

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
10	08/22/16	Open	Action	08/16/16

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

ISSUE

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

RECOMMENDED ACTION

Adopt Resolution No. 16-08-_____, Amending Exhibit A of Resolution 16-07-0089, and Approving New and Modified Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

The fiscal impact as a result of the changes noted in the issue paper are a net unbudgeted increase to the FY 2017 budget of approximately \$16,908. In addition, other salary and position changes were required as a result of the operational and organizational needs from the executive reorganization. These additional costs include temporary acting positions to train staff, salary increases for additional responsibilities, and severance costs. The net impact of these costs will result in an unbudgeted increase to the FY 2017 budget of approximately \$189,599.

Since it is still early in the budget cycle, staff will track these costs separately for the first three months of the fiscal year and report back if a budget adjustment or other costs containments will be needed to balance out these cost increases or if these increases can be offset by other efficiency measures.

DISCUSSION

Personnel Action Summary: This proposed action will result in the creation of 2 new job descriptions: Electronic Fare Collection Systems Administrator in the Finance Department and Transit Cleaner within the Light Rail Department; and the modification of 1 existing job description within the Executive Management Team (EMT): Vice President, Accountability and Performance (formerly Chief of Staff). This proposed action will also result in the addition of 1 Mechanic A Body/Fender position and the elimination of 1 vacant Painter position in the Bus Maintenance department; and the addition of 6 Transit Cleaner positions in the Operations Division.

Approved:

Presented:

Final 08/17/16

General Manager/CEO

Director, Human Resources

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FINANCE DIVISION

Electronic Fare Collection Systems Administrator

As part of the Connect Card Fare Management project, staff determined that there was a need to develop a position that would administer and oversee the activities of the District's Electronic Fare Collection (EFC) systems. Staff conducted a thorough analysis and benchmarking and created a new job description, Electronic Fare Collection Systems Administrator.

The Job Evaluation Team (JET) determined that the compensable factors place this new job classification in Salary Grade 110 within the Management and Confidential Employee Group. The change to the total number of authorized positions is reflected in the Authorized Positions List and is attached to the Resolution as Exhibit A. There is no fiscal impact associated with this change as a placeholder for this position was included in the FY17 budget planning process.

OPERATIONS DIVISION

Transit Cleaners

To address the increased need for cleanliness on RT's light rail vehicles and buses and at District owned and maintained facilities, staff has identified the need to add 6 Transit Cleaners. The Transit Cleaner position will perform a variety of routine cleaning tasks at light rail stations, bus stops, or other District owned or maintained facilities. Duties will be similar to that of the current Service Worker classification, but will focus exclusively on the cleanliness and presentation of RT's assets. Unlike the Service Workers, the Cleaners will not have any responsibility with respect to the operation or movement of the vehicles and incumbents will not be required to possess a commercial driver's license.

These positions will be full-time and will replace the Seasonal Service Workers currently employed by the District through September 2016. Staff anticipates that hiring will begin in October 2016. There is no fiscal impact associated with these changes because these positions are funded by vacant Light Rail Service Worker positions.

Bus Maintenance Department

During the FY 2017 budget preparation process, staff determined that the Bus Maintenance department needed one additional Mechanic A Body/Fender position to better meet RT's bus maintenance service needs. There is no fiscal impact associated with this change as the department will eliminate one vacant Painter position to cover associated costs.

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Executive Reorganization

To better position the District to meet its goal of achieving financial sustainability and an improved customer experience, effective July 1, 2016, an executive reorganization was announced. The purpose of this reorganization is to better serve the District's customers. With the reorganization comes several changes in RT's reporting structure and work responsibilities. The fiscal impact associated with these changes are indicated above.

Accountability and Performance Division

As part of Executive Leadership reorganization, staff determined that there was a need to develop a position that would provide executive leadership over the strategic planning, accessible services, and internal audit functions. Staff conducted a thorough analysis and benchmarking and determined that modifying the current Chief of Staff job description, adding some additional responsibilities and renaming the position, Vice President, Accountability and Performance was appropriate. In addition to the new oversight responsibilities noted above, the position will continue to be responsible for the duties previously assigned to the "Chief of Staff" and will continue to supervise the Equal Employment Opportunity Administrator and Clerk to the Board.

The Job Evaluation Team (JET) determined that the compensable factors place this job classification in a new salary grade, Grade III within the Management and Confidential Employee Group. The change to the salary grade is reflected in the Authorized Positions List and is attached to the Resolution as Exhibit A.

