

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
15	07/27/15	Open	Action	07/20/15

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

ISSUE

Whether to approve new job descriptions and the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values.

RECOMMENDED ACTION

Adopt Resolution No. 15-07- ____, Amending Exhibit A of Resolution No. 14-11-0127 and Exhibit B of Resolution No. 14-06-0073, and Approving New Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values.

FISCAL IMPACT

There is no fiscal impact as a result of this action. The newly created Executive Management Team (EMT) and American Federation of State and County Municipal Employees (AFSCME) positions will be funded by wage and benefit cost savings from recently vacated funded positions.

DISCUSSION

Personnel Action Summary: This proposed action will result in the creation of two new job descriptions within the EMT: Assistant General Manager (AGM) – Administration and Chief of Staff; and one new job description in the Information Technology (IT) department: Communications Infrastructure Specialist. This proposed action will also result in the addition of one Electronic Mechanic position and the elimination of one vacant Mechanic A Body/Fender position in the Bus Maintenance department; and the addition of one Mechanic A Body/Fender and two Light Rail Service Worker positions to the Light Rail department.

Assistant General Manager - Administration

As part of the consolidation of three executive level positions (Chief of Administrative Services, Chief Financial Officer, and the IT and Procurement portions of the Chief of Facilities and Business Support Services), staff conducted a thorough job analysis and benchmarking for creating an Assistant General Manager - Administration position. The new position will provide executive and strategic level oversight for the following RT administrative departments/divisions: Finance, Human Resources, Information Technology, and Procurement. This new position replaces the vacant Chief Financial Officer and Chief Administrative Officer, and portions of the current Chief of Facilities and Business Support Services position. The AGM - Administration will serve directly under RT's General Manager/CEO and will oversee a number of directors, managers, administrators, and support staff to ensure continuity of RT's existing programs and

Approved:

Presented:

Final 07/21/15

General Manager/CEO

Director, Human Resources

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services.

The Job Evaluation Team (JET) determined that the compensation factors place the new AGM-Administration job classification in Grade "IV" within the EMT.

Chief of Staff

In order to provide project oversight to a number of RT's critical projects, staff conducted a thorough job analysis and benchmarking and found that by retooling the previously eliminated Chief of Staff job description (eliminated in February 2009), RT would have a position devoted to managing critical projects and the link between external and internal resources. The position will report directly to the General Manager/CEO, and will oversee broad responsibilities related to numerous projects created by RT's system expansion, Sacramento's Golden One Center, as well as process improvements recommended by our efficiency analysis. Additionally, the position will provide leadership support and supervision to the Clerk to the Board, Equal Employment Opportunity Administrator, and the Executive Assistant.

The JET determined that the compensation factors place the new Chief of Staff job classification in Grade "II" within the EMT.

Communications Infrastructure Specialist Information Technology Department

Over the past seven years, RT's Information Technology department has continued to add over 50+ miles of fiber optics communications, conduit systems, and 75 fiber splice cases, cabinets, and other communications infrastructure to RT's light rail corridor. Although the installation of these communications infrastructure systems has been performed by a personal services contractor, staff recently conducted a thorough job analysis and benchmarking, and found that by creating a new classification, Communications Infrastructure Specialist, in order to perform the on-going installation, inspection, maintenance and repair of RT's communications assets, would be more cost effective by reducing contractor costs.

The JET determined that the compensation factors place the new Communications Infrastructure Specialist job classification in Grade "207" within the AFSCME Administrative/Technical group.

Bus Maintenance Department

During the FY 2016 budget preparation process, staff determined that the Bus Maintenance department needed one additional Electronic Mechanic position, and that they could eliminate one vacant Mechanic A Body/Fender position, to better meet RT's bus maintenance service needs. Fiscal impact associated with this change is reflected in RT's Board adopted FY 2016 Operating Budget.

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Light Rail Department

During the FY 2016 budget preparation process, staff determined that the Light Rail department needed one additional Mechanic A Body/Fender position, and two Light Rail Service Worker positions, to further staff and support the Light Rail Blue Line Extension. Fiscal impact associated with this change is reflected in RT’s Board adopted FY 2016 Operating Budget.

