

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
6	01/28/13	Open	Action	01/18/13

Subject: Approving a Modified Job Description and the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values

ISSUE

Whether or not to approve a modified job description, the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values.

RECOMMENDED ACTION

Adopt Resolution No. 13-01-____, Amending Exhibit A of Resolution No. 12-12-0197 and Exhibit B of Resolution No. 12-02-0032, and Approving a Modified Job Description and the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values.

FISCAL IMPACT

Budgeted:	No	This FY:	\$	19,084
Budget Source:	Various	Next FY:	\$	
Funding Source:	Operating	Annualized:	\$	
Cost Cntr/GL Acct(s) or	Procurement (88): \$13,368;	Total Amount:	\$	19,084*
Capital Project #:	Bus Transportation (32): \$5,716			
Total Budget:	\$ 19,084			

* These costs are on-going and will be included in future year budgets for the noted positions.

DISCUSSION

Personnel Action Summary: The proposed personnel actions will result in the addition of one (1) Storekeeper position, elimination of the one (1) Operations Training Administrator position, and a revision to the Transportation Superintendent-Bus job description. All other personnel actions detailed below do not result in the addition of staff positions, but provide for promotional opportunities or staff realignment in those affected classifications.

Facilities Management

When Regional Transit's 2010 reduction in force eliminated five (5) Storekeeper positions, the associated tasks were transferred to a variety of other positions within the Facilities Management Department. While some of the tasks were maintained by members of the International Brotherhood of Electrical Workers Local 1245 (IBEW), other tasks were performed by other RT non-union and/or supervisory employees.

On June 20, 2012, the IBEW filed a grievance related to the union work performed by the non-union and/or supervisory employees. Since the grievance prevailed at the second step, the

Approved:

Presented:

Final 1/23/13

General Manager/CEO

Director, Human Resources

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grievance award was to restore one additional IBEW Storekeeper position, thereby increasing the total number of Storekeeper positions to nine (9). The change to the total number of authorized positions is reflected in Exhibit A.

Transportation Department

In November 2012, the Board approved Resolution No. 12-11-0175 authorizing one additional Transportation Superintendent-Bus position to administer the District's operations training functions after the Operations Training Administrator incumbent retired. At that time, HR staff began conducting benchmark audits of other transit districts, as well as reviewing the essential job functions of the Operations Training Administrator and Transportation Superintendent-Bus classifications.

Staff determined that the Transportation Superintendent-Bus classification should absorb the administration of the District's operations training responsibilities in order to ensure that all training functions, including DMV and CHP audits, are performed by the highest level superintendent position. The Transportation Superintendent-Bus job description, attached as Exhibit C, has been modified to reflect these changes.

Since the essential functions of the Operations Training Administrator classification will be absorbed by the Transportation Superintendent-Bus classification, staff recommends that the number of authorized positions for the Operations Training Administrator be reduced to zero. The change to the total number of authorized positions is reflected in Exhibit A.

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.

Changes to the District's Salary Grade Values, attached to the Resolution as Exhibit B, reflect January 1, 2013 range rates previously adopted with Resolution No. 11-09-0137 for the Administrative Employees Association (AEA) and Resolution No. 11-06-0087 for the Management and Confidential Employees Group (MCEG).

A modified job description for the Transportation Superintendent-Bus classification is attached as Exhibit C.

Staff recommends approval of this action.

RESOLUTION NO. 13-01-_____

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

_____January 28, 2013_____

**AMENDING EXHIBIT A OF RESOLUTION NO. 12-12-0197 AND EXHIBIT B OF
RESOLUTION NO. 12-02-0032, AND APPROVING A MODIFIED JOB DESCRIPTION
AND THE DISTRICT'S AUTHORIZED CLASSIFICATIONS, POSITIONS AND
SALARY GRADES, AND SALARY GRADE VALUES**

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

THAT, effective February 1, 2013, Resolution No. 12-12-0197 is hereby amended
by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classification,
Positions and Salary Grades."

THAT, effective January 1, 2013, Resolution No. 12-02-0032 is hereby amended by
deleting Exhibit B and replacing it with attached Exhibit B "Authorized Salary Grade
Values."

THAT, effective February 1, 2013, the job description of Transportation
Superintendent-Bus, attached as Exhibit C, is hereby approved.

