

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
12	07/25/16	Open	Action	07/18/16

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

ISSUE

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

RECOMMENDED ACTION

Adopt Resolution No. 16-07-_____, Amending Exhibit A of Resolution 16-03-0031 and Amending Exhibit B of Resolution 15-07-0085, and Approving New and Modified Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values.

FISCAL IMPACT

Budgeted:	Yes	Budget Additions \$	323,487
Budget Source:	Operating	Budget Savings \$	-324,485
Funding Source:	Operating	Net Savings \$	998
Cost Cntr/GL Acct(s) or	<i>Salary and Benefits*</i>	Next FY cost \$	521,173
Capital Project #:	General Manager (18): \$117,460; Operations (31) \$156,027		
	<i>Non-Labor</i>		
	Relocation & Search fees: \$50,000		

* The costs for these new positions can be absorbed within the FY 2017 budget with a savings of \$998. Savings will be from the vacant Director, Procurement position and from not filling the Vice President, Business Services/Chief Financial Officer for the first 3 months of the fiscal year. These costs are on-going and will be included in future year budgets for the noted positions.

DISCUSSION

Personnel Action Summary: This proposed action will result in the modification of 1 existing job description (Compliance and Quality Assurance Administrator), the creation of 1 new job description (Deputy Chief Operating Officer) and the addition of 1 authorized position. Fiscal impact associated with these changes is cost savings for the FY 2017 Operating Budget.

Operations Division

Approved:

Presented:

Final 07/20/16

General Manager/CEO

Director, Human Resources

REGIONAL TRANSIT ISSUE PAPER

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12	07/25/16	Open	Action	07/19/16

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

As part of realignment of functions in the Operations division, staff determined that there was a need to develop a position that would provide leadership and direction to the daily operations of the District's transit services. Staff conducted a thorough analysis and benchmarking and created a new job description for this role titled, Deputy Chief Operating Officer. The position will be specifically responsible for the oversight of the day-to-day operations of the District's transit services. By creating this new position, the Vice President of Transit Services/Chief Operating Officer (formerly Chief Operating Officer) can focus on the oversight of the implementation of transit services related the opening of the Golden 1 Center. The position will serve directly under the Vice President of Transit Services/Chief Operating Officer (formerly Chief Operating Officer) and will supervise the management staff in relevant areas.

The Job Evaluation Team (JET) determined that the compensable factors place this new job classification in a new salary Grade 114 within the Management and Confidential Employee Group. This new range is reflected in the District's Salary Grade Values and is attached to the Resolution as Exhibit B.

The new Deputy Chief Operating Officer Job Description and the change to the total number of authorized positions are reflected in the Authorized Positions List and is attached to the Resolution as Exhibit A. There is no fiscal impact associated with this change.

General Manager's Office

The District has been without an internal auditor since July 2009. Since that time, numerous Federal Transit Administration (FTA) audits have repeatedly advised of the need for this critical position. With the realignment of staff and resources and the implementation of new processes and procedures, District staff determined this would be the appropriate time to reauthorize this position. The position was formerly titled, "Compliance and Quality Assurance Auditor". Staff conducted a thorough analysis and benchmarking, revised the essential functions and revised the job title to, "Principal Accountability and Compliance Auditor". The JET determined that the compensable factors should remain the same; therefore, the position remains at salary Grade 112 within the Management and Confidential Employee Group. By retaining Director level authority, this classification reflects the incumbent's ability to autonomously conduct all necessary audits and investigations while supporting the District's risk assessment needs in developing strategic level initiatives and determining appropriate course of action. This position will report to the Vice President of Accountability and Performance (formerly Chief of Staff), while retaining direct access to the General Manager/CEO.

The revised job description and change to the total number of authorized positions are reflected in the Authorized Positions Lists and is attached to the Resolution as Exhibit A. There is no fiscal impact associated with this change.

