# REGIONAL TRANSIT ISSUE PAPER

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Agenda	Board Meeting	Open/Closed	Information/Action	Issue
Item No.	Date	Session	Item	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

<u>Personnel Action Summary</u>: 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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Agenda	Board Meeting	Open/Closed	Information/Action	Issue
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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
ATTEST:

MICHAEL R. WILEY, Secretary

Cindy Brooks, Assistant Secretary

Ву:

#### **EXHIBIT A**

#### Effective September 16, 2014

### AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

		Authorized	
	Job Classification Titles	<u>Positions</u>	<u>Grade</u>
AEA Family:			
	Accountant I	0	205
	Accountant II	0	108
	Assistant Architect	0	206
	Assistant Engineer	0	208
	Assistant Planner	2	207
	Assistant Resident Engineer	2	208
	Associate Architect	1	109
	Associate Civil Engineer	1	110
	Associate Engineer	0	109
	Associate Systems Engineer	2	110
	Engineering 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

<sup>\*</sup> 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

	Authorized	
Classification Titles	<u>Positions</u>	<b>Grade</b>
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	

<sup>\*</sup> 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

MANAGEMENT		<u>Job</u>	Classification Titles	Authorized <u>Positions</u>	<u>Grade</u>
CONFIDENTIAL FAMILY.         Accessible Services Administrative Assistant (I (M. Labor Relations & Legal Cost Centers)         0         200           Administrative Assistant II (GM. Labor Relations & Legal Cost Centers)         2         202           AGM of Engineering and Communications         1         III           AGM of Planning and Transil System Development         1         IIII           Attorney II         0         108           Attorney II         1         III           Attorney II         1         III           Chief Counsel         1         III           Chief Of Facilities and Business Support Services         1         III           Chief of Facilities and Business Support Services         1         III           Chief of Facilities and Business Support Services         1         III           Chief of Facilities and Business Support Services         1         III           Chief of Facilities and Business Support Services         1         III           Chief Of Facilities and Business Support Services         1         III           Chief of Facilities and Business Support Services         1         III           Chief of Facilities and Business Support Services         1         III           Community Bus Services Superintendent         1 <t< th=""><th>MANAGEMENT &amp;</th><th></th><th></th><th></th><th></th></t<>	MANAGEMENT &				
Administrative Assistant II (GM, Labor Relations & Legal Coart Centers)  AGM of Ingineering and Construction  AGM of Planning and Transit System Development  AGM of Planning and Transit System Development  Attorney II  Attorney II  Attorney III  Chief Administrative Officer  Chief Counsel  Chief Counsel  Chief of Facilities and Business Support Services  IIII  Chief of Facilities and Business Support Services  Chief to the Board  Community Bus Services Superintendent  Community Bus Services Superintendent  Compliance and Quality Assurance Auditor  (1)  Deputy General Manager  Director, Eus Maintenance  Director, Construction Management  Director, Construction Management  Director, Finance and Treasury  Director, Finance and Treasury  Director, Labor Relations  Director, Labor Relations  Director, Long Range Planning  Director, Construction Management  Director, Long Range Planning  Director, Long Range Planning  Director, Long Range Planning  Director, Long Range Planning  Director, Construction Management  Director, Long Range Planning  Director, Long Range Planning  Director, Construction Management  Director, Long Range Planning  Director, Long Range Planning  Director, Long Range Planning  Director, Scheduling  Director, Scheduli			Accessible Services Administrator	1	110
AGM of Engineering and Construction AGM of Marketing and Communications AGM of Planning and Transit System Development Attorney I Attorney I Attorney II Attorney II Attorney II Attorney II Chiel Administrative Officer Chiel Administrative Officer Chiel Financial Officer Chief Financial Officer Chief Financial Officer Chief Financial Officer Chief Foreithies and Business Support Services IIII Chief Of Facilities Services Superintendent Ompliance and Quality Assurance Auditor IIII Compliance and Quality Assurance Auditor IIII Deputy Chief Counsel Director, Accessible Services and Customer Advocacy IIII Director, Community Bus Services IIII Director, Community Bus Services IIII Director, Community Bus Services IIII Director, Facilities Director, Facilities Director, Finance and Treasury Director, Finance and Treasury Director, Finance and Treasury Director, Information Technology IIII Director, Information Technology IIII Director, Channing Director, Scheduling Dir			Administrative Assistant I (GM, Labor Relations & Legal Cost Centers)	0	200
AGM of Marketing and Communications  AGM of Planning and Transit System Development  Attorney II  Attorney II  Attorney III  Chief Administrative Officer  Chief Administrative Officer  Chief Financial Officer  Chief Financial Officer  Chief Facilities and Business Support Services  IIII  Chief Operating Officer  Clerk to the Board  Community Bus Services Superintendent  Compliance and Quality Assurance Auditor  (1)  Peputy Chief Coursel  Topputy General Manager  Director, Accessible Services and Customer Advocacy  Director, Bus Maintenance  Director, Community Bus Services  Director, Community Bus Services  Director, Facilities  Director, Fracilities  Director, Fracilities  Director, Finance and Treak Design  Director, Finance and Treakury  Director, Finance and Treasury  Director, Finance and Treablology  Director, Light Rail  Director, Long Range Planning  Director, Long Range Planning  Director, Long Range Planning  Director, Sheduling  Dire			Administrative Assistant II (GM, Labor Relations & Legal Cost Centers)	2	202
