

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
12	10/24/16	Open	Action	10/19/16

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. 16-10-____, Amending Exhibit A of Resolution 16-08-0099, and Approving New Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

The following costs were not included in the FY17 budget and therefore, if approved, these additional costs will be included in the mid-year budget revision item.

Positions	Grade	Annual Salary	Total per position cost	FY17
Transportation Supervisor – Police Services***	Sup	\$ 101,858	\$ 167,454	\$ 83,727
Chief Safety Officer***	113	\$ 143,124	\$ 224,804	\$ 22,220
Director, Marketing, Communications & Public Information**/****	112	\$ 125,556	\$ 200,353	\$ (63,294)
Transit Agent (2)**	Hourly	\$ 33,821	\$ 62,819	\$ 73,289
Long Range Planner to Senior Strategic Planner*	109	\$ 4,505	\$ 6,270	\$ 4,180
Senior Marketing & Communications Specialist */****	108	\$ 81,222	\$ 134,555	\$ 89,704
Principal Accountability & Compliance Auditor to Chief Auditor*	113	\$ 17,568	\$ 24,451	\$ 16,301
Total Fiscal Impact				\$ 226,126

* Costs based on full time employment from November 2016 – June 2017.

** Costs based on full time employment from December 2016 – June 2017.

*** Costs based on full time employment from January 2017 – June 2017.

**** Cost estimate based on hiring position at mid-range.

Note: All cost for FY18 will be offset by vacancy savings.

Approved:

Presented:

Final 10/19/16

General Manager/CEO

Director, Human Resources

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DISCUSSION

Summary: The proposed personnel actions will result in the addition of 3 new position allocations (1 Transportation Supervisor, 1 Chief Safety Officer, and 1 Director, Marketing, Communications and Public Information) and the modification of 2 position allocations (1 Long Range Planner to Senior Strategic Planner and Principal Accountability and Compliance Auditor to Chief Auditor) within FY17. It will also result in the creation of three new job descriptions: Chief Safety Officer, Director, Marketing, Communications and Public Information and Senior Strategic Planner.

SECURITY AND SAFETY DIVISION Transportation Supervisor – Police Services

In response to the recent increase in the total number of Transit Agents, staff has determined that there is a need to add an additional Transportation Supervisor – Police Services to oversee the on-going training efforts associated with the Transit Agents, as well as to provide needed coverage during peak commuter hours. This position is essential to ensure adequate supervision and support of these new positions, in addition to maintaining quality customer service levels.

The change to the total number of authorized positions is reflected in Exhibit A. The fiscal impact associated with this change is indicated above.

Transit Agent

At the February 22, 2016 Board meeting, 30 Transit Agent positions were authorized, with 25 positions funded. With the success of the Transit Agents, the department reassessed their need for additional support provided by these positions and determined the need to fill 2 additional positions to cover peak commuter hours.

The fiscal impact associated with this change is indicated above.

Chief Safety Officer

Recent changes to the organizational and reporting structure of the Safety Division have prompted staff to assess the current Safety function. Staff has identified the need to create a Chief Safety Officer.

As the department reports to a manager in a non-traditional safety role, staff has identified the need for a Safety professional who can function as the Chief Safety Officer. This position will maintain the current Safety programs and assure compliance with all applicable local, state and federal laws and regulations. This position will also provide oversight and direction to the current staff. This position will report to the Vice President, Security and Safety, with dotted

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line reporting to the General Manager/CEO. Staff conducted a thorough analysis and benchmarking and created a new job description, Chief Safety Officer.

The Job Evaluation Team (JET) determined that the compensable factors place this new job classification in Salary Grade 113 within the Management and Confidential Employee Group. The fiscal impact for the remainder of FY17 is \$22,220, with the remainder being offset by position savings from a Senior Safety Specialist position that was hired at a lower classification. The change to the total number of authorized positions is reflected in Exhibit A.

