

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
11	07/23/12	Open	Action	07/11/12

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

## ISSUE

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

## RECOMMENDED ACTION

Adopt Resolution No. 12-07- \_\_\_\_\_, Amending Exhibit A of Resolution No. 12-02-0032, and Approving Modified and New Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades.

## FISCAL IMPACT

There is no additional fiscal impact as a result of this action. Positions noted throughout this report as authorized were also funded within the FY 2013 Operating Budget adopted on June 25, 2012.

## DISCUSSION

Personnel Action Summary: This proposed action will result in the modifications to four existing job descriptions (Chief Administrative Officer, Safety Specialist I, Safety Specialist II, and Senior Safety Specialist), two new job descriptions (Legal Secretary and Network Operations Technician) and a title change to one job description (Chief Counsel). The discussion also provides justification for one additional Assistant Planner position, the elimination of the Route Check Supervisor position and the addition of thirty-three (33) positions to the District's number of authorized positions adopted with Regional Transit's FY 2013 Operating Budget, Resolution Number 12-06-0101.

Changes to the total number of authorized positions associated with this item are reflected in the Authorized Classifications, Positions and Salary Grades list (Authorized Positions List), attached to the Resolution as Exhibit A, and the fiscal impact associated with these changes is reflected in RT's adopted FY 2013 Operating Budget. The modified and new job descriptions are attached to the Resolution as Exhibit B.

### Office of Chief Legal Counsel

During the FY 2013 budget preparation process, the Legal Department determined that the required knowledge and abilities of the Administrative Assistant II classification does not adequately reflect the required knowledge, skill and abilities of the level of administrative support RT's litigation team requires. Within the legal profession, this support generally is provided by a

Approved:

Presented:

Final 7/12/12

General Manager/CEO

Director, Human Resources

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Legal Secretary familiar with both the clerical duties generally performed by Administrative Assistants, in addition to possessing specialized knowledge of legal terms and procedures, court procedures and requirements, and the ability to prepare and process legal documents. RT's HR Staff performed a job analysis with the Legal Department and the Job Evaluation Team and, subsequently, created a new Legal Secretary classification to more accurately capture the responsibilities of the position.

The FY 2013 budget eliminates the Legal Department's vacant Administrative Assistant II position and adds a new Legal Secretary classification, Grade 204, to the Authorized Positions List. The new Legal Secretary Job description is attached to the Resolution as Exhibit B.

The title of the Chief Legal Counsel classification is being superseded by the simplified title "Chief Counsel." This title change is reflected in the Authorized Positions List and the modified Chief Counsel job description is attached to the Resolution as Exhibit B.

### Administrative Services Division

Staff recently conducted a benchmarking study of U.S. transit agencies to determine best practices in structuring the Equal Employment Opportunity (EEO) reporting responsibilities and found that the District's EEO function should report directly to the General Manager. This new structure ensures that the General Manager is involved and directly aware of complaints, resolution of issues and compliance with all laws, policies and standard operating procedures.

This structural change created a need to review and modify the Chief Administrative Officer/EEO Officer's job description to eliminate the EEO functional responsibilities. The modified Chief Administrative Officer job description is attached to the Resolution as Exhibit B. There is no fiscal impact associated with this change.

### Human Resources Department

During the FY 2013 budget preparation process, the Human Resources Department determined that, because the department continues to face benefits support demands which cannot be met with the current staffing level, the addition of one (1) Human Resources Analyst II is necessary to assist with CalPERS benefits and billing, overall dependent reporting and tracking, Family Medical Leave assistance and tracking, pension estimates and vendors/broker contacts.

Staff also determined that in order to effectively prepare for and monitor the District's Retirement Board meetings, it is necessary to add a dedicated Administrative Technician position to focus on the core tasks involved in meeting time sensitive deadlines, in addition to providing additional clerical support to the Benefits team.

The FY 2013 budget adds one (1) Human Resources Analyst II position and one (1) Administrative Technician position to the Authorized Positions List.

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### Facilities Department

During the FY 2013 budget preparation process, the Facilities Department determined that with the addition of a second CNG fueling facility at the McClellan location, the current staffing level is not adequate to perform facilities maintenance for the new fueling facility. The two (2) additional Facilities Maintenance Mechanic positions will focus on scheduled maintenance, regularly scheduled (preventative) maintenance of District equipment. The FY 2013 budget adds two (2) additional Facilities Maintenance Mechanic positions that to the Authorized Positions List.

### Information Technology Department

During the FY 2013 budget preparation process, the Information Technology Department determined that, with the addition of the District's bus and light rail SmartCard technology, it is necessary to develop a new job description to perform support services for this new technology. Staff performed a job analysis with the Information Technology Department and the Job Evaluation Team and, subsequently, created a new Network Operations Technician classification to reflect the responsibilities of the new position.

Staff determined that the SmartCard technology also requires the addition of one (1) Senior Information Technology Business Systems Analyst position to maintain field equipment, physical servers and hardware, and that one (1) additional Senior Programmer Analyst is needed to provide support to the District's Trapeze and SAP systems.

The FY 2013 budget adds two (2) new Network Operations Technician positions, Grade 205, one (1) Senior Information Technology Business Systems Analyst position, and one (1) Senior Programmer Analyst to the Authorized Positions List. The new Network Operations Technician job description is attached to the Resolution as Exhibit B.

