STAFF REPORT

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: New and Revised Classification Specifications

ACTION ITEM

RECOMMENDED ACTION(S):

Consider adoption of Resolution No. 17-035 approving new and revised classification specifications for Title VI Program Administrator, Incident Review Administrator, Incident Review Specialist, Payroll Administrator, Assistant Materials Superintendent, Director of Service Development & Planning, Materials Superintendent, Payroll Manager, and Director of Project Controls & Systems Analysis.

BACKGROUND/RATIONALE:

Staff is proposing to add five new classifications and revise four classifications:

**Title VI Program Administrator (AFSCME/Grade 9).** This is a new classification that will oversee highly responsible and complex analytical work related to the development and implementation of the District’s Title VI Program. This classification will handle the triennial FTA review, conduct studies, evaluate results, and make recommendations related to the implementation of the Title VI Program. This classification was created in response to a job study and reorganization of this position to report to the General Manager’s Office. The position that will be associated with this classification is currently budgeted as a Senior Transportation Planner, and the position currently has an incumbent.

**Incident Review Administrator (AFSCME/Grade 9).** This is a new classification that is responsible for overseeing and administrating all aspects of the District’s Incident Review Unit. This classification will be responsible for investigating all video recorded accidents and incidents involving Operators, District revenue vehicles, and the general public. The incumbent in this classification will make recommendations on discipline and represent the interests of the District at State, Local and federal court proceedings, arbitrations and administrative hearings as necessary in regard to video recordings. This classification was created in response to a job study and in response to the Incident Review Unit being moved from the Operations department to the Safety, Security and Training department. The position that will be associated with this classification is currently budgeted as an Assistant Transportation Superintendent, and the position currently has an incumbent.

**Incident Review Specialist (AFSCME/Grade 7).** This is a new classification that will investigate accidents and incidents involving Operators, District revenue vehicles and the general public. The incumbent in this classification provides support to the Incident Review Administrator and responds to requests for video recordings on the District’s revenue vehicles. This classification
was created in response to the Incident Review Unit being moved from the Operations department to the Safety, Security and Training department. The position that will be associated with this classification is currently budgeted as a Transportation Supervisor, and the position currently has an incumbent.

**Payroll Administrator (Unrepresented/Grade 8).** This is a new classification that will supervise the day to day operations of the payroll unit. This position will supervise payroll staff and ensure the timely processing of payroll and support payroll related projects. The position that will be associated with this classification is currently budgeted as a Principal Financial Analyst (Unrepresented), and the position is currently vacant.

**Assistant Materials Superintendent (AFSCME/Grade 8).** This is a new classification that will provide high level support to the Materials department and to the Materials Superintendent. The Materials department recently converted store rooms to a 24/7 hour operation, and additional day-to-day intermediate operational supervision is needed to support the Materials Superintendent. The position that will be associated with this classification is currently budgeted as a Senior Buyer, and the position is currently vacant.

**Director of Service Development & Planning (Unrepresented/Grade 14).** This classification was revised to update the duties, describe the wide range of responsibility, the scope of work and required minimum qualifications. This classification is currently budgeted at Unrepresented, Salary Grade 13. A benchmark salary and internal equity analysis review has revealed the District’s current salary range to be low compared with other similar positions. It is recommended that this classification be upgraded to Unrepresented Grade 14.

**Materials Superintendent (AFSCME/Grade 10).** This classification was revised to reflect higher level strategic level duties involved in managing the Materials department. With store rooms converting to a 24/7 operation, the Materials Superintendent will be overseeing and managing the department through subordinate Assistant Materials Superintendents and strategizing on overall parts, materials and warehousing enhancements.

**Payroll Manager (Unrepresented/Grade 10).** This classification was revised to reflect the overall responsibility for payroll at the District, which includes managing and overseeing payroll professional and technical staff as well as serving as the subject matter expert for all payroll related issues. This classification is also responsible for system upgrades, system integrations and functional/technical understanding of payroll.