COMMUNICATIONS AND PARTNERSHIP DIVISION
Director, Marketing, Communications and Public Information

Due to the recent restructuring of the Marketing Division (now Communications and Partnerships), staff has identified the need for a position that would provide dedicated support to the public information function at the District. To meet this need, staff conducted a thorough analysis and benchmarking, creating a new job description, Director, Marketing, Communications and Public Information.

Reporting to the VP, Communications and Partnerships, the Director, Marketing, Communications and Public Information will direct and manage public information, advertising, marketing, outreach and promotional activities of the District. This position will assist the General Manager with communications and presentations for various internal and external constituencies and provide recommendations to the Executive Management Team and Board of Directors as they relate to the District's media and public information strategies.

The Job Evaluation Team (JET) determined that the compensable factors place this new job classification in Salary Grade 112 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. Funding for this position will be offset by defunding the current Manager, Marketing & Communications position and applying savings achieved through vacancies.

Senior Marketing and Communications Specialist

During the budget planning process an authorized Senior Marketing and Communications Specialist was unfunded. Since this time, the department reassessed their need for the support provided by this position and staff determined the need to fill this vacancy. The fiscal impact associated with this change is indicated above. RT has a strong internal candidate who will be eligible to apply for the Senior Marketing and Communications Specialist position once it is budgeted. If the current Marketing and Communications Specialist applies for this promotional opportunity and is selected to fill the senior position, the current budget for the Marketing and Communications Specialist will be reallocated to be used to fund the Senior Marketing and Communications Specialist, thus significantly reducing the total fiscal impact.

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STRATEGIC PLANNING AND SYSTEM DEVELOPMENT DIVISION
Senior Strategic Planner

On March 7, 2016, RT received a Request for Reclassification Study from the Director, Planning for an encumbered Long Range Planner position. The Human Resources department initiated a job analysis on the position, which included asking the incumbent to complete a Job Description Questionnaire (JDQ) and conducting a desk audit interview with the incumbent, as well as the incumbent's manager. The JDQ and interviews showed that the incumbent's responsibilities include duties not currently included within any of the classifications currently being used within the District. With this information, staff conducted a thorough analysis and benchmarking and created a new job description, Senior Strategic Planner.

The Job Evaluation Team (JET) determined that the compensable factors place this new job classification in Salary Grade 109 within the Administrative Employees Association. If the Board approves this action, the current Long Range Planner will be shifted into the Senior Strategic Planner classification by the General Manager/CEO. 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.

ACCOUNTABILITY AND PERFORMANCE DIVISION
Chief Auditor

In July 2016, the Board approved the revision of an authorized and funded Compliance and Quality Assurance Auditor position to that of Principal Accountability and Compliance Auditor. This revision was in response to numerous Federal Transit Administration (FTA) audits that repeatedly advised of the need for this critical position. Since July, staff has evaluated the position responsibilities and determined the need for a position with a higher level of authority and decision making ability. To meet this need, staff conducted a thorough analysis and benchmarking, revising the job description to Chief Auditor. This position will report to the Vice President of Accountability and Performance, while retaining direct access to the General Manager/CEO.

The Job Evaluation Team (JET) determined that the compensable factors place this job classification in a new salary grade, Grade 113 within the Management and Confidential Employee Group. The fiscal impact associated with this change is indicated above. The change to the salary grade is reflected in the Authorized Positions List and is attached to the Resolution as Exhibit A.

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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.

New/Modified 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/or New Job Title</u>
N/A	New	Chief Safety Officer
N/A	New	Director, Marketing, Communications & Public Information
N/A	New	Senior Strategic Planner
Principal Accountability & Compliance Auditor	Modified	Chief Auditor

Staff recommends approval of this action.

RESOLUTION NO. 16-10-_____

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

October 24, 2016

AMENDING EXHIBIT A OF RESOLUTION 16-08-0099 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 October 25, 2016, Resolution No. 16-08-0099 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classifications, Positions and Salary Grades".