AGM of Planning and Transit System Development   1   III Attorney   I			AGM of Engineering and Construction	1	IV
Attorney II 0 110 Attorney III 0 1110 Attorney III 0 1110 Chief Administrative Officer 1 IIII Chief Counsel 1 IV Chief Counsel 1 IV Chief Financial Officer 1 IV Chief of Facilities and Business Support Services 1 IIII Chief Operating Officer 1 IV Chief Of Facilities and Business Support Services 1 IIII Chief Operating Officer 1 IV Clerk to the Board 1 2088 Community Bus Services Superintendent 0 I110 Compliance and Quality Assurance Auditor 1 I112 I*(1) Deputy Chief Counsel 1 IV Deputy Chief Counsel 1 IV Deputy General Manager 0 IV Director, Accessible Services and Customer Advocacy 1 I112 Director, Civil and Track Design 1 I112 Director, Civil and Track Design 1 I113 Director, Community Bus Services 1 I112 Director, Construction Management 1 I112 Director, Construction Management 1 I112 Director, Finance and Treasury 1 I112 Director, Human Resources 1 I112 Director, Light Rail Director, Planning 1 I112 Director, Planning 1 I112 Director, Planning 1 I112 Director, Procurement Services 1 I112 Director, Safety 1 I112 Director, Safe			AGM of Marketing and Communications	1	Ш
Attorney II 3 110 Attorney III 3 1112 Chief Administrative Officer 1 IIII Chief Counsel 1 ** Chief Facilities and Business Support Services 1 IIII Chief Operating Officer 1 IV Chief Operating Officer 1 IV Clerk to the Board 1 IV Community Bus Services Superintendent 1 IV Compliance and Quality Assurance Auditor 1 IV Deputy Chief Counsel 1 IV Deputy Chief Counsel 1 IV Director, Accessible Services and Customer Advocacy 1 IV Director, Sus Maintenance 1 IV Director, Community Bus Services IV Director, Community Bus Services IV Director, Community Bus Services IV Director, Facilities 1 IV Director, Facilities 1 IV Director, Finance and Treasury 1 IV Director, Information Technology 1 IV Director, Labor Relations 1 IV Director, Labor Relations 1 IV Director, Long Range Planning IV Director, Companing Bus Director, Long Range Planning IV Director, Long Range Planning IV Director, Companing IV Director, Companing IV Director, Companing IV Director, Companing IV Director, Long Range Planning IV Director, Project Management 1 IV Director, Scheduling			AGM of Planning and Transit System Development	1	III
Attorney II Chief Administrative Officer Chief Counsel Chief Financial Officer Chief Forestitiise and Business Support Services Chief Financial Officer Community Bus Services Superintendent Compliance and Quality Assurance Auditor Compliance and Country Advocacy Compliance a			Attorney I	0	108
Chief Administrative Officer         1         III           Chief Counsel         1            Chief Facilities and Business Support Services         1         III           Chief Operating Officer         1         IV           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, Community Bus Services         1         112           Director, Facilities         1         112			Attorney II	0	110
Chief Counsel         1         **           Chief Financial Officer         1         IV           Chief Operating Officer         1         IV           Clerk to the Board         1         208           Community Bus Services Superintendent         0         110           Compliance and Quality Assurance Auditor         1         112           **Oppliance and Quality Assurance Auditor         1         112           **Operating General Manager         0         VI           Deputy General Manager         0         VI           Director, Accessible Services and Customer Advocacy         1         112           Director, Coxistruction Manager         1         112           Director, Covintmunity Bus Services         1         112           Director, Community Bus Services         1         112           Director, Facilities         1         112           Director, Labor Relations         1			Attorney III	3	112
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 Chief Counsel 1 V Deputy General Manager 0 V Director, Accessible Services and Customer Advocacy 1 112 Director, Counstruction Manager 1 112 Director, Civil and Track Design 1 113 Director, Construction Management 1 112 Director, Facilities 1 112 Director, Facilities 1 112 Director, Finance and Treasury 1 112 Director, Human Resources 1 112 Director, Light Rail 1 112 Director, Light Rail 1 113 Director, Light Rail 1 113 Director, Light Rail 1 112 Director, Construction Management 1 112 Director, Human Resources 1 112 Director, City Railing 1 112 Director, Light Rail 1 112 Director, Light Rail 1 112 Director, Cong Range Planning 1 112 Director, Planning 0 112 Director, Planning 0 112 Director, Procurement Services 1 112 Director, Real Estate 0 112 Director, Real Estate 0 112 Director, Real Estate 0 112 Director, Systems Design 0 113 Director, Systems Design 0 113 Director, Systems Design 1 112 EEO Administrator 1 110 Executive Assistant 1 207 General Manager/CEO 1 1 120			Chief Administrative Officer	1	III
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, Crostruction Manager         1         112           Director, Civil and Track Design         1         112           Director, Community Bus Services         1         112           Director, Comstruction Management         1         112           Director, Facilities         1         112           Director, Friance and Treasury         1         112           Director, Finance and Treasury         1         112           Director, Human Resources         1         112           Director, Labor Relations         1         112           Director, Light Rail         1         112           Director, Office Management and Budget         1         112			Chief Counsel	1	**