**Director of Project Controls & Systems Analysis (Unrepresented/Grade 14).** This classification was revised to reflect the robust role that the future incumbent in this classification will have in quality assurance and project controls for District capital projects, systems analysis and integration for extensive, cohesive project reporting and independent project auditing. The position associated with this classification is budgeted and is currently vacant.

**BUDGETARY/FISCAL IMPACT:**

The Title VI Program Administrator classification has a current budgeted position as a Senior Transportation Planner and the increase in one salary grade ($8,836 per year is the difference between AFSCME Grade 8 and Grade 9) will be funded through a month of savings from the
currently vacant position of Executive Director of External Affairs, Marketing & Communications. The Incident Review Administrator and Incident Review Specialist classifications currently have budgeted positions as an Assistant Transportation Superintendent and Transportation Supervisor respectively. The annual financial impact to increase each position by one salary grade would be an increase of approximately $8,836 and $7,143 annually for each position respectively (this is the difference between AFSCME Grade 8 and Grade 9, and between AFSCME Grade 6 and AFSCME Grade 7). These upgrades will be funded through a transfer of budgeted funds for additional temporary training instructors that will not be used during this fiscal year.

The Assistant Materials Superintendent will be funded through the upgrade of a vacant Senior Buyer position. The financial impact for this upgrade is $14,912 per year (this is the difference between AFSCME Grade 6 and Grade 8) and will be funded through a month of savings of salary due to 5 vacant Parts Clerks and one Inventory Control Clerk in the Materials department. The Director of Service Development & Planning is currently budgeted, and the annual financial impact of upgrading to Unrepresented Grade 14 will be $12,313 per year (this is the difference between Unrepresented Salary Grade 13, and Unrepresented Salary Grade 14). The upgrade for this will be funded through a month of savings due to vacancies in the Planning department, which include Senior Schedule Analyst and Traffic & Schedules Administrator.

The Payroll Administrator will be funded through a vacant Unrepresented Principal Financial Analyst position; however, the salary grade will remain the same, and no fiscal impact will occur. The Materials Superintendent, Payroll Manager and Director of Projects Controls & Systems Analysis do not have a change in grade and, therefore, no fiscal impact. There is no increase in budgeted headcount for any of these proposed new classifications or revised classifications.

ADVANTAGES/DISADVANTAGES:

The advantages are new and revised classifications that align with the job functions of the current positions. These positions will provide support to critical projects and programs in the General Manager’s Office, Incident Review Unit, Planning, Payroll, Materials and Project Controls. The disadvantage is the increase in funds needed for some, but not all, of these classifications.

ALTERNATIVES ANALYSIS:

The alternative is for the Board not to approve these proposed and revised classifications and continue to do business as-is. This would result in job duties that are not aligned with the classification specifications.

PRIOR RELEVANT BOARD ACTION/POLICIES:

None.
ATTACHMENTS:

1. Resolution 17-035 and related Exhibits

Approved by: Grant Lee, Executive Director of Human Resources
Reviewed by: Denise C. Standridge, General Counsel
Claudia Allen, Chief Financial Officer
Elisabeth West, Human Resources Manager
Prepared by: Emily Cruz, Senior Human Resources Administrator
ALAMEDA-CONTRA COSTA TRANSIT DISTRICT  
RESOLUTION NO. 17-035

A RESOLUTION APPROVING THE NEW AND REVISED CLASSIFICATION SPECIFICATIONS OF  
TITLE VI PROGRAM ADMINISTRATOR, INCIDENT REVIEW ADMINISTRATOR, INCIDENT REVIEW  
SPECIALIST, PAYROLL ADMINISTRATOR, ASSISTANT MATERIALS SUPERINTENDENT, DIRECTOR  
OF SERVICE DEVELOPMENT AND PLANNING, MATERIALS SUPERINTENDENT, PAYROLL  
MANAGER, DIRECTOR OF PROJECT CONTROLS & SYSTEMS ANALYSIS

WHEREAS, Public Utilities Code Section 24886 authorizes the Board of Directors of the  
Alameda-Contra Costa Transit District to determine and create such number and character of  
positions in the District as are necessary to carry on the functions of the District; as well as to  
establish the appropriate salary, salary range or wage for each classification created by the  
District; and

WHEREAS, the General Manager has assessed the current personnel needs of the  
District and determined amendments to the classification plan are necessary for the proper  
operation of the District; and

WHEREAS, the Board of Directors has reviewed and considered the recommendation of  
the General Manager to adopt the new and revised classification specifications of Title VI  
Program Administrator, Incident Review Administrator, Incident Review Specialist, Payroll  
Administrator, Assistant Materials Superintendent, Director of Service Development and  
Planning, Materials Superintendent, Payroll Manager, Director of Project Controls and Systems  
Analysis.