THAT, effective October 25, 2016, the new and modified job descriptions of Chief Safety Officer, Director, Marketing, Communications and Public Information, Senior Strategic Planner and Chief Auditor, 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 October 25, 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
*(2) Long Range Planner	0	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
*(1) Senior Strategic Planner	1	109
Senior Marketing and Communications Specialist	1	108
Senior Planner	0	109
Senior Procurement Analyst	3	109
Senior Programmer Analyst	2	109
Senior Quality Assurance Specialist	1	108
Senior Real Estate Analyst	0	108

* Denotes Change in Classification/Count

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

*** No Grade, Salary Stated in MOU

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
Senior Social Media & Website Specialist	1	109
Senior Systems Engineer	1	111
Service Planner	1	208
Vehicle Equipment Maintenance Specialist	0	207
Video Communications Systems Analyst	1	208
<u>Total General Family Allocations:</u>		43

* 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>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	**
* (1)	Chief Auditor	1	113
* (1)	Chief Safety Officer	1	113
	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
* (1)	Director, Marketing, Communications and Public Information	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
	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

* 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>
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
*(2) Principal Accountability & Compliance Auditor	0	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 Services / Chief Financial Officer	1	IV
Vice President, Communications and Partnerships	1	III
Vice President, Security and Safety	1	IV
Vice President, Strategic Planning and System Development	1	IV
Vice President, Transit Services / Chief Operating Officer	1	V
Total Management and Confidential Allocations:	96	
Total District-wide Salaried Allocations:	139	

* 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>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	***
*(1)	Transportation Supervisor	55	***
Total AFSCME 146 Allocations:		149	

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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>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	***
<u>Total ATU 254 Allocations:</u>		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)	7	***
	Mechanic A (Gasoline/Propane)	2	***
	Mechanic B	8	***
	Mechanic C	17	***
	Painter	1	***
	Part-Time Cleaner	15	***
	Rail Laborer	7	***
	Rail Maintenance Worker	8	***
	Senior Mechanic	0	***
	Senior Rail Maintenance Worker	2	***
	Storekeeper	10	***
	Transit Cleaner	6	***
	Upholsterer	1	***
<u>Total IBEW 1245 Allocations:</u>		262	

TOTAL AUTHORIZED ALLOCATIONS: 1097

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

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

Accessible Services Eligibility Specialist, Administrator
Accountant I, II, Senior
Administrative Assistant I, II, Technician, Senior, Supervisor
Assistant Architect, Associate, Senior
Assistant Planner, Service Planner, Long Range Planner, Senior Planner, Senior Strategic Planner, Principal Planner
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 October 25, 2016

Job Description - Previous Title	Disposition	Job Description - Modified / New Title
N/A	New	Chief Safety Officer
N/A	New	Director, Marketing, Communications and Public Information
N/A	New	Senior Strategic Planner
Principal Accountability and Compliance Auditor	Modified	Chief Auditor



Title: CHIEF SAFETY OFFICER

FLSA Status: Exempt

BRIEF DESCRIPTION:

The Chief Safety Officer implements, and administers a comprehensive safety management system and environmental program for Regional Transit. Directs Regional Transit’s Safety Department staff to achieve safety and environmental program goals and objectives. Responsible for development, implementation, and administration of safety programs, including safety certification, for all Regional Transit construction/capital and facility improvement projects. Interfaces with California Public Utilities Commission, Cal-OSHA, Federal Transportation Administration and other State and Federal regulatory agencies. Ensures a commitment to safety through effective leadership, role modeling and implementing practices that demonstrate safety is a fundamental value and a priority in all aspects of work. Performs related duties as required. This position reports to an executive manager, with dotted line reporting to the General Manager/CEO.

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
1	S	Manage and direct safety management system activities to achieve District safety and environmental goals in the areas of operational safety, occupational safety and health, construction safety, and environmental protection. Ensure compliance with application federal, state, and local public transportation, occupational safety and health, fire, environmental regulations and laws and reporting requirements. Coordinate with other departments to ensure that the overall District safety and environmental goals are properly implemented and successfully achieved. Oversees the external reporting and investigation process for all incidents, collisions, and injuries. Authority to stop any practice or operation that jeopardizes the safety of either the public or employees. At all times, open door access to the General Manager/CEO.
2	S	Develop, implement, and administer construction safety programs for all Regional Transit capital and facility projects. Perform design review of engineering packages for incorporation of safety requirements, and contractor submittals for compliance with safety requirements. Implement and direct safety certification programs for capital, systems, and facility projects and enhancements. Ensure safety design criteria and requirements for facilities, passenger and work vehicles, equipment and



		infrastructure, are incorporated into designs, improvement projects, and contract. Oversee the process for obtaining and maintaining environmental permits. Develop contract specifications relating to safety and environmental requirements.
3	S	Conducting meetings with state and federal safety regulatory agencies and staff; attending various internal and external meetings; meeting with employees, preparing reports and analysis on safety issues as warranted by senior management, traveling to and serving as a liaison with local, state, and federal regulatory agencies.
4	S	Perform audits, reviews, assessments, and data analysis to determine the effectiveness of policies, procedures, programs, standards and design criteria affecting operational safety, passenger safety, and occupational safety and health. Review and perform safety risk assessments. Recommend and oversee mitigation measures to effectively control identified safety and environmental risks. Oversee the District's safety and environmental training programs.
5	S	Prepare and present both written and oral reports to management, the Board of Directors, outside agencies, and the public, regarding safety and environmental activities taking place in the District.
6	S	Provide leadership and consulting support to company executives and management on matters of goals setting, policy development, and strategic implementation in support of achieving District's objectives and goals; Evaluate and advise on the impact of new programs/strategies and regulatory action as those items impact the safety of District property, employees and public.
7	S	Performs administrative duties by developing departmental budget, monitoring department expenditures, directing staff, conducting performance evaluations, setting performance goals and objectives, providing training, guidance, coaching and counseling to staff; assigning and monitoring tasks; providing training to employees in required safety programs/plans. Reviews and makes recommendations to Executive Management for improvement of District's policies, procedures, and practices on personnel matters. Recommends, evaluates, and participates in Staff Development for District. Provide direction and leadership to department staff in the performance of their duties, establishing work priorities, and in achieving management initiatives.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Occupational Safety and Health, Safety Engineering or a closely 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>Minimum of seven (7) years of experience developing and implementing operational and passenger safety, and occupational safety and health programs including three (3) years of supervisory experience. Experience in a public transportation setting is preferred.</p>
Management and Supervision	<p>Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management</p>



	responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel.
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 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.
Fiscal Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Certified Safety Professional designation preferred.



KNOWLEDGE

- Safety management and engineering concepts and principles, and their application to safety management systems, including safety certification programs.
- Industrial safety and industrial hygiene standards and their application.
- Safety risk analysis and assessment techniques.
- Construction safety program concepts and principles, including safety certification.
- Federal, state and local regulations for compliance with industrial and public transportation safety standards.
- High level interpersonal and communication skills including mediation and conflict resolution skills

SKILLS

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

ABILITIES

- Successfully oversee all safety and security aspects related to design and construction of major capital projects, including design review, safety and security certification, and contractor loss control programs.
- Develop, research, analyze and interpret safety data.
- Develop and implement strategic plans, policies and procedures.
- Establish and maintain effective working relationships with a diverse workforce including peers, staff, the general public vendors and external agencies.
- Communicate effectively with stakeholders, external organizations, members of the public and community and advocacy groups.
- 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.
- Manage organizational change and effectively implement policy.
- Plan and direct the work of others.
- 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 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	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: Director, Marketing, Communications and Public Information

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to direct and manage public relations, advertising, marketing, outreach and promotional activities of the District. This is accomplished by planning, coordinating and overseeing the implementation of multi-media advertising campaigns, promotions, special events and public information programs; negotiating and purchasing media advertisements; overseeing the design and development of print materials and publications; overseeing the development and maintenance of the District website, web-based media and social media programs; writing news releases, articles and other print materials; conducting market research; organizing special events and outreach activities; manage all media relations and communications; represent the District as primary spokesperson; attend external events and activities; conducting presentations to internal and external audiences; advising and providing recommendations to Executive Management Team and Board of Directors as they relate to District’s media and public information strategies.

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
1	S	Plans and directs short-range and long-range marketing and promotional campaigns with a special emphasis on programs designed to increase ridership by identifying goals and objectives, researching and analyzing options, preparing plans and writing copy, coordinating graphic design elements, coordinating distribution and media, and analyzing results. Oversee the development and production of print materials and publications by identifying goals and objectives, researching and analyzing options, preparing plans, researching subject matter, writing copy, and managing graphics, printing , production, and distribution. Develop information pieces for employees, and assess adequacy and effectiveness of internal communications. Assists the General Manager/CEO with communications and presentations for various internal and external constituencies; Support employee feedback processes. Analyzes, coordinates, and/or implements special projects with support from various divisions and departments, as needed.



2	S	<p>Plan, organize, direct, design, and coordinate comprehensive public information and community relations program that includes production and dissemination of content through electronic communications, social media, the internet and the intranet Utilizes social media and technology to amplify messages; Prepares news releases, feature stories, blogs, media advisories, talking points, speeches, presentations, publications, and articles for internal and external information, including planning, writing, and editing; Arranges District media events and news conferences and media interviews. Handle written media information/responses on policy issues in absence of General Manager/CEO or other EMT members assigned as District spokesperson. Interviews District officials, employees, and representatives from various groups, organizations, and the general public to secure information; Reviews, analyzes, and reports on District’s media coverage, including monitor and track external news sources, report on trends in coverage and provide content and information to internal customers; identifies potential controversial issues and works with staff to develop appropriate media strategies and messages; Write publications, fact sheets, articles, and speeches as needed. Maintain continuous, effective contact with various departments and decision makers to help develop credible, understandable, coordinated and consistent position statements for internal and external dissemination. Regularly represents District and the General Manager/CEO's office at internal and external meetings with public and private sector groups; Work with regional partners/external regional partners regarding identifying opportunities for increased media involvement on issues affecting the District, the community and transportation. Respond to citizen, technical, and transit industry requests for information. Builds support and advocacy for District initiatives; Provide support, briefing and training for management in advance of public forums, interviews and other public engagements. Represent the District in interviews with broadcast and print media. Serves as liaison between departments, media and public. Establishes and maintains cooperative working relationships and performs liaison activities with community groups, government officials, and special interest groups to gain support for District's goals and programs.</p>
3	L	<p>Provides guidance related to RT’s social and web-based media campaigns; assesses business needs, and recommends and implements solutions to enhance social media goals and strategies; and manages internal and external resources to implement social and web-based media programs, projects and activities. Aligns website and social media strategies with integrated marketing and communications strategies; assists with defining project scope, deliverables, schedules, budgets, and task lists; tracks projects from initiation to successful completion; and prepares reports on projects and other activities.</p>
4	L	<p>Oversees organization of special events and outreach activities by identifying goals and objectives, preparing and implementing plans, and analyzing results.</p>
5	S	<p>Administrative Tasks, including: Supervise staff by participating in the hiring process, directing and assigning tasks, conducting performance reviews, monitoring and evaluating department goals and staff progress, and responding to significant issues. Prepares and administers department budget. Performs a variety of other administrative functions as required by this level position, including representing the District at numerous external partner/community events that may be held at non-traditional hours.</p>



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Journalism, Communications, Marketing or a closely related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of seven (7) years of experience in marketing, public relations, journalism, communications, community relations or a closely related field, including three (3) years of supervisory experience.
Supervision	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 to lower level personnel.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
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 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 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 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

- Local organizations, community groups, and governing bodies.
- Methods and techniques of marketing and public relations.
- Production methods for printed materials
- Awareness of District’s programs and operations
- Business correspondence, media communication and report writing.
- Methods and techniques of effective presentation development and delivery.
- Marketing and public relations concepts and theories.
- Community demographics.
- Methods and techniques of conducting comprehensive and targeted marketing and public relations campaigns.
- Highly advanced business correspondence, media communication, and report writing techniques.
- Budget and contract preparation and administration.

SKILLS

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

ABILITIES

- Ability to respond to the news media accurately, appropriately and in a timely manner, often within tight deadlines and at times, without direction
- Effectively represent the District at community and media events.
- Write and edit news releases, pamphlets, and reports
- Work in stressful situations, in a fast-paced environment, managing, and/or performing several tasks simultaneously
- Establish and maintain good working relationships with internal staff, external agencies, community groups, and the general public.
- Direct and implement a comprehensive marketing and public relations program that meets the District’s goals and objectives.
- Prepare and present news and media information.
- Direct the work of consultant resources and administer contracts to ensure compliance with District expectations.
- Prepare and administer budget proposals.
- Review goals and objectives; revise budget to conform with goals and objectives.
- Monitor progress and adjust schedule, activities, and resources.
- Solicit and select consultant professional services.
- Mediate contract issues, questions, and problems
- Compose policy related issue papers and memos.
- Communicate District policy changes to employees and public.
- Work independently and meet deadlines.



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- Effectively represent the District in all interactions with public.
 - Prepare and administer budgets, monitor progress and review goals and objectives.
 - Manage the procurement process.
 - Able to work long and/or non-traditional hours.



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

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

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	F	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	F	Supplies, files
Carrying	F	Supplies, files
Pushing/Pulling	F	File drawers, tables and chairs
Reaching	F	For supplies, for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, telephone pad, calculator
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers
Crawling	N	
Bending	O	Filing in lower drawers
Twisting	F	From computer to telephone
Climbing	O	Stairs, step stools
Balancing	R	On step stools
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:

Calculator, telephone, scanner, fax machine, vehicle, computer and associated hardware and software.

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

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

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
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:

NON-PHYSICAL DEMANDS:

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

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
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	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:



Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
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: Senior Strategic Planner

FLSA Status: Exempt

BRIEF DESCRIPTION:

This position is assigned a lead role in the planning, public involvement, environmental, financial, development and coordination of capital projects and capital development programs. This is accomplished by supporting and tracking regional transportation planning activities, promoting the design and development of transit projects, conducting special studies and analysis and mapping activities and related research. The position leads the promotion of the integration of transit and land use within the region and the coordination of District planning programs with that of regional partners. This position serves on inter-agency transportation and land use technical committees and performs related communications; prepares and delivers related presentations to internal and external audiences. Performs other duties as assigned.

ESSENTIAL FUNCTIONS:

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

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. 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
1	S	Manages projects as assigned including transit studies, long term transit plans, planning studies, economic impact studies, development project reviews, and multiple mode integration such as bicycles, pedestrian and bikeshare projects. Participates in local governments' comprehensive planning and development review process. Works with local governments to integrate District plans in their master plans and encourages transit-oriented development in community plans and ordinances. Coordinate the preparation and update of the Long Range Transit Plan (TransitAction), the capital component of District's Capital Improvement Program (CIP) including working with the Capital Program Committee (CPC), transit corridor studies and other transit planning activities. Coordinates with local governments in the development of transit-supportive land use plans, zoning ordinances, design guidelines, and supporting implementation policies.
2	S	Oversees and manages transportation projects, long range and strategic plans and the financial programming of projects for system-wide initiatives. Manages and/or determines type of environmental documentation needed and prepares/oversees preparation by consultants of environmental documents in compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Coordinates and prepares findings of fact and statements of overriding



		consideration for adoption or certification of environmental reports.
3	S	Identify and leverage the full range of private, regional, State and Federal funding opportunities including the preparation and tracking of grants and the submittal of applications that can support transit studies, transit projects and transit-supportive activities. Maintains and analyzes financial data related to capital funding by updating funding information for capital projects from approved grants, agreements or budget change documents in computer systems, creating and monitoring settlement rules in SAP capital project module for capital project expenditures, and preparing reconciliations of internal capital project funding data with federal, state and local funding sources. Manages small, single site or region-wide projects or funding programs; manages small consultant contracts or assists with the management of large contracts.
4	S	Support Management in the development of the District's Operating and Maintenance Facilities Master Plan and coordinate with the various operating and facilities management departments that are stakeholders to that plan. Make presentations to agencies, boards, councils, elected officials, and citizen groups. Works with Legal to develop and execute cooperative agreements, memorandums of understanding and certification requirements with other entities. Prepares comprehensive reports and correspondence inquiries. Conducts analyses and makes recommendations supporting station site development
5	S	Represents the District by participating in special task forces, committees, panels, transportation forums and peer groups. Develops and monitors forecasts, budgets, and financial plans for transportation programs and projects Evaluates the costs, benefits, and risks associated with alternative funding plans, programs, and projects



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Bachelor's degree or equivalent in Urban or Transportation Planning, Geography, Transportation Engineering, Environmental Studies 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 three (3) years of experience in transportation or transit planning, urban planning or related field.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
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 reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for handling and balancing of cash.
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"> • Theories, principles, and practices of transportation and land use planning, capital planning, grants management, project management • Applicable local, state, and federal laws, rules, and regulations governing transportation policies, urban development practices and funding sources for public agencies • Transit operations service and facility design techniques, and the roles of various modes. • Applying project development principles to large-scale transit projects. • Methods and procedures for data collection and analysis. • Financial, analytical, statistical, and mathematical processes and procedures. • Regulatory, municipal, county, transit, highway and agency policies, plans, and procedures. • Data collection techniques in transportation (via GFI, ride checkers, survey methods, etc.). • Service planning principles and metrics used to evaluate performance. • Statistical sampling methods. • Differences between costing methods (direct, total) and when to use them. • Cost allocation model factors and route measurement methods. • Local agencies applicable planning laws, zoning regulations, and adopted plans. • National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) requirements and regulations. • Public participation process and sources of vital information..

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

ABILITIES
<ul style="list-style-type: none"> • Perceive, understand, and respond to the different needs of various stakeholders. • Identify best way to infer or dismiss a hypothesis using the data available. • Interpret architectural / engineering plans. • Prepare comprehensive reports and correspondence • Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements • Interact professionally with various levels of District employees and outside representatives • Represent District professionally before the public • Analyze situations, identify problems, and recommend solutions • Compile and analyze complex data • Organize presentations to various groups regarding transit plans, strategy, etc. • Interact with the public either one-on-one or with a large group. • Design survey and count strategy that will meet the objectives desired. • Identify and respond to competing agendas among stakeholders. • Go from source data to report information. • Stay current on changes to federal and state environmental laws and regulations. • Learn District policies, procedures and practices.



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- Communicate clearly and effectively, both orally and in writing, with internal and external contacts.



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	C	Making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	C	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	C	File drawers; equipment; tables and chairs
Reaching	C	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	C	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	C	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	O	Under equipment
Bending	C	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	C	From computer to telephone; getting inside vehicle
Climbing	F	Stairs; step stools
Balancing	O	On equipment; on step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving



Other (specified if applicable)		None
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MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

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

ENVIRONMENTAL FACTORS:

C Continuo usly	F Frequentl y	O Occasion ally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasona lly	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	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	F
Other (see 2 below)	N/A

(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: Chief 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. This position reports to an executive manager, with dotted line reporting to the General Manager/CEO.

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
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.
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 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.
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.



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 experience performing professional internal audit in a public or governmental setting including an emphasis on organizational performance, internal controls, risk management and investigations/ethics management, including three (3) years of supervisory experience.</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	<p>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.</p>
Writing	<p>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.</p>



Certification & Other Requirements	Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) Certification is preferred
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KNOWLEDGE

- 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

- 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 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; 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
--	--	--	----------------------------

-Description of Non-Physical Demands-	-Frequency-
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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.