Chief Operating Officer         1         V           Clerk to the Board         1         208           Community Bus Services Superintendent         0         1110           Compliance and Quality Assurance Auditor         1         112           1(1) Deputy Chief Counsel         1         1V           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, Civil and Track Design         1         112           Director, Community Bus Services         1         112           Director, Community Bus Services         1         112           Director, Construction Management         1         112           Director, Facilities         1         112           Director, Finance and Treasury         1         112           Director, Information Technology         1         112           Director, Information Technology         1         112           Director, Labor Relations         1         112           Director, Copifica Management and Budget         1         112			Chief Financial Officer	1	IV
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, Bus Maintenance         1         112           Director, Cryll 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, Information Technology         1         112           Director, Information Technology         1         112           Director, Labor Relations         1         112           Director, Coffice Management and Budget         1         112           Director, Office Management and Budget         1         112           Director, Project Management         1         112           Director, Spatety         1         112           Director, Spatety         1         112           Dir			Chief of Facilities and Business Support Services	1	III
Community Bus Services Superintendent         0         110           Compliance and Quality Assurance Auditor         1         112           (1)         Deputy Chief Counsel         1         VV           Deputy General Manager         0         VI           Director, Accessible Services and Customer Advocacy         1         112           Director, Eus Maintenance         1         112           Director, Civil and Track Design         1         113           Director, Construction Management         1         112           Director, Construction Management         1         112           Director, Facilities         1         112           Director, Finance and Treasury         1         112           Director, Information Technology         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, Project Management         1         112           Director, Project Management         1         112 <td></td> <td></td> <td>Chief Operating Officer</td> <td>1</td> <td>V</td>			Chief Operating Officer	1	V
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, Facilities         1         112           Director, Facilities         1         112           Director, Finance and Treasury         1         112           Director, Imformation Technology         1         112           Director, Lubar Resources         1         112           Director, Lopd Relations         1         112           Director, Light Rail         1         113           Director, Light Rail         1         112           Director, Office Management and Budget         1         112           Director, Procurement Services         1         112           Director, Project Management         1         112           Director, Safety         1         112           Director, Schedu			Clerk to the Board	1	208
*(I)       Deputy Chief Counsel       1       V         Deputy General Manager       0       VI         Director, Accessible Services sold Customer Advocacy       1       1122         Director, Bus Maintenance       1       1122         Director, Civil and Track Design       1       1133         Director, Comstruction Management       1       1122         Director, Facilities       1       1122         Director, Finance and Treasury       1       1122         Director, Finance and Treasury       1       1122         Director, Information Technology       1       1122         Director, Labor Relations       1       1122         Director, Light Rail       1       1122         Director, Office Management and Budget       1       1122         Director, Project Management       1       1122         Director, Real Estate       1       1122         Director, Safety			Community Bus Services Superintendent	0	110
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, Finance and Treasury         1         112           Director, Human Resources         1         112           Director, Information Technology         1         112           Director, Light Rail         1         112           Director, Light Rail         1         112           Director, Cong Range Planning         1         112           Director, Office Management and Budget         1         112           Director, Procurement Services         1         112           Director, Procurement Services         1         112           Director, Real Estate         0         112           Director, Safety         1         112           Director, Systems Design<			Compliance and Quality Assurance Auditor	1	112
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         112           Director, Long Range Planning         1         112           Director, Office Management and Budget         1         112           Director, Procurement Services         1         112           Director, Procurement Services         1         112           Director, Project Management         1         112           Director, Selet Management         1         112           Director, Seleduling         1         112           Director, Systems Design         0         113           Director,		*(1)	Deputy Chief Counsel	1	V
