

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
14	06/23/14	Open	Action	06/11/14

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

ISSUE

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

RECOMMENDED ACTION

Adopt Resolution No. 14-06- ____, Amending Exhibit A and Exhibit B of Resolution No. 14-01-0008, and Approving Modified and New Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values.

FISCAL IMPACT

There is no additional fiscal impact as a result of this action. Positions noted throughout this report are funded within the FY 2015 Operating Budget adopted on June 23, 2014.

DISCUSSION

Personnel Action Summary: This proposed action will result in the modification of 2 existing job descriptions (Equal Employment Opportunity Administrator and Senior Information Technology Business Systems Analyst) and the creation of 1 new job description (Pension and Retiree Services Administrator). The discussion also provides justification for the addition of 19 Light Rail positions to the number of authorized RT positions as adopted with RT's FY 2015 Operating Budget (1 Light Rail Assistant Mechanic, 8 Light Rail Operators, 1 Maintenance Supervisor-Light Rail, 1 Maintenance Supervisor-Wayside, 5 Rail Laborers, 1 Senior Rail Maintenance Worker and 2 Transportation Supervisors). Fiscal impact associated with these changes is reflected in RT's adopted FY 2015 Operating Budget.

General Manager's Office

A recent Federal Transit Administration (FTA) review found that the annual analysis of the RT's DBE/WBE outreach efforts could not be completed by the Procurement department; therefore, RT staff recommended that the analysis of the outreach efforts related to those programs would be more appropriately assigned to the Equal Employment Opportunity Administrator position.

As a result, HR staff conducted a review of the EEO Administrator job classification and updated the job description to include the addition of DBE/WBE outreach efforts program analysis. The Job Evaluation Team (JET) determined that the compensable factors for this position have not changed; therefore, there is no change to the salary or salary grade for the position.

Approved:

Presented:

Final 06/18/14

General Manager/CEO

Director, Human Resources

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The modified EEO Administrator job description is included in the Authorized Positions List and is attached to the Resolution as Exhibit C. There is no fiscal impact associated with this change.

Human Resources Department

Since the inception of RT's pension plans, staff has provided all administrative support associated with the day to day management of the Plans. While that has served RT and the 800+ retirees well, the growing complexity of pension administration, laws associated with pension administration and the recently negotiated second tier of the plans (ATU and IBEW to date) have created a need for an experienced individual to oversee the daily administration of RT's pension program.

Staff recommends adding a Pension and Retiree Services Administrator position to be responsible for the daily operations of RT's retirement programs that include employer sponsored defined benefit pension plans and deferred compensation programs, Retirement Board administration and records management.

The JET determined that the compensable factors place this new job classification in Grade 110 within the Management and Confidential Employee Group.

The new Pension and Retiree Services Administrator job description is reflected in the Authorized Positions List and is attached to the Resolution as Exhibit C. The fiscal impact associated with this change is reflected in the Board adopted FY 2015 Operating Budget.

Information Technology Department

Recently, the IT department requested that Human Resources staff review the existing Senior IT Business Systems Analyst job description with the intent to clarify language and identify what tools are used to perform the essential functions of the job.

Since only minor modifications were proposed to the essential functions and the knowledge, skills and abilities (KSAs) of the Senior IT Business Systems Analyst job description, Human Resources and the JET determined that the compensable factors for this position have not changed; therefore, there is no change to the salary grade for the position.

The modified Senior IT Business Systems Analyst job description is included in the Authorized Positions List and is attached to the Resolution as Exhibit C. There is no fiscal impact associated with this change.

Light Rail Department

During the FY 2015 budget preparation process, staff determined that, to staff and support the Light Rail Blue Line Extension project to Cosumnes River College, additional staffing would be required. The Authorized Positions List for FY 2015 includes 14 additional Light Rail positions: 1

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Light Rail Assistant Mechanic, 8 Light Rail Operators, 1 Maintenance Supervisor-Light Rail, 1 Maintenance Supervisor-Wayside, 1 Senior Rail Maintenance Worker and 2 Transportation Supervisors. The FY 2015 Operating Budget also includes 5 additional Rail Laborer positions to provide lookout and flagger protection for roadway worker protection as required by the new California Public Utilities Commission (CPUC) General Order 175. Fiscal impact associated with this change is reflected in the Board adopted FY 2015 Operating Budget.

Authorized Classifications, Positions and Salary Grades and Salary Grade Values

Changes to position control described above are reflected in the Authorized Classifications, Positions and Salary Grades list (Authorized Positions List), attached to the Resolution as Exhibit A. Exhibit A also reflects the Amalgamated Transit Union job title changes adopted with Resolution No. 14-04-0047 by the Board on April 28, 2014.

The District's Salary Grade Values, attached to the Resolution as Exhibit B, incorporates the AFSCME Administrative/Technical grade values into the same grade values as the Administrative Employees Association (AEA) and the Management and Confidential Employees Group (MCEG) as agreed to by the District and AFSCME on March 13, 2014.

Modified and New Job Descriptions

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

<u>Previous Job Title</u>	<u>Disposition</u>	<u>Modified and New Job Title</u>
EEO Administrator	Modified	EEO Administrator
NA	New	Pension and Retiree Services Administrator
Senior IT Business Systems Analyst	Modified	Senior IT Business Systems Analyst

Staff recommends approval of this action.

RESOLUTION NO. 14-06-_____

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

_____ June 23, 2014 _____

AMENDING EXHIBIT A AND EXHIBIT B OF RESOLUTION NO. 14-01-0008 AND APPROVING MODIFIED AND NEW JOB DESCRIPTIONS 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 July 1, 2014, Resolution No. 14-01-0008 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classification, Positions and Salary Grades."

THAT, effective July 1, 2014, Resolution No. 14-01-0008 is hereby amended by deleting Exhibit B and replacing it with attached Exhibit B "Authorized Salary Grade Values."

THAT, effective July 1, 2014, the modified job descriptions of Equal Employment Opportunity Administrator and Senior Information Technology Business Systems Analyst, and the new job description for the Pension and Retiree Services Administrator, attached as Exhibit C, are hereby approved.

PHILLIP R. SERNA, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective July 1, 2014
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

<u>AEA Family:</u>	<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
	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 Analyst I	0	205
	Engineering Analyst II	0	207
	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
	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 Analyst	1	109
	Senior Engineering Technician	1	207
	Senior Grants Analyst	2	108
	* Senior Information Technology Business Systems Analyst	3	109
	Senior Marketing and Communications Specialist	1	108
	Senior Planner	0	109
	Senior Procurement Analyst	3	109

* 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 Programmer Analyst	2	109
Senior Quality Assurance Specialist	1	108
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:	43	

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(1) Increase in Position(s)
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<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
<u>MANAGEMENT & CONFIDENTIAL FAMILY:</u>		
Accessible Services Administrator	1	110
Administrative Assistant I <i>(GM & Legal Cost Centers)</i>	0	200
Administrative Assistant II <i>(GM, Labor Relations & Legal Cost Centers)</i>	2	202
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
Chief Administrative Officer	1	III
Chief Counsel	1	**
Chief Financial Officer	1	IV
Chief of Facilities and Business Support Services	1	III
Chief Operating Officer	1	V
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, Long Range Planning	1	112
Director, Office Management and Budget	1	112
Director, Planning	0	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 Administrator	1	110
Human Resources Analyst I	1	205
Human Resources Analyst II	1	208

* Denotes Change in Classification/Count

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

*** No Grade, Salary Stated in MOU

Job Classification Titles

**Authorized
Positions Grade**

* 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>
Labor Relations Analyst I	1	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 and End User Operations Administrator	1	110
Paralegal	0	205
Payroll Supervisor	1	109
*(1) Pension and Retiree Services Administrator	1	110
Principal Civil Engineer	1	112
Principal Planner	1	110
Principal Systems Engineer	1	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
Risk Administrator	1	110
Risk Analyst I	0	204
Risk Analyst II	1	207
Senior Administrative Assistant	5	206
Senior Attorney	2	113
Senior Classification and Compensation Analyst	0	108
Senior Financial Analyst	3	108
Senior Human Resources Analyst	5	109
Senior Labor Relations Analyst	2	109
Senior Paralegal	2	207
Senior Risk Analyst	1	109
Senior Schedule Analyst	0	108
Transportation Superintendent - Bus	3	110
Transportation Superintendent - Light Rail	2	110
Total Management and Confidential Allocations:	91	
Total District-wide Salaried Allocations:	134	

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(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>
<u>AFSCME 146 Family:</u>		
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	2	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	2	206
Maintenance Supervisor - Bus	8	***
*(1) Maintenance Supervisor - Light Rail	11	***
*(1) Maintenance Supervisor - Wayside	6	***
Maintenance Trainer - Bus	1	***
Maintenance Trainer - Light Rail	1	***
Marketing and Communications Specialist	1	206
Network Operations Engineer	1	208
Network Operations Technician	2	205
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	***
*(1) Transportation Supervisor	51	
<u>Total AFSCME 146 Allocations:</u>	143	

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(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>
<u>ATU 256 Family:</u>		
Accounting Technician	1	***
Accounts Payable Clerk	2	***
Claims Technician	1	***
Customer Service Clerk	1	***
Customer Service Representative	14	***
Fare Prepayment Clerk	1	***
*(1) Operators (Bus, CBS and Light Rail combined)	465	***
Payroll Technician	1	***
Procurement Clerk	2	***
Reception Clerk	1	***
Revenue Clerk	3	***
Senior Clerk	1	***
Transit Fare Inspector	13	***
Treasury Clerk	1	***
Total ATU 254 Allocations:	507	
<u>IBEW 1245 Family:</u>		
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	16	***
Facilities Service Worker	9	***
*(1) Light Rail Assistant Mechanic	8	***
Light Rail Service Worker	20	***
Light Rail Vehicle Technician	38	***
Lineworker I	0	***
Lineworker II	0	***
Lineworker III	20	***
Mechanic A	26	***
Mechanic A (Body/Fender)	6	***
Mechanic A (Gasoline/Propane)	2	***
Mechanic B	8	***
Mechanic C	17	***
Painter	2	***
*(1) Rail Laborer	7	***
Rail Maintenance Worker	8	***
Senior Mechanic	0	***
*(1) Senior Rail Maintenance Worker	2	***
Storekeeper	10	***
Upholsterer	1	***
Total IBEW 1245 Allocations:	238	
TOTAL AUTHORIZED ALLOCATIONS:		1022

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(1) Increase in Position(s)
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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
Customer Advocate I, Senior
Engineering Analyst I, II, Senior
Engineering Technician, Senior
Grants Analyst, Senior
Human Resources Analyst I, II, Senior, Administrator
Information Technology Technician I, II
Inspector, Senior Inspector, Assistant Resident Engineer, Resident Engineer
IT Business Systems Analyst, Senior
Junior Engineer, Assistant, Associate, Associate Civil, Senior, Principal
Junior Engineer, Assistant, Associate, Associate Systems, Senior, Principal
Labor Relations Analyst I, II, Senior
Marketing and Communications Specialist, Senior
Network Operations Technician, Network Operations Engineer, Network and End User Operations Administrator
Network Operations Technician, Video Communications Systems Analyst, Network and End User Operations 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
Risk Analyst I, II, Senior, Administrator
Safety Specialist I, II, Senior
Schedule Analyst I, II, Senior



EXHIBIT B
AUTHORIZED SALARY GRADE VALUES
Effective January 1, 2014
(Revised July 1, 2014)

Grade	Monthly		Annual	
	Minimum	Maximum	Minimum	Maximum
106	\$4,427	\$6,199	\$53,124	\$74,388
107	\$4,870	\$6,820	\$58,440	\$81,840
108	\$5,358	\$7,502	\$64,296	\$90,024
109	\$5,894	\$8,252	\$70,728	\$99,024
110	\$6,542	\$9,159	\$78,504	\$109,908
111	\$7,327	\$10,258	\$87,924	\$123,096
112	\$8,284	\$11,596	\$99,408	\$139,152
113	\$9,442	\$13,219	\$113,304	\$158,628
114	\$10,860	\$15,202	\$130,320	\$182,424
200	\$3,153	\$4,414	\$37,836	\$52,968
201	\$3,311	\$4,634	\$39,732	\$55,608
202	\$3,476	\$4,866	\$41,712	\$58,392
203	\$3,649	\$5,109	\$43,788	\$61,308
204	\$3,869	\$5,416	\$46,428	\$64,992
205	\$4,139	\$5,795	\$49,668	\$69,540
206	\$4,470	\$6,259	\$53,640	\$75,108
207	\$4,828	\$6,758	\$57,936	\$81,096
208	\$5,214	\$7,301	\$62,568	\$87,612
209	\$5,630	\$7,884	\$67,560	\$94,608
210	\$6,081	\$8,514	\$72,972	\$102,168
211	\$6,569	\$9,195	\$78,828	\$110,340
I	\$8,519	\$11,416	\$102,228	\$136,992
II	\$9,201	\$12,331	\$110,412	\$147,972
III	\$10,029	\$13,439	\$120,348	\$161,268
IV	\$11,032	\$14,784	\$132,384	\$177,408
V	\$12,246	\$16,409	\$146,952	\$196,908
VI	\$13,592	\$18,215	\$163,104	\$218,580

EXHIBIT C
List of Modified / New Job Descriptions
Effective July 1, 2014

Job Description - Previous Title	Disposition	Job Description - Modified / New Title
EEO Administrator	Modified	EEO Administrator
NA	New	Pension and Retiree Services Administrator
Senior IT Business Systems Analyst	Modified	Senior IT Business Systems Analyst



Title: Equal Employment Opportunity Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage the District’s equal employment opportunity programs and to ensure compliance with all applicable federal/state laws, FTA Circular 4702.1A, and other applicable transportation regulatory agency guidelines. This is accomplished by developing and recommending policies, administering the processing of complaints and investigating, preparing the EEO/AA plan and periodic progress reports, serving as liaison between the District and state and federal agencies, create and deliver training and assisting management in the collection and analysis of employment and program 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	Administer complaint processing by researching complaints of discrimination, harassment and unprofessional conduct by interviewing complainants, witnesses and respondents, assessing facts and determining applicable law and/or policy violations, develop reports to include findings, make recommendations to management regarding corrective action, and communicate with management and external agencies and other affected parties on a need to know basis. Coach and counsel employees and managers on other topics as needed.	25%
2	S	Manage the development and maintenance of the EEO program by conducting research into current rules and regulations, case laws, and pending legislation, create and recommend new and/or modified policies, interpret employer responsibilities and obligations, obtain legal guidance as required, analyze relevant information to compile reports, and advising management. This includes the monitoring of subrecipients as required by FTA, and requirements of the District's EEO/AA Plan, including the following responsibilities: collect and analyze employment data, identify problem areas, set goals and timetables, and develop programs to achieve goals. Evaluate, validate, analyze, and interpret data. Isolate and coordinate with management for appropriate action according to program objectives. Design, implement, and monitor internal audit and reporting systems to measure program effectiveness and determine where	25%



		<p>progress has been made and further action is needed, deliver recommendations to management; analyze goal progress on underutilized areas and report findings to management, work with affected departments to alleviate deficiencies; collaborate with Legal, Human Resources, and Labor Relations to ensure EEO laws, CBAs and District policies are being enforced consistently throughout the District. Respond to requests for information. Develop and provide program-related consultations and briefings, as needed.</p>	
3	L	<p>Serve as liaison between agencies, federal, state, and local governments, and regulatory agencies, women's, minority, disabled, veterans, and other community groups. Assist in recruiting underutilized applicants and identifying outreach sources. Establish a collaborative, problem-solving perspective and share technical knowledge with associate staff, colleagues and community members. Serve as a resource to District employees and management on activities to meet the District's strategic planning efforts. Support and participate in technical training workshops, seminars, community events, and conferences. Participate in associated outreach activities.</p>	15%
4	L	<p>Assist management in the collection and analysis of employment and program data, identify problem areas, set goals and timetables, and develop and implement strategies to achieve goals. Identify nature and sources of data. Evaluate, validate, analyze, and interpret data. Isolate and coordinate with management for appropriate action according to program objectives. Design, implement, and monitor internal audit and reporting systems to measure program effectiveness and determine where progress has been made and further action is needed. Assess existing systems. Devise common vehicle for conveying and sharing necessary information. Establish baseline for reporting and communicating achievement. Compare periodic data to baseline for reporting. Report periodically on progress and status of each unit in relation to employment practices and agency goals. Develop unique reports for the District and each individual division and department. Assure that current legal information affecting equal opportunity/program guidelines is disseminated to responsible officials. Develop and submit management reports. Respond to request for information. Develop and provide program-related consultations, briefings, and training. Arrange consultations to share program developments.</p>	15%
5	L	<p>Periodic monitoring of ADA compliance including interactive process and reasonable accommodation efforts. Provide input into potential process improvements, program modifications or consultation/training opportunities.</p>	10%



6	L	Determine training needs, develop objectives, create and deliver curriculum. Research training materials, training methods, pilot training programs. Create evaluations, monitor feedback and revise programs and materials as needed for sexual harassment prevention, Title VI, Diversity and Inclusion training and/or other EEO-related subjects and/or related District policies. Evaluate and modify existing and proposed programs; recommend appropriate changes. Conduct follow-up studies of all completed training to evaluate and measure results; modify programs as needed. Summarize findings for review of training effectiveness.	10%
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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 Business Administration, Public Administration, Human Resources Management, Labor 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 five (5) years of experience in Human Resources with direct experience in EEO programs, including investigating complaints, preparing state and federal documentation and conducting EEO training.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has 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 budgets 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	

KNOWLEDGE
<ul style="list-style-type: none"> • Research techniques and sources of reference; current employment law, its interpretation, and appropriate applications. • Regulatory and enforcement agency requirements, processes, and guidelines. • Effective verbal and written communication skills. • Effective planning, organization, and management principles. • Specific types of employment data to be collected and analyzed. • Analytical techniques, tools, processes, and standards; methods of communication and collaborative styles and techniques. • Adult learning, teaching, and presentation techniques. • Interactive process and reasonable accommodation laws, procedures and practices. • Data collection systems and purpose, and data interpretation methodologies. • Database purpose, design, structure, form, and reports required to be filed externally. • Risk elements and potential consequences and/or implications of sensitive, politically-charged issues. • Philosophy, needs, goals, and objectives of community groups. • Effective interpersonal skills, including negotiation, persuasion, and conflict resolution. • Employment law and theories of discrimination. • Burdens of proof, remedies, and administrative adjudication procedures. • Standards of professional written products. • Current and pending legislation and relevant court decisions. • Knowledge of the principles and practices of personnel administration; • Effective counseling and investigative techniques. • Principles of corrective disciplinary action.

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



ABILITIES

- Learn District structure, philosophy, organization, purpose, goals, objectives, jurisdiction, and authority and consistently apply same.
- Read and understand complex documents, including laws and policies and consistently apply same.
- Learn organizational structure, direction, and management orientation.
- Engender trust and credibility with all levels of employees.
- Display willingness to make decisions, exhibits sound and accurate judgment and make timely decisions.
- Prioritize and plan work activities, use time efficiently and develop realistic action plans.
- Communicate clearly and effectively, both orally and in writing.
- Understand management and organizational legal responsibilities.
- Understand fundamental management principles.
- Embrace the principles of equal opportunity, diversity, and continuous improvement, and change.
- Deal with organizational conflicts and competence issues.
- Develop and maintain an EEO training curriculum.
- Understand provisions of the collective bargaining agreements, rules, and policies guiding conduct of employees.



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 site; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings;
Walking	F	To other departments; around work site
Lifting	F	Files
Carrying	F	Files
Pushing/Pulling	F	File drawers
Reaching	F	For files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	O	Filing in lower drawers
Crouching	R	Filing in lower drawers
Crawling	N	
Bending	O	Filing in lower drawers
Twisting	F	From computer to telephone
Climbing	R	Step stools
Balancing	N	
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Shredder 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	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	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	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: Pension and Retiree Services Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage, administer and oversee the activities of the District’s Retirement programs that include employer sponsored defined benefit pension plans and deferred compensation programs, Retirement Board administration and records management. The administrator is also responsible for higher level projects that integrate business strategy and labor agreement provisions as they relate to retiree services as well as supervising, developing and evaluating staff assigned to the various retiree programs. Participates in the activities at all functional levels as needed and may temporarily perform the duties of a subordinate when 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>Pension Plan Administration: Under the general supervision of the Pension Plan Administrator, performs the following functions: Oversee the day to day administration of three separate pension plans, including the potential for multiple tiers within plans. Participate in determining retirement eligibility and, with the assistance of the Plan Actuary, calculate estimated benefit amounts based on the various forms of benefit options. Process applications and prepare all administrative paperwork necessary to assist employees in completing the retirement process. Handle benefit inquiries to ensure quick, equitable, courteous resolution. Maintain contact in person, and by phone or mail, with retirees, employees, staff consultants, vendors and beneficiaries to facilitate proper and complete administration of all pension benefits and programs. Respond to inquiries on retirement policy and procedure, Domestic Relations Orders, and other third party inquiries related to payment of pension and deferred compensation benefits. Develop, implement and maintain policies related to the specialized pension benefit counseling, computation, and pension payroll functions. Maintain and reconcile retiree payroll including adding or removing members from payroll, accounting for all partial payments. Assist in the preparation of annual budgets including</p>	80%



	<p>analysis and development/monitoring. Implementation of controls for retiree health and welfare benefits programs, ensuring all retirees entitled to benefits are supported. Assist in the development or implementation of information systems to calculate and track retirement benefits, store and retrieve member files and information. Oversee technical duties for the preparation of financial and statistical records. Oversee maintenance of retirement records and the issuance of monthly benefit payments and provide work direction to subordinates. Provide records and necessary information to auditors. Review negotiated changes to the Pension Plans as well as legal updates procedures and policies. Coordinate with medical doctors and sub-rosa investigators relative to disability retirements. Make presentations to active and retired members about the retirement system and options.</p> <p>Retirement Board Administration: In accordance with the Brown Act, administer all Retirement Board meetings, including preparation of all required Issue Papers, resolutions, motions, agendas, and other required forms or documents related to the administration of the Retirement Plans’ Board meetings. Oversee process related to the taking, preparation, distribution and approval of Retirement Board minutes. Act as staff and liaison to the Retirement Boards and the Retirement Plan Administrator. Interact directly with the Retirement Board members, Legal Counsel, District staff and actuarial, health care, legal and actuarial/ pension processing professionals. Reply to inquiries from the Retirement Board members, the public, and all California Public Record Act requests which do not involve investments or legal issues. Participate as a committee member on all RFP solicitations for vendor selection in accordance with the District’s procurement ordinance, administer all non-financial related vendor contracts.</p>	
<p>2 S</p>	<p>Retiree Health and Welfare Benefits: Oversee and administer all retiree benefit plans/programs, including ensure retiree benefits are administered in accordance with the District’s negotiated vendor contracts, plan documents, collective bargaining agreements and applicable state and federal regulations. Analyze and evaluate third party administrator and vendor costs and proposals. Oversee and manage retiree open enrollment activities. Coordinate with Labor Relations to provide input for negotiation strategies and to make recommendations to amendments to collective bargaining agreements as they relate to retiree benefit programs. Provide guidance to staff, management and employees regarding complex retiree benefit issues. Prepare and distribute employee communications regarding plan/program details and requirements.</p> <p>Deferred Compensation Program: Administer the day to day management of the employee deferred compensation program,</p>	<p>20%</p>



	<p>including: Serve as primary contact for employees, retirees, plan vendors and third party administrators. Provide excellent customer service support to all. Determine the best plan options for the District by working with the employees and third party administrators. Ensure compliance with applicable government regulations. Coordinate transfer of data to external contacts for services, premiums and plan administration. Work effectively to make sure the plans run smoothly. Investigate discrepancies and provide information in non-routine situations. Document and maintain administrative procedures for assigned benefit processes. Develop communication tools to enhance understanding of the company's deferred compensation benefits packages.</p>	
<p>3 S</p>	<p>As it relates to both the Pension Plan, Retiree Health and Welfare and the Deferred Compensation Program, the following tasks will be associated with each Program: Manage, administer and oversee numerous special projects and programs related to the District's retiree pension and retiree health and welfare benefit programs. Prepare complex reports including detailed statistical and data analysis related to projects and unit activities. Oversee RFP processes related to pension, health and welfare benefit and deferred compensation functions including development of scope of work and evaluation and selection of vendors. Communicate with vendors regarding retiree services and contract term issues and develop and oversee contract budgets. Recommend and implement improved administrative methods and procedures. Provide staff support to committees or other departments as assigned. Develop and oversee retiree records management programs by monitoring and modifying records management retention schedule, developing methods to ensure efficient filing, storage, and retrieval of retiree records, ensuring confidentiality of all records, monitor and test the HRIS, and maintain current knowledge on laws affecting employment records and confidentiality. Supervise subordinate and matrix managed staff responsible for various retiree pension and benefit functions by planning, prioritizing, assigning, monitoring, and reviewing the work of staff members. Act as a resource or subject matter expert for staff in the performance of their duties. Participate in the selection of staff, plan and coordinate staff training and development, evaluate performance, develop performance expectations and improvement plans and monitor performance.</p>	<p>Percentage of time incorporated into the above-referenced tasks</p>



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 Human Resources, 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	<p>A minimum of five (5) years of experience in Benefit Administration with direct experience in pension plan administration, defined contribution, and/or retiree health and welfare, including two (2) years of supervisory experience. Public sector experience is required; at least three (3) years preferred.</p>
Supervision	<p>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.</p>
Human Collaboration Skills	<p>Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.</p>
Technical Skills	<p>Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>
Budget Responsibility	<p>Position has 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.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Writing	<p>Advanced - Ability to write editorials, journals, speeches, manuals, or</p>



critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements

KNOWLEDGE
<ul style="list-style-type: none"> • All principles, practices and procedures related to the administration of a government pension plan. • Principles of deferred compensation administration. • Applicable federal, state, and local laws and regulations, including employment and personnel laws and regulations, and the compliance and coordination between all applicable laws and programs. • Effective verbal and written communication skills. • External agency reporting and compliance requirements. • General administration of pretax defined contribution programs such as 401(k), 403(b) or 457. • General methods of tactful public communication. • Practices, principles, methods and techniques of tracking, recording and presenting statistical data. • Methods for obtaining and evaluation of benchmarking and obtain data as it relates to pension and deferred compensation administration, salary, benefits and compensation data. • Negotiation techniques as they relate to vendor contracts. • Policies, procedures, guidelines, regulations, compliance and reporting requirements impacted by external sources. • Principles, practices and techniques of public personnel administration, management and analysis, organization, budget, and communication. • Principles, practices and methods of management, supervision, motivation, training, discipline and performance evaluations. • Public sector employee relations, typical provisions of CBA/MOUs and public employee laws. • Problem solving, organizational, communication and presentation skills. • Principles of organization, administration, budget and human resources management. • Principles and practices of public agency pensions. • Principles and practices of governmental budgeting. • Supervisory practices and procedures. • Principles and practices of benefit program administration. • Organizational rules, procedures, and union contracts. • Reporting requirements to government and other agencies. • Insurance and benefit plan design concepts and legal issues. • Rules, regulations, and laws pertaining to employee records management. • Federal and State laws pertaining to benefits and employee leave programs. • Administration of HRIS database systems.



- Employee orientation programs.
- Effective verbal and written communication skills.
- Effective interpersonal skills including negotiation and conflict resolution.

SKILLS

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

ABILITIES

- Analyze, compare, prioritize and evaluation complex data.
- Apply customer service skills, continuously representing the District in a positive way, handling all internal/external contacts with courtesy, diplomacy, and tact.
- Conduct and make recommendations based on research, analysis, benchmarking and prior knowledge.
- Conduct/make recommendations regarding staffing and organizational analysis.
- Conduct research, prepare and present advocacy materials in a clear and concise manner both orally and in writing.
- Define problem areas, collect and evaluate data and recommend alternative solutions to complex issues and problems. Formulate recommendations and project consequences of recommendations. Be creative in developing and introducing new ideas, using initiative and good judgment.
- Effectively present information and respond to questions from groups, managers, customers, and the general public.
- Establish and maintain effective working relationships with retirees, employees, staff, vendors, third party administrations, other agencies and the public.
- Exercise independent sound judgment and make decisions in a manner consistent with the essential job functions.
- Extract and analyze statistics and written information from reports and transfer to other documents.
- Successfully manage multiple projects, priorities and schedules simultaneously.
- Lead project teams to positive solutions and outcomes.
- Learn HR departmental systems, methods, tasks, and procedures.
- Learn District and other departmental operation policies and procedures.
- Learn HRIS (SAP) processes related to department and job.
- Manage and administer a broad range of tasks including resolving complaints, counseling managers and employees on the interpretation of policies, procedures and union agreements.
- Prepare written reports and correspondences, and presentations to senior leadership as required.
- Prioritize and organization multiple activities for self and staff.
- Project consequences and financial costs of proposed actions, and make and



- supporting recommendations and positions.
- Provide professional level support in all areas of pension and deferred compensation administration.
 - Read, analyze, interpret and apply District policies, Collective Bargaining Agreements and Memorandums of Understanding professional journals, technical publications and government regulations.
 - Read, analyze, and interpret professional journals, technical publications and government regulations.
 - Select, supervise, train, motivate, assign, evaluate, counsel and discipline staff.
 - Speak clearly and communicate messages to appropriate individuals.
 - Speak to groups.
 - Work under deadlines, urgent situations and emotional/confrontational situations that require instructing, persuading and motivating people.
 - Train and provide project direction to other members of the Human Resources team, other professionals, technical and paraprofessional staff members.
 - Develop complex recruiting plans, including attrition models, hiring models and Division level staffing plans.
 - Plan, organize, and assign the work of a varied staff of employees.
 - Analyze administrative and technical problems and make sound policy and procedural recommendations to their solution.
 - Direct the collection, interpretation, and evaluation of data.
 - Training and counsel retirees and employees in a variety of areas.
 - Prepare comprehensive reports of management activities and costs.
 - Select, supervise, training and evaluate subordinates.
 - Analyze administrative and technical problems and make sound policy and procedural recommendations to their solutions.
 - Train and counsel employees in a variety of areas.
 - Learn District and departmental operating policies and procedures, programs and contracts.
 - Prepare comprehensive reports of activities and costs.
 - Resolve conflicts with tact and diplomacy.
 - Review and administer changes to contracts (CBAs/MOUs), rules, procedures, and pertinent laws.
 - Effective verbal and written communications with retirees, employees staff, vendors, third party administrators, Board members, consultants, and committee members.
 - Data gathering and analyze for application to all benefit programs.
 - Make decisions on relative cost and benefits to employees and to organization.
 - Complex problem and review of related information to evaluate and make recommendations.
 - Investigation various issues, troubleshooting associated program and resolve the situation to the benefit of the employee and the District.
 - Maintain and administer the confidentiality of all employee documents.
 - Strong people management skills.



- Excellent tact and diplomatic skills.
- Ability to manage multiple priorities simultaneously.
- Ability to effectively manage a variety of subordinate work styles, ensuring attainment of all pre-established goals.
- Project Management Skills.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-

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

PHYSICAL DEMANDS:

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

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

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

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



ENVIRONMENTAL FACTORS:

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

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None noted.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	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: Senior Information Technology Business Systems Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to support the District’s mission through effective business, technology, and data analysis, and perform system administration and advanced configuration tasks for enterprise class software systems, such as SAP, Trapeze, SQL server, Oracle and/or Fare Management systems. This is accomplished by modeling technological aspects of business unit operations, determining business requirements, performing complex systems and data analysis, creating software specifications and prototypes, ensuring stability and integrity of software applications, planning, making and testing software system configuration changes, developing project and software implementation and test plans, training users, creating complex reports and managing information systems projects. Other duties include managing systems, serving as second tier user assistance for enterprise class software systems and mentoring/teaching users of the District’s business applications.

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	Performs advanced level business and technology analysis by modeling and analyzing information aspects of business unit operations to determine business requirements, researching new technologies, suggesting and creating solutions that solve identified business problems and achieve business objectives, creating software specifications and prototypes, communicating business requirements to software developers, performing data and systems analysis, creating complex reports, and ensuring stability and integrity of software systems.	40%
2	S	Creates and implements project plans, designs and implements enterprise class software configuration changes, develops and implements business applications interfaces and system integration, manages and participates in technology projects, functions as business-technology interface between users and software development staff.	40%



3	S	Performs system administrative tasks by managing enterprise class software systems, serves as second tier user assistance for enterprise class software systems, and mentoring/teaching users of the District's business applications. Develops, implements and supports custom enterprise desktop and web applications.	20%
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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 Computer Science, Computer Engineering, Management Information Systems 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 performing business technology integration analysis or configuring and maintaining a major enterprise class software system.
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	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has 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	

KNOWLEDGE
<ul style="list-style-type: none"> • Enterprise systems such as, but not limited to, SAP, PeopleSoft, Oracle or Trapeze. • Principles and practices of leadership, mentoring, and conflict resolution. • Principles and practices of producing effective project documentation such as, but not limited to, functional requirement documentation, design document and/or system operating procedures. • Principles and practices of technical problem solving. • Principles and techniques of software and systems quality assurance and control. • Procedures and methods for testing business functions and system failures. • Process management, project management and implementation. • Software development tools such as, but not limited to, Visual Studio .NET, SQL Server, SAP ABAP and/or TSQL. • Business intelligence, data analysis and report writing tools such as, but not limited to, SQL, Reporting Services, MS Access, Excel and/or Crystal Reports. • Configuring enterprise applications such as, but not limited to, SAP, Trapeze, and/or Fare Management systems as it relates to business process changes. • Maintaining and administering enterprise application systems such as, but not limited to, SAP (Basis Administration), SQL Server (Database Administration), and/or Oracle (Database Administration).

SKILLS
<ul style="list-style-type: none"> • Enterprise software configuration and customization. • Advanced business, systems and data analysis. • Project management and implementation. • Advanced word processing and spreadsheet presentation. • Database management and administration. • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Analyze and understand users business, technology, hardware and software needs. • Understand, and effectively describe and document, business and technical processes. • Lead or manage business analysis, software development and integration projects. • Perform and/or supervise configuration of enterprise software and hardware systems used by the District. • Negotiate and influence effectively.



- Recognize problems, develop recommendations and solutions, and oversee corrections.
- Manage time effectively and maintain project schedules.
- 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	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

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

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

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	C	Desk work; meetings
Walking	O	To other departments/offices; around work site
Lifting	R	Supplies; equipment
Carrying	R	Supplies; equipment
Pushing/Pulling	R	Equipment; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	R	Retrieving items from lower shelves/ground; making repairs
Twisting	R	From computer to telephone
Climbing	R	Stairs; step stools; onto equipment
Balancing	R	On step equipment
Vision	C	Reading; computer screen
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	R	
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, vehicle, non-power hand tools, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

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

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

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

(2) N/A

PRIMARY WORK LOCATION:

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

(3)N/A

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