Authorized Classifications, Positions and Salary Grades and Salary Grade Values

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

The District’s Salary Grade Values, attached to the Resolution as Exhibit B, reflects January 1, 2015 salary range rates previously adopted with Resolution No. 11-09-0137 for the Administrative Employees Association (AEA), and Resolution No. 11-06-0087 for the Management and Confidential Employees Group (MCEG) based on the World at Work market rate percentages.

New Job Descriptions

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

<u>Previous Job Title</u>	<u>Disposition</u>	<u>New Job Title</u>
N/A	New	Assistant General Manager - Administration
N/A	New	Chief of Staff
N/A	New	Communications Infrastructure Specialist

Staff recommends approval of this action.

RESOLUTION NO. 15-07-_____

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

July 27, 2015

**AMENDING EXHIBIT A OF RESOLUTION NO. 14-11-0127 AND EXHIBIT B
OF RESOLUTION NO. 14-06-0073, AND APPROVING NEW JOB DESCRIPTIONS
AND THE DISTRICT'S AUTHORIZED CLASSIFICATIONS, POSITIONS AND
SALARY GRADES, AND SALARY GRADE VALUES**

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

THAT, effective July 1, 2015, Resolution No. 14-11-0127 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classification, Positions and Salary Grades."

THAT, effective January 1, 2015, Resolution No. 14-06-0073 is hereby amended by deleting Exhibit B and replacing it with attached Exhibit B "Authorized Salary Grade Values."

THAT, effective July 1, 2015, the new job descriptions of Assistant General Manager - Administration, Chief of Staff, and Communications Infrastructure Specialist, attached as Exhibit C, are hereby approved.

JAY SCHENIRER, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective July 1, 2015
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

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

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

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
Senior Programmer Analyst	2	109
Senior Quality Assurance Specialist	1	108
Senior Real Estate Analyst	0	108
Senior Systems Engineer	1	111
Service Planner	1	208
Vehicle Equipment Maintenance Specialist	0	207
Video Communications Systems Analyst	1	208
Total General Family Allocations:		42

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

* Denotes Change in Classification/Count

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

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Job Classification Titles

Human Resources Analyst I
Human Resources Analyst II

<u>Authorized Positions</u>	<u>Grade</u>
1	205
1	208

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
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<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
Labor Relations Analyst I	1	205
Labor Relations Analyst II	0	208
Legal Secretary	1	204
Maintenance Superintendent - Bus	1	111
Maintenance Superintendent - Light Rail	1	111
Maintenance Superintendent - Wayside	1	111
Manager, Accounting	1	110
Manager, Community and Governmental Affairs	0	111
Manager, Contracts and Disadvantaged Business Enterprise	1	110
Manager, Customer Service	1	110
Manager, Enterprise Resources and Databases	1	111
Manager, Grants	1	110
Manager, Marketing and Communications	1	111
Manager, Quality Assurance	0	111
Manager, Revenue	1	110
Materiel Management Superintendent	3	110
Network and End User Operations Administrator	1	110
Paralegal	0	205
Payroll Supervisor	1	109
Pension and Retiree Services Administrator	1	110
Principal Civil Engineer	1	112
Principal Planner	1	110
Principal Systems Engineer	1	112
Purchasing and Materials Administrator	1	110
Quality Assurance Administrator	1	110
Real Estate Administrator - Acquisitions	0	109
Real Estate Administrator - Asset Management	1	109
Real Estate Administrator - Transit Oriented Development and Joint Development	0	109
Risk Administrator	1	110
Risk Analyst I	0	204
Risk Analyst II	1	207
Senior Administrative Assistant	5	206
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:	92	
Total District-wide Salaried Allocations:	134	

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(1) Increase in Position(s)
(2) Decrease in Position(s)
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<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
<u>AFSCME 146 Family:</u>		
Accessible Services Eligibility Specialist	3	205
Administrative Assistant I	0	200
Administrative Assistant II	11	202
Administrative Supervisor	1	***
Administrative Technician	14	204
*(1) Communications Infrastructure Specialist	1	207
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	2	208
Network Operations Technician	2	205
Operations Trainer	4	209
Route Check Supervisor	0	***
Route Checker	4	200
Safety Specialist I	0	205
Safety Specialist II	0	207
Senior Customer Advocate	1	205
Senior Facilities Specialist	2	109
Senior Inspector	1	206
Senior Safety Specialist	2	109
Transit Officer Supervisor	1	***
Transportation Supervisor	51	
Total AFSCME 146 Allocations:	145	