Director, Bus Maintenance         1         112           Director, Civil and Track Design         1         113           Director, Community Bus Services         1         112           Director, Fonstruction Management         1         112           Director, Facilities         1         112           Director, Finance and Treasury         1         112           Director, Human Resources         1         112           Director, Luformation Technology         1         112           Director, Labor Relations         1         112           Director, Light Rail         1         113           Director, Long Range Planning         1         112           Director, Planning         0         112           Director, Planning         0         112           Director, Project Management and Budget         1         112           Director, Project Management         1         112           Director, Safety         1         112           Director, Sefeduling         1         112           Director, Systems Design         0         113           Director, Transportation         1         112           EEO Administrator         1         110 <td></td> <td></td> <td>Deputy General Manager</td> <td>0</td> <td>VI</td>			Deputy General Manager	0	VI
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, Labor Relations       1       112         Director, Long Range Planning       1       113         Director, Office Management and Budget       1       112         Director, Planning       0       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       ** <t< td=""><td></td><td></td><td>Director, Accessible Services and Customer Advocacy</td><td>1</td><td>112</td></t<>			Director, Accessible Services and Customer Advocacy	1	112
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, Procurement Services         1         112           Director, Procurement Services         1         112           Director, Project Management         1         112           Director, Real Estate         0         112           Director, Safety         1         112           Director, Systems Design         0         113           Director, Transportation         1         112           EEO Administrator         1         110           Executive Assistant         2         207           General Manager/CEO         1         110			Director, Bus Maintenance	1	112
Director, Construction Management       1       112         Director, Facilities       1       112         Director, Finance and Treasury       1       112         Director, Human Resources       1       112         Director, Human Resources       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, Project Management       1       112         Director, Safety       0       112         Director, Safety       1       112         Director, Scheduling       1       112         Director, Transportation       1       112         EEO Administrator       1       110         Executive Assistant       2       207         General Manager/CEO       1       110         Human Resources Administrator       1       110         Human Resources			Director, Civil and Track Design	1	113
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, Light Rail       1       112         Director, Office Manage Planning       1       112         Director, Office Management and Budget       1       112         Director, Procurement Services       1       112         Director, Project Management       1       112         Director, Project Management       1       112         Director, Project Management       1       112         Director, Safety       1       112         Director, Safety       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         Huma			Director, Community Bus Services	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       1112         Executive Assistant       1       207         General Manager/CEO       1       ***         Human Resources Administrator       1       110         Human Resources Analyst I       1       205			Director, Construction Management	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			Director, Facilities	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			Director, Finance and Treasury	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			Director, Human Resources	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			Director, Information Technology	1	112
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			Director, Labor Relations	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			Director, Light Rail	1	113
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			Director, Long Range Planning	1	112
Director, Procurement Services       1       112         Director, Project Management       1       112         Director, Real Estate       0       112         Director, Safety       1       112         Director, Scheduling       1       112         Director, Systems Design       0       113         Director, Transportation       1       112         EEO Administrator       1       110         Executive Assistant       1       207         General Manager/CEO       1       ***         Human Resources Administrator       1       110         Human Resources Analyst I       1       205			Director, Office Management and Budget	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			Director, Planning	0	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			Director, Procurement Services	1	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			Director, Project Management	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			Director, Real Estate	0	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			Director, Safety	1	112
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			Director, Scheduling	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			Director, Systems Design	0	113
Executive Assistant       1       207         General Manager/CEO       1       **         Human Resources Administrator       1       110         Human Resources Analyst I       1       205			Director, Transportation	1	112
General Manager/CEO 1 ** Human Resources Administrator 1 110 Human Resources Analyst I 205			EEO Administrator	1	110
Human Resources Administrator 1 110 Human Resources Analyst I 1 205			Executive Assistant	1	207
Human Resources Administrator1110Human Resources Analyst I1205			General Manager/CEO	1	**
·				1	110
·			Human Resources Analyst I	1	205
				1	208