### Safety Department

During the FY 2013 budget preparation process, the Safety Department determined that, with the expansion of the District's light rail projects, such as the South Sacramento Corridor Phase-II, Green Line, BMF-II facility, and maintenance of additional Occupational Safety and Health Programs required by state and federal safety regulations, the current staffing level cannot adequately perform these more advanced responsibilities. The FY 2013 budget reduces the count of the one vacant Safety Specialist II position and adds an additional Senior Safety Specialist position to the Authorized Positions List.

The second Senior Safety Specialist position will focus on the Occupational Safety and Health, and Environmental Safety Program requirements throughout the District facilities and departments. The existing Senior Safety Specialist will continue to manage the System Safety Program Plans, state and internal safety audits, accident investigations and state reporting requirements, etc.

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The job descriptions for Safety Specialist I, II and Senior Safety Specialist have been reviewed by staff and the Safety Department and have been modified to better reflect the responsibilities of the classifications. The modified Safety Specialist I, II and Senior Safety Specialist job descriptions are attached to the Resolution as Exhibit B.

### Operations Division

During the FY 2013 budget preparation process, the Operations Division determined that, in order to properly staff and service the upcoming Bus and Light Rail service expansions, it is necessary to add twenty (20) operator positions, one (1) Bus Service Worker and one (1) Light Rail Service Worker position to the Authorized Positions List.

### Light Rail

During the FY 2013 budget preparation process, the Light Rail Department determined that, with the expansion of the District property, LR Wayside lookout requests have increased and that the need to stay within the timelines for all required regulatory maintenance and inspections has significantly impacted overtime demands, it is necessary to add two (2) Rail Laborer positions in order to meet the demands of the District. The FY 2013 budget adds two (2) Rail Laborers to the Authorized Positions List.

### Planning & Transit System Development Accessible Services

During the FY 2013 budget preparation process, the Accessible Services Department determined that in order to effectively perform the responsibilities of gathering and interpreting statistical data for the ADA paratransit eligibility program, as well as ADA paratransit service-data sharing analysis, pre-screening ADA paratransit application requests and writing summary reports, the department requires the addition of one (1) Administrative Technician position. The FY 2013 budget adds one (1) Administrative Technician position to the Authorized Positions List.

### Planning Department

The Planning Department has determined that the need exists to add an additional Assistant Planner position in order to support the data collection and analysis tasks associated with the Performance Monitoring Plan as detailed in TransitRenewal. The department proposes to offset the addition of the second Assistant Planner position by eliminating the currently vacant Route Check Supervisor position, since the route check staff has been significantly reduced and the coordination of their activities has been absorbed by other Planning staff. Therefore, staff recommends the vacant Route Check Supervisor position be eliminated and one Assistant Planner be added to the Authorized Positions List. There will be no change to the overall total number of authorized positions in the Planning Department as a result of this action.

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Authorized Classifications, Positions and Salary Grades and Values

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

Exhibit A also reflects changes to those classifications that moved from Administrative Employees Association (AEA) to American Federation of State, County and Municipal Employees (AFSCME) through the labor negotiations process and adopted by the Board of June 11, 2012.

Modified and New Job Descriptions

The below listed job descriptions are attached to the Resolution as Exhibit B.

<u>Previous Job Title</u>	<u>Disposition</u>	<u>Modified and New Job Title</u>
Chief Administrative Officer/EEO Officer	Modified	Chief Administrative Officer
Chief Legal Counsel	Modified	Chief Counsel
Na	New	Legal Secretary
Na	New	Network Operations Technician
Safety Specialist I	Modified	Safety Specialist I
Safety Specialist II	Modified	Safety Specialist II
Senior Safety Specialist	Modified	Senior Safety Specialist

Staff recommends approval of this action.

RESOLUTION NO. 12-07-\_\_\_\_\_

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

July 23, 2012

**AMENDING EXHIBIT A OF RESOLUTION NO. 12-02-0032, AND APPROVING  
MODIFIED AND NEW 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 July 24, 2012, Resolution No. 12-02-0032 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classification, Positions and Salary Grades."

THAT, effective July 24, 2012, the modified and new job descriptions of Chief Administrative Officer, Chief Counsel, Legal Secretary, Network Operations Technician, Safety Specialist I, Safety Specialist II, and Senior Safety Specialist, attached as Exhibit B, are hereby approved.