NOW THEREFORE, the Board of Directors of the Alameda-Contra Costa Transit District  
does resolve as follows:

Section 1. Adopts the five new classification specifications of Title VI Program  
Administrator, Incident Review Administrator, Incident Review Specialist, Payroll Administrator,  
and Assistant Materials Superintendent in Exhibits A, B, C, D and E of this resolution and the  
four revised classification specifications of Director of Service Development and Planning,  
Materials Superintendent, Payroll Manager, Director of Project Controls & System Analysis in  
Exhibits F, G, H, and I.

Section 2. New and revised classification specifications associated with an  
incumbent, namely, Title VI Program Administrator, Incident Review Administrator, Incident  
Review Specialist, Director of Service Development & Planning, Materials Superintendent and  
Payroll Manager, will become effective August 1, 2017.

Section 3. This resolution shall become effective immediately upon its passage by  
four affirmative votes of the Board of Directors.
PASSED AND ADOPTED this 13th day of September, 2017.

Elsa Ortiz, President

Attest:

Linda A. Nemeroff, District Secretary

I, Linda A. Nemeroff, District Secretary for the Alameda-Contra Costa Transit District, do hereby certify that the foregoing Resolution was passed and adopted at a special meeting of the Board of Directors held on the 13th day of September, 2017, by the following roll call vote:

AYES:]
NOES:]
ABSENT:]
ABSTAIN:

Linda A. Nemeroff, District Secretary

Approved as to Form and Content:

Denise C. Standridge, General Counsel
DEFINITION: Under general direction, plans, develops, and implements policies and procedures to ensure compliance with Title VI of the Civil Rights Act of 1964, Environmental Justice and Limited English Proficiency (LEP) requirements; audits, monitors, trains and reports on the District's programs and compliance with the civil rights regulations.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Develops, administers, audits and monitors the District-wide Title VI, Environmental Justice and LEP program(s) to ensure that the District's services, programs, and activities are non-discriminatory and compliant with applicable State and Federal regulations.
- Collects, analyzes data and prepares documentation for the Triennial Federal Transportation Administration (FTA) Program Review, which includes schedule adherence, managing data and documentation, and report development.
- Provides advisory and consultative guidance to the General Manager, District personnel, sub-recipients, and the public in the interpretation and implementation of all policies and procedures pertaining to Title VI, Environmental Justice and LEP programs and regulations.
- Reviews sub-recipients and other contracts/contractors to ensure non-discrimination and compliance with all terms of contracts and funding agreements; develops training materials, makes presentations and organizes and facilitates on-going training efforts for District-wide personnel and sub-recipients to ensure adherence to its Title VI, Environmental Justice, and LEP program objectives.
- Coordinates public engagement and language assistance activities for civil rights and Environmental Justice compliance to engage minority and LEP populations; ensures participation and representation of various social, economic, and ethnic interest groups in the planning process; disseminates program information through various channels including the District's website, public notices, public hearings and meetings.
- Prepares complex federal and state regulatory, and internal reports, and presentations with accompanying charts and/or maps; tracks, measures and reports the District's performance relative to Civil Rights compliance according to FTA and other federally regulated reporting requirements; prepares a yearly report of Title VI accomplishments and goals.
- Interprets federal, state and local legislation, policies, laws, codes and regulations; conducts a variety of on-going, analytical and operational studies by gathering, analyzing and evaluating demographic data to assess the composition of the District's service areas; ensures that service design, capital projects, and operations (service and fare) decisions are nondiscriminatory, and do not have a disparate impact.
- Investigates Title VI complaints and reports findings; recommends appropriate action based on findings or assists other District departments with negotiations on settlement of complaints, as appropriate.
- Effectively represents the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Responds to requests for information and documentation regarding Title VI for the district’s triennial FTA Audit.
- May be required to supervise staff which includes managing the selection, training, motivation, evaluation, and discipline of assigned staff; ensuring the development of staff skills and competencies; documenting, tracking and scheduling the ongoing training of assigned staff to ensure that they are able to maintain proficiency with evolving job requirements; ensuring the provision of a high performing team.
Title VI Program Administrator – DRAFT