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(2) Decrease in Position(s)
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*** No Grade, Salary Stated in MOU

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
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	***
*(1) Electronic Mechanic	3	***
Facilities and Grounds Worker I	2	***
Facilities and Grounds Worker II	4	***
Facilities Electronic Technician	1	***
Facilities Maintenance Mechanic	16	***
Facilities Service Worker	9	***
Journey Lineworker	0	***
Light Rail Assistant Mechanic	8	***
*(1) Light Rail Service Worker	22	***
Light Rail Vehicle Technician	38	***
Lineworker	0	***
Lineworker Technician	20	***
Mechanic A	26	***
* Mechanic A (Body/Fender)	6	***
Mechanic A (Gasoline/Propane)	2	***
Mechanic B	8	***
Mechanic C	17	***
Painter	2	***
Rail Laborer	7	***
Rail Maintenance Worker	8	***
Senior Mechanic	0	***
Senior Rail Maintenance Worker	2	***
Storekeeper	10	***
Upholsterer	1	***
Total IBEW 1245 Allocations:	241	
TOTAL AUTHORIZED ALLOCATIONS:	1027	

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Salaried Classification Series

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

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



EXHIBIT B
AUTHORIZED SALARY GRADE VALUES
Effective January 1, 2015

Grade	Monthly		Annual	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
106	\$4,564	\$6,391	\$54,768	\$76,692
107	\$5,021	\$7,031	\$60,252	\$84,372
108	\$5,524	\$7,735	\$66,288	\$92,820
109	\$6,077	\$8,508	\$72,924	\$102,096
110	\$6,745	\$9,443	\$80,940	\$113,316
111	\$7,554	\$10,576	\$90,648	\$126,912
112	\$8,541	\$11,955	\$102,492	\$143,460
113	\$9,735	\$13,629	\$116,820	\$163,548
114	\$11,197	\$15,673	\$134,364	\$188,076
200	\$3,251	\$4,551	\$39,012	\$54,612
201	\$3,414	\$4,778	\$40,968	\$57,336
202	\$3,584	\$5,017	\$43,008	\$60,204
203	\$3,762	\$5,267	\$45,144	\$63,204
204	\$3,989	\$5,584	\$47,868	\$67,008
205	\$4,267	\$5,975	\$51,204	\$71,700
206	\$4,609	\$6,453	\$55,308	\$77,436
207	\$4,978	\$6,967	\$59,736	\$83,604
208	\$5,376	\$7,527	\$64,512	\$90,324
209	\$5,805	\$8,128	\$69,660	\$97,536
210	\$6,270	\$8,778	\$75,240	\$105,336
211	\$6,773	\$9,480	\$81,276	\$113,760
I	\$8,783	\$11,770	\$105,396	\$141,240
II	\$9,486	\$12,713	\$113,832	\$152,556
III	\$10,340	\$13,856	\$124,080	\$166,272
IV	\$11,374	\$15,242	\$136,488	\$182,904
V	\$12,626	\$16,918	\$151,512	\$203,016
VI	\$14,013	\$18,780	\$168,156	\$225,360

EXHIBIT C
New Job Descriptions
Effective July 1, 2015

Job Description-Previous Title	Disposition	Job Description - New Title
NA	New	Assistant General Manager - Administration
NA	New	Chief of Staff
NA	New	Communications Infrastructure Specialist



Title: Assistant General Manager - Administration

FLSA Status: Exempt

BRIEF DESCRIPTION:

This classification has a wide range of executive responsibilities for managing various administrative functions in the District. The incumbent will provide executive direction and management over assigned functional area(s) of Finance, Human Resources, Information Technology, and Procurement; policies and procedures, special projects, and other assigned areas of responsibility. This position provides support to the General Manager’s office for Board liaison and meetings support, interdepartmental coordination at the executive management level, and District-wide communications.