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
12	07/25/16	Open	Action	07/19/16

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

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 July 26, 2015 salary range rates previously adopted with Resolution No. 15-07-0085.

Modified and New Job Descriptions

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

<u>Previous Job Title</u>	<u>Disposition</u>	<u>Modified and New Job Title</u>
Compliance and Quality Assurance Auditor	Modified	Principal Accountability and Compliance Auditor
N/A	New	Deputy Chief Operating Officer

Staff recommends approval of this action.

RESOLUTION NO. 16-07-_____

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

July 25, 2016

AMENDING EXHIBIT A OF RESOLUTION 16-03-0031 AND EXHIBIT B OF RESOLUTION NO. 15-07-0085 AND APPROVING NEW AND MODIFIED 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 26, 2016, Resolution No. 16-03-0031 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classifications, Positions and Salary Grades."

THAT, effective July 26, 2016, Resolution No. 15-07-0085 is hereby amended by deleting Exhibit B and replacing it with attached Exhibit B "Authorized Salary Grade Values."

THAT, effective July 26, 2016, the modified job description of Principal Accountability and Compliance Auditor and the new job description of Deputy Chief Operating Officer, attached as Exhibit C, are hereby approved.

JAY SCHENIRER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective July 26, 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)
** No Grade, Salary by Employment Contract
*** 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
	AGM - Administration	1	IV
	AGM of Engineering and Construction	1	IV
	AGM of Marketing and Communications	1	III
	Attorney I	0	108
	Attorney II	0	110
	Attorney III	3	112
	Chief Administrative Officer	0	III
	Chief Counsel	1	**
	Chief Financial Officer	1	IV
	Chief of Police Services	1	IV
	Chief of Staff	1	II
	Chief Operating Officer	1	V
	Clerk to the Board	1	208
	Community Bus Services Superintendent	0	110
	Deputy Chief Counsel	1	V
	Deputy General Manager	0	VI
	*(1) 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
	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

* 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>
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
Operations Training Administrator	0	110
Paralegal	0	205
Payroll Supervisor	1	109
Pension and Retiree Services Administrator	1	110
*(1) 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
Total Management and Confidential Allocations:	94	
Total District-wide Salaried Allocations:	137	

* 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>
<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	

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

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
<u>ATU 256 Family:</u>		
Accounting Technician	1	***
Accounts Payable Clerk	2	***
Claims Technician	1	***
Customer Service Clerk	1	***
Customer Service Representative	14	***
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	***
Mechanic A (Body/Fender)	6	***
Mechanic A (Gasoline/Propane)	2	***
Mechanic B	8	***
Mechanic C	17	***
Painter	2	***
Part-Time Cleaner	15	***
Rail Laborer	7	***
Rail Maintenance Worker	8	***
Senior Mechanic	0	***
Senior Rail Maintenance Worker	2	***
Storekeeper	10	***
Upholsterer	1	***
Total IBEW 1245 Allocations:	256	
TOTAL AUTHORIZED ALLOCATIONS:	1088	

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(1) Increase in Position(s)
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Salaried Classification Series

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

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



EXHIBIT B
AUTHORIZED SALARY GRADE VALUES
AEA, MCEG, AFSCME Administrative / Technical
Effective July 26, 2016