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.

Modified and New Job Descriptions

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

<u>Previous Job Title</u>	<u>Disposition</u>	<u>Modified and New Job Title</u>
N/A	New	Electronic Fare Collection Systems Administrator
N/A	New	Transit Cleaner
Chief of Staff	Modified	Vice President, Accountability & Performance

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Staff recommends approval of this action.

RESOLUTION NO. 16-08-_____

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

August 22, 2016

AMENDING EXHIBIT A OF RESOLUTION 16-07-0089 AND APPROVING NEW AND MODIFIED JOB DESCRIPTIONS 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 August 23, 2016, Resolution No. 16-07-0089 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classifications, Positions and Salary Grades".

THAT, effective August 23, 2016, the new job descriptions of Electronic Fare Collection Systems Administrator and Transit Cleaner and the modified job description of Vice President, Accountability and Performance, attached as Exhibit B, are hereby approved.

JAY SCHENIRER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective August 23, 2016
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
<u>AEA Family:</u>		
Accountant I	0	205
Accountant II	0	108
Assistant Architect	0	206
Assistant Engineer	0	208
Assistant Planner	2	207
Assistant Resident Engineer	2	208
Associate Architect	1	109
Associate Civil Engineer	1	110
Associate Engineer	0	109
Associate Systems Engineer	2	110
Engineering Analyst I	0	205
Engineering Analyst II	0	207
Engineering Technician	1	205
Grants Analyst	0	206
Human Resources Trainer	0	206
Information Technology Business Systems Analyst	0	107
Inspector	0	204
Junior Engineer	0	205
Long Range Planner	1	208
Payroll Analyst	1	204
Procurement Analyst I	0	205
Procurement Analyst II	4	207
Programmer Analyst I	0	205
Programmer Analyst II	0	208
Quality Assurance Specialist I	0	202
Quality Assurance Specialist II	0	205
Real Estate Analyst I	0	205
Real Estate Analyst II	0	207
Resident Engineer	0	110
Revenue Analyst	1	207
Schedule Analyst I	1	205
Schedule Analyst II	2	207
Senior Accountant	2	109
Senior Architect	1	111
Senior Civil Engineer	1	111
Senior Community and Government Affairs Officer	2	108
Senior Engineering Analyst	1	109
Senior Engineering Technician	1	207
Senior Grants Analyst	2	108
Senior Information Technology Business Systems Analyst	3	109
Senior Marketing and Communications Specialist	1	108
Senior Planner	0	109
Senior Procurement Analyst	3	109
Senior Programmer Analyst	2	109
Senior Quality Assurance Specialist	1	108
Senior Real Estate Analyst	0	108
Senior Social Media & Website Specialist	1	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 Systems Engineer	1	111
Service Planner	1	208
Vehicle Equipment Maintenance Specialist	0	207
Video Communications Systems Analyst	1	208
Total General Family Allocations:	43	

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

<u>MANAGEMENT & CONFIDENTIAL FAMILY:</u>	<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</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
	Attorney I	0	108
	Attorney II	0	110
	Attorney III	3	112
	Chief Counsel	1	**
	Clerk to the Board	1	208
	Community Bus Services Superintendent	0	110
	Deputy Chief Counsel	1	V
	Deputy General Manager	0	VI
	Deputy Chief Operating Officer	1	114
	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, Organizational Development	0	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
	*(1) Electronic Fare Collection Systems Administrator	1	110
	Executive Assistant	1	207
	General Manager/CEO	1	**
	Human Resources Administrator	1	110
	Human Resources Analyst I	1	205
	Human Resources Analyst II	2	208
	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

* Denotes Change in Classification/Count

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

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<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
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
Material Management Superintendent	3	110
Network and End User Operations Administrator	1	110
Operations Training Administrator	0	110
Paralegal	0	205
Payroll Supervisor	1	109
Pension and Retiree Services Administrator	1	110
Principal Accountability & Compliance Auditor	1	112
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
Transportation Superintendent - Police Services	1	110
* Vice President, Accountability and Performance	1	III
Vice President, Business Support Services / Chief Financial Officer	1	IV
Vice President, Communications and Partnerships	1	III
Vice President, Safety and Security	1	IV
Vice President, Strategic Planning and System Design	1	IV
Vice President, Transit Services / Chief Operating Officer	1	V
Total Management and Confidential Allocations:	94	
Total District-wide Salaried Allocations:	137	