ESSENTIAL FUNCTIONS:

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

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Human Resources, Benefits and Pension Management function: Provide executive oversight for the administration and maintenance of comprehensive human resources programs involving the development, administration, and implementation of personnel rules, regulations, policies, and procedures. Human Resources responsibility areas include recruitment and selection, testing, training, classification, compensation, benefits administration, and pension plan administration.	20%
2	S	Accounting Management function: Plan, organize, direct, and coordinate the full range of activities related to general ledger, accounts payable, payroll, accounts receivable, and the physical tracking and accounting of fixed assets. Accounts Payable: Assure the timely payment of all invoices and claims, tracking of the District’s liability on a daily basis, and the forecasting of future payment amounts and due dates. Accounts Receivable: Direct staff in the accounting and depositing of the District’s money. Payroll: Assure timely payroll to RT staff. Revenue: Plan, organize, direct, and coordinate the collection and recording of any cash revenue for RT, including daily cash collection from fare boxes and fare vending machines. Direct activities in revenue analysis and reconciliation with ridership counts. Treasury: Plan, organize, direct, and coordinate the cash management, investment, financing	15%



		and banking/operational programs. Cash Management: Oversee cash flow analysis and the District’s investment account. Provide oversight for District and Pension investment programs and policies; plan and manage debt financing, leasing, and other financial strategies from development through selection, implementation, and monitoring.	
3	S	Financial, Grants Management, and Administration function: Plan, organize, direct, and coordinate the application for accounting and reporting on all grant revenue and expenditures. When assigned the budgeting function, plan, organize, direct, and coordinate the full-range of budgeting activities including the development of both the operating and capital budgets (annual; multi-year) and (with Business Analysis and Reporting) financial forecasting scenarios. Responsibilities also include oversee the development of a comprehensive capital improvement program, the identification of grant opportunities, writing federal, state, and local grant applications, approve grant allocations for District divisions/ departments, and track grant expenditures. Financial Analysis and Reporting function: Plan, organize, direct, and coordinate the full-range of analysis and reporting activities, including perform the District’s financial analysis and overall financial performance monitoring. Also included is the development and analysis of fare policy and future year financial forecasting, and oversee the development and administration of external and internal reporting, including but not limited to National Transit Database (NTD) Reports, federal and state triennial reviews, Public Utilities Commission (PUC) reports, quarterly reporting, and monthly management reports. This function conducts special projects as required and chairs the Fare Policy Committee.	20%
4	S	Information Technology/Intelligent Transportation Systems functional area: Plan, organize, direct, and coordinate the full range of duties related to overseeing the selection, deployment, use, and administration of information technology, ITS, and related systems within the District.	15%
5	S	Procurement, Contracting and Disadvantaged Business Enterprise (DBE) functional area: Plan, organize, direct, and coordinate the full range of duties related to overseeing the expenditure of funds for goods, services, and capital assets, and to oversee the administration of the District’s Disadvantaged Business Enterprise (DBE) program. This includes compliance with all statutes, ordinances, rules, decrees, and other regulations associated with procurement, contracting, and DBE administration.	15%
6	S	Executive duties: Serve as member of various teams and committees; represent the Executive Management Team in a variety of capacities as assigned. Formulate policies, procedures,	15%



and practices for the assigned functional areas and make recommendations to Executive Management Team, General Manager, and Board of Directors. Represent the District at national, state and local conferences. Consult with other government agencies, the business community, and private organizations to explore new ideas and resolve issues; establish and maintain an effective system of communications throughout the organization; and performs related duties as assigned.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business, Public Administration, Human Resources, Finance, or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of ten (10) years of progressively responsible management experience in public sector administrative services at various levels, including high level management responsibilities in any of the functional areas.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.



	Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Thorough knowledge of the principles and practices of public sector management in a variety of areas including overall administration of Procurement, Information Technology, Human Resources, and Finance. • High level interpersonal and communication skills including mediation and conflict resolution skills. • Transit operations and maintenance functions. • Principles of transit service. • Laws, ordinances, rules, regulations, and codes applicable to the functional areas. • Principles of administration and program management. • Employer/employee relations and provisions as they relate to labor contracts and the need to meet and confer/negotiate. • District policies, procedures, and functions. • Budget development and administration. • Interviewing and negotiations techniques. • Contract administration procedures. • Public transit technology and information systems capabilities and issues. • Procurement and contracting principles and practices. • Principles of management, supervision and training. • Legal terminology and basic court procedures. • Human Resources principles, practices, laws, and regulations. • Public transit technology and information systems capabilities and issues. • Procurement and contracting principles and practices. • EEO principles, practices, laws and procedures. • IT infrastructure and programming techniques and procedures. • Procurement process oversight and controls. • Project oversight and project management techniques.



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

ABILITIES
<ul style="list-style-type: none"> • Communicate effectively with external organizations and community groups about public transit and the goals/objectives of the District both orally and in writing. • Provide oral presentations before large/small groups of people. • Exercise considerable tact and courtesy in frequent contact with the public. • Establish and maintain effective working relationships as necessitated by work assignments. • Maintain complete and accurate records and statistics and to develop meaningful reports from that information. • Act as project representative. • Articulate and deliver information both technical and general at community level. • Ability to quickly assimilate information specific to the project, from both a technical and local perspective. • Ability to source and filter information for feeding back to the community. • Ability to liaise with all levels of the community. • Demonstrate effective time management skills. • Plan, organize, direct, coordinate and supervise work and staff engaged in the assigned functional area. • Serve as an advisor to the General Manager/CEO. • Gather, assemble, analyze, and evaluate customer and public information and make strategic analyses and projections. • Analyze and resolve a variety of complex administrative issues. • Resolve sensitive issues raised by the community on District operations. • Serve on assigned local, regional, and national committees. • Prepare clear and concise administrative and technical reports. • Prepare and monitor complex budgets. • Manage and supervise large numbers of employees and consultants effectively. • Gather, assemble, analyze, and evaluate facts evidence, data, and other information in order to draw reasonable and fair conclusions and make sound decisions. • Interpret and apply laws, rules, regulations, and legal precedents impacting the assigned area. • Analyze and resolve a variety of complex organizational, staffing, and related issues. • Maintain comprehensive records and reports. • Establish and maintain adequate cost and schedule controls. • Analyze a variety of complex operational and administrative problems, and develop corrective actions and policies. • Serve as a technical advisor to the General Manager and Board of Directors on a variety of issues.



- Collect and analyze data and prepare comprehensive concise reports, and effectively represent the areas for which responsible to other District divisions, stakeholders, the community, and the appropriate governmental bodies.
- Interpret and apply laws, rules, regulations and legal precedents impacting the assigned area.
- Analyze and resolve a variety of complex organizational, staffing, and other issues.
- Gather, assemble, analyze, and evaluate financial information and make strategic analyses and financial projections.
- Interpret and apply laws, rules, and regulations impacting the District's finances.
- Analyze and resolve a variety of complex administrative issues.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

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

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

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



ENVIRONMENTAL FACTORS:

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

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

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

(2) N/A

PRIMARY WORK LOCATION:

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

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



Title: Chief of Staff

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

Under general direction from the General Manager, this classification creates and manages the crucial link between external and internal resources by identifying key issues and concerns, and facilitates the development and implementation of key project objectives and resulting process improvements within the District's operations. The incumbent will identify issues that have short and long term impact on the District, including developments in transit industry, as well as federal, state, and local legislation and community initiatives; provide internal and external communications to ensure the General Manager's office is managed efficiently and effectively; provide direct leadership support and supervision to a variety of positions, including the GM's Executive Assistant, Clerk to the Board, and the Equal Employment Opportunity Administrator. Represent the District at internal and external meetings, including evening and weekend events.