\_\_\_\_\_  
BONNIE PANNELL, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary

**EXHIBIT A**  
**Effective July 24, 2012**  
**AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES**

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<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
<u>AEA Family:</u>		
Accountant I	0	205
Accountant II	0	108
Assistant Architect	0	206
Assistant Engineer	0	208
*(1) 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
*(1) 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
*(1) Senior Information Technology Business Systems Analyst	2	109
Senior Marketing and Communications Specialist	1	108
Senior Planner	0	109
Senior Procurement Analyst	3	109
*(1) Senior Programmer Analyst	2	109
Senior Project Control Engineer	1	109
Senior Quality Assurance Specialist	1	108
Senior Real Estate Analyst	0	108
Senior Systems Engineer	1	111

\* 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>
Service Planner	1	208
Vehicle Equipment Maintenance Specialist	0	207
Video Communications Systems Analyst	2	208
<b>Total General Family Allocations:</b>	<b>44</b>	

\* 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>
<b><u>MANAGEMENT &amp; CONFIDENTIAL FAMILY:</u></b>		
Accessible Services Administrator	1	110
Administrative Assistant I ( <i>GM &amp; Legal Cost Centers</i> )	0	200
*(2) Administrative Assistant II ( <i>GM &amp; 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
*(1) Human Resources Analyst II	1	208
Information Technology Service and Support Administrator	1	110

\* Denotes Change in Classification/Count

(1) Increase in Position(s)

(2) Decrease in Position(s)

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\*\*\* No Grade, Salary Stated in MOU

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
Labor Relations Analyst I	0	205
Labor Relations Analyst II	0	208
*(1) 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	2	110
Transportation Superintendent - Light Rail	2	110
<b>Total Management and Confidential Allocations:</b>	<b>88</b>	
<b>Total District-wide Salaried Allocations:</b>	<b>132</b>	

\* 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>
<b><u>AFSCME 146 Family:</u></b>		
* Accessible Services Eligibility Specialist	3	205
* Administrative Assistant I	0	200
Administrative Assistant II	12	202
Administrative Supervisor	1	***
* (1) Administrative Technician	13	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
* (2) Route Check Supervisor	0	***
* Route Checker	4	200
* Safety Specialist I	0	205
* (2) Safety Specialist II	0	207
* Senior Customer Advocate	1	205
* Senior Facilities Specialist	2	109
* Senior Inspector	1	206
* (1) Senior Safety Specialist	2	109
Transit Officer Supervisor	1	***
Transportation Supervisor	49	
<b><u>Total AFSCME 146 Allocations:</u></b>	<b>133</b>	
<b><u>ATU 256 Family:</u></b>		
Accounting Technician	1	***
Claims Technician	1	***
Clerk II	10	***
Computer Technician	0	***
Customer Service Representative II	14	***
Customer Service Representative III	1	***
* (1) Operators (CBS, Bus and Light Rail combined)	457	***
Payroll Technician	1	***
Senior Clerk	1	***
Transit Officer	18	***
<b><u>Total ATU 254 Allocations:</u></b>	<b>504</b>	

\* 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>
<b><u>IBEW 1245 Family:</u></b>		
* (1) Bus Service Worker	29	***
Electronic Mechanic	2	***
Facilities and Grounds Worker I	2	***
Facilities and Grounds Worker II	4	***
Facilities Electronic Technician	1	***
* (1) Facilities Maintenance Mechanic	13	***
Facilities Service Worker	9	***
Light Rail Assistant Mechanic	6	***
* (1) 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	***
* (1) Rail Laborer	2	***
Rail Maintenance Worker	8	***
Senior Mechanic	0	***
Senior Rail Maintenance Worker	1	***
Storekeeper	8	***
Upholsterer	1	***
<b>Total IBEW 1245 Allocations:</b>	<b>215</b>	
<b>TOTAL DISTRICT-WIDE AUTHORIZED ALLOCATIONS:</b>	<b>984</b>	

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(2) Decrease in Position(s)  
\*\* No Grade, Salary by Employment Contract  
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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, 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

**EXHIBIT B**  
**Effective July 24, 2012**  
**List of Modified and New Job Descriptions**

<b><u>Job Description - Previous Title</u></b>	<b><u>Disposition</u></b>	<b><u>Job Description - Modified and New Title</u></b>
Chief Administrative Officer/EEO Officer	Modified	Chief Administrative Officer
NA	New	Legal Secretary
NA	New	Network Operations Technician
Safety Specialist I	Modified	Safety Specialist I
Safety Specialist II	Modified	Safety Specialist II
Senior Safety Specialist	Modified	Senior Safety Specialist



**Title: Chief Administrative Officer**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

This classification has a wide range of executive responsibilities for managing various administrative functions in the District. The 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.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> 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	Serves as member of various teams and committees; represents the Executive Team in a variety of capacities as assigned. Formulates policies, procedures, and practices for the assigned functional areas and makes recommendations to Executive Team/General Manager and Board of Directors. Reviews, analyzes, and approves, for the General Manager, various actions such as hiring and appointment conditions, grievance or risk settlements.	20%
2	S	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%
3	S	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	Under executive direction 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 and labor/management relations.	15%
5	S	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%
6	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%
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, 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	A minimum of ten (10) years of progressively responsible management experience in the administration of human resources management, labor and/or employee relations. Public sector 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	



<b>KNOWLEDGE</b>
<ul style="list-style-type: none"><li>• District policies, procedures, and functions.</li><li>• Laws, ordinances, rules, regulations, and codes applicable to the functional areas.</li><li>• Budget development and administration.</li><li>• Interviewing and negotiations techniques.</li><li>• Governmental function, organization and relationships.</li><li>• Contract administration procedures.</li><li>• Legal terminology and basic court procedures.</li><li>• Labor Relations principles, practices, laws and regulations.</li><li>• Human Resources principles, practices, laws and regulations.</li><li>• Risk Management issues, problems, techniques and procedures.</li><li>• Public transit technology and information systems capabilities and issues.</li><li>• Procurement and contracting principles and practices.</li><li>• Principles of management, supervision and training.</li><li>• EEO principles, practices, laws and procedures.</li></ul>