PATRICK HUME, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective February 1, 2013
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
AEA Family:		
Accountant I	0	205
Accountant II	0	108
Assistant Architect	0	206
Assistant Engineer	0	208
Assistant Planner	2	207
Assistant Resident Engineer	2	208
Associate Architect	1	109
Associate Civil Engineer	1	110
Associate Engineer	0	109
Associate Systems Engineer	2	110
Engineering Technician	1	205
Grants Analyst	0	206
Human Resources Trainer	0	206
Information Technology Business Systems Analyst	0	107
Inspector	0	204
Junior Engineer	0	205
Long Range Planner	1	208
Network Operations Technician	2	205
Payroll Analyst	1	204
Procurement Analyst I	0	205
Procurement Analyst II	4	207
Programmer Analyst I	0	205
Programmer Analyst II	0	208
Quality Assurance Specialist I	0	202
Quality Assurance Specialist II	0	205
Real Estate Analyst I	0	205
Real Estate Analyst II	0	207
Resident Engineer	0	110
Revenue Analyst	1	207
Schedule Analyst I	1	205
Schedule Analyst II	2	207
Senior Accountant	2	109
Senior Architect	1	111
Senior Civil Engineer	1	111
Senior Community and Government Affairs Officer	2	108
Senior Engineering Technician	1	207
Senior Grants Analyst	2	108
Senior Information Technology Business Systems Analyst	2	109
Senior Marketing and Communications Specialist	1	108
Senior Planner	0	109
Senior Procurement Analyst	3	109
Senior Programmer Analyst	2	109
Senior Project Control Engineer	1	109
Senior Quality Assurance Specialist	1	108

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

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
Senior Real Estate Analyst	0	108
Senior Systems Engineer	1	111
Service Planner	1	208
Vehicle Equipment Maintenance Specialist	0	207
Video Communications Systems Analyst	2	208
Total General Family Allocations:	44	

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
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<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
MANAGEMENT & CONFIDENTIAL FAMILY:		
Accessible Services Administrator	1	110
Administrative Assistant I <i>(GM & Legal Cost Centers)</i>	0	200
Administrative Assistant II <i>(GM & Legal Cost Centers)</i>	1	202
Administrative Technician <i>(Employee Relations Cost Center)</i>	1	204
AGM of Engineering and Construction	1	IV
AGM of Marketing and Communications	1	III
AGM of Planning and Transit System Development	1	III
Attorney I	0	108
Attorney II	0	110
Attorney III	3	112
Benefits Administrator	0	110
Chief Administrative Officer	1	III
Chief Financial Officer	1	IV
Chief Counsel	1	**
Chief of Facilities and Business Support Services	1	III
Chief Operating Officer	1	V
Claims Analyst I	0	204
Claims Analyst II	2	207
Clerk to the Board	1	208
Community Bus Services Superintendent	0	110
Compliance and Quality Assurance Auditor	1	112
Deputy General Manager	0	VI
Director, Accessible Services and Customer Advocacy	1	112
Director, Bus Maintenance	1	112
Director, Civil and Track Design	1	113
Director, Community Bus Services	1	112
Director, Construction Management	1	112
Director, Facilities	1	112
Director, Finance and Treasury	1	112
Director, Human Resources	1	112
Director, Information Technology	1	112
Director, Labor Relations	1	112
Director, Light Rail	1	113
Director, Office Management and Budget	1	112
Director, Planning	1	112
Director, Procurement Services	1	112
Director, Project Management	1	112
Director, Real Estate	0	112
Director, Safety	1	112
Director, Scheduling	1	112
Director, Systems Design	0	113
Director, Transportation	1	112
EEO Administrator	1	110
Executive Assistant	1	207
General Manager/CEO	1	**
Human Resources Analyst I	1	205
Human Resources Analyst II	1	208

