

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
18	03/13/17	Open	Action	03/07/17

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

ISSUE

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

RECOMMENDED ACTION

Adopt Resolution No. 17-03-____, Amending Exhibit A of Resolution 17-01-0013, and Approving New Job Description and the District's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

	Grade	Annual Salary	Position Costs	FY17
Facilities Service Worker (2) - Light Rail**	Hourly	\$ 70,720	\$ 125,736	\$ 31,434
Light Rail Service Worker*	Hourly	\$ 39,520	\$ 69,600	\$ 20,300
Transit Agent (30 of 40)*** <i>G4S Contract cost reduction</i>	Hourly	\$ 1,014,624 \$(1,014,624)	\$ 1,658,880 \$(1,658,880)	\$ 414,720 \$(414,720)
Internal (Accountability) Auditor*	112	\$ 129,324	\$ 200,071	\$ 58,354
<i>Principal Accountability & Compliance Auditor</i>	112			\$ (117,460)
<i>Chief Auditor</i>	113			\$ (16,301)
Risk Analyst II*	207	\$ 75,366	\$ 127,134	\$ 37,081
<i>Senior HR Analyst (Risk)</i>	109		\$ (148,128)	\$ (43,204)
Accountant II****	108	\$ 83,658	\$ 138,694	\$ 23,116
<i>Accounting Technician</i>	Hourly		\$ (12,238)	\$ (2,040)
Grants Analyst*	206	\$ 69,804	\$ 119,904	\$ 34,972
<i>Senior Financial Analyst</i>	108		\$ (138,534)	\$ (40,406)
Director, Planning*****	112	\$ 129,324	\$ 200,071	\$ 16,673
<i>Director, Long Range Planning</i>	112		\$ (130,890)	\$ (10,908)
Total Fiscal Impact				\$ (8,389)

*Cost based on full-time employment from March 2017 – June 2017

**Cost based on full-time employment from April 2017 – June 2017

***Cost based on full-time employment from April 2017 – June 2017 and

The request is to fund 30 positions, but seek authorization for 40 positions.

**** Costs based on full-time employment from May 2017 – June 2017

***** Denotes cost of 1 month salary overlap

DISCUSSION

Summary: The first proposed action will result in the addition of 44 new position allocations within FY17; 2 Light Rail Facilities Service Workers, 40 Transit Agents, 1 Accountant II and the creation of 1 Internal (Accountability) Auditor job position.

Approved:

Presented:

General Manager/CEO

Director, Human Resources

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The second proposed action will result in the elimination of 1 Director, Long Range Planning position, the addition of 1 Director, Planning position; the elimination of 1 Senior Human Resources Analyst position, the addition of 1 Risk Analyst II position; the elimination of 1 Senior Financial Analyst position and the addition of 1 Grants Analyst position

Light Rail Facilities Service Worker

To address the ongoing need for cleanliness on RT's light rail vehicles, staff has identified the need to add 2 Light Rail Facilities Service Worker positions. Duties are similar to that of the current Light Rail Service Worker classification, but focus exclusively on the cleanliness and presentation of Light Rail assets. Incumbents do not have any responsibility with respect to the operation or movement of the vehicles and are not required to possess a commercial driver's license. Staff anticipates that hiring will begin in April 2017.

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

Light Rail Service Worker

During FY17 budget planning process, an authorized Light Rail Service Worker position was unfunded. Since this time, the department has determined 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.

SECURITY AND SAFETY DIVISION Transit Agent

The Transit Agent position was created as a means for RT to have a more visible presence on the light rail lines. With the success of the Transit Agents, the department reassessed their need for additional support provided by these positions and determined the need to authorize 40 additional positions, however at this time, RT staff will only fill 30 of the additional positions to cover patrol responsibilities at the light rail stations and parking lots currently being performed by the contract guard positions. Staff anticipates that hiring for these positions will begin in April 2017.