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

<b>ABILITIES</b>
<ul style="list-style-type: none"><li>• Plan, organize, direct, coordinate and supervise work and staff engaged in the assigned functional areas.</li><li>• Gather, assemble, analyze and evaluate facts evidence, data and other information in order to draw reasonable and fair conclusions and make sound decisions.</li><li>• Interpret and apply laws, rules, regulations and legal precedents impacting the assigned area.</li><li>• Negotiate equitable settlements and solutions for grievances and other labor disputes, risk claims against the District and other settlements.</li><li>• Serve as an advisor to the General Manager and Board of Directors.</li><li>• Analyze and resolve a variety of complex organizational, staffing, space needs and other issues.</li><li>• Maintain comprehensive records and reports.</li><li>• Prepare clear and concise written and oral reports.</li><li>• Learn District policies, procedures and practices.</li><li>• Communicate clearly and effectively, both orally and in writing, with internal and external contacts.</li><li>• Establish and maintain cooperative working relationships.</li></ul>



**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 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 duties, communicating with co-workers
Sitting	C	Desk work, meetings
Walking	F	To other departments/offices/office equipment, around work site
Lifting	R	Files, supplies, equipment
Carrying	R	Files, supplies, equipment
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	O	For supplies, for files
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard, calculator, telephone pad
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers
Crawling	N	
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	R	From computer to telephone
Climbing	O	
Balancing	R	
Vision	C	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	
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, various office equipment, and computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> 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:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> 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	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			

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 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.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> 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 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	<p>Juris Doctor degree or equivalent from an accredited school of law.</p> <p>Substitution of experience for the required education is not accepted.</p>
Experience	<p>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.</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 division.</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 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.</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 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</p>



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

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

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

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



**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 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:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> 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:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> 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: Legal Secretary**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to perform specialized legal clerical and general clerical work to support the Legal Department specifically in the area of litigation. This is accomplished by composing, typing and processing legal documents, correspondence and reports; organizing and maintaining case files; case scheduling and calendaring and entering, tracking and recording department specific data. Other duties include submitting department payroll, maintaining department supplies and materials, and related administrative duties.

**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.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> 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	Prepares and processes a wide variety of complex legal documents including court pleadings, correspondence and forms, such as orders, motions, subpoenas, discovery, affidavits, briefs, jury instructions, opinions, and other litigation-related documents. Transcribes information from various sources. Proofreads, edits, formats and revises documents and researches and verifies legal references or citations for accuracy.	40%
2	S	Maintains attorney and assignment calendars. Schedules depositions, hearings, and other meetings. Reviews and updates calendaring system in order to update discovery timelines, adjust extensions and meet litigation deadlines. Assembles, maintains and organizes case files and records including scanning, identifying, indexing, and filing documents. Assists in developing clerical processing procedures.	40%
3	S	Manages department data by collecting, entering, tracking, and updating data into electronic database. Compiles information and data to prepare reports and utilizes applications to chart and display information for inclusion in reports.	10%
4	S	Coordinates travel plans, special events and meetings for staff. Prepares meeting materials. Receives and screens incoming calls, inquiries and requests for information and respond or forward to appropriate staff. Orders and maintains department supplies, and performs payroll and procurement activities for department.	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. 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	A minimum of three (3) years of experience performing a full range of legal secretarial duties in the area of litigation involving the preparation and filing of legal documents.
Supervision	Job has no responsibility for the direction or supervision of others.
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	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	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	Legal secretarial certificate and/or paralegal certificate is preferred but not required. Typing certificate verifying minimum typing speed of 50 net words per minute.

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Purpose of a wide variety of legal forms and documents and related format and processing procedures.</li> <li>• Legal terminology, spelling and usage.</li> <li>• English grammar, punctuation, spelling and usage with an emphasis on composition of both general business and legal correspondence.</li> <li>• Basic procedures of the court system regarding processing of legal documents and filing deadlines relating to litigated matters.</li> <li>• Basic structure of the civil court system.</li> <li>• General clerical office practices and procedures.</li> <li>• Use of standard legal resources and references.</li> <li>• Record keeping and filing methods.</li> <li>• Methods and techniques of filing, tracking, recording, and presenting statistical data.</li> <li>• Practical application of computers and peripheral equipment.</li> <li>• Standard office machine usage.</li> <li>• General methods of tactful public communication.</li> </ul>

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



**ABILITIES**

- Perform difficult, complex legal clerical work with minimal supervision and instruction.
- Independently and efficiently maintain litigation calendar, case records and files.
- Understand and apply oral and written rules, directions and instructions.
- Compose complex correspondence and legal documents from brief instructions and by extracting information from a variety of sources.
- Accurately transcribe information from various sources.
- Prioritize conflicting workload requirements.
- Handle all internal and external contacts with courtesy, diplomacy, and tact.
- Read and interpret District policies.
- Effectively present information and respond to questions from groups, managers, customers, and the general public.
- Work well with others.
- Deal with difficult people and situations.
- Communicate clearly and concisely orally and in writing.
- Learn District, departmental, and court operating policies, procedures, systems and methods.
- Organize information clearly and precisely.
- Extract statistics and written information from reports and transfer to other documents.
- Comprehend information technology system processes related to department and job.