<sup>\*</sup> 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

Labor Relations Analyst II         0         208           Legal Secretary         1         204           Maintenance Superintendent - Bus         1         1111           Maintenance Superintendent - Ught Rail         1         1111           Manager, Accounting         1         1111           Manager, Community and Governmental Affairs         0         1111           Manager, Contracts and Disadvantaged Business Enterprise         1         110           Manager, Customer Service         1         110           Manager, Enterprise Resources and Databases         1         111           Manager, Marketing and Communications         1         111           Manager, Marketing and Communications         1         111           Manager, Revenue         0         111           Manager, Revenue         1         110           Material 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 Planner         1         110	Job (	Classification Titles	Authorized <u>Positions</u>	<u>Grade</u>
Legal Secretary         1         204           Maintenance Superintendent - Bus         1         1111           Maintenance Superintendent - Wayside         1         1111           Manager, Accounting         1         1110           Manager, Community and Governmental Affairs         0         111           Manager, Customer Service         1         110           Manager, Customer Service         1         110           Manager, Customer Service and Databases         1         111           Manager, Enterprise Resources and Databases         1         111           Manager, Enterprise Resources and Databases         1         111           Manager, Grants         1         110           Manager, Marketing and Communications         1         111           Manager, Quality Assurance         0         11           Manager, Revenue         1         110           Materiel Management Superintendent         3         110           Network and End User Operations Administrator         1         11           Paryroll Supervisor         1         10           Pension and Retires Services Administrator         1         10           Pension and Retires Services Administrator         1         110 </td <td></td> <td>Labor Relations Analyst I</td> <td>1</td> <td>205</td>		Labor Relations Analyst I	1	205
Maintenance Superintendent - Light Rail         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, Grants         1         111           Manager, Grants         1         111           Manager, Marketing and Communications         1         111           Manager, Quality Assurance         0         111           Manager, Revenue         1         110           Material Management Superintendent         3         110           Network and End User Operations Administrator         1         110           Paratlegal         0         205           Paryroll Supervisor         1         109           Parson and Retiree Services Administrator         1         109           Paricipal Civil Engineer         1         110           Principal Systems Engineer         1         110		Labor Relations Analyst II	0	208
Maintenance Superintendent - Light Rail         1         111           Manager, Accounting         1         111           Manager, Community and Governmental Affairs         0         111           Manager, Customer Service         1         110           Manager, Customer Service         1         110           Manager, Enterprise Resources and Databases         1         111           Manager, Bratering and Communications         1         111           Manager, Marketing and Communications         1         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         110           Principal Systems Engineer         1         110           Principal Systems Engineer         1         110           Purchasing and Materials Administrator         1         110           Real Estate Administrator - Acquisitions         0         109     <		Legal Secretary	1	204
Maintenance Superintendent - Wayside       1       111         Manager, Accounting       1       110         Manager, Community and Governmental Affairs       0       111         Manager, Customer Service       1       110         Manager, Enterprise Resources and Databases       1       111         Manager, Enterprise Resources and Databases       1       111         Manager, Marketing and Communications       1       111         Manager, Marketing and Communications       1       111         Manager, Revenue       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 Planner       1       110         Principal Planner       1       110         Principal Systems Engineer       1       110         Purchasing and Materials Administrator       1       110         Real Estate Administrator - Acquisitions       0       109		Maintenance Superintendent - Bus	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         111           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 Planner         1         110           Principal Planner         1         110           Principal Systems Engineer         1         110           Purchasing and Materials Admini		Maintenance Superintendent - Light Rail	1	111
Manager, Community and Governmental Affairs         0         111           Manager, Customer Service         1         110           Manager, Enterprise Resources and Databases         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         109           Pension and Retiree Services Administrator         1         110           Principal Planner         1         112           Principal Planner         1         110           Principal Planner         1         110           Purchasing and Materials Administrator         1         110           Quality Assurance Administrator         Acquisitions         0         109		Maintenance Superintendent - Wayside	1	111