ESSENTIAL FUNCTIONS:

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

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Strategic Oversight of Projects: Continuously position the District as a vital, reliable, and responsible public entity, engaged in all strategic special projects for the benefit of the Sacramento community and project stakeholders. Represent the interests and positions of the District in a wide range of strategic projects intended to ensure the District is continuously improving its community presence, customer service, and employee programs.	30%
2	S	Project Planning: Establish and maintain effective communication, enhance relationships, and ensure a high quality of customer service to achieve community, project, and District goals and objectives. Establish and maintain effective relationships between the District, the project team, and stakeholders to ensure a continuous community spirit around all projects. Provide insight in the District's ability to meet/exceed the expectations of project stakeholders. Analyze and evaluate complex public issues and make recommendations on appropriate District action. Assist the General Manger in prioritizing various issues and provide recommendations to appropriate response/resolution. Perform studies. Prepare and present reports, data, recommendations, and alternatives to project stakeholders and the public. Review District status reports, identify potential issues,	20%



		<p>brief the General Manager on issues and potential resolutions. Actively participate in the establishment and implementation of projects that affect the short and long-range goals and activities of the District. Represent the District's interest, both internal and external, as required to support all projects. Develop and coordinate complex project plans, implementation of schedules and cost estimates. Respond promptly to constituent inquiries by gathering required information, coordinating with staff or others, and prepare and distribute responses.</p>	
3	S	<p>Develop, Implement, and Maintain Development of Internal Process Improvements: Identify and develop District-wide process improvement program based on assessment of project and resulting needs and resources. Maintain continuous contact with project members to coordinate implementation of all associated process improvements. Plan and direct the full range of administrative functions that support the internal process improvements necessary to successfully implement the project. Direct project staff to ensure successful identification and implementation of process improvements, including the planning, scheduling, executing design, procurement, and implementation of all improvements identified. Recommend responses and action plans as a result of interacting with the external stakeholders, ensure effective communication, and implementation practices to meet District strategic goals and objectives. Manage the development and implementation of all District process improvement teams by creating a dynamic group environment that will assist in the identification of crucial issues. Ensure teams are diverse and include members of the District as well as members from key stakeholder organizations. Ensure that all team recommendations are vetted and resources are available for District-wide process improvements. Work with staff to secure the required funding for final process improvement plans.</p>	20%
4	S	<p>Policy Development and Implementation: Provide oversight for the development and implementation of organizational policies that create support for the District and for transit with the public. Create long-range strategies, programs, and policies intended to strengthen the District's image in the community. Develop District policies and standard operating procedures in accordance with direction of the General Manager and the Board of Directors.</p>	10%
5	S	<p>Strategic Project Communications: Develop and implement communications strategies, programs, and activities that support the District's change management efforts. Develop strategies and programs to ensure consistent and timely dissemination of information about the District and the project. Develop and implement public outreach strategies and programs to support the District's project planning and initiatives ensuring alignment with</p>	10%



		District and project vision, goals, and objectives. Recommend a variety of communication mechanisms for the purpose of providing a creative and innovative venue to clearly and accurately convey District activity is in alignment. Assist with the development of necessary public relations programs designed to communicate with the general public and community members about the project.	
6	S	Supervise professional, technical and administrative staff members. Plan, prioritize, assign, and review the work of staff; provide training, guidance, and development by preparing detailed performance evaluations, provide continuous feedback, work with staff to identify opportunities for improvement and recommend/approve training opportunities; approve staffing/department schedules, authorization of overtime, vacation usage, alternate work schedules, etc. Conduct staff meetings as necessary.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business, Communications, Public Relations, Public Administration, or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of seven (7) years of progressively responsible project management experience in public transit services at various levels and time frames.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance is reviewed periodically.



Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has a major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Thorough knowledge of the principles and practices of public relations and communications programs and/or marketing campaign strategies. • Demonstrated high level interpersonal and communication skills including mediation and conflict resolution skills. • Well-developed knowledge of local community cultures, leaders, customs and practices through prior involvement in the community. • Transit operations and maintenance functions. • Principles of transit service scheduling. • State and federal regulations regarding the operation of transit systems and transportation safety. • Policies, operations, and functions of a regional transit agency. • Laws, ordinances, and regulations affecting transportation services and equipment maintenance. • Laws, ordinances, rules, regulations, and codes applicable to the functional areas. • Principles of administration and program management. • Employer/employee relations and provisions as they relate to labor contracts and the need to meet and confer/negotiate. • District policies, procedures, and functions. • Budget development and administration.



- Interviewing and negotiations techniques.
- Contract administration procedures.
- Public transit technology and information systems capabilities and issues.
- Procurement and contracting principles and practices.
- Interviewing and negotiation techniques.
- Principles of management, supervision and training.