<u>Grade</u>	<u>Monthly</u>		<u>Hourly</u>		<u>Annual</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
106	\$4,660	\$6,525			\$55,920	\$78,300
107	\$5,126	\$7,179			\$61,512	\$86,148
108	\$5,640	\$7,897			\$67,680	\$94,764
109	\$6,205	\$8,687			\$74,460	\$104,244
110	\$6,887	\$9,641			\$82,644	\$115,692
111	\$7,713	\$10,798			\$92,556	\$129,576
112	\$8,720	\$12,206			\$104,640	\$146,472
113	\$9,939	\$13,915			\$119,268	\$166,980
114	\$11,132	\$15,585			\$133,580	\$187,018
200	\$3,319	\$4,647	\$19.15	\$26.81	\$39,828	\$55,764
201	\$3,486	\$4,878			\$41,832	\$58,536
202	\$3,659	\$5,122			\$43,908	\$61,464
203	\$3,841	\$5,378			\$46,092	\$64,536
204	\$4,073	\$5,701			\$48,876	\$68,412
205	\$4,357	\$6,100	\$25.14	\$35.19	\$52,284	\$73,200
206	\$4,706	\$6,589			\$56,472	\$79,068
207	\$5,083	\$7,113	\$29.33	\$41.04	\$60,996	\$85,356
208	\$5,489	\$7,685			\$65,868	\$92,220
209	\$5,927	\$8,299			\$71,124	\$99,588
210	\$6,402	\$8,962	\$36.94	\$51.70	\$76,824	\$107,544
211	\$6,915	\$9,679	\$39.89	\$55.84	\$82,980	\$116,148
I	\$8,967	\$12,017			\$107,604	\$144,204
II	\$9,685	\$12,980			\$116,220	\$155,760
III	\$10,557	\$14,147			\$126,684	\$169,764
IV	\$11,613	\$15,562			\$139,356	\$186,744
V	\$12,891	\$17,273			\$154,692	\$207,276
VI	\$14,307	\$19,174			\$171,684	\$230,088

EXHIBIT C
List of New Job Descriptions
Effective July 26, 2016

Job Description - Previous Title	Disposition	Job Description - Modified / New Title
Compliance & Quality Assurance Auditor	Modified	Principal Accountability & Compliance Auditor
N/A	New	Deputy Chief Operating Officer



Title: Deputy Chief Operating Officer

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

Under the direction of the Chief Operating Officer, the purpose of this position is to assist the Chief Operating Officer in the provision of leadership and direction to the daily operations of the District’s transit services. The incumbent, working with the Chief Operating Officer, will direct and manage the assigned areas, projects and programs. The incumbent will ensure a commitment to continuous improvement of transit service delivery by identifying and developing operational strategies to ensure quality and cost effective performance focused on safety and a positive customer experience.

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	Evaluate operational effectiveness and develop and lead strategic initiatives with staff related to District’s goals regarding service reliability, cost efficiency, safety and customer satisfaction. Review and measure performance, develop key performance metrics for each operating function and recommend, implement and monitor necessary changes to ensure continuous improvement. Oversee the development of budgets for assigned areas, monitor fiscal performance and effectively align functions, responsibilities and resources.	50%
2	S	Provide leadership and direction, day-to-day operational oversight of the assigned areas. Perform field reviews of the District’s operations. Collaborate with staff to develop and implement policies, procedures and practices focused on safety, efficiency and customer service.	40%



3	<p>Serve as member of various internal and external teams and committees and represent the District in a variety of capacities as assigned. Make recommendations to Executive Management Team, General Manager, and Board of Directors. Represent the District at national, state and local conferences. Consult with various government and regulatory agencies as well as the District’s stakeholders to explore new ideas and resolve issues. Establish and maintain an effective system of communications throughout the organization; and perform related duties as assigned.</p>	10%
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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 Administration, Public Administration, or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of ten (10) years of progressively responsible management experience in transit operations. Management experience in bus and/or light rail operations and/or maintenance is preferred.</p>
Supervision	<p>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.</p>
Human Collaboration Skills	<p>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.</p>
Freedom to Act	<p>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.</p>
Technical Skills	<p>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.</p>



Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress towarded fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained 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"> • Policies, operations, and functions of a regional transit agency • Laws, ordinances, and regulations affecting transportation services and equipment maintenance • High level interpersonal and communication skills including mediation and conflict resolution skills • Principles of administration, strategic planning processes and performance management. Employer/employee relations and provisions for labor contracts • State and federal regulations regarding the operation of transit systems and transportation safety • Budget development and administration of capital and operating budgets • Transit operations and maintenance functions • Public agency procurement regulations • Principles of transit service scheduling