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(2) Decrease in Position(s)
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<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
Information Technology Service and Support Administrator	1	110
Labor Relations Analyst I	0	205
Labor Relations Analyst II	0	208
Legal Secretary	1	204
Maintenance Superintendent - Bus	1	111
Maintenance Superintendent - Light Rail	1	111
Maintenance Superintendent - Wayside	1	111
Manager, Accounting	1	110
Manager, Community and Governmental Affairs	0	111
Manager, Contracts and Disadvantaged Business Enterprise	1	110
Manager, Customer Service	1	110
Manager, Enterprise Resources and Databases	1	111
Manager, Grants	1	110
Manager, Marketing and Communications	1	111
Manager, Quality Assurance	0	111
Manager, Revenue	1	110
Materiel Management Superintendent	3	110
Network Operations Administrator	1	110
*(2) Operations Training Administrator	0	110
Paralegal	0	205
Payroll Supervisor	1	109
Principal Planner	1	110
Principal Civil Engineer	0	112
Principal Systems Engineer	0	112
Purchasing and Materials Administrator	1	110
Quality Assurance Administrator	1	110
Real Estate Administrator - Acquisitions	0	109
Real Estate Administrator - Asset Management	1	109
Real Estate Administrator - Transit Oriented Development and Joint Development	0	109
Recruitment and Selection Administrator	1	110
Risk/Claims Administrator	1	110
Senior Administrative Assistant	5	206
Senior Attorney	2	113
Senior Claims Analyst	1	109
Senior Classification and Compensation Analyst	0	108
Senior Financial Analyst	3	108
Senior Human Resources Analyst	4	109
Senior Labor Relations Analyst	2	109
Senior Paralegal	2	207
Senior Schedule Analyst	0	108
* Transportation Superintendent - Bus	3	110
Transportation Superintendent - Light Rail	2	110
Total Management and Confidential Allocations:	88	
Total District-wide Salaried Allocations:	132	

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
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<u>Job Classification Titles</u>		<u>Authorized Positions</u>	<u>Grade</u>
AFSCME 146 Family:	Accessible Services Eligibility Specialist	3	205
	Administrative Assistant I	0	200
	Administrative Assistant II	11	202
	Administrative Supervisor	1	***
	Administrative Technician	14	204
	Community Bus Services Dispatcher Supervisor	5	***
	Customer Advocacy Supervisor	1	***
	Customer Advocate I	1	201
	Customer Service Supervisor	1	***
	Facilities Supervisor	3	***
	Graphic Designer	2	205
	Information Technology Project Coordinator	1	109
	Information Technology Technician I	0	205
	Information Technology Technician II	1	206
	Maintenance Supervisor - Bus	8	***
	Maintenance Supervisor - Light Rail	9	***
	Maintenance Supervisor - Wayside	4	***
	Maintenance Trainer - Bus	1	***
	Maintenance Trainer - Light Rail	1	***
	Marketing and Communications Specialist	1	206
	Network Operations Engineer	1	208
	Operations Trainer	4	209
	Route Check Supervisor	0	***
	Route Checker	4	200
	Safety Specialist I	0	205
	Safety Specialist II	0	207
	Senior Customer Advocate	1	205
	Senior Facilities Specialist	2	109
	Senior Inspector	1	206
	Senior Safety Specialist	2	109
	Transit Officer Supervisor	1	***
	Transportation Supervisor	49	
Total AFSCME 146 Allocations:		133	
ATU 256 Family:	Accounting Technician	1	***
	Claims Technician	1	***
	Clerk II	10	***
	Computer Technician	0	***
	Customer Service Representative II	14	***
	Customer Service Representative III	1	***
	Operators (CBS, Bus and Light Rail combined)	457	***
	Payroll Technician	1	***
	Senior Clerk	1	***
	Transit Officer	18	***
Total ATU 254 Allocations:		504	

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

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
IBEW 1245 Family:		
Bus Service Worker	29	***
Electronic Mechanic	2	***
Facilities and Grounds Worker I	2	***
Facilities and Grounds Worker II	4	***
Facilities Electronic Technician	1	***
Facilities Maintenance Mechanic	13	***
Facilities Service Worker	9	***
Light Rail Assistant Mechanic	6	***
Light Rail Service Worker	20	***
Light Rail Vehicle Technician	32	***
Lineworker I	0	***
Lineworker II	0	***
Lineworker III	16	***
Mechanic A	26	***
Mechanic A (Body/Fender)	6	***
Mechanic A (Gasoline/Propane)	2	***
Mechanic B	8	***
Mechanic C	17	***
Painter	2	***
Rail Laborer	2	***
Rail Maintenance Worker	8	***
Senior Mechanic	0	***
Senior Rail Maintenance Worker	1	***
*(1) Storekeeper	9	***
Upholsterer	1	***
Total IBEW 1245 Allocations:	216	