SKILLS

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



ABILITIES

- Communicate effectively with external organizations and community groups about public transit and the goals/objectives of the District both orally and in writing.
- Provide oral presentations before large/small groups of people.
- Exercise considerable tact and courtesy in frequent contact with the public.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Maintain complete and accurate records and statistics and to develop meaningful reports from that information.
- Act as project representative.
- Articulate and deliver information both technical and general at community level.
- Ability to quickly assimilate information specific to the project, from both a technical and local perspective.
- An ability to source and filter information for feeding back to the community.
- Demonstrated ability to liaise with all levels of the community.
- Demonstrated event management and time management skills.
- Plan, organize, direct, coordinate, and supervise work and staff engaged in the assigned functional area.
- Serve as an advisor to the General Manager/CEO.
- Gather, assemble, analyze, and evaluate customer and public information and make strategic analyses and projections.
- Analyze and resolve a variety of complex administrative issues.
- Resolve sensitive issues raised by the community on District operations.
- Serve on assigned local, regional, and national committees.
- Prepare clear and concise administrative and technical reports.
- Prepare and monitor complex budgets.
- Manage and supervise large numbers of employees and consultants effectively.
- Gather, assemble, analyze, and evaluate facts evidence, data, and other information in order to draw reasonable and fair conclusions and make sound decisions.
- Interpret and apply laws, rules, regulations, and legal precedents impacting the assigned area.
- Analyze and resolve a variety of complex organizational, staffing, and related issues.
- Maintain comprehensive records and reports.
- Establish and maintain adequate cost and schedule controls.
- Analyze a variety of complex operational and administrative problems and develop corrective actions and policies.
- Serve as a technical advisor to the General Manager and Board of Directors on a variety of issues.
- Collect and analyze data and prepare comprehensive concise reports, and effectively represent the areas for which responsible to other District divisions, stakeholders, the community and the appropriate governmental bodies.
- Interpret and apply laws, rules, regulations and legal precedents impacting the assigned area.
- Analyze and resolve a variety of complex organizational, staffing, and other issues.



OVERALL PHYSICAL STRENGTH DEMANDS:

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

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

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

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



ENVIRONMENTAL FACTORS:

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

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

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

(2) N/A

PRIMARY WORK LOCATION:

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

(3) N/A

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



Title: Communications Infrastructure Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

This classification is responsible for the inspection, installation, maintenance, and repair of the District’s communications cabling infrastructure, electrical and electronic communications equipment and systems, including troubleshooting and diagnosing copper and fiber optic networks, and other related communication systems. Incumbent will maintain networking communications systems, install new equipment, and coordinate subcontracts. Other duties include serving as the on call representative for after hours and weekend support.

ESSENTIAL FUNCTIONS:

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

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Maintain Networking Communications Systems: Analyze and diagnose, isolate and repair equipment problems on the District’s numerous wired and wireless communications systems. Ensure necessary action to restore system to expected service levels. Inspect, troubleshoot, and maintain inside and outside plant copper and fiber optic communications infrastructure, mechanical, electronic, network devices and components, connectors and systems, etc. Install, terminate, splice and test fiber optics network cabling and all related components; interpret test results to diagnose malfunctions. Perform preventative maintenance and scheduled inspections of mechanical, electrical, and electronic equipment and systems; interpret work orders; maintain and repair shop machinery, power tools, public address (PA) systems, digital messaging signs, communications control cabinets/boxes, battery backup systems, network switches, cabling vaults, splice cases and termination panels, and other related network equipment. Configure equipment and system operating parameters through the use of mobile radio system software, LAN/WAN service software and modem service software. Document system and equipment repairs, modifications, and changes as a part of ongoing service and maintenance system operating procedures. Consult with client department representatives, service providers, and vendors/contractors, sub-contractors, and other technical staff	75%