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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
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	54	***
<u>Total AFSCME 146 Allocations:</u>	148	

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(2) Decrease in Position(s)
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<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
<u>ATU 256 Family:</u>		
Accounting Technician	1	***
Accounts Payable Clerk	2	***
Claims Technician	1	***
Customer Service Clerk	1	***
Customer Service Representative	14	***
Transit Agent	30	***
Fare Prepayment Clerk	1	***
Operators (Bus, CBS and Light Rail combined)	475	***
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:	547	

<u>IBEW 1245 Family:</u>		
Bus Service Worker	29	***
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	***
Light Rail Service Worker	22	***
Light Rail Vehicle Technician	38	***
Lineworker	0	***
Lineworker Technician	20	***
Mechanic A	26	***
* (1) Mechanic A (Body/Fender)	7	***
Mechanic A (Gasoline/Propane)	2	***
Mechanic B	8	***
Mechanic C	17	***
* (2) Painter	1	***
Part-Time Cleaner	15	***
Rail Laborer	7	***
Rail Maintenance Worker	8	***
Senior Mechanic	0	***
Senior Rail Maintenance Worker	2	***
Storekeeper	10	***
* (1) Transit Cleaner	6	***
Upholsterer	1	***
Total IBEW 1245 Allocations:	262	

TOTAL AUTHORIZED ALLOCATIONS: 1094

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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
List of New and Modified Job Descriptions
Effective August 23, 2016

Job Description - Previous Title	Disposition	Job Description - Modified / New Title
Chief of Staff	Modified	VP, Accountability & Performance
N/A	New	Electronic Fare Collection Systems Administrator
N/A	New	Transit Cleaner



Title: Transit Cleaner

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to individually or as a member of a crew, perform a variety of routine cleaning tasks at light rail stations, bus stops, or other District owned or maintained facilities. The position cleans and services District light rail vehicles (LRV), buses, stations and bus stops, or other District property located within the District’s area of operations. Practices safe work processes and contributes to the creation and maintenance of a clean, safe environment for the public.

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	M	<p>If Assigned to Light Rail: Light Rail Vehicles: Sweeps, mops, steams, scrapes and washes the interior and exterior of LRVs; performs daily visual vehicle inspection, reporting defects; checks and replaces consumables and equipment as necessary; replaces accessories such as light bulbs, mirrors, wiper blades and seat cushions; safely operates a variety of equipment, including ground scrubber/sweeper and upholstery cleaning equipment; places and replaces fliers and advertisements in LRV’s; pulls defective card; sweeps and mops garage floors, pits, District parking lots, LRV storage areas and service areas, light rail stations, and other District owned/maintained properties; lifts, moves and dumps trash containers; cleans maintenance office and bathrooms; replenishes sand; and performs other duties as assigned. Safely operates District owned equipment and non-revenue vehicles. Work may be performed at the Light Rail facility or when the LRV is in service on the main line or parked in remote storage areas. Incumbent may be required to change work locations throughout the shift using Light Rail, Bus service or District vehicle.</p> <p>If Assigned to Maintenance: Buses: Sweeps, mops, steams, scrapes and washes the interior and exterior of buses; performs daily visual vehicle inspection,</p>	95%



		reporting defects; safely operates a variety of equipment, including ground scrubber/sweeper, and upholstery cleaning equipment; sweeps and mops garage floors, pits, District parking lots, and service areas, bus stops, and other District owner/maintained properties; lifts, moves and dumps trash containers, cleans maintenance office and storage room. Safely operates District owned equipment and vehicles. Work may be performed at a District facility (maintenance or parking lot) or when the bus is in-service. Incumbent may be required to change work locations throughout the shift using Light Rail, Bus service or District vehicle.	
2	S	Participate in scheduled assignment or informational meetings as required to ensure adequate coverage of shifts, work load and assignments. Training may be related to existing work assignments, or assignments that are new to the incumbent.	5%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires the knowledge and ability to read and understand written instructions, basic operational, technical or office processes, and the routine operation of machines. Level of knowledge is equivalent to four (4) years of high school or equivalent.
Experience	Minimum one (1) year of experience in a position performing janitorial and/or industrial cleaning duties, or a position responsible for the cleaning and or servicing of equipment, facilities or vehicles.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Immediate Direction - The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Basic - Work requires the use of standard technical skills appropriate to the work environment of the organization
Budget Responsibility	Position has no fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two - or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However it may be obtained from experience and self-study.
Math	Basic – Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Most possess a valid Class C CA Driver’s License with a satisfactory driving record.



