

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
17	06/28/10	Open	Action	06/21/10

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

ISSUE

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

RECOMMENDED ACTION

Adopt Resolution No. 10-06 _____, Amending Exhibit A of Resolution No. 09-08-0138 and Exhibit B of Resolution No. 09-06-0098, and Approving Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values.

FISCAL IMPACT

Budgeted:	No	This FY:	\$2,409.41
Budget Source:	Operating	Next FY:	\$na
Funding Source:	Operating	Annualized:	\$na
Cost Cntr/GL Acct(s) or Capital Project #:	CA-AS: 40000086 (\$2,223.41) CBS: 60003375 (\$186.00)	Total Amount:	\$2,409.41
Total Budget:	\$ 2,409.41		

DISCUSSION

Staffing Plan

Throughout FY 2010, the District has continued to reduce its staffing levels to minimum levels through attrition and conservative management control consistent with providing adequate service. In January 2010, due to a continuing decline in actual and forecasted revenue, staff and the Board debated and ultimately approved cutting service which resulted in implementation of a three-phased layoff program and a retirement incentive program. The result of these cost cutting measures has been a decrease in staffing levels from previous years.

Effective July 1, 2010, with the adoption of the FY 2011 Operating Budget, the District will reduce its Authorized Classifications, Positions and Salary Grades List from 1,204 to a total of 921. This is a reduction of 283 positions, or 24% which consists of 13% resulting from vacancies and 11% resulting from layoffs. These changes are reflected in Exhibit A of the attached Resolution.

Incorporated in the proposed action are some administrative clean-up items emanating from implementing the Waters Compensation and Classification study in 2009, which resulted in minor classification and compensation adjustments. Resolution of these issues closes out subcommittee

Approved:

Presented:

Final 6/23/10

General Manager/CEO

Director, Human Resources

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negotiations or employee grievances. The following is a detailed description of the staffing realignments proposed for approval with this item.

Please note that the below staff adjustments will temporarily inflate Exhibit A's count in order to show that the affected incumbents will encumber both their existing classifications and their proposed classifications until the Board approves this action. Once the Board approves this action, the General Manager/CEO will shift the affected incumbents into the created classifications and the overall count will drop to the 921 total. Exhibit A footnotes explain these temporarily "coupled" position counts.

Classification and Compensation Adjustments

As a result of the AEA and RT contract negotiations, an AEA Subcommittee ("subcommittee") was established in June 2009 to evaluate several outstanding classification and compensation issues from the Waters Classification and Compensation Study. The subcommittee was comprised of representatives from the AEA leadership and from RT's management team. The subcommittee agreed to meet separately from contract negotiations to discuss and resolve employee classification issues, and that any changes resulting from these discussions would be brought to the Board for corrective action. The following classifications have been identified for Board corrective action.

Accessible Services and Customer Advocacy Department Accessible Services Unit

The Administrative Technicians in the Accessible Services Unit determine eligibility for ADA Paratransit Services and report to the Accessible Services Administrator. The subcommittee conducted a study of these positions which included: 1) Incumbents completing Job Description Questionnaires (JDQ), 2) Review of JDQs and supporting documents submitted by incumbents, and 3) Desk audit and incumbent interviews. The study revealed that the Administrative Technician classification within the Accessible Services Unit was too generic and did not capture the full scope and responsibility of these positions.

A new classification of Accessible Services Eligibility Specialist has been created which more accurately reflects the duties and responsibilities of these positions and more accurately defines the minimum job requirements. Staff recommends that the Board approve the establishment of the Accessible Service Eligibility Specialist classification. The proposed grade range for the Accessible Services Eligibility Specialist classification is 205. If the Board approves the classification, the current Administrative Technicians in the Accessible Services Unit will be shifted to the Accessible Services Eligibility Specialist classification by the General Manager/CEO.

Because one of the current incumbents falls below the newly established salary grade minimum, the resulting fiscal impact for FY 2010 is \$1,735.58 which represents the difference in monthly salary from July 16, 2009 through June 30, 2010.

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The Accessible Services Administrator job description has been revised to more accurately reflect the duties and responsibilities of this position and to capture the classification’s discretion to use their own judgment regarding freedom to act within the department. This classification manages projects with little oversight and only requests supervisory assistance when necessary. As a result of these changes, the new grade range for this classification is proposed to be 110. There is no fiscal impact resulting from this change.

The current vacant classification of Accessible Services Analyst will be eliminated. The department is structured so that the Administrator oversees the appeals process and the administrative hearing process, therefore there is no need for this classification. These responsibilities are reflected in the Accessible Services Administrator’s job description.

Customer Advocacy Unit

The Administrative Assistant I’s in the Customer Advocacy Unit assist customers by receiving, processing and/or responding to service complaints, comments and inquiries, and the Customer Satisfaction Coordinator assists customers with the more difficult issues and coordinates resolutions and responses between RT departments and customers. These positions report to the Customer Advocacy Supervisor.

The subcommittee conducted a study of these positions which included: 1) Incumbents completing Job Description Questionnaires (JDQ), 2) Review of JDQs and supporting documents submitted by incumbents, and 3) Desk audits and incumbent interviews. The study revealed that the Administrative Assistant I classification was too generic and did not capture the full scope and responsibility of these positions. The Customer Satisfaction Coordinator job description did not have a title consistent with the unit’s organization and contained inaccuracies within the job description and job requirements.

New classifications titled Customer Advocate I and Senior Customer Advocate have been created which more accurately reflect the duties and responsibilities of these positions and more accurately define the minimum job requirements. The proposed grade range for the Customer Advocate I is 201 and for the Senior Customer Advocate classification is 205. If the Board approves the establishment of the Customer Advocate I classification, the current Administration Assistant I in the Accessible Services Unit will be shifted to the Customer Advocate I classification by the General Manager/CEO. In addition, if the Board approves the establishment of the Senior Customer Advocate, the current Customer Satisfaction Coordinator will be shifted into the Senior Customer Advocate classification by the General Manager/CEO. After the incumbent in the Customer Satisfaction Coordinator classification has been shifted into the Senior Customer Advocate classification, staff will return to the Board to request the elimination of the vacant Customer Satisfaction Coordinator classification.

Because one of the current incumbents falls below the newly established salary grade minimum, the resulting fiscal impact for FY 2010 is \$487.83 which represents the difference in monthly salary from July 16, 2009 through June 30, 2010.

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Community Bus Services Department

The Administrative Assistant II position in Community Bus Services was re-evaluated pursuant to the subcommittee. The study included: 1) Evaluating the Job Description Questionnaire (JDQ) completed during the Waters study, 2) Review of supporting documents submitted by the incumbent, and 3) A desk audit and incumbent interview. The study revealed that this position provides technical administrative support to department specific functions which is above the level of an Administrative Assistant II, by collecting, interpreting, entering, tracking and processing department specific information, responding to inquiries by researching and reviewing department policies, coordinating and gathering information and drafting responses and performing related administrative functions, generally performed by an Administrative Assistant II.

It was determined that the position was inappropriately classified as an Administrative Assistant II and would be more appropriately classified as an Administrative Technician. Therefore, it is recommended that the position be shifted to an Administrative Technician. If the Board approves this action, the current Administrative Assistant II in the Community Bus Services Department will be shifted into the Administrative Technician classification by the General Manager/CEO. The resulting fiscal impact for FY 2010 is \$186.00 which represents the difference in monthly salary from June 1, 2010 through June 30, 2010, for the one incumbent who's salary is below the newly established salary grade.

Accountant I Classification

It was identified during the subcommittee discussions that corrections were necessary to the Accountant I job description with respect to its budget responsibility. Though this position reviews fiscal information, including summarization, analysis, interpretation, and representation into different formats, this position does not have any budget responsibility. Overall budget accountability is maintained at the Department/Division head level or as appropriate. The job description has been revised to accurately reflect this. There is no change to the grade level and there is no fiscal impact resulting from this change.

Administrative Supervisor Classification

It was identified during the subcommittee discussions that corrections were necessary to the Administrative Supervisor classification with respect to its budget responsibility. Though this position has administrative budget responsibility which includes analysis of activity, research associated with line item reconciliation, as well as the responsibility for insuring that all expenses are supportable and allowable, overall budget accountability is maintained at the Department/Division head level or as appropriate. The job description has been revised to accurately reflect this. There is no change to the grade level and there is no fiscal impact resulting from this change.

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Senior Administrative Assistant Classification

It was identified during the subcommittee discussions that the Senior Administrative Assistant classification requires corrections with respect to its budget responsibility. Though this position has administrative budget responsibility which includes analysis of activity, research associated with line item reconciliation, as well as the responsibility for insuring that all expenses are supportable and allowable, overall budget accountability is maintained at the Department/Division head level or as appropriate. Further, this classification has now been defined within the job description as reporting directly to an Executive Management Team member. The job description has been revised to accurately reflect this. There is no change to the grade level and there is no fiscal impact resulting from this change.

Maintenance Supervisor – Light Rail

It was identified during the subcommittee discussions that the reading requirement of the Maintenance Supervisor – Light Rail classification should be revised from its former rating of intermediate to an advanced level defined as the ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. The job description has been revised to accurately reflect this. There is no change to the grade level and there is no fiscal impact resulting from this change.

Materiels Management Superintendent

It was identified during the subcommittee discussions that the math requirement of the Materiels Management Superintendent classification should be revised from its former rating of advanced to an intermediate level, defined as the ability to deal with a system of real numbers and practical application of fractions, percentages, rations/proportions and measurement. The job description has been revised to accurately reflect this. There is no change to the grade level and there is no fiscal impact resulting from this change.

Re-Designation of Certain Salaried Classifications Bargaining Units

Effective December 1, 2009, RT re-designated certain salaried classifications and positions into their appropriate bargaining units as either management or confidential within the Management Confidential Employee Group (MCEG) or as members of the Administrative Employees Association (AEA). These changes, along with the Transit Officer Supervisor classification being recognized as an AFSCME position with the adoption of the AFSCME Collective Bargaining Agreement (Board Reso #10-04-0038), are reflected in the list of Authorized Classifications, Positions and Salary Grades attached to the Resolution as Exhibit A.

Authorized Classifications, Positions and Salary Grades

Changes to position control and salary grades resulting from this action are reflected in the list of Authorized Classifications, Positions and Salary Grades attached to the Resolution as Exhibit A.

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Changes to the salary grade values for the Accessible Services Administrator, Accessible Services Eligibility Specialist, Customer Advocate I and Senior Customer Advocate are reflected in the Salary Grade Values attached to the Resolution as Exhibit B.

Job descriptions for the following classifications are included with this issue paper attached to the Resolution as Exhibit C:

- Accessible Services Administrator
- Accessible Services Eligibility Specialist
- Accountant I
- Administrative Supervisor
- Customer Advocate I
- Maintenance Supervisor – Light Rail
- Materials Management Superintendent
- Senior Administrative Assistant
- Senior Customer Advocate

The Authorized Classifications, Positions and Salary Grades List, attached as Exhibit A, also reflects changes resulting from the adoption of Regional Transit's FY 2011 annual budget.

Staff recommends approval of this action.

RESOLUTION NO. 10-06-_____

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

June 28, 2010

**AMENDING EXHIBIT A OF RESOLUTION NO. 09-08-0138 AND EXHIBIT B OF
RESOLUTION NO. 09-06-0098, AND APPROVING JOB DESCRIPTIONS AND THE
DISTRICT'S AUTHORIZED CLASSIFICATIONS, POSITIONS AND SALARY
GRADES, AND SALARY GRADE VALUES**

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

THAT, effective July 1, 2010, Resolution No. 09-08-0138 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classifications, Positions and Salary Grades."

THAT, effective July 1, 2010, Resolution No. 09-08-0098 is hereby amended by deleting Exhibit B and replacing it with attached Exhibit B "Salary Grade Values."

THAT, effective July 1, 2010, the job descriptions of Accessible Services Administrator, Accessible Services Eligibility Specialist, Accountant I, Administrative Supervisor, Customer Advocate I, Maintenance Supervisor-Light Rail, Materials Management Superintendent, Senior Administrative Assistant and Senior Customer Advocate, attached as Exhibit C, are hereby approved.

THAT, effective July 1, 2010, the classification of Accessible Services Analyst will be eliminated.

STEVE MILLER, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective July 1, 2010
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

See Footnote: */**/****/(1)/(2)

<u>AEA Family:</u>	<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
	* (a) Accessible Services Eligibility Specialist	4	205
	* (2) Accountant I	0	205
	* (2) Accountant II	2	108
	* (b) (2) Administrative Assistant I	2	200
	* (c) (2) Administrative Assistant II	12	202
	* Administrative Supervisor	1	207
	* (a) (c) Administrative Technician	16	204
	Assistant Architect	0	206
	Assistant Engineer	0	208
	Assistant Planner	2	207
	* (2) Assistant Resident Engineer	2	208
	Associate Architect	1	109
	* (2) Associate Civil Engineer	1	110
	Associate Engineer	0	109
	* (2) Associate Systems Engineer	4	110
	Customer Advocacy Supervisor	1	109
	* (d) Customer Satisfaction Coordinator	1	204
	* (b) (2) Customer Advocate I	1	201
	* (2) Customer Service Supervisor	1	108
	* (2) Engineering Technician	1	205
	Facilities Supervisor	3	109
	* (2) Grants Analyst	0	206
	* (2) Graphics Designer	2	205
	* (2) Human Resources Trainer	0	206
	Information Technology Business Systems Analyst	0	107
	Information Technology Project Coordinator	1	109
	* (2) Information Technology Technician I	0	205
	* (2) Information Technology Technician II	1	206
	Inspector	0	204
	Junior Engineer	0	205
	* (2) Maintenance Supervisor - Bus	8	210
	Maintenance Supervisor - Light Rail	9	210
	Maintenance Supervisor - Wayside	4	211
	Maintenance Trainer - Bus	1	210
	Maintenance Trainer - Light Rail	1	210
	* (2) Marketing and Communications Specialist	2	206
	Network Operations Engineer	1	208
	* (2) Operations Trainer	2	209
	* (2) Payroll Analyst	0	204
	* (2) Planner	1	208

(a) Total number of authorized positions filled for both the Administrative Technician and the Accessible Services Eligibility Specialist may not exceed 4 in the General Family.

(b) Total number of authorized positions filled for both the Administrative Assistant I and the Customer Advocate I may not exceed 1 in the General Family.

(c) Total number of authorized positions filled for both the Administrative Assistant II and the Administrative Technician may not exceed 1 in the General Family.

(d) Total number of authorized positions filled for both the Customer Satisfaction Coordinator and the Senior Customer Advocate may not exceed 1 in the General Family.

* Denotes Change in Classification
(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</u>	
	<u>Positions</u>	<u>Grade</u>
Procurement Analyst I	0	205
Procurement Analyst II	5	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
* (2) Real Estate Analyst II	0	207
* (2) Resident Engineer	0	110
Revenue Analyst	1	207
Route Check Supervisor	1	205
* (2) Route Checker	0	200
* (2) Safety Specialist I	0	205
Safety Specialist II	1	207
* (2) Schedule Analyst I	0	205
Schedule Analyst II	2	207
Senior Accountant	0	109
* Senior Architect	1	111
* (2) Senior Civil Engineer	1	111
* (2) Senior Community and Government Affairs Officer	2	108
* (d) Senior Customer Advocate	1	205
Senior Engineering Technician	1	207
Senior Facilities Specialist	2	109
* (2) Senior Grants Analyst	1	108
* (2) Senior Information Technology Business Systems Analyst	1	109
* (2) Senior Inspector	2	206
* (2) Senior Marketing and Communications Specialist	0	108
* (2) Senior Planner	0	109
Senior Procurement Analyst	2	109
Senior Programmer Analyst	1	109
* (2) Senior Project Control Engineer	1	109
Senior Quality Assurance Specialist	1	108
Senior Real Estate Analyst	0	108
* Senior Safety Specialist	1	109
* Senior Systems Engineer	1	111
* (2) To Be Classified (was Cost Analyst)	0	TBD
* (2) Vehicle Equipment Maintenance Specialist	0	207
Video and Communications Systems Analyst	1	208
Total General Family Allocations:	118	

* Denotes Change in Classification
(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</u>	
		<u>Positions</u>	<u>Grade</u>
*	Accessible Services Administrator	1	110
	Administrative Assistant I (<i>GM & Legal Cost Centers</i>)	0	200
	Administrative Assistant II (<i>GM & Legal Cost Centers</i>)	2	202
	Administrative Technician (<i>Employee Relations Cost Center</i>)	1	204
	AGM of Engineering and Construction	1	IV
	AGM of Marketing and Communications	1	II
	AGM of Planning and Transit System Development	1	III
	Attorney I	0	108
	Attorney II	0	110
	Attorney III	3	112
* (2)	Benefits Administrator	0	110
* (2)	Benefits Analyst II - Health and Welfare	0	207
*	Benefits Analyst II - Leave Administration	1	207
	Chief Administrative Officer/EEO Officer	1	II
	Chief Financial Officer	1	IV
	Chief Legal Counsel	1	**
	Chief of Facilities and Business Support Services	1	II
	Chief Operating Officer	1	V
*	Claims Analyst I	0	204
*	Claims Analyst II	1	207
	Clerk to the Board	1	208
	Community Bus Services Superintendent	1	110
* (2)	Compliance and Quality Assurance Auditor	0	I
* (2)	Deputy General Manager	0	VI
	Director, Accessible Services and Customer Advocacy	1	112
	Director, Bus Maintenance	1	112
	Director, Civil and Track Design	1	113
	Director, Community Bus Services	1	112
	Director, Construction Management	1	112
	Director, Facilities	1	112
	Director, Finance and Treasury	1	112
	Director, Human Resources	1	112
	Director, Information Technology	1	112
	Director, Labor Relations	1	112
* (2)	Director, Light Rail	0	113
	Director, Office Management and Budget	1	112
	Director, Planning	1	112
	Director, Procurement Services	1	112
	Director, Project Management	1	112
* (2)	Director, Real Estate	0	112
	Director, Safety	1	112
	Director, Scheduling	1	112
* (2)	Director, Systems Design	0	113
	Director, Transportation	1	112
	EEO Administrator	1	110
	Executive Assistant	1	207
	General Manager/CEO	1	**
*	Human Resources Analyst II - Information Systems	1	207
*	Information Technology Service and Support Administrator	1	110

* Denotes Change in Classification

(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</u>	
	<u>Positions</u>	<u>Grade</u>
Labor Relations Analyst	1	207
Maintenance Superintendent - Bus	1	111
Maintenance Superintendent - Light Rail	1	111
Maintenance Superintendent - Wayside	1	111
Manager, Accounting	1	110
*(2) 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
*(2) Manager, Quality Assurance	0	111
Manager, Revenue	1	110
* Materiel Management Superintendent	3	110
* Network Operations Administrator	1	110
Operations Training Administrator	1	110
Paralegal	0	205
* Payroll Supervisor	1	109
*(2) Principal Planner	0	110
* Principal Civil Engineer	0	112
*(2) Principal Systems Engineer	0	112
Purchasing and Materials Administrator	1	110
Quality Assurance Administrator	1	110
*(2) Real Estate Administrator - Acquisitions	0	109
Real Estate Administrator - Asset Management	1	109
*(2) Real Estate Administrator - Transit Oriented Development and Joint Development	0	109
Recruitment and Selection Administrator	1	110
* Recruitment and Selection Analyst I	0	205
* Recruitment and Selection Analyst II	2	207
Risk/Claims Administrator	1	110
*(2) Senior Administrative Assistant	3	206
*(2) Senior Attorney	1	113
* Senior Claims Analyst	1	109
*(2) Senior Classification and Compensation Analyst	0	108
* Senior Financial Analyst	3	108
Senior Labor Relations Analyst	1	109
* Senior Paralegal	2	207
* Senior Recruitment and Selection Analyst	1	108
*(2) Senior Schedule Analyst	0	108
*(2) To Be Classified (was Senior Human Resources Analyst)	0	TBD
*(2) Transportation Superintendent - Bus	2	110
Transportation Superintendent - Light Rail	2	110
Total Management and Confidential Allocations:	81	
Total District-wide Salaried Allocations:	199	

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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</u>		
		<u>Positions</u>	<u>Grade</u>	
<u>AFSCME 146 Family:</u>	Community Bus Services Dispatcher Supervisor	5	***	
	* Transit Officer Supervisor	1	***	
	* (2) Transportation Supervisor	49		
	Total AFSCME 146 Allocations:	55		
<u>ATU 256 Family:</u>	* (2) Accounting Technician	1	***	
	Claims Technician	1	***	
	* (2) Clerk II	8	***	
	Computer Technician	0	***	
	* (2) Customer Services Representative II	15	***	
	Customer Services Representative III	1	***	
	* (2) Operators*	421	***	
	Payroll Technician	1	***	
	Senior Clerk	1	***	
	* (2) Transit Officer	18	***	
	Total ATU 254 Allocations:	467		
	*Board Authorized Operator Count: Bus Operator = 351, CBS Department = 13, Light Rail Operator = 57			
	<u>IBEW 1245 Family:</u>	* (2) Bus Service Worker	28	***
		* (2) Electronic Mechanic	2	***
* (2) Facilities and Grounds Worker I		2	***	
Facilities and Grounds Worker II		3	***	
Facilities Electronic Technician		1	***	
* (2) Facilities Maintenance Mechanic		11	***	
* (2) Facilities Service Worker		9	***	
Light Rail Assistant Mechanic		6	***	
Light Rail Service Worker		19	***	
* (2) Light Rail Vehicle Technician		31	***	
Lineworker I		0	***	
Lineworker II		0	***	
* (2) Lineworker III		16	***	
* (2) Mechanic A		25	***	
* (2) Mechanic A (Body/Fender)		8	***	
* (2) Mechanic A (Gasoline/Propane)		2	***	
* (2) Mechanic B		8	***	
Mechanic C		17	***	
* (2) Painter		1	***	
Rail Laborer		0	***	
* (2) Rail Maintenance Worker		8	***	
Senior Mechanic		0	***	
Senior Rail Maintenance Worker		1	***	
* (2) Storekeeper		8	***	
Upholsterer		1	***	
Total IBEW 1245 Allocations:		207		
TOTAL DISTRICT-WIDE AUTHORIZED ALLOCATIONS (including (a), (b), (c) and (d) footnotes):		928		
TOTAL OVERALL AUTHORIZED ALLOCATIONS WILL NOT EXCEED:		921		

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