TOTAL OVERALL AUTHORIZED ALLOCATIONS: 985

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

Salaried Classification Series

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

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



EXHIBIT B
AUTHORIZED SALARY GRADE VALUES
Effective January 1, 2013

<u>Grade</u>	<u>Monthly</u>		<u>Annual</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
106	\$4,294	\$6,013	\$51,528	\$72,156
107	\$4,724	\$6,615	\$56,688	\$79,380
108	\$5,197	\$7,276	\$62,364	\$87,312
109	\$5,717	\$8,004	\$68,604	\$96,048
110	\$6,345	\$8,884	\$76,140	\$106,608
111	\$7,107	\$9,950	\$85,284	\$119,400
112	\$8,035	\$11,247	\$96,420	\$134,964
113	\$9,158	\$12,822	\$109,896	\$153,864
114	\$10,533	\$14,745	\$126,396	\$176,940
200	\$3,058	\$4,281	\$36,696	\$51,372
201	\$3,211	\$4,495	\$38,532	\$53,940
202	\$3,371	\$4,720	\$40,452	\$56,640
203	\$3,539	\$4,955	\$42,468	\$59,460
204	\$3,753	\$5,253	\$45,036	\$63,036
205	\$4,015	\$5,621	\$48,180	\$67,452
206	\$4,336	\$6,071	\$52,032	\$72,852
207	\$4,683	\$6,555	\$56,196	\$78,660
208	\$5,057	\$7,081	\$60,684	\$84,972
209	\$5,461	\$7,647	\$65,532	\$91,764
210	\$5,898	\$8,258	\$70,776	\$99,096
211	\$6,371	\$8,919	\$76,452	\$107,028
I	\$8,263	\$11,073	\$99,156	\$132,876
II	\$8,924	\$11,960	\$107,088	\$143,520
III	\$9,727	\$13,035	\$116,724	\$156,420
IV	\$10,700	\$14,339	\$128,400	\$172,068
V	\$11,878	\$15,916	\$142,536	\$190,992
VI	\$13,183	\$17,667	\$158,196	\$212,004

EXHIBIT C
Effective February 1, 2013
List of Modified Job Descriptions

<u>Job Description - Previous Title</u>	<u>Disposition</u>	<u>Job Description - Modified Title</u>
Transportation Superintendent-Bus	Modified	Transportation Superintendent-Bus



Title: Transportation Superintendent-Bus

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to oversee the performance and daily operations of bus transportation services to the public and the District’s Operations training programs. This is accomplished by providing supervisory and administrative oversight, and reviewing and analyzing program policy and procedure. Other duties include managing emergency response situations, assisting with the budget, and completing special projects as assigned. Specific responsibilities in the daily operations and training programs administration depend on assignment and incumbents may be cross-trained or reassigned as necessary.

ESSENTIAL FUNCTIONS:

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

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	<p><u>Daily Operations of Transportation Services:</u> Assists in the overall day to day management of the transportation department by monitoring operations and ensuring effective and consistent operating practices; developing and monitoring schedules; participating in work plan development/personnel utilization and staff assignments; monitoring and authorizing payroll adjustments; investigating and correcting payroll deficiencies; serving as the departmental liaison with labor unions, other departments and agencies; coordinating the handling of passenger service complaints and emergencies; collecting, compiling and analyzing related data and preparing reports; and administering the Collective Bargaining Agreement as it applies to the department’s service.</p> <p><u>Operations Training Administration:</u> Administers the District’s Operations Training programs by planning and organizing a program for the instruction of new operators; re-instruction of veteran operators, and other RT employees, as needed, in the proper and safe method of operating transit buses in accordance with RT’s policies and procedures; coordinating the utilization of operator in-line trainers for training new operators; determining objectives, goals, and methods of instruction for curriculum and lesson plans, functioning as a resource, facilitator, or instructor, and participating in operator and other technical training as needed; administering the Department of Motor Vehicles Employer Testing</p>	50%