**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 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; observing work duties; observing work site
Sitting	C	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	F	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment; tables and chairs
Reaching	F	Supplies; files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
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	R	Under equipment
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	R	Stairs; step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; driving
Hearing	F	Communicating via telephone/radio to co-workers/public
Talking	F	Communicating via telephone/radio to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		None noted.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computer and associated hardware and software; recorder/dictation machine, multi-line telephones; copy machines and scanners.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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<b>-Health and Safety Factors-</b>	
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

<b>-Environmental Factors-</b>	
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:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
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	O
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: Network Operations Technician

FLSA Status: Non-Exempt

## BRIEF DESCRIPTION:

The purpose of this position is to provide technical support to the District's network infrastructure, including configuration, installation, maintenance, and operation of network equipment, servers, fiber optic and cabling systems, network and digital storage systems, wireless devices, network and digital video recorders and security cameras, SmartCard system components and devices, and fare and ticket payment systems, both in the field and at District facilities. This is accomplished by performing system maintenance, installing and implementing new equipment, troubleshooting, diagnosing and resolving network and server related problems, and providing input on performance and reliability reports. Other duties include serving as an on-call representative for after hours and weekend field support.

## 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.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> 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	H	Assists with performing field maintenance, inspection, configuration, repair and replacement of network, communications and surveillance infrastructure and equipment, including communications cabinets, radio antennas, cabling, wireless access points, network switches, patch cables, splice cases, surveillance cameras, digital video recorders, digital messaging signs, SmartCard system components, fare and parking vending systems, public address system components, power supplies, uninterrupted power supplies, cooling fans, etc. Maintains associated systems documentation.	40%
2	M	Assists with resolving server and storage system health and performance issues by monitoring server and storage system performance, security and error logs. Researches server and operating systems, system patches, driver updates, hot fixes and firmware updates. Performs server hardware maintenance and upgrades, including component removal and installation. Maintains associated systems documentation.	25%





3	M	Assists with resolving network health and performance issues by monitoring network performance, security and error logs and reviews syslog and simple network management protocol (SNMP) event data. Researches network switch/wireless access point/router updates. Performs network hardware maintenance and upgrades including component removal and installation. Maintains documentation on associated network configuration changes.	25%
4	L	Participates on project teams for communications and network infrastructure expansion and upgrades. Prepares project reports, maintains project schedules, spreadsheets and databases. Acts as technical liaison on District led projects and provides project communications updates through emails, memos, telephone calls. Maintains associated project progress documentation.	10%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate’s degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school in Computer Science, Computer Engineering or a related field. 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	A minimum of one (1) year experience supporting multi-server network environments, video surveillance systems, and/or wireless networks.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
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	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	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	Valid California Class C driver’s license.

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Installation, configuration, and troubleshooting processes for operating systems and networks.</li> <li>• Research methodology and data analysis techniques.</li> <li>• Computer software methodology and data analysis.</li> <li>• Techniques and procedures of software and network support for multiple users.</li> <li>• TCP/IP network protocols, routing methodologies, OSI communications model and VLAN/QOS provisioning methodologies.</li> <li>• Network directory services (i.e. Active Directory, eDirectory, LDAP).</li> <li>• Server hardware such as tape and disk storage subsystems, UPS, and power management systems.</li> <li>• Network operating system (i.e. Windows Server 200X, Linux, OES).</li> <li>• Wireless communications protocols such as IEEE 802.11.</li> <li>• Principles of electronics, video and telecommunications systems and circuits.</li> </ul>

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



**ABILITIES**

- Learn analog/digital video camera and digital video recording systems and operations, including mechanical and electrical characteristics.
- Diagnose, troubleshoot and repair systems such as fare and parking vending systems, SmartCard payment and vending systems, including mechanical and electrical characteristics.
- Solve software and technical problems in a logical manner.
- Maintain working knowledge of a wide variety of commonly used hardware.
- Provide instruction on hardware and communicate technical information to users.
- Install, configure, troubleshoot and maintain network related applications and hardware.
- Learn network analyzers.
- Install, troubleshoot and maintain surveillance equipment.
- Learn Intermediate Structured Query Language (SQL).
- Conduct research (via phone or internet) to obtain undocumented solution(s) for hardware/software problems.
- Learn District policies, procedures and practices.
- Follow Help Desk procedures.
- Collaborate with others towards project planning and implementation, as well as support and maintenance activities.
- Communicate clearly and effectively, both orally and in writing, with internal and external contacts.
- Utilize time management skills and multi-tasking capabilities.
- Work independently within established guidelines.



**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	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	O	Supplies; equipment
Carrying	O	Supplies; equipment
Pushing/Pulling	O	File drawers; equipment; tables and chairs
Reaching	O	For supplies; for files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	O	Retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground;
Crawling	R	Under equipment
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	O	On step stools
Vision	C	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)	N	

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, personal computers, laptops, servers, AS-400, Windows, Linux, Netware, SQL server, Word, Excel, Access, PowerPoint, Visual Basic and other associated hardware and software, hand-held cable tester, calculator, telephone, copier, scanner, printer, hand tools, power tools, testing equipment.



**ENVIRONMENTAL FACTORS:**

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

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

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat and safety vest on occasion when working in Light Rail right-of-way.

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> 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	O
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)	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: Safety Specialist I

FLSA Status: Non-Exempt

## BRIEF DESCRIPTION:

The purpose of this position is to assist in the development, implementation, and audit of the District's safety programs including, but not limited to, System Safety Program Plan (SSPP), Occupational Safety and Health (OSH) and Environmental Health and Safety (EHS) programs. This is accomplished by providing technical expertise and assistance to various Regional Transit departments by conducting hazard assessments, inspections, audits, training, accident/incident investigation, failure analyses, sampling and analytical testing, safety oversight, and report writing and review.

## 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	L	Provides support to the System Safety Program Plan, Occupational Safety and Health, and Environmental Health and Safety programs by implementing and assisting with departmental programs, reviewing and conducting monthly inspections of facilities and hazardous materials, evaluating workplace chemical usage, maintaining and entering data, conducting hazard assessments and compliance audits, discussing procedural changes and requirements with departments and addressing recurring issues.	20%
2	L	Provides support to the Environmental Health and Safety program by implementing and assisting with departmental programs and best practices, ensuring compliance with the California State Water Board requirements, creating required regulatory reports and records, conducting compliance inspections/audits, collecting samples for analytical analysis, and maintaining the databases and record keeping. Creates data sets for taxes, fees, fines, and licensing for all District divisions.	20%
3	L	Coordinates training programs by implementing, assisting with, and facilitating safety and environmental training programs, producing and scheduling monthly safety awareness topics and providing materials for tool box safety training meetings, assisting team members in other safety areas, and maintaining training records and the training database.	20%



4	L	Assists with regulatory compliance by submitting compliance related reports, inspection forms, and other records, evaluating corrective action issues and regulatory changes/interpretations, obtaining sampling for analytical analysis, and attending conferences and trainings to remain abreast of regulation changes.	20%
5	L	Assists with accident/incident investigations by interviewing subjects, victims, witnesses, and emergency responders, researching accident/incident within the industry, reviewing and interpreting best management practices, assessing findings in order to make a recommendation regarding cause, severity, and action, and generating a final written report.	10%
6	L	Assists other departments by developing and implementing emergency response and planning, participating in and conducting safety assessments at the drills, evaluating emergency action plans and drill execution, identifying and photographing potential problems at the drills, making recommendations on areas of improvement and efficiency, and responding to various emergencies.	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 Environmental or Occupational Health and/or Safety 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 one (1) year of experience in system safety program planning, construction safety, industrial hygiene, environmental health and safety or occupational health and safety.
Supervision	Job has no responsibility for the direction or supervision of others.
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 detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.



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	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	Valid California Class C driver's license.

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Applicable federal, state and local safety regulations and standards.</li> <li>• Proper presentation of safety regulatory compliance regulations such as legal placement of warning signs.</li> <li>• Industry standards and best management practices.</li> <li>• Working regulatory laws and standards.</li> <li>• Demonstrate effective presentation skills.</li> <li>• Hazard analysis and its implication throughout the system life cycle.</li> <li>• Tools and techniques of data collection, on scene evidence collection, interviewing witnesses.</li> <li>• Applied preventive/predictive failure analysis, risk assessment, and deductive reasoning.</li> <li>• Accident investigation and hazard analysis.</li> </ul>

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





**ABILITIES**

- Conduct literature research, review books, scientific or technical journals and abstract.
- Interpret safety laws and regulations, perform basic mathematical calculations, analyze information, write reports and business letters.
- Create an audit program, failure analysis procedures, and summation to aid in further training.
- Resolve conflicting regulations.
- Ensure compliance from employees and supervisors regarding SSPP, OSH and EHS issues.
- Procure required documentation from vendors, i.e., MSDS sheets to ensure compliance.
- Ensure all safety signage and other environmental equipment is in compliance.
- Create positive psychological motivators for employees to successfully change ingrained habits.
- Ensure training is up to date with regulatory mandates, best management practices and company policy.
- Perform timely notification of incidents in accordance with safety program requirements.
- Use tools and equipment for incident/accident investigations, hazard assessments and taking test samples for storm water, air and other contaminants as warranted.
- Learn District policies, procedures and practices.
- Communicate clearly and effectively, both orally and in writing, with internal and external contacts.
- Interact professionally with District employees and outside agency representatives.



**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	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	Equipment; files
Carrying	F	Equipment
Pushing/Pulling	O	Equipment; tables and chairs
Reaching	F	For supplies
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	O	Retrieving items from lower shelves/ground
Crawling	R	Under equipment; inside attics/pipes/ditches
Bending	O	Retrieving items from lower shelves/ground
Twisting	O	Getting inside vehicle
Climbing	F	Stairs; ladders; onto equipment
Balancing	O	On ladders; on equipment
Vision	F	Reading; computer screen; driving; observing work site
Hearing	F	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving; operating heavy equipment
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Calculator, fax machine, digital camera, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> 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)	N

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

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety glasses, safety shoes, protective clothing, and hard hat.

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> 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	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
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: Safety Specialist II

FLSA Status: Non-Exempt

### BRIEF DESCRIPTION:

The purpose of this position is to ensure compliance with the District's safety programs including, but not limited to, System Safety Program Plan (SSPP), Occupational Safety and Health (OSH) and Environmental Health and Safety (EHS). This is accomplished by developing and implementing safety programs; planning, developing, implementing and facilitating training; conducting investigations, inspections and audits; providing safety oversight; and report writing and review.

### 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	L	Oversees all mandated safety programs, i.e., SSPP, OSH and EHS, by developing, implementing, administering, and maintaining program trainings/evaluations; developing and editing program content; coordinating the logistics of program implementation; developing, facilitating, and analyzing training sessions; reviewing employee assessment and evaluations; preparing and conducting emergency drills; auditing safety programs and performing necessary updates/maintenance.	35%
2	M	Investigates and analyzes industrial and vehicle accidents and incidents by responding to accident scenes to gather evidence, performing witness interviews, collecting data, video monitoring, photographs, and police reports; generating monthly reports, and generating and monitoring completion of all documentation deriving from incident/accident investigations; conducts tests and field investigations using precision instruments to obtain data to determine sources and methods of controlling hazardous substances in air, water, and soil; collects samples of potentially hazardous materials for analysis.	20%
3	M	Oversees the investigation, inspection, and evaluation process by reviewing facilities and projects based on reported occupational hazards; pre-emergency drill inspections, safety walk-throughs, and pre-implementation of OSH programs; addressing specific issues	20%



		related to OSH programs or other federal, state, or local standards or regulations; evaluating employee safety complaints and unsafe conditions in the workplace; identifying exposure to ergonomic risks, and ensuring recommendations are implemented and issues are resolved.	
4	S	Reviews regulatory requirements for safety certification; compiles safety certification data for report generation to state oversight agencies; attends construction meetings to remain current on project status; reviews written plans for regulatory compliance; and revises written plans for approval and implementation.	15%
5	S	Conducts research on regulatory requirements and addresses work-related safety issues by reviewing regulatory requirements and standards from various agencies; stays abreast and identifies new and updated regulations and standards, i.e., Cal/OSHA, EPA, CUPA, ASSE journals, TCRP research materials and APTA; implementing necessary changes to safety programs; reviewing site conditions and making appropriate recommendations; and ensuring resolution of issues/concerns.	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 Environmental or Occupational Health and/or Safety 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 system safety program planning, construction safety, industrial hygiene, environmental health and safety or occupational health and safety.
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	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	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	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	Valid California Class C driver's license.

KNOWLEDGE
<ul style="list-style-type: none"> <li>• Applicable federal, state and local safety regulations and standards.</li> <li>• Working knowledge of all industrial hygiene programs and policies, occupational safety and health programs.</li> <li>• Investigative techniques and equipment.</li> <li>• Accident investigation and hazard analysis.</li> <li>• Water resources/storm water regulations.</li> <li>• Hazardous waste regulations.</li> <li>• Air quality regulations.</li> <li>• Safety certification regulations.</li> <li>• Auditing procedures.</li> <li>• Training presentation techniques.</li> </ul>

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



**ABILITIES**

- Conduct literature research, review books, scientific or technical journals and abstract.
- Interpret safety laws and regulations, perform mathematical operations, analysis, and write reports, business letters, executive summaries and detailed project reports.
- Ensure that the proper investigative techniques and equipment are available for specific hazards.
- Ensure that the in-house equipment is operational, available, and has current sensors and calibration.
- Identify corrective actions that are acceptable to the responsible department to mesh with current practices as applicable.
- Utilize history and databases to forecast safety hazards prior to an occurrence.
- Perform timely notification of accidents to minimize response times.
- Determine severity of injuries for reporting purposes.
- Stay current on new environmental regulations.
- Provide prompt notification of environmental and safety problems discovered in the field.
- Collect data as required by regulations but not specifically identified in contract.
- Collect data in a timely manner (as prescribed by contract) to ensure that systems requiring certification are completed prior to revenue operation.
- Perform incident/accident reconstruction.
- Use tools and equipment for incident/accident investigations, hazard assessments and taking test samples for storm water, air and other contaminants as warranted.
- Learn District policies, procedures and practices.
- Communicate clearly and effectively, both orally and in writing, with internal and external contacts.
- Interact professionally with District employees and outside agency representatives.



**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	F	Making presentations; observing work site; observing work duties
Sitting	F	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	R	Supplies; equipment; files
Pushing/Pulling	R	File drawers; equipment; tables and chairs
Reaching	R	For supplies; for files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; calibrating equipment
Kneeling	N	
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment; inside attics/pipes/ditches
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	R	From computer to telephone; getting inside vehicle
Climbing	O	Stairs; ladders; onto equipment
Balancing	R	On ladders
Vision	F	Reading; computer screen; driving; observing work site
Hearing	O	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	O	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Digital camera, meters, monitors, computer and associated hardware and software.





**ENVIRONMENTAL FACTORS:**

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

<b>-Environmental Factors-</b>	
Respiratory Hazards	M
Extreme Temperatures	S
Noise and Vibration	S
Wetness/Humidity	S
Physical Hazards	S

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Dust mask, earplugs, gloves, safety shoes, safety glasses, and safety vest.

**NON-PHYSICAL DEMANDS:**

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

FLSA Status: Exempt

## BRIEF DESCRIPTION:

The purpose of this position is to develop, implement, and ensure regulatory compliance with the District's safety programs including, but not limited to, System Safety Program Plan (SSPP), Occupational Safety and Health (OSH) and Environmental Health and Safety (EHS). This is accomplished by overseeing and monitoring complex safety and environmental programs, performing complex industrial and vehicle accident investigation, inspections and analytical testing, writing complex reports, performing audits and acquiring and analyzing complex data.

## 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	Ensures regulatory compliance with the District's safety programs, including SSPP, OSH and EHS, by acquiring and analyzing bus, rail, and CBS incident reports and data, analyzing trend data to identify potential problems and hazards, and ensuring proper reporting to staff and other regulatory agencies. Inspects District facilities, equipment, and working conditions to identify and correct potential hazards. Investigates and reports on unsafe conditions and industrial incidents. Determines requirements for safety clothing and devices. Revises safety plans.	30%
2	S	Reviews, implements, and administers complex regulatory safety plans and programs by reviewing technical reports, training programs and bid documents, and ensuring programs are revised and implemented as necessary and proper training is conducted for affected employees.	25%
3	L	Investigates and analyzes industrial and vehicle accidents by responding to major accident scenes to gather evidence, perform interviews with witnesses, collect data, video monitoring, photographs and police reports. Monitoring and generating required documentation and reporting of accident investigations. Conducts tests and field investigations using precision instruments to obtain data to determine sources and methods of controlling hazardous substances in air, water, and soil. Collects samples of potentially hazardous materials for analysis.	25%



4	L	Oversees construction safety and certification by attending construction meetings, participating in on-site safety inspections, providing technical input related to safety and monitoring project-specific safety certification completion.	20%
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**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	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 Environmental or Occupational Health and/or Safety 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 four (4) years of experience in system safety program planning, construction safety, industrial hygiene, environmental health and safety and/or occupational health and safety.
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 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 limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
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	Valid California Class C driver's license. Certified Safety Professional and/or UC Occupational Safety Health certificates desirable.

<b>KNOWLEDGE</b>	
	<ul style="list-style-type: none"> <li>• Federal and state rules pertaining to operations and safety; loss control and prevention theories, principles, practices and techniques.</li> <li>• Working knowledge of system safety plans, including System Safety Program Plans, Occupational Safety and Health and Environmental Health and Safety.</li> <li>• Working knowledge of construction safety, safety certification, hazard resolution and fire/life safety.</li> <li>• Conducting safety audits.</li> <li>• Applicable federal, state and local safety regulations and standards.</li> <li>• Accident investigation and hazard analysis.</li> <li>• Water resources/storm water regulations.</li> <li>• Hazardous waste regulations.</li> <li>• Air quality regulations.</li> <li>• Safety certification regulations.</li> <li>• Auditing procedures.</li> <li>• Training presentation techniques.</li> </ul>
<b>SKILLS</b>	
	<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to the functional area.</li> </ul>

<b>ABILITIES</b>	
	<ul style="list-style-type: none"> <li>• Conduct literature research, review books, scientific or technical journals and abstract.</li> <li>• Interpret safety laws and regulations, perform mathematical operations, analysis, and write reports, business letters, executive summaries and detailed project reports.</li> <li>• Read, interpret and apply state codes, standards, and regulations relating to environmental and occupational health and safety.</li> <li>• Learn transit related trade association guidelines.</li> <li>• Use tools and equipment for incident/accident investigations, hazard assessments and taking test samples for storm water, air and other contaminants as warranted.</li> <li>• Learn techniques of accident investigation and prevention.</li> <li>• Perform incident/accident reconstruction.</li> </ul>



- Implement and monitor safety/loss control activities.
- Inspect and analyze occupational safety health related hazards.
- Coordinate instruction and training for environmental and occupational health and safety issues.
- Maintain confidentiality in handling documents and information.
- Work independently.
- Write complex technical reports, business correspondence and procedures.
- Define problems, collect data, establish facts, and draw conclusions.
- Learn District policies, procedures and practices.
- Communicate clearly and effectively, both orally and in writing, with internal and external contacts.
- Interact professionally with District employees and outside agency representatives.



**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.	X	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, observing work duties, communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	R	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment
Reaching	R	For supplies; for files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers
Crawling	N	
Bending	R	Filing in lower drawers
Twisting	O	Getting inside vehicle
Climbing	O	Stairs; ladders; step stools; onto equipment
Balancing	R	On ladders; on equipment; on step stools
Vision	F	Reading; computer screen; driving; observing work site
Hearing	O	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	O	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		None

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Phone, fax, calculator, light, air quality, and sound level meters, vehicle, goniometer, hand held radio, measuring equipment, digital camera, respirator, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> 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)	N

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

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

High visibility vest, hard hat, safety shoes, respirator, gloves, safety glasses, and cold weather gear

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> 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	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	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.