- Stays abreast of changing laws and regulations pertaining to Title VI of the Civil Rights Act of 1964, Environmental Justice and LEP and communicates business implications and impact to the Board of Directors, General Manager, sub-recipients, other District staff, and the public.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Civil Rights, Environmental Justice and Title VI laws, programs, and requirements, applicable federal and state regulations, principles and practices of data collection, analysis, and presentation; report writing; principles of transportation demand management and standard funding program data reporting requirements, cost analysis and modeling; basic budgeting and statistics; research methods and survey techniques; principles and practices of supervision including performance evaluations and staff training/development assessments; current computer software programs for statistics, word processing, spreadsheets, and presentation at an intermediate level of proficiency and English grammar, punctuation, spelling, and usage, assessment.

Ability To: Interpret, follow and apply regulatory and enforcement District requirements, processes, and guidelines, apply comprehensive knowledge to the completion of complex assignments; analyze transportation, budget and funding issues, and make oral and written recommendations for immediate, short, and long range service enhancements; design, implement, and manage service changes; conduct cost/benefit, impact, and other related technical analysis; understand how civil rights, environmental justice and Title VI affect populations; prepare written technical reports and performance documentation materials; communicate in a clear, concise, persuasive, and tactful manner to a wide variety of audiences both orally and in writing; effectively utilize Microsoft Office Suite to prepare reports, charts and graphs; exercise discretion and professionalism; handle multiple projects simultaneously, prioritizing workloads to meet competing deadlines; build a high performing team; create standards, procedures, and instructions for unit staff; ability to track and report metrics; maintain effective working relationships with District personnel, governmental officials, advisory committees, community groups, and individual members of the public using principles of good customer service.

Education: Equivalent to a Bachelor’s degree from an accredited college or university with coursework in Civil Rights, Urban Studies or related field.

Experience: Five (5) years of progressively responsible experience in a public transit district in civil rights compliance, or a related field, of which, two (2) years must have been in developing, implementing, monitoring and maintaining a Title VI/Environmental Justice/Civil Rights Program.

Special Requirement: Must be willing to: (1) work outside regular business hours as required (2) travel to various locations as needed.

Physical Requirements: (1) Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) must maintain mobility in order to safely travel various meeting sites and locations as needed.
DEFINITION: Under general direction, plans, organizes, and provides supervision over the operations of the District's Incident Review Unit; identifies, reviews and investigates reported incidents captured on the District's networked video recording system, including vehicle collisions, customer complaints, criminal activity and other events, conducts the most complex incident investigations.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Retrieves, reviews, analyzes, and evaluates data from video recording systems for the purposes of responding to customer service complaints, accident reviews, and other administrative matters required of the District; may conduct physical site visits to inspect damaged vehicles or property in regards to safety and discipline matters.
- Provides leadership and technical guidance as a subject matter expert and adviser in Incident Review Unit; responds to complex internal and external video footage requests; conducts the most highly sensitive and complex incident investigations from a safety and discipline perspective; communicates all findings and final recommendations to appropriate District personnel.
- Supervises the day to day operations of the unit including work assignments, performance monitoring and project management; ensures customer service excellence through outreach and continual improvement techniques.
- Supervises and manages the selection, training, motivation, evaluation, and discipline of assigned staff and ensures the development of staff skills and competencies; documents, tracks and schedules the ongoing training of assigned staff to ensure that they are able to maintain proficiency with evolving job requirements; ensures the provision of a high performing team.
- Represents the District and acts as liaison with law enforcement agencies on video retrieval requests regarding alleged criminal activity.
- Coordinates and collaborates with other departments regarding internal investigations; provides final recommendations regarding preventability, fault, and accountability of video recorded incidents involving District employees.
- Represents the District at state, local, and federal court proceedings as necessary, with regards to video recording evidence obtained through the District's video systems; testifies before accident review boards, courts cases, arbitrations and/or administrative hearings; acts as witness, as required.
- Prepares specialized accident/incident reports at the direction of the General Counsel and in anticipation of litigation; evaluates root cause analysis, makes determination of responsibility, and works collaboratively with appropriate District departments to identify preventable issues, mitigate risk, and develop corrective action plans in accordance with federal, state, and local regulations and District safety guidelines.
- Represents the interests of the District at internal disciplinary hearings and arbitrations; provides documentation, interpretation of video footage and presents information when video recording is presented as evidence.
- Prepares and maintains a variety of letters, bulletins, memos, reports and other correspondence, such as driver conference follow up documents, disciplinary documents, and customer complaint resolution documents.
- Develops and administers the unit's budget; recommends the funds needed for staffing, equipment, services, materials and supplies; monitors and recommends expenditures for unit; in conjunction with management, identifies significant budget variances and implements budgetary adjustments as appropriate and necessary.
- Conducts and facilitates accident triage meetings; identifies and analyzes accident trends and possible solutions.
Incident Review Administrator- DRAFT