Manager, Coutracts and Disadvantaged Business Enterprise       1       110         Manager, Customer Service       1       110         Manager, Enterprise Resources and Databases       1       111         Manager, Grants       1       110         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       110         Principal Planner       1       110         Principal Systems Engineer       1       112         Purchasing and Materials Administrator       1       110         Quality Assurance Administrator       1       110         Quality Assurance Administrator       1       110         Real Estate Administrator - Acquisitions       0       109         Real Estate Administrator - Transit Oriented Development and Joint Development       0       109         Risk Analyst I       0       204 </td <td></td> <td>Manager, Accounting</td> <td>1</td> <td>110</td>		Manager, Accounting	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 Analyst I       0       204		Manager, Community and Governmental Affairs	0	111
Manager, Enterprise Resources and Databases       1       1111         Manager, Grants       1       1110         Manager, Marketing and Communications       1       1111         Manager, Quality Assurance       0       1111         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 - Acquisitions       0       109         Real Estate Administrator - Transit Oriented Development and Joint Development       0       109         Risk Analyst I       0       204         Risk Analyst II       1       207		Manager, Contracts and Disadvantaged Business Enterprise	1	110
Manager, Grants       1       110         Manager, Quality Assurance       0       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         Principal Systems Engineer       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 Analyst I       0       204         Risk Analyst I       0       204         Risk Analyst I       0       204         Senior Attorney       1 <td></td> <td>Manager, Customer Service</td> <td>1</td> <td>110</td>		Manager, Customer Service	1	110
Manager, Marketing and Communications       1       1111         Manager, Quality Assurance       0       1111         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 Planner       1       110         Principal Systems Engineer       1       112         Principal Systems Engineer       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 Analyst I       0       204         Risk Analyst I       0       204         Risk Analyst I       1       207         Senior Classification		Manager, Enterprise Resources and Databases	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       111         Principal Planner       1       111         Purchasing and Materials Administrator       1       110         Quality Assurance Administrator       1       110         Quality Assurance Administrator - Acquisitions       0       109         Real Estate Administrator - Acquisitions       0       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 Administrative Assistant       5       206         *(2)       Senior Classification and Compensation Analyst		Manager, Grants	1	110
Manager, Revenue       1       110         Materiel Management Superintendent       3       110         Network and End User Operations Administrator       1       110         Pargoll Supervisor       1       109         Pension and Retiree Services Administrator       1       110         Principal Civil Engineer       1       112         Principal Planner       1       110         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 Administrative Assistant       5       206         *(2) Senior Financial Analyst       3       108         Senior Financial Analyst       3       108         Senior Labor Relations Analyst       5       109		Manager, Marketing and Communications	1	111
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 Human Resources Analyst       0       108         Senior Financial Analyst       3       108         Senior Labor Relations Analyst       2       109 </td <td></td> <td>Manager, Quality Assurance</td> <td>0</td> <td>111</td>		Manager, Quality Assurance	0	111
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           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 Analyst I         0         204           Risk Analyst II         1         207           Senior Administrative Assistant         5         206           *(2) Senior Attorney         1         113           Senior Flanacial Analyst         3         108           Senior Fluman Resources Analyst         5         109           Senior Relations Analyst         2         109           Senior Risk Analyst         1         109		Manager, Revenue	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         Purchasing and Materials Administrator       1       1110         Quality Assurance Administrator       1       1110         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 Inancial Analyst       3       108         Senior Human Resources Analyst       5       109         Senior Braidions Analyst       2       109         Senior Paralegal       2       207         Senior Schedule Analyst       1       109         Senior Schedule Analyst <td< td=""><td></td><td>Materiel Management Superintendent</td><td>3</td><td>110</td></td<>		Materiel Management Superintendent	3	110
Payroll Supervisor         1         109           Pension and Retiree Services Administrator         1         110           Principal Civil Engineer         1         112           Principal Planner         1         1110           Principal Systems Engineer         1         1112           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 Relations Analyst         2         109           Senior Relations Analyst         2         109      <		Network and End User Operations Administrator	1	110
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 - 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 Administrative Assistant       5       206         *(2)       Senior Classification and Compensation Analyst       0       108         Senior Financial Analyst       0       108         Senior Human Resources Analyst       5       109         Senior Paralegal       2       207         Senior Risk Analyst       2       109         Senior Schedule Analyst       0       108         Transportation Superintendent - Bus       3		Paralegal	0	205
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         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 Relations Analyst       2       109         Senior Risk Analyst       2       109         Senior Risk Analyst       1       109         Senior Risk Analyst       0       108         Transportation Superintendent - Bus       3       110         Transportation Superintendent - Light Rail <td></td> <td>Payroll Supervisor</td> <td>1</td> <td>109</td>		Payroll Supervisor	1	109
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       5       206         *(2) Senior Human Resources Analyst       0       108         Senior Labor Relations Analyst       5       109         Senior Paralegal       2       207         Senior Risk Analyst       1       109         Senior Risk Analyst       1       109         Senior Schedule Analyst       0       108         Transportation Superintendent - Bus       3       110		Pension and Retiree Services Administrator	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 Paralegal       2       207         Senior Risk Analyst       1       109         Senior Risk Analyst       1       109         Senior Schedule Analyst       0       108         Transportation Superintendent - Bus       3       110         Transportation Superintendent - Light Rail       2       110      <		Principal Civil 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 Paralegal       2       207         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 <td></td> <td>Principal Planner</td> <td>1</td> <td>110</td>		Principal Planner	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 III       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 Paralegal       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		Principal Systems Engineer	1	112
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		Purchasing and Materials Administrator	1	110
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       5       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		Quality Assurance Administrator	1	110
Real Estate Administrator - Transit Oriented Development and Joint Development       0       109         Risk Administrator       1       110         Risk Analyst I       0       204         Risk Analyst III       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		Real Estate Administrator - Acquisitions	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		Real Estate Administrator - Asset Management	1	109
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		Real Estate Administrator - Transit Oriented Development and Joint Development	0	109
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       1       109         Transportation Superintendent - Bus       3       110         Transportation Superintendent - Light Rail       2       110         Total Management and Confidential Allocations:       91		Risk Administrator	1	110
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		Risk Analyst I	0	204
*(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		Risk Analyst II	1	207
Senior Classification and Compensation Analyst Senior Financial Analyst Senior Human Resources Analyst Senior Labor Relations Analyst Senior Paralegal Senior Paralegal Senior Risk Analyst 109 Senior Schedule Analyst 109 Senior Schedule Analyst 109 Transportation Superintendent - Bus Transportation Superintendent - Light Rail  Total Management and Confidential Allocations: 91		Senior Administrative Assistant	5	206
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	*(2)	Senior Attorney	1	113
Senior Human Resources Analyst5109Senior Labor Relations Analyst2109Senior Paralegal2207Senior Risk Analyst1109Senior Schedule Analyst0108Transportation Superintendent - Bus3110Transportation Superintendent - Light Rail2110Total Management and Confidential Allocations:91		Senior Classification and Compensation Analyst	0	108
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		Senior Financial Analyst	3	108
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		Senior Human Resources Analyst	5	109
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		Senior Labor Relations Analyst	2	109
Senior Schedule Analyst 0 108 Transportation Superintendent - Bus 3 110 Transportation Superintendent - Light Rail 2 110  Total Management and Confidential Allocations: 91		Senior Paralegal	2	207
Transportation Superintendent - Bus 3 110 Transportation Superintendent - Light Rail 2 110  Total Management and Confidential Allocations: 91		Senior Risk Analyst	1	109
Transportation Superintendent - Light Rail 2 110  Total Management and Confidential Allocations: 91		Senior Schedule Analyst	0	108
Total Management and Confidential Allocations: 91		Transportation Superintendent - Bus	3	110
		Transportation Superintendent - Light Rail	2	110
Total District-wide Salaried Allocations: 134		Total Management and Confidential Allocations:	91	
		Total District-wide Salaried Allocations:	134	