KNOWLEDGE

- Basic cleaning techniques and equipment.
- Basic cleaning chemicals, interactions, danger signs and safe disposal methods.
- Basic first aid and safety practices.
- Safe lifting methods
- Proper handling and disposal of blood-borne pathogens.

SKILLS

- Learn and effectively use GroupWise email software.
- Learn and effectively use maps or GPS system to locate and map stops and stations.

ABILITIES

- Learn and effectively perform a variety of routine maintenance assignments.
- Learn and effectively apply District policies and procedures.
- Learn and follow established safety practices.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials, including blood-borne pathogens.
- Understand and effectively follow both oral and written instructions.
- Work independently for long periods of time and as a positive team member.
- Perform manual labor on a continuous basis.
- Communicate in a clear and understandable manner both orally and in writing.
- Read and understand designated computer reports and schedules.
- Use District cleaning supplies and equipment in an accurate and safe manner.
- Operate District non-revenue vehicles and equipment in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Use tact and diplomacy in interactions with the public including individuals who may display volatile behavior.
- 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.

The essential functions of this job are performed in both shop/warehouse environment and outside in various weather conditions, including exposure to extreme heat and cold. Work is performed around equipment and machinery with moving parts and under wet and slippery conditions. Incumbents are exposed daily to electrical hazards, toxic and/or caustic chemicals, grease, oil, dust, fumes, smoke, and gases and are intermittently exposed to loud noise and vibrations.

On a daily basis, the essential functions of the job require incumbents to climb ladders and into/out LRV stepwells from low ground locations, stoop, kneel, crouch, crawl into confined spaces, stand, and walk; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls, feel the attributes of objects and control machinery using light hand grasp and fine manipulation; to lift, carry, push and pull objects weighing up to 50 pounds; to hear and talk to receive and communicate instructions and other information; to use forceful hand grasp; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; and to see objects clearly within one to twenty feet, using a full field of vision and good depth perception with the ability to distinguish basic colors and shades of color.

PHYSICAL DEMANDS:

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

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

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	Around work site, equipment, District vehicles, property
Sitting	O	District equipment, vehicles
Walking	C	To and around work site, equipment, District vehicles, property
Lifting	F	Equipment, supplies, trash
Carrying	C	Equipment, supplies, trash
Pushing/Pulling	O	Equipment
Reaching	C	For supplies, equipment, trash
Handling	C	Equipment
Fine Dexterity	C	Manipulating equipment, using tools/equipment
Kneeling	C	Under seats, around equipment
Crouching	C	Under seats, around equipment



Crawling	O	Under seats, around equipment
Bending	C	Under seats, around equipment
Twisting	C	Under seats, around equipment
Climbing	F	Under seats, around equipment
Balancing	C	Under seats, around equipment
Vision	C	See objects clearly within one to 20 feet; using a full field of vision, good depth perception and the ability to view objects at night.
Hearing	C	Communicating with co-workers and public
Talking	C	Communicating with co-workers and public
Foot Controls	O	While operating District vehicles
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, various office equipment, computer and associated hardware and software, basic hand tools, power washing or scrubbing equipment, 2-way radios.

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	O – W
Chemical Hazards	F – D
Electrical Hazards	O – D
Fire Hazards	O – M
Explosives	N
Communicable Diseases	O – D
Physical Danger or Abuse	O - M
Other (see below)	

-Environmental Factors-	
Respiratory Hazards	O - D
Extreme Temperatures	O – S
Noise and Vibration	F – D
Wetness/Humidity	F – S
Physical Hazards (high voltage, dangerous machinery, aggressive passengers)	O - W

PROTECTIVE EQUIPMENT REQUIRED: Gloves, mask, coveralls, boots,



NON-PHYSICAL DEMANDS:

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

PRIMARY WORK LOCATION:

Office Environment		Vehicle	X
Warehouse	X	Outdoors	X
Shop	X	Other	
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.



Electronic Fare Collection Systems Administrator

Salary Grade: 110

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light- X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

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

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



Title: Vice President, Accountability and Performance

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to create and manage crucial links between external and internal resources by identifying key issues and concerns; facilitate the development and implementation of key project objectives; and develop process improvements within the District's operations. The incumbent will identify issues that have short and long-term impacts on the District, including developments in the transit industry, as well as federal, state, and local legislation and community initiatives; and provide internal and external communications to ensure the General Manager/CEO's office is managed efficiently and effectively. The incumbent provides leadership, strategic direction and supervision over the District's internal audit activities, district-wide initiatives, short-range and strategic planning and accessible services and provides supervision to the Equal Employment Opportunity Administrator and Clerk to the Board.