- Ensures compliance with all local, state and federal laws, regulations, legislation and policy requirements as they apply to incident review and related concerns.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS

Knowledge Of: Applicable local, state, and federal laws, rules and regulations; theories, principles, and practices of collision investigation and reconstruction, vehicle dynamics, and collision causation; principles and practices of leadership and supervision including performance evaluations and staff training/development assessments; AC Transit Personnel Rules and Regulations, collective bargaining agreements and District policies, procedures and practices; leadership, motivation, team-building, and principles of conflict resolution; budget preparation and administration; current office practices and procedures; record-keeping, report preparation and filing systems and methods; computers and software programs for video review and accident reconstruction, spreadsheets, and presentation at the intermediate level of proficiency; intermediate business, report and presentation writing.

Ability To: Communicate in English effectively both orally and in writing; investigate and analyze both routine and emergency situations, quickly comprehend and analyze all available sources of information and data; determine incident and accident causation; interpret and apply applicable provisions of the collective bargaining agreements; correctly interpret, explain, and implement federal, state and local laws and regulations, as well as District and departmental policies and procedures; supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff; organize, implement, and direct assigned unit activities; establish and maintain accurate records and files; create operational standards, policies and procedures; develop and monitor the unit budget; learn to use and effectively operate new computer hardware, software, and other communications technologies as implemented by the District; independently compose reports, correspondence, and other documents; maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to Bachelor’s degree from an accredited college or university in criminal justice, risk management or related field (additional years of qualifying experience may be substituted for required education on a year for year basis).

Experience: Five (5) years of experience in performing investigative work in the field of transportation, liability claims, law enforcement with accident investigation, risk management or a closely related field. Of this, up to three (3) years may be substituted with experience equivalent to Transportation Supervisor or Assistant Transportation Superintendent.

License Requirements: Must possess or obtain, and maintain a valid Class C California Driver License, and meet the District’s driving standards.

Special Requirement: Must be willing to: (1) work outside regular business hours and on-call as required (2) travel between the various District divisions and other locations as needed and (3) must be mentally and emotionally able to view graphic accidents and incidents on a daily basis; this includes fatalities, major criminal activity and/or violent crimes captured on video recording devices.

Physical Requirements: (1) Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) must maintain mobility in order to safely drive a District vehicle to travel between District facilities and off site locations as needed and (3) walk, stand, kneel and bend at off site locations.
DEFINITION: Under general supervision, identifies, reviews, and investigates reported incidents captured on the District’s networked video recording system, including vehicle collisions, customer complaints, criminal activity and other events.