<sup>\*</sup> 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

Classification Titles	Authorized <u>Positions</u>	<u>Grade</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	***
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	

AFSCME 146 Family:

**Total AFSCME 146 Allocations:** 

143

<sup>\*</sup> 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 <u>Positions</u>	<u>Grade</u>
ATU 256 Family:	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	
IBEW 1245 Family:	Bus Service Worker	29	***
IDEVV 1245 I anniy.	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 Meditario	2	***
	Storekeeper	10	***
	Upholsterer	1	***
	Total IBEW 1245 Allocations:	238	

TOTAL AUTHORIZED ALLOCATIONS: 1022

<sup>\*</sup> Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)

\*\* No Grade, Salary by Employment Contract

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

#### **Salaried Classification Series**

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

Accessible Services Eligibility Specialist, Administrator

Accountant I, II, Senior

Administrative Assistant I, II, Technician, Senior, Supervisor

Assistant Architect, Associate, Senior

Assistant Planner, Service Planner, Long Range Planner, Senior, Principal

Attorney I, II, III, Senior

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

#	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%

Deputy Chief Counsel



3		Provide highly responsive legal counsel and advice to senior	15%
		management with emphasis on capital projects' real estate	
		acquisition and environmental programs, including	
		intergovernmental agreements, construction, mitigation, and	
		dispute resolution activities. Draft and negotiate the most complex	
		transaction documents, primarily in the legal areas related to real	
		estate, capital development, construction, environmental, land	
		acquisition, and eminent domain. Provide District-wide strategic	
		oversight and effective implementation of capital programs and	
		ensure that executed transaction documents are performed in	
		accordance with their terms. Develop, implement, and monitor	
		strategies and approaches and ensure effective implementation of	
		capital/construction project and environmental mitigation	
		requirements. Work closely, effectively, and constructively with	
		property owners and other parties involved in land acquisition and	
		relocation program, including contractors, vendors, and external	
		stakeholders, in the areas of finance, procurement, design,	
		engineering, and project management. Negotiate and coordinate	
		federal grant and contract issues with representatives of the	
		appropriate federal and state governments.	
4	S	Provide highly responsive legal counsel and advice to senior	15%
		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.	
5	S	Act as Chief Counsel during times when Chief Counsel is	15%
5	D	unavailable. Maintain a comprehensive knowledge of pertinent	1.0 /0
		federal and state laws, regulations, rulings, interpretations, and	
		court decisions as they affect the District.	

Deputy Chief Counsel



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

# 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.

Deputy Chief Counsel



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

Deputy Chief Counsel



#### **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.

Deputy Chief Counsel



## **OVERALL PHYSICAL STRENGTH DEMANDS:**

-I	-Physical strength for this position is indicated below with "X"-						
Sedentary X Light Medium Heavy Very 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:**

С	F	0	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From $1/3$ to $2/3$ of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	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	О	Supplies; Files
Carrying	О	Supplies; Files
Pushing/Pulling	О	File drawers
Reaching	F	For supplies; For files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; Telephone keypad; Calculator
Kneeling	О	Filing in lower drawers
Crouching	О	Filing in lower drawers; Retrieving items from lower
		shelves/ground
Crawling	N	
Bending	О	Filing in lower drawers; Retrieving items from lower
		shelves/ground
Twisting	О	From computer to telephone
Climbing	R	Stairs
Balancing	R	On step stools
Vision	С	Reading; Computer screens; Observing work site
Hearing	С	Communicating via telephone/radio to co-workers/public
Talking	С	Communicating via telephone/radio to co-workers/public
Foot Controls	N	•
Other		None
(specified if applicable)		

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

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

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# **ENVIRONMENTAL FACTORS:**

С	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	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)				

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

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

# PROTECTIVE EQUIPMENT REQUIRED: None

# NON-PHYSICAL DEMANDS:

F	0	R	N
Frequently	Occasionally	Rarely	Never
From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	0
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	0
Noisy/Distracting Environment	O
Other (see 2 below)	

(2) N/A

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<sup>(1)</sup> 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.