		and Pull Notices Programs; collecting, compiling and analyzing related data in order to identify training needs and program effectiveness and ensure compliance with applicable laws and regulations.	
2	S	Provides supervisory and administrative oversight by establishing and reviewing employee performance standards, conducting evaluations with supervisory staff; developing performance improvement plans and administering discipline when appropriate; participating in the selection of staff; conducting investigations and holding grievance hearings, and acting as a hearing officer and rendering decisions regarding labor agreements and grievance issues.	25%
3	S	Provides program, policy, and procedure review and analysis by developing programs to improve transportation operations, operations training and safety programs and the District's Drug and Alcohol Training program; evaluating, recommending and implementing departmental policies, procedures, and quality standards..	15%
4	S	Participates in various annual and bi-annual audits and coordinates audit activities with outside agency representatives, represents the District, as assigned, in various committees and meetings related to transportation operations and training, coordinates RT's Bus Rodeo by overseeing local, regional and national participation and assists in the preparation of the department budget.	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 an accredited college, technical, business, vocational, or correspondence school in Business Administration, Public Administration or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of five (5) years of experience in public transportation, with three (3) years of experience in bus operations and two (2) years of supervisory experience. Additional previous transit training experience desirable.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.



Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	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	Possession of a valid California driver's license is required with the ability to obtain and maintain a valid Class B driver's license, with Passenger and Airbrake endorsements, Verification of Transit Training (VTT) and PC 832 Certificate.



KNOWLEDGE
<ul style="list-style-type: none"> • Principles of labor relations and collective bargaining. • Principles of administration, leadership, supervision, training and management. • Dispatching and radio procedures. • Methods and techniques of preparing transportation reports and transportation related documents. • Methods for retrieving and reviewing recorded and written data from archives. • Methods and techniques of conducting statistical analyses, and tracking, recording, and presenting statistical data. • Methods and techniques of evaluating training programs and making recommendations on new programs to be offered. • Effective communication, presentation, and facilitation methods and practices. • Adult learning principles. • Training resources and equipment. • Platform presentation and questioning skills. • Principles and practices of employee training and development. • Department of Motor Vehicles commercial testing regulations. • Accident investigation techniques. • Defensive driving techniques. • Protocol and procedures for handling emergencies. • Principles of transit bus/light rail operations/service, equipment, vehicles, positions of dispatching, radio control and road supervision. • Applicable transit federal, state and local laws such as ADA, PUC regulations. • Budget preparation and cost control. • Personnel and payroll processes. • Effective management and motivational techniques. • Transit specific penal codes and ordinances. • Principles and practices of public relations and/or customer service.
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.
ABILITIES
<ul style="list-style-type: none"> • Learn department specific and emergency procedures. • Uniformly apply disciplinary action and related staff decisions. • Ensure that all data collected is accurate, complete, and correct. • Investigate, locate, and retrieve data from archives and record retention areas. • Comply with the time constraints as outlined in contracts or agreements. • Resolve issues to the satisfaction of all parties involved.



- Ensure compliance with operational requirements.
- Implement and administer new and existing programs, policies, and procedures.
- Remain current with and uniformly apply evolving federal, state and local laws or decisions affecting the department.
- Receive and resolve passenger concerns.
- Manage a complex work environment involving frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
- Plan, design and implement highly complex training programs and assess effectiveness.
- Plan, prioritize, assign, supervise, and review work of staff.
- Handle all internal and external contacts with courtesy, diplomacy, and tact.
- Evaluate business and operational activities to assess training needs.
- Read, analyze, and interpret District policies, professional journals, technical publications, and government regulations.
- Write clear and effective reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from groups, managers, customers, and the public.
- Deal with difficult people and situations.
- Extract statistics and written information from reports and transfer to other documents.
- Maintain Administrator status for the California DMV Employer Testing Program.
- Obtain and maintain a valid Class B California driver's license, with passenger and air brake endorsements and current medical certificate.
- Comply with the random drug testing provisions for safety-sensitive classifications as required by the Department of Transportation (49 CFR, Part 655).
- Obtain and maintain Verifiable Transit Training requirements.
- Obtain National Incident Management System (NIMS) training certificate.
- Obtain U.S. Department of Transportation (DOT) Transit Instructor Certificate.
- Obtain and maintain PC832 certificate.



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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

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



ENVIRONMENTAL FACTORS:

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

Safety vest

NON-PHYSICAL DEMANDS:

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

(2) Stress

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.