REPRESENTATIVE FUNCTIONS - may include, but are not limited to the following:

- Investigates and identifies bus routes, locations of District vehicles and timeframes that may have footage of reported incidents; downloads and reviews video footage from alleged incidents.
- Reviews supplemental investigation information such as Operator reports, Transportation Supervisor reports and outside agency statements; interviews Operators or other relevant staff for additional information with regards to incidents.
- Provides preliminary recommendations and analysis on incidents, including vehicle collision preventability, corroboration or negation of customer complaints, and other incidents as needed; communicates findings to appropriate personnel.
- Represents the interests of the District at routine disciplinary hearings; provides documentation, evidence, and information to the hearing officer when video footage is presented as evidence, or the disciplinary action involves routine preventable accidents.
- Recommends additional training for staff based on investigations, complaints, accident/incident reports, and documents information used for progressive discipline (i.e. complaints, accidents, incident reports, etc.) in compliance with District policies and Collective Bargaining Agreements.
- Prepares specialized accident/incident reports at the direction of the General Counsel and in anticipation of litigation; evaluates root cause analysis, makes determination of responsibility, and works collaboratively with appropriate District departments to identify preventable issues, mitigate risk, and develop corrective action plans in accordance with federal, state and local regulations and District safety guidelines.
- Attends Accident Reduction Committee meetings and discusses accident trends and possible solutions.
- Assists with components of complex vehicle collision investigations in regards to safety and discipline matters; may accompany supervisor or risk administrator to onsite visits.
- Monitors the Operations Control Center operations via various communications channels in order to receive and/or transmit information to various stakeholders including, law enforcement officials, utilities and school districts; expedites the delivery of information, if urgent or emergency situations arise.
- Acts in the absence of direct supervisor as needed; may be required to perform some or all of the supervisor’s representative functions.
- Prepares and maintains a variety of letters, bulletins, reports and files.
- Performs related duties as required.
MINIMUM QUALIFICATIONS:

Knowledge of: Applicable local, state, and federal laws, rules and regulations; theories, principles, and practices of collision investigation and reconstruction, vehicle dynamics, and collision causation; AC Transit Personnel Rules and Regulations, collective bargaining agreements and District policies; current office practices and procedures; record-keeping, basic report preparation and filing systems and methods; computers and software programs for video review and accident reconstruction, word processing, spreadsheets, and presentation at the basic level of proficiency; basic business, report and presentation writing.

Ability To: Communicate in English effectively both orally and in writing; investigate and analyze both routine and emergency situations, quickly comprehend and analyze all available sources of information and data; determine incident and accident causation; investigate which buses/routes were in a specified area for a specified day/timeframe; interpret and apply applicable provisions of the collective bargaining agreements; correctly interpret, explain, and implement federal, state and local laws and regulations, as well as District and departmental policies and procedures; establish and maintain accurate records and files; learn to use and effectively operate new computer hardware, software, and other communications technologies as implemented by the District; upload and download and copies files; independently compose reports, correspondence, and other documents; maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to an Associate’s degree with major coursework in criminal justice, risk management or related field. (Additional years of qualifying experience may be substituted for required education on a year for year basis).

Experience: Equivalent to two (2) years of experience performing investigative work in the field of transportation, liability claims, law enforcement with accident investigation, risk management or a closely related field, or two (2) years in a position with responsibilities comparable to the District’s Transportation Supervisor.

Special Requirement: Must be willing to: (1) work outside regular business hours and on-call as required (2) travel between the various District divisions and other locations as needed and (3) must be mentally and emotionally able to view graphic accidents and incidents on a daily basis; this includes fatalities, major criminal activity and/or violent crimes captured on video recording devices.

Physical Requirements: (1) Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) must maintain mobility in order to travel between District facilities and off site locations as needed and (3) walk, stand, kneel and bend at off site locations.

Established Date: 08-01-17 Resolution #17-035
Revision Date:
Payroll Administrator – DRAFT

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<th>EEO Category</th>
<th>Represented Status</th>
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<td>17-035</td>
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**DEFINITION:** Under general direction, provides supervision over the operations and services of technical and clerical payroll support staff to ensure timely and accurate payment to the District’s employees and retirees; participates in the daily operations and activities of the payroll function in the Finance Department, including all phases of the payroll processing, payroll recordkeeping, and various payroll related reporting activities. This position is distinguished from the Payroll Manager in that the latter has overall management responsibility of the unit, and has the ultimate decision-making authority related to the direction, and operation of the unit, while this position assists in the determination of the direction but is primarily responsible for its implementation and day-to-day supervision of the unit’s functions, activities, and staff.