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



ABILITIES

- Ensure the provision of safe, reliable, and quality transit service operations
- 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
- Develop and implement strategic plans, policies and procedures
- Inspire, manage, develop and evaluate employees and effectively manage organizational change
- Establish and maintain effective working relationships with a diverse workforce including peers, staff and labor representatives
- Communicate effectively with stakeholders, external organizations, members of the public and community and advocacy groups
- Plan, organize and direct operations of a regional transit agency
- Serve on assigned local, regional, and national committees
- Collect and analyze data and prepare comprehensive reports, and effectively represent the areas for which responsible to other District divisions, the community, and the appropriate governmental bodies
- Prepare and monitor complex budgets



OVERALL PHYSICAL STRENGTH DEMANDS:

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

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

PHYSICAL DEMANDS:

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

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

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, 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	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

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

(2) N/A

PRIMARY WORK LOCATION:

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

(3) N/A

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



Title: Principal Accountability and Compliance Auditor

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to plan, direct and execute organizational risk assessment activities and conduct complex financial, operational, compliance, programmatic, contract and technology systems audits in accordance with accepted professional standards. The incumbent will perform investigative and auditing functions to monitor compliance and detect violations of internal policies, local, state and federal laws or regulations applicable to the District. The incumbent will ensure the integrity and efficiency of the District’s policies and practices, that internal controls are adequate in effectively managing business risks, that assets and revenues are protected and the compliance with applicable federal, state and local laws and regulations. The incumbent will conduct internal investigations as needed. This position has authority and responsibility for working collaboratively with management staff at all levels to implement necessary changes or corrections.

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	Develop and maintain enterprise-wide risk management processes to ensure continuous identification and effective management of business risks by the District. Collaborate with management to perform annual risk assessment and identify opportunities for fiscal savings, improved productivity, enhanced customer service and areas of exposure. Work with management to prioritize risks and develop an audit plan that provides coverage of significant risk areas and identifies key exposures facing the District. Report findings, recommendations and appropriate actions for improvements or corrections. Monitor and verify corrections and report status to appropriate management staff.	40%
2	S	Work with executive management to develop comprehensive annual audit plan including the design and implementation of audit activities. Plan, develop and implement audit standards, policies and procedures. Performs complex audits and reviews throughout the District to evaluate the adequacy and effectiveness of internal controls and the overall efficiency and effectiveness of District operations, performance and utilization of assets. Prepare and present formal and comprehensive internal audit reports and	35%



		communicate results to management staff. Recommend solutions for improving or developing the system of internal controls that support business efficiencies. Identify deficiencies, and develop, implement and monitor corrective action plans and take appropriate action if improprieties are discovered. Assist external auditors as needed and acts as a liaison between District staff and external auditors to address audit questions.	
3	S	Serve as a resource and consultant to management by providing special reviews of proposed projects, operations contractual compliance, etc. as requested and by advising and training management to independently assess risk and implement controls in their operations. Monitoring and tracking contract terms and conditions and contractor performance. Research and provides guidance and recommendations on federal transit administration regulations. Develop scopes of work and manage external audit service contracts and assist in managing and coordinating audits by regulatory agencies. Manage compliance requirements, analysis and project reviews pertinent to the FTA rules and regulations; providing status reports on current projects, as directed. Assist with capital and operations related programs and projects. Conduct investigations where evidence of conflicts of interest or improprieties are found or if fraudulent activities are suspected.	15%
4	S	Conduct investigations of suspected incidents of fraudulent and/or inappropriate acts; identify, gather and analyze evidentiary data and records. Conduct confidential interviews, report findings, recommendations and appropriate actions for improvements or corrections. Monitor and verify corrections and report status to appropriate management staff. Develop creative and customized audit strategies to identify potential acts of fraud and areas of vulnerability to such acts.	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 Administration, Public Administration, Accounting, Auditing or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of seven (7) years of increasingly responsible auditing experience including three (3) years of supervisory experience. Experience auditing in a governmental or public agency setting is preferred.</p>
Supervision	<p>Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision of lower level personnel.</p>
Human Collaboration Skills	<p>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.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance is reviewed periodically.</p>
Technical Skills	<p>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.</p>
Budget Responsibility	<p>Position has district-wide fiscal oversight responsibility. As required, assures that appropriate linkages exist between district-wide budget, funding limitations and service levels to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and recommends adjustments to Division Executive Managers and the General Manager/CEO.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>



Math	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 clear, detailed, and complex documents, including but not limited to audits, certifications, investigation reports, compliance reports, analyses, and other commonly prepared documents typically prepared by internal auditors or certified public accountants. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) Certification is preferred



KNOWLEDGE
<ul style="list-style-type: none">• Principles, practices, techniques, standards and theories of accounting, auditing, internal investigation, financial reporting, budget administration and internal control• Generally Accepted Accounting Principles• Risk assessment and management principles and processes• Strategic business planning principles and practices• Current trends and developments in the risk assessment and audit professions as they apply to local governments, public accounting and the transit industry.• Auditing standards as set out in the Standards for the Professional Practice of Internal Auditing as prescribed by Government Code Section 1236• Practices and techniques of quality assurance principles• Federal and state laws and regulations pertaining to the administration of and compliance with federal grants, circulars, and contracts• Current industry specific developments affecting public transit agencies• Provisions of contractual agreements, government funding policies and budget administration• Applicable local, state and federal codes, laws, rules and regulations governing public agencies• Principles of public sector governance• Effective management systems and techniques• Research methods and qualitative and quantitative analysis

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



ABILITIES

- Demonstrate commitment to accountability, transparency, integrity and equity.
- Evaluate and make decision impartially without bias or influence about effectiveness of the organization’s policies, practices and procedures
- Identify innovative approaches to assessing and managing risk and opportunities
- Facilitate implementation and acceptance of organizational change
- Analyze, evaluate and resolve complex internal control and operational system problems
- Conduct effective operational audits which promote the District’s ability to meet its organizational objectives
- Apply recognized auditing and quality assurance and departmental standards to each auditing project
- Review reports, contracts and financial records for accuracy, clarity and completeness
- Review management practices for compliance & quality assurance with legal and procedural guidelines
- Reads and applies laws, rules, and regulations and guidelines applicable to the audit function being performed
- Exercise sound judgment in recommending more efficient systems, methods and procedures. Maintain confidentiality in maintaining critical and sensitive information, records and reports. Disseminate information with discretion
- Perform comparative analyses of reports and arrive at logical conclusions and recommendations
- Establish and maintain effective working relationships with a diverse workforce including peers, staff and consultants
- Plan, organize, direct, coordinate and supervise work and staff engaged in the assigned functional area
- Develop effective oral and written reports and presentations
- Direct and develop audit plans; analyze policies, functions, procedures, internal, operational controls and accounting systems
- Assimilate knowledge of highly specialized operations and subject matter
- Apply knowledge of operations, policies, procedures and legislation to the activity under audit
- Communicate clearly and concisely with tact and diplomacy with the public, Board members, management and internal/external customers
- Collaborate and communicate effectively with Federal and State Agencies
- Manage several audit projects simultaneously



OVERALL PHYSICAL STRENGTH DEMANDS:

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

PHYSICAL DEMANDS:

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

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

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; Observing work site; Observing work duties; Communicating with co-workers
Sitting	F	Desk work; For files
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	R	File drawers; Tables and chairs
Reaching	O	For supplies; For files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; Telephone keypad;
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs
Balancing	R	
Vision	F	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)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, 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	R
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: Safety shoes, protective eyewear, safety vest and hardhat

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	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
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.