ESSENTIAL FUNCTIONS:

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

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

#	Code	Essential Functions	% of Time
1	S	Strategic Oversight of Projects: Continuously positions 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. Represents 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. Develops and implements communications strategies, programs, and activities that support the District's change management efforts. Develops strategies and programs to ensure consistent and timely dissemination of information about the District and the project. Develops and implements public outreach strategies and programs to support the District's project planning and initiatives, ensuring alignment with District and project vision, goals, and objectives. Recommends 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. Assists with the development of necessary public relations programs designed to communicate with the general public and community members about the project. Project	30%



		<p>Planning: Establishes and maintains effective communication, enhances relationships, and ensures a high quality of customer service to achieve community, project, and District goals and objectives. Establishes and maintains effective relationships between the District, the project team, and stakeholders to ensure a continuous community spirit around all projects. Provides insight into the District's ability to meet/exceed the expectations of project stakeholders. Analyzes and evaluates complex public issues and makes recommendations on appropriate District action. Assists the General Manager/CEO in prioritizing various issues and provides recommendations for appropriate response/resolution. Performs studies. Prepares and presents reports, data, recommendations, and alternatives to project stakeholders and the public. Reviews District status reports, identifies potential issues, and briefs the General Manager/CEO on issues and potential resolutions. Actively participates in the establishment and implementation of projects that affect the short and long-range goals and activities of the District. Represents the District's interest, both internal and external, as required to support all projects. Develops and coordinates complex project plans, implementation of schedules and cost estimates. Responds promptly to constituent inquiries by gathering required information, coordinating with staff or others, and preparing and distributing responses.</p>	
2	S	<p>Develops, Implements, and Maintains Development of Internal Process Improvements: Identifies and develops District-wide process improvement program based on assessment of existing processes that may impede achievement of District goals and objectives. Maintains continuous contact with affected employees to coordinate implementation of all process improvements. Plans and directs the full range of administrative functions that support the internal process improvements. Directs staff to ensure successful identification and implementation of process improvements, including the planning, scheduling, executing design, procurement, and implementation of all improvements identified. Recommends responses and action plans as a result of interacting with the external stakeholders, and ensures effective communication and implementation practices to meet District strategic goals and objectives. Manages 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. Ensures teams are diverse and includes members of the District as well as members from key stakeholder organizations. Ensures that all team recommendations are vetted and resources are available for District-wide process improvements. Works with staff to secure the required funding for final process improvement plans.</p>	20%
3	S	<p>Policy Development and Implementation: Provides oversight for the development and implementation of organizational policies that</p>	15%



		create support for the District and for transit with the public. Creates long-range strategies, programs, and policies intended to strengthen the District's image in the community. Develops District policies and standard operating procedures in accordance with direction of the General Manager/CEO and the Board of Directors.	
4	S	Short-Range and Strategic Planning functional areas: Plans, organizes, directs, and coordinates the full range of duties related to developing the District's short-range service plan and strategic plan.	10%
5	S	Accessible Services/Customer Advocacy functional area: Plans, organizes, directs, and coordinates accessible services and customer advocacy functions.	5%
6	S	Accountability and Compliance function: Manages and directs risk management and audit activities, policies and procedures. Prepares and present recommendations to Executive Management Team, General Manager/CEO and/or Board of Directors.	10%
7	S	Executive Duties: Represents the District at national, state, local and regional meetings/conferences and participate on various committees. Consults with other government agencies, business community, and private organizations to resolve issues, explore opportunities. Participate and present information at public meetings. Formulates policies, procedures, and practices for the assigned functional areas and make recommendations to Executive Management Team, General Manager/CEO, and Board of Directors. Establishes and maintains an effective system of communications throughout the organization. Performs other duties as assigned.	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 ten (10) 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. • Strategic business planning principles and practices. • 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
<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"> • Demonstrate commitment to customer-focused operations, accountability, transparency, integrity and equity. • Facilitate implementation of organizational change, engaging employees in the entire process and developing commitment for sustaining change. • Inspire, manage, develop and evaluate employees and effectively manage organizational change • 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 with a diverse workforce including peers, staff and labor representatives. • 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/CEO 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.