Resources Analyst II	1	208

* Denotes Change in Classification/Count

(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>
Information Technology Service and Support Administrator	1	110
Labor Relations Analyst I	0	205
Labor Relations Analyst II	0	208
Legal Secretary	1	204
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
Risk/Claims Administrator	1	110
Senior Administrative Assistant	5	206
Senior Attorney	2	113
Senior Claims Analyst	1	109
Senior Classification and Compensation Analyst	0	108
Senior Financial Analyst	3	108
Senior Human Resources Analyst	4	109
Senior Labor Relations Analyst	2	109
Senior Paralegal	2	207
Senior Schedule Analyst	0	108
Transportation Superintendent - Bus	3	110
Transportation Superintendent - Light Rail	2	110
Total Management and Confidential Allocations:	89	
Total District-wide Salaried Allocations:	133	

* Denotes Change in Classification/Count
(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>
AFSCME 146 Family:		
Accessible Services Eligibility Specialist	3	205
Administrative Assistant I	0	200
*(a) Administrative Assistant II	12	202
Administrative Supervisor	1	***
*(1)(a) Administrative Technician	14	204
Community Bus Services Dispatcher Supervisor	5	***
Customer Advocacy Supervisor	1	***
Customer Advocate I	1	201
Customer Service Supervisor	1	***
Facilities Supervisor	3	***
Graphic Designer	2	205
Information Technology Project Coordinator	1	109
Information Technology Technician I	0	205
Information Technology Technician II	1	206
Maintenance Supervisor - Bus	8	***
Maintenance Supervisor - Light Rail	9	***
Maintenance Supervisor - Wayside	4	***
Maintenance Trainer - Bus	1	***
Maintenance Trainer - Light Rail	1	***
Marketing and Communications Specialist	1	206
Network Operations Engineer	1	208
Operations Trainer	4	209
Route Check Supervisor	0	***
Route Checker	4	200
Safety Specialist I	0	205
Safety Specialist II	0	207
Senior Customer Advocate	1	205
Senior Facilities Specialist	2	109
Senior Inspector	1	206
Senior Safety Specialist	2	109
Transit Officer Supervisor	1	***
Transportation Supervisor	49	
Total AFSCME 146 Allocations:	134	
ATU 256 Family:		
Accounting Technician	1	***
Claims Technician	1	***
Clerk II	10	***
Computer Technician	0	***
Customer Service Representative II	14	***
Customer Service Representative III	1	***
Operators (CBS, Bus and Light Rail combined)	457	***
Payroll Technician	1	***
Senior Clerk	1	***
Transit Officer	18	***
Total ATU 254 Allocations:	504	

* Denotes Change in Classification/Count
(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**

(a) Total number of authorized positions filled for both the Administrative Assistant II and Administrative Technician in the AFSCME Family may not exceed 25.

* Denotes Change in Classification/Count
(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>
IBEW 1245 Family:		
Bus Service Worker	29	***
Electronic Mechanic	2	***
Facilities and Grounds Worker I	2	***
Facilities and Grounds Worker II	4	***
Facilities Electronic Technician	1	***
Facilities Maintenance Mechanic	13	***
Facilities Service Worker	9	***
Light Rail Assistant Mechanic	6	***
Light Rail Service Worker	20	***
Light Rail Vehicle Technician	32	***
Lineworker I	0	***
Lineworker II	0	***
Lineworker III	16	***
Mechanic A	26	***
Mechanic A (Body/Fender)	6	***
Mechanic A (Gasoline/Propane)	2	***
Mechanic B	8	***
Mechanic C	17	***
Painter	2	***
Rail Laborer	2	***
Rail Maintenance Worker	8	***
Senior Mechanic	0	***
Senior Rail Maintenance Worker	1	***
Storekeeper	8	***
Upholsterer	1	***
Total IBEW 1245 Allocations:	215	
TOTAL DISTRICT-WIDE AUTHORIZED ALLOCATIONS (including (a) footnote):	986	
TOTAL OVERALL AUTHORIZED ALLOCATIONS WILL NOT EXCEED:	985	

* Denotes Change in Classification/Count
(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 Eligibility Specialist, Administrator
Accountant I, II, Senior
Administrative Assistant I, II, Technician, Senior, Supervisor
Assistant Architect, Associate, Senior
Assistant Planner, Service Planner, Long Range Planner, Senior, Principal
Attorney I, II, III, Senior
Claims Analyst I, II, Senior, Administrator
Customer Advocate I, Senior
Engineering Technician, Senior
Grants Analyst, Senior
Human Resources Analyst I, II, Senior
Information Technology Technician I, II, IT Service and Support Administrator
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 I, II, Senior
Marketing and Communications Specialist, Senior
Network Operations Technician, Network Operations Engineer, Network Operations Administrator
Network Operations Technician, Video Communications Systems Analyst, Network Operations Administrator
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
Safety Specialist I, II, Senior
Schedule Analyst I, II, Senior