The fiscal impact associated with this change is indicated above for FY 2017. Future funding for these positions will be included in the pending draw-down of the G4S guard contract. As the Transit Agents are hired, the G4S contract will be reduced commensurately. Changes to the total number of authorized positions are reflected in Exhibit A.

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ACCOUNTABILITY AND PERFORMANCE DIVISION
Internal (Accountability) Auditor

In the absence of a Chief Auditor, the District has identified the need for a senior level Auditor position. The proposed Internal (Accountability) Auditor position will serve to 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. Staff conducted a thorough analysis and determined that the compensable factors place this new job classification at salary Grade 112 within the Management and Confidential Employee Group.

There is no fiscal impact associated with this change as the position will be funded by a vacant Chief Auditor position and prior savings from the former Principal Accountability and Compliance Auditor position. The new Internal (Accountability) Auditor Job Description and the change to the total number of authorized positions are reflected in Exhibit A.

STRATEGIC PLANNING AND SYSTEM DEVELOPMENT DIVISION
Director, Planning

With the pending departure of the current Director, Long Range Planning, staff conducted an analysis of the future needs of the division. While the current position is that of Director, Long Range Planning, the future need is for a more comprehensive planning position. Staff have determined the position is more appropriate as Director, Planning. There is no fiscal impact associated with this change, as all costs will be included in the FY 2018 budget process.

The position will replace the current incumbent, but the assignment will provide for a 30 day overlap with the successful candidate to provide for training and knowledge transfer. The fiscal impact associated with the overlap in positions is indicated above.

FINANCE DIVISION
Accountant II

Having a long-term vacant Accounting Technician position, staff conducted an analysis of the Finance department. The District has undergone significant growth and changes with regards to technology and revenue diversification and has determined that there is a need for a professional level Accountant to perform analysis, develop, monitor and maintain procedures and change processes of financial accounting systems and procedures to increase efficiency, and ensure compliance with standard accounting principles, procedures, and regulations. Staff has determined the future needs of the department would be best supported by adding an Accountant II position, shifting the funding from the vacant Accounting Technician position.

The fiscal impact associated with this change is indicated above.

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Grants Analyst

Due to the increase in the complexity, managing and reporting on grant funding, staff conducted an analysis of the Finance department and have determined the future needs of the department would be best supported by replacing a vacant Senior Financial Analyst position with a Grants Analyst position.

There is no fiscal impact associated with this action as the position will be funded by shifting funds for the vacant Senior Financial Analyst position. Changes to the total number of authorized positions are reflected in Exhibit A.

LEGAL DIVISION Risk Analyst II

With the recent departure of a Senior Human Resources Analyst, staff conducted an analysis of the Risk department and have determined the future needs of the department would be best supported by replacing the Senior Human Resources Analyst position with a Risk Analyst II position.

There is no fiscal impact associated with this action as the position will be funded by shifting funds for the vacant Senior Human Resources Analyst position. Changes to the total number of authorized positions are reflected in Exhibit A.

Authorized Classifications, Positions and Salary Grades and Salary Grade Values

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

New Job Descriptions

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

<u>Previous Job Title</u>	<u>Disposition</u>	<u>Modified and/or New Job Title</u>
N/A	New	Internal (Accountability) Auditor

Staff recommends approval of this action.

RESOLUTION NO. 17-03-_____

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

March 13, 2017

AMENDING EXHIBIT A OF RESOLUTION 17-01-0013 AND APPROVING NEW JOB DESCRIPTION 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 March 14, 2017, Resolution No. 17-01-0013 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classifications, Positions and Salary Grades".

THAT, effective March 14, 2017, the new job description of Internal (Accountability) Auditor, attached as Exhibit B, is hereby approved.