		as needed to resolve communication system problems.	
2	S	Installation of New Equipment: Using schematics, diagrams, blueprints and technical manuals, install communications' electrical and mechanical equipment such as generators, small air conditioning units, climate control units, and related electronic controls; assist in the configuration and installation of new equipment, ensure installation is managed in accordance with manufacturer standards, local/state/federal regulations, and District standards. Assist in the design and implementation of new communications systems and plant infrastructure to meet operating requirements of various District supported systems.	15%
3	S	Coordination of Subcontracts: Coordinate, monitor, and inspect the installation of equipment by various contractors to ensure compliance with all specifications, regulations, and District standards; coordinate troubleshooting, maintenance and repair efforts with technical support providers. May coordinate, along with District departments, the work of contractors, subcontractors, inspectors, vendors, and other District staff. May instruct, assist and/or provide task/functional direction in a lead capacity to employees in other classifications, contractors, subcontractors, or District vendors.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school in telecommunications, electrical systems, electronics, or a related field. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of three (3) years of full-time journey level work experience successfully performing duties related to the inspection, diagnosis, troubleshooting, maintenance, and repair of structured cabling systems, mechanical, electrical, and/or electronic systems, controls and equipment.</p>
Supervision	<p>Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.</p>



Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance is reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid California Class C driver’s license.



KNOWLEDGE
<ul style="list-style-type: none"> • Principles and methods of construction for communications and cabling systems infrastructure. • Network, electrical, mechanical theory and principles. • Telecommunication industry theory, protocol and interfaces for voice and data systems and interconnecting networks, including standards and best practices for installation and maintenance of inside and outside plant cabling systems. • Systems approach to service and maintenance of communication systems. • Principles and procedures of installing, maintaining, repairing, operating and testing digital equipment, data link equipment, network switches, fiber optic and copper patch panels and splice cases, radio controlled equipment, test devices and other communications equipment. • Methods, tools, materials, and equipment used in the operation, maintenance and repair of facilities, fixtures and mechanical, electrical and electronic systems and equipment. • Underground Service Alert rules and regulations. • Care and maintenance of commonly used hand and power tools, electrical energy and statics sensitive devices and electromagnetic wave energy and equipment. • Pertinent local, state, and federal codes and safety regulations. • Standard and accepted preventative maintenance requirements. • Safe practices associated with high power laser usage pertaining to fiber optic systems. • Personal computers and a variety of Windows applications. • Standard and accepted first aid and safety practices.

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

ABILITIES
<ul style="list-style-type: none"> • Use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems. • Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system. • Repair machines or systems using the needed tools. • Use mathematics to solve problems. • Determine appropriate tools and equipment needed to do a job. • Analyze needs and product requirements to create a design. • Use of fiber optics power meter and OTDR and other testing equipment. • Use of copper and fiber optic termination and splicing equipment. • Use of power and hand tools. • Perform skilled maintenance tasks on the District’s electrical, electronic and



mechanical systems, facilities, property, fixtures and equipment.

- Inspect, test, adjust, repair, replace, rebuild, and overhaul electrical, mechanical, electronic, and PLC equipment, assemblies, sub-assemblies and related equipment, machinery and tools.
- Read and interpret work plans, operations, service and technical manuals, schematics, blueprints, diagrams, and logic circuits.
- Use testing instruments and automated diagnostic tools.
- Troubleshoot/diagnose and correct infrastructure problems with District facilities, equipment, and property.
- Exercise good judgment and effectively solve practical problems.
- Understand and effectively follow both oral and written instructions.
- Work independently for long periods of time and as a positive team member.
- Accurately calculate proportion, area, volume, and circumference and effectively apply basic algebraic concepts.
- Demonstrate the proper use of voltmeter, ammeter, ohmmeter, hand tools and other tools commonly used in the performance of assigned work responsibilities.
- Learn new skills and adapt to new and evolving technologies.
- Safely operate a variety of District equipment and vehicles.
- Coordinate the work of contractors; and direct and instruct less experienced employees on proper work methods and use of tools and equipment.
- Use tact and diplomacy in interactions with employees, contractors and the general public.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Effectively use GroupWise email software.
- Effectively use work order management computer software.
- Effectively use AutoCAD and potentially other drawing software.
- Perform the essential functions of the job without causing harm to self or others.



OVERALL PHYSICAL STRENGTH DEMANDS:

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

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

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

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



ENVIRONMENTAL FACTORS:

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

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

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

NON-PHYSICAL DEMANDS:

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

(2) N/A

PRIMARY WORK LOCATION:

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

(3) various District properties

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.