**REPRESENTATIVE FUNCTIONS - may include, but are not limited to the following:**

- Plans, organizes, assigns, supervises, and reviews the day-to-day payroll operations and activities to assure District employees are paid in an accurate and timely manner; oversees the processing of payroll-related forms and applications; reviews, edits, approves and processes the District’s payroll runs; assures payroll activities comply with established laws, codes, regulations, policies and procedures.

- Participates in the selection, supervision, training, motivation, evaluation and discipline of assigned staff and ensures the development of staff skills and competencies; documents, tracks and schedules the ongoing training of assigned staff to ensure that they are able to maintain proficiency with evolving job requirements; ensures the provision of a high performing team.

- Participates in the development and implementation of goals, objectives, policies, and priorities for payroll services and programs; identifies resource needs; recommends and implements policies and procedures, develops standard operating procedures for the payroll department; identifies opportunities for improving service delivery; reviews with appropriate management staff; implements improvements after approval.

- Assists and provides input to the Payroll Manager in the development, administration, and oversight of assigned budget.

- Coordinates assigned services, projects, and activities with other departments and outside agencies; leads cross departmental functional teams to ensure timely and accurate daily time and absence reporting.

- Participates in completion of third party and payroll general ledger account reconciliations, analyzes transactions, identifies errors, makes necessary corrections and presents data in a user-friendly format.

- Ensures third-party remittance and postings to financial records are completed in a timely and accurate manner.

- Performs Time and Labor, and Payroll troubleshooting, and support activities, including resolving configuration-related time exceptions; coordinating resolution of audit discrepancies, supporting supervisors and managers in troubleshooting process issues and resolving time exceptions.

- Assists in performing a variety of system set-up, configuration and maintenance activities including performing audits of the payable time and exceptions; maintain and monitor the time and labor system set-up tables and resolve issues.

- Reviews payroll computations to ensure accuracy and compliance with state and federal tax regulations.

- Assists in assembling materials, analyzing, and preparing PBC’s (“prepared by client”) schedules per auditor request and specifications.

- Creates and provides various queries, necessary for the creation of financial reports on an ad-hoc basis by extracting, compiling, analyzing, and formatting financial data.

- Implementation of new systems or system enhancements, including coordinating with affected departments.

- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of payroll processing and time reporting; stays abreast of federal, state, and local regulations and related to wage and hour laws to ensure the District’s compliance.

- Maintains and audits control logs for check disbursements.
Payroll Administrator – DRAFT

- May act in the role, and assume the responsibilities of the Payroll Manager in his/her absence.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

**Knowledge of:** Current federal, state, and local wage and hour laws and regulations related to the preparation, processing and reporting of payroll and personnel records; principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures; unemployment codes and other applicable tax regulations regarding compensation reporting; principles and practices of payroll processing and accounting; working understanding of HR and Benefits processes and related system tables; the District’s automated time and attendance systems; retirement plans and reporting on a general level; principles and practices of effective supervision including motivation and work planning; databases and spreadsheet programs at an advanced level; and current software for word processing at an intermediate level.

**Ability To:** Successfully trouble-shoot the District’s Time and Labor payroll system processing errors under tight time constraints; assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards; supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff; organize, implement, and direct payroll operations, and activities; work with technical staff and speak in system specific terms, including system table knowledge; learn, interpret, understand, and apply pertinent government accounting and payroll regulations and multiple collective bargaining agreements; lead multi-department cross functional teams; work collaboratively across departments; analyze data, resolve errors and discrepancies, perform mathematical computations rapidly and accurately; interpret data from various accounting systems, meet deadlines on a continual basis; provide coaching, training and work direction; motivate staff in a fast-paced, deadline dependent environment; keep abreast of technological developments, communicate clearly both orally and in writing; and build and maintain positive and collaborative working relationships with those encountered in the course of work using principles of excellent customer service.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field.

**Experience:** Four (4) years of recent and verifiable professional payroll experience or related field and one (1) year experience in a supervisory/lead capacity.

**Special Requirements:** Must be able to work extra hours, outside regular business hours under deadline, or in unusual or emergency situations.

**Physical Requirements:** Must maintain the physical condition necessary to perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment.

Established Date: 09-13-17 Resolution # 17-035
Revision Date:
Assistant Materials Superintendent – DRAFT

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**DEFINITION:** Under general direction, plans, directs, organizes, and supervises the day-to-day operations of the Materials Unit, within the Procurement and Materials Department; assists in planning, directing, organizing, and overseeing the acquisition, storage, and distribution of materials, and equipment for the District. This position is distinguished from the Maintenance Superintendent in that the latter has overall management responsibility of the unit, and has the ultimate decision-making authority related to the direction, and operation of the unit, while this position assists in the determination of the direction but is primarily responsible for its implementation and day-to-day supervision of the unit’s functions, activities, and staff.

**REPRESENTATIVE FUNCTIONS** may include, but are not limited to the following:

- Plans, organizes, administers, coordinates, reviews and evaluates the day-to-day activities of the Materials Unit personnel; supervises work assignments, performance monitoring, and project management activities; ensures customer service excellence through outreach and continual improvement techniques.
- Supervises day to day activities including: material warehousing, shipping, receiving, and inventory storage, and distribution; assists in developing and implementing a comprehensive cost effective parts, and materials inventory and distribution program.
- Selects, trains, motivates, and directs department personnel; evaluates, and reviews work for acceptability, and conformance with department standards; documents, tracks and schedules the ongoing training of assigned staff to ensure that they are able to maintain proficiency with evolving job requirements; conducts performance evaluations; works with employees on performance issues; assists in implementing discipline and termination procedures; responds to staff questions and concerns.
- Assists in the development, and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of, and approves expenditures; directs, and implements budgetary adjustments, as needed.
- Assists in directing a cost effective parts, materials inventory, and distribution program including: developing short, and long term materials, and inventory plans; forecasting needs for consumable items, materials, and equipment; planning, budgeting, and requisitioning the consumable materials required to support recurring, and non-recurring maintenance activities for District vehicles, and facilities.
- Assists in providing for the effective utilization of organizational resources including staffing, budget, equipment, and materials to carry out and deliver the department, and District’s mission, goals, and strategic objectives.
- Assists in the oversight of the Unit recordkeeping systems; ensures the maintenance of accurate records and files and the preparation of reports, correspondence and other written materials.
- Maintains an Inventory Control Materials Information System; troubleshoots identifies, coordinates, and schedules materials management systems' technical, and procedural improvements.
- Implements procedures to ensure inventory integrity, and accuracy; establishes processes, reconciles, and resolves discrepancies between automated system, and physical materials inventory, ensure availability of materials; eliminate outages, and minimize materials' obsolescence; oversees, directs, and participates in the bi-annual Fixed Asset inventory to ensure adherence with federal regulations, District policies, and procedures.
- Implements disposition methods of surplus, obsolete materials, and equipment adhere to federal, state, local, and District policies, and procedures; ensures record keeping of these activities comply with District, and external funding source requirements.
- Prepares a variety of reports, and recommendations for inventory, storage or reorder changes; assists in the preparation and administration of various professional services and materials related contracts and agreements.
Communicates, implements, and monitors adherence to OSHA regulations in support of District safety work rules and policies.

Stays abreast of changing laws, regulations, and procedures pertaining to inventory control, and materials management; communicates business implications, and impact to all key stakeholders including: the Board of Directors, executive management, other District staff, and various public and private entities.

May act in the role, and assume the responsibilities of the Materials Superintendent in his/her absence.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of: The principles and practices of organization, administration, supervision and fiscal management; computerized Materials Management Information Systems; bus parts, and their applications, industrial safety rules as applied to warehousing operations; principles and practices of budget development and management; principles and practices of policy development and management; management techniques including leadership, communication, organizational development, team building and conