

REGIONAL TRANSIT ISSUE PAPER

| Agenda Item No. | Board Meeting Date | Open/Closed Session | Information/Action Item | Issue Date |
|-----------------|--------------------|---------------------|-------------------------|------------|
| 6 | 09/08/14 | Open | Action | 08/27/14 |

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

ISSUE

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

RECOMMENDED ACTION

Adopt Resolution No. 14-09-____, Amending Exhibit A of Resolution No. 14-06-0073, and Approving a New Job Description and the District's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

None.

DISCUSSION

Personnel Action Summary: This proposed action will result in the reduction of one vacant Senior Attorney authorized position and the addition of one new job description and authorized position: Deputy Chief Counsel. Any increased costs associated with this change will be funded out of the savings from existing vacancies within the Legal Division.

Office of the Chief Counsel

As a result of the recent Chief Counsel recruitment, RT's Board of Directors directed the Chief Counsel to present the Board with a Legal Division Restructuring Plan, including the creation of a Deputy Chief Counsel position to help ensure that a number of District-wide initiatives receive the focus necessary to accomplish RT's goals.

Staff conducted a thorough job analysis and benchmarking for adding the Deputy Chief Counsel position. The new position will assist in the development of strategies and corporate policy and compliance programs to help prevent or minimize litigation, third party disputes and other potential project development and implementation problems; serve as counsel to the Board of Directors when the Chief Counsel is unavailable; exercise lead authority in legal subject areas handled by RT's Legal Division as delegated by the Chief Counsel; and assist in the management and supervision of the Legal Division staff, including hiring, training, evaluating and counseling professional, paraprofessional and administrative staff.

The Job Evaluation Team (JET) determined that the compensation factors place the new Deputy Chief Counsel job classification in Grade "V" within the Executive Management Team (EMT).

Approved:

Presented:

Final 9/2/14

General Manager/CEO

Director, Human Resources

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|---|

Since the position is an EMT level classification, the Chief Counsel has the ability to appoint the position rather than recruit from outside RT. The anticipated appointment date is no later than October 1, 2014.

The total number of authorized Senior Attorney positions will be reduced by one vacant position in order to offset the addition of the Deputy Chief Counsel position. Any increased costs associated with this change will be funded out of the savings from existing vacancies within the Legal Division.

Authorized Classifications, Positions and Salary Grades, and New Job Description

Changes to position control described above are reflected in the Authorized Classifications, Positions and Salary Grades list, attached as Exhibit A. The new job description of Deputy Chief Counsel is attached to the Resolution as Exhibit B.

Staff recommends approval of this action.

RESOLUTION NO. 14-09-_____

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

_____September 8, 2014_____

**AMENDING EXHIBIT A OF RESOLUTION NO. 14-06-0073, AND
APPROVING A NEW JOB DESCRIPTION AND THE DISTRICT'S
AUTHORIZED CLASSIFICATIONS, POSITIONS AND SALARY GRADES**

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

THAT, effective September 16, 2014, Resolution No. 14-06-0073 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classifications, Positions, and Salary Grades."

THAT, effective September 16, 2014, the new job description of Deputy Chief Counsel, attached as Exhibit B, is hereby approved.

PHILLIP R. SERNA, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective September 16, 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 |
| | Senior Programmer Analyst | 2 | 109 |
| | Senior Quality Assurance Specialist | 1 | 108 |
| | Senior Real Estate Analyst | 0 | 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 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 | |

* 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> |
|--|-----------------------------|--------------|
| <u>MANAGEMENT & CONFIDENTIAL FAMILY:</u> | | |
| Accessible Services Administrator | 1 | 110 |
| Administrative Assistant I (GM, Labor Relations & Legal Cost Centers) | 0 | 200 |
| Administrative Assistant II (GM, Labor Relations & Legal Cost Centers) | 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 |
| *(1) Deputy Chief Counsel | 1 | V |
| 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

| <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 |
| 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 |
| *(2) Senior Attorney | 1 | 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 | |

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

| <u>Job Classification Titles</u> | <u>Authorized Positions</u> | <u>Grade</u> |
|--|-----------------------------|--------------|
| AFSCME 146 Family: | | |
| Accessible Services Eligibility Specialist | 3 | 205 |
| Administrative Assistant I | 0 | 200 |
| 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 | *** |
| Maintenance Supervisor - Light Rail | 11 | *** |
| 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 | *** |
| Transportation Supervisor | 51 | |
| Total AFSCME 146 Allocations: | 143 | |

* 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> |
|--|-----------------------------|--------------|
| <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 | *** |
| 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 | *** |
| 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 | *** |
| Rail Laborer | 7 | *** |
| Rail Maintenance Worker | 8 | *** |
| Senior Mechanic | 0 | *** |
| Senior Rail Maintenance Worker | 2 | *** |
| Storekeeper | 10 | *** |
| Upholsterer | 1 | *** |
| Total IBEW 1245 Allocations: | 238 | |
| TOTAL AUTHORIZED ALLOCATIONS: | | 1022 |

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease 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
New Job Description
Effective September 16, 2014

| Job Description - Previous Title | Disposition | Job Description - New Title |
|---|--------------------|------------------------------------|
| NA | New | Deputy Chief Counsel |
| | | |



Title: Deputy Chief Counsel

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This is an executive management level position responsible for assisting RT’s Chief Counsel with performing complex legal services of the Office of the Chief Counsel. Under direction from the Chief Counsel, this position performs complex, highly sensitive advisory, transactional, litigation, dispute resolution, and other specialized legal responsibilities. This is accomplished by ensuring consistent interpretation and application of RT’s policies, procedures and practices, applicable laws, regulations, Collective Bargaining Agreements/Memorandums of Understanding (CBA/MOU), and providing supervision and legal counsel to administrative staff, staff counsel and contracted attorneys. This position also serves as counsel to the Board of Directors when the Chief Counsel is unavailable and will assist with managing departmental staff. Performs other related duties as assigned.

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. |
|---|---|--|---|---|

| # | Code | Essential Functions | % of Time |
|---|------|---|-----------|
| 1 | S | Assist, support, and consult with the Chief Counsel in the management of the District’s legal services. Serve as counsel to the Board of Directors during meetings and deliberations of the Board and provides advice to the Board on occasions when the Chief Counsel is unavailable. Develop and implement strategies on a wide range of topics to resolve legal, personnel, and business issues in order to facilitate the accomplishment of District goals. Contribute to the development of preventive law strategies and corporate policy and compliance programs to help minimize litigation, third-party disputes, and other potential project development and implementation problems. | 25% |
| 2 | | Provide highly responsive legal counsel and advice to senior management with emphasis on procurement, government code, and transaction law. Draft and negotiate highly complex documents, legal opinions, and briefs. Provide strategic oversight and effective implementation of all related programs to ensure that executed transactions are performed in accordance with their terms and conditions, District's goals, CBA/MOUs and policies/practices. Develop, implement, and monitor strategies and approaches to ensure effective implementation of projects. | 15% |



| | | |
|---|---|-----|
| 3 | | 15% |
| 4 | S Provide highly responsive legal counsel and advice to senior management regarding liability issues, litigated matters, and dispute resolution. Develop litigation strategies. Manage and supervise the conduct of litigation and dispute resolution services for the District, evaluation of litigation files, monitor case management and the conduct of litigation. Supervise and monitor the preparation of contract documents for litigation related services. Develop and supervise the implementation of litigation guidelines, procedures, and forms. Review litigation work to ensure completeness, accuracy, and timeliness. Supervise and participate in the preparation of complaints, responsive pleadings, written discovery, taking and defending depositions, reviewing, interpreting, summarizing records, preparation and collection of documents and other evidence. Communicate with clients, witnesses, experts, insurance carriers, and opposing counsel. Assess exposure in cases or disputes. Draft briefs, motions and other litigation related pleadings. Prepare witnesses, make appearances before state and federal courts, and other tribunals. Prepare and present oral argument in court or other proceedings. Perform additional tasks in support of litigated cases. | 15% |
| 5 | S Act as Chief Counsel during times when Chief Counsel is unavailable. Maintain a comprehensive knowledge of pertinent federal and state laws, regulations, rulings, interpretations, and court decisions as they affect the District. | 15% |



| | | | |
|---|---|--|-----|
| 6 | S | Assist in the management of staff assigned to the Legal Services Division, including hiring, training, evaluating and counseling professional, paraprofessional, and administrative staff. | 15% |
|---|---|--|-----|

JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|---|
| Formal Education | Juris Doctor degree or equivalent from an accredited school of law. Substitution of experience for the required education is not accepted. |
| Experience | A minimum of ten (10) years of progressively responsible experience as a practicing attorney, preferable practicing public agency law and/or civil litigation. Transit or transportation experience is preferred. |
| Supervision | Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the division. |
| Human Collaboration Skills | Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. |
| Freedom to Act | The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance. |
| Technical Skills | Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively. |
| Budget Responsibility | Position has district-wide fiscal responsibility. Assures appropriate linkages exist between district-wide budget, funding limitations and service levels to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports. |
| Reading | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study. |
| Writing | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |



| | |
|---------------------------------------|--|
| Certification & Other Requirements | Valid California State Bar License and active membership in the California State Bar. |
|---------------------------------------|--|

KNOWLEDGE

- Principles and practices of civil, constitutional, contract, governmental liability/tort, property, employment, environmental, municipal, administrative, and public agency law.
- Principles of public law office management.
- Litigation and arbitration procedures and rules of evidence pertaining to state and federal court.
- Rules of evidence, discovery, and civil procedure.
- Effective preparation of contracts, opinions, and other legal documents.
- Principles and methods of negotiation.
- Principles applicable to various types of commercial transactions.
- California Public Records Act.
- Conflict of Interest law.
- Principles, methods, and practices of legal research.
- Labor relations and negotiations.
- Principles, practices, and methods of supervision.
- Rules of professional responsibility.

SKILLS

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



ABILITIES

- Maintain comprehensive knowledge of pertinent federal and state laws, regulations, rulings, interpretations, and court decisions as they affect the District.
- Interpret, analyze, and develop legally supportable conclusions on complex legal issues.
- Research, analyze, and apply legal principles, facts and precedents to legal issues.
- Learn the policies, operations, procedures, and functions of the District.
- Learn Public transit law.
- Advise and counsel District staff and the RT Board of Directors.
- Draft legal documents such as ordinances, resolutions, statutes, and contracts.
- Prepare and present cogent legal arguments at trials and hearings.
- State facts, law, and legal arguments clearly and logically in written and oral form.
- Effectively use and provide training in legal research methods.
- Assist and consult in the assigning, coordinating, and supervising the work of subordinate staff.
- Work closely, effectively, and constructively with RT staff, subordinates, outside counsel, vendors, contractors, and external stakeholders.
- Establish and maintain cooperative working relationships with District staff, representatives of other governmental agencies, union officials, contractors, vendors, and the general public.
- Communicate effectively, both orally and in writing.



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 presentation; Observing work site; Observing work duties; Communicating with co-workers |
| Sitting | F | Desk work; Meetings |
| Walking | F | To other departments/offices; Around work site |
| Lifting | O | Supplies; Files |
| Carrying | O | Supplies; Files |
| Pushing/Pulling | O | File drawers |
| Reaching | F | For supplies; For files |
| Handling | F | Paperwork |
| Fine Dexterity | F | Computer keyboard; Telephone keypad; Calculator |
| Kneeling | O | Filing in lower drawers |
| Crouching | O | Filing in lower drawers; Retrieving items from lower shelves/ground |
| Crawling | N | |
| Bending | O | Filing in lower drawers; Retrieving items from lower shelves/ground |
| Twisting | O | From computer to telephone |
| Climbing | R | Stairs |
| Balancing | R | On step stools |
| Vision | C | Reading; Computer screens; 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 | N | |
| Other (specified if applicable) | | None |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, calculator, standard office equipment, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|--|---|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|--|---|------------------------|-------------------|

| -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) | |

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

| | | | |
|---|---|---|-----------------------------------|
| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|---|-------------|
| Time Pressure | F |
| Emergency Situation | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | O |
| Other (see 2 below) | |

(2) N/A



PRIMARY WORK LOCATION:

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

(3) N/A

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