ANDREW J. MORIN, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective March 14, 2017
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

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

* 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

**** Denotes change in Grade

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Positions Filled</u>	<u>Grade</u>
Service Planner	1	0	208
Vehicle Equipment Maintenance Specialist	0		207
Video Communications Systems Analyst	1	1	208
Total General Family Allocations:	45	28	

* 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
**** Denotes change in Grade

<u>Job Classification Titles</u>		<u>Authorized Positions</u>	<u>Positions Filled</u>	<u>Grade</u>
<u>MANAGEMENT & CONFIDENTIAL FAMILY:</u>	Accessible Services Administrator	0	0	110
	Administrative Assistant I (GM, Labor Relations & Legal Cost Centers)	0		200
	Administrative Assistant II (GM, Labor Relations & Legal Cost Centers)	2	0	202
	Attorney I	0		108
	Attorney II	0	1	110
	Attorney III	3	2	112
	Chief Counsel	1	1	**
	Chief Auditor	1	0	113
	Chief, Environmental Health & System Safety	1	0	113
	Clerk to the Board	1	1	208
	Community Bus Services Superintendent	0		110
	Deputy Chief Counsel	1	1	V
	Deputy General Manager	0		VI
	Deputy Chief Operating Officer	1	1	114
	Director, Accessible Services	1	1	112
	Director, Bus Maintenance	1	1	112
	Director, Civil and Track Design	1	1	113
	Director, Community Bus Services	1	1	112
	Director, Construction Management	1	1	112
	Director, Facilities	1	0	112
	Director, Finance and Treasury	1	0	112
	Director, Human Resources	1	1	112
	Director, Information Technology	1	1	112
	Director, Labor Relations	1	1	112
	Director, Light Rail	1	1	113
	Director, Long Range Planning	1	1	112
	Director, Office Management and Budget	1	1	112
	Director, Organizational Development	0		112
	*(1) Director, Planning	1		112
	Director, Procurement Services	1	0	112
	Director, Project Management	1	1	112
	Director, Marketing, Communications and Public Information	1	0	112
	Director, Real Estate	0		112
	Director, Scheduling	1	1	112
	Director, Systems Design	0		113
	Director, Transportation	1	0	112
	EEO Administrator	1	1	110
	Electronic Fare Collection Systems Administrator	1	1	110
	Executive Assistant	1	1	207
	General Manager/CEO	1	1	**
	Human Resources Administrator	1	1	110
	Human Resources Analyst I	1	1	205
	Human Resources Analyst II	2	2	208
	*(1) Internal (Accountability) Auditor	1		112
	Labor Relations Analyst I	1	1	205
	Labor Relations Analyst II	0		208
	Legal Secretary	1	1	204
	Maintenance Superintendent - Bus	1	0	111
	Maintenance Superintendent - Light Rail	1	1	111
	Maintenance Superintendent - Wayside	1	1	111
	Manager, Accounting	1	1	110
	Manager, Community and Governmental Affairs	0		111

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(1) Increase in Position(s)

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<u>Job Classification Titles</u>	<u>Authorized Positions</u>		<u>Grade</u>
	<u>Positions</u>	<u>Filled</u>	
Manager, Contracts and Disadvantaged Business Enterprise	1	1	110
Manager, Customer Service	1	1	110
Manager, Enterprise Resources and Databases	1	1	111
Manager, Grants	1	1	110
Manager, Marketing and Communications	1	0	111
Manager, Quality Assurance	0		111
Manager, Revenue	1	1	110
Materiel Management Superintendent	3	2	110
Network and End User Operations Administrator	1	0	110
Operations Training Administrator	0		110
Paralegal	0		205
Payroll Supervisor	1	1	109
Pension and Retiree Services Administrator	1	1	110
Principal Civil Engineer	1	1	112
Principal Planner	1	1	110
Principal Systems Engineer	1	1	112
Purchasing and Materials Administrator	1	0	110
Quality Assurance Administrator	1	1	110
Real Estate Administrator - Acquisitions	0		109
Real Estate Administrator - Asset Management	1	1	109
Real Estate Administrator - Transit Oriented Development and Joint Development	0		109
Risk Administrator	1	1	110
Risk Analyst I	0		204
*(1) Risk Analyst II	2	1	207
*(1) Senior Administrative Assistant	6	4	206
Senior Attorney	1	1	113
Senior Classification and Compensation Analyst	0		108
*(2) Senior Financial Analyst	2	2	108
*(2) Senior Human Resources Analyst	4	3	109
Senior Labor Relations Analyst	2	1	109
Senior Paralegal	2	1	207
Senior Risk Analyst	1	1	109
Senior Schedule Analyst	0		108
Transportation Superintendent - Bus	3	3	110
Transportation Superintendent - Light Rail	2	2	110
Transportation Superintendent - Police Services	1	1	110
Vice President, Accountability and Performance	1	1	III
Vice President, Administration	1	1	III
Vice President, Communications and Partnerships	1	1	III
Vice President, Finance / Chief Financial Officer	1	1	IV
Vice President, Security and Safety	1	0	IV
Vice President, Strategic Planning and System Development	1	1	IV
Vice President, Transit Services / Chief Operating Officer	1	1	V
Total Management and Confidential Allocations:	97	74	
Total District-wide Salaried Allocations:	142	102	

* 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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**** Denotes change in Grade

Job Classification Titles**Authorized Positions**
Positions Filled Grade**AFSCME 146 Family:**

Accessible Services Eligibility Specialist	3	3	205
Administrative Assistant I	0	0	200
*(2) Administrative Assistant II	10	5	202
Administrative Supervisor	1	0	***
Administrative Technician	14	13	204
Communications Infrastructure Specialist	1	0	207
Community Bus Services Dispatcher Supervisor	5	4	***
Customer Advocacy Supervisor	1	1	***
Customer Advocate I	2		201
Customer Service Supervisor	1	1	***
Facilities Supervisor	3	3	***
Graphic Designer	2	2	205
Information Technology Project Coordinator	1	0	109
Information Technology Technician I	0		205
Information Technology Technician II	2	1	206
Maintenance Supervisor - Bus	8	8	***
Maintenance Supervisor - Light Rail	11	11	***
Maintenance Supervisor - Wayside	5	4	***
Maintenance Trainer - Bus	1	1	***
Maintenance Trainer - Light Rail	1	1	***
Marketing and Communications Specialist	1	0	206
Network Operations Engineer	2	2	208
Network Operations Technician	2	3	205
Operations Trainer	4	2	209
Route Check Supervisor	0		***
Route Checker	4	4	200
Safety Specialist I	0		205
Safety Specialist II	0	1	207
Senior Customer Advocate	1	1	205
Senior Facilities Specialist	2	0	109
Senior Inspector	1	0	206
Senior Safety Specialist	2	1	109
Transit Officer Supervisor	1	0	***
Transportation Supervisor	55	55	***
Total AFSCME 146 Allocations:	147	127	

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(1) Increase in Position(s)

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<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Positions Filled</u>	<u>Grade</u>
ATU 256 Family:			
Accounting Technician	1	0	***
Accounts Payable Clerk	2	1	***
Claims Technician	1	1	***
Customer Service Clerk	1	0	***
Customer Service Representative	14	12	***
Fare Prepayment Clerk	1	1	***
Operators (Bus, CBS and Light Rail combined)	475	475	***
Payroll Technician	1	1	***
Procurement Clerk	2	1	***
Reception Clerk	1	1	***
Revenue Clerk	3	2	***
Senior Clerk	1	1	***
*(1) Transit Agent	70	26	***
Transit Fare Inspector	13	6	***
Treasury Clerk	1	1	***
Total ATU 254 Allocations:	587	529	

IBEW 1245 Family:			
Bus Service Worker	29	23	***
Electronic Mechanic	3	3	***
Facilities and Grounds Worker I	2	2	***
Facilities and Grounds Worker II	4	6	***
Facilities Electronic Technician	1	1	***
Facilities Maintenance Mechanic	16	6	***
*(1) Facilities Service Worker	17	17	***
Journey Lineworker	0	3	***
Light Rail Assistant Mechanic	8	7	***
Light Rail Service Worker	16	12	***
Light Rail Vehicle Technician	38	35	***
Lineworker	0	6	***
Lineworker Technician	20	7	***
Mechanic A	26	24	***
Mechanic A (Body/Fender)	7	6	***
Mechanic A (Gasoline/Propane)	2	2	***
Mechanic B	8	5	***
Mechanic C	17	13	***
Painter	1	1	***
Rail Laborer	5	5	***
Rail Maintenance Worker	10	7	***
Senior Mechanic	0		***
Senior Rail Maintenance Worker	2	2	***
Storekeeper	10	9	***
Upholsterer	1	1	***
Total IBEW 1245 Allocations:	243	203	

TOTAL AUTHORIZED ALLOCATIONS: 1119 961

* Denotes Change in Classification/Count

(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 March 14, 2017

Job Description - Previous Title	Disposition	Job Description - Modified / New Title
N/A	New	Internal (Accountability) Auditor



Title: Internal (Accountability) Auditor

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to plan, direct and execute organizational risk assessment activities and complex financial, operational, compliance, programmatic contract and technology systems audits in accordance with accepted professional standards. 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. This position has authority and responsibility for working collaboratively with management staff at all levels to implement necessary changes or corrections.

ESSENTIAL FUNCTIONS:

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

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions
1	S	Develop and maintain enterprise-wide risk management 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. Develop scopes of work and manage external audit



	<p>service contracts and assist in managing and coordinating audits by regulatory agencies. Conduct investigations where evidence of conflicts of interest or improprieties are found or if fraudulent activities are suspected.</p>
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JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration, Accounting, Auditing or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of seven (7) years of increasingly responsible experience reviewing agency functions, procedures, practices and operations. Experience in a governmental or public agency setting is preferred.</p>
Supervision	<p>Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions.</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	Advanced - Ability to write clear, detailed, and complex documents, including but not limited to audits, certifications, investigation reports, compliance reports, analyses, and other commonly prepared documents typically prepared by internal auditors or certified public accountants. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) Certification is preferred

KNOWLEDGE
<ul style="list-style-type: none"> • Principles, practices, techniques, standards and theories of accounting, auditing, 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 • Provisions of contractual agreements, government funding policies and budget administration • Applicable local, state and federal codes, laws, rules and regulations governing public agencies • Principles of public sector governance • Effective management systems and techniques • Research methods and qualitative and quantitative analysis

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



ABILITIES

- Demonstrate commitment to accountability, transparency, integrity and equity.
- Evaluate and make decision impartially without bias or influence about effectiveness of the organization’s policies, practices and procedures
- Identify innovative approaches to assessing and managing risk and opportunities
- Facilitate implementation and acceptance of organizational change
- Analyze, evaluate and resolve complex internal control and operational system problems
- Conduct effective operational audits which promote the District’s ability to meet its organizational objectives
- Apply recognized auditing and quality assurance and departmental standards to each auditing project
- Review reports, contracts and financial records for accuracy, clarity and completeness
- Review management practices for compliance & quality assurance with legal and procedural guidelines
- Reads and applies laws, rules, and regulations and guidelines applicable to the audit function being performed
- Exercise sound judgment in recommending more efficient systems, methods and procedures. Maintain confidentiality in maintaining critical and sensitive information, records and reports. Disseminate information with discretion
- Perform comparative analyses of reports and arrive at logical conclusions and recommendations Establish and maintain effective working relationships with a diverse workforce including peers, staff and consultants
- Plan, organize, direct, coordinate and supervise work and staff engaged in the assigned functional area
- Develop effective oral and written reports and presentations
- Direct and develop audit plans; analyze policies, functions, procedures, internal, operational controls and accounting systems
- Assimilate knowledge of highly specialized operations and subject matter
- Apply knowledge of operations, policies, procedures and legislation to the activity under audit
- Communicate clearly and concisely with tact and diplomacy with the public, Board members, management and internal/external customers
- 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
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

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

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



CLASS HISTORY:

Adopted: 3/17
Revised:
Title Change:
Maintenance Update:
Abolished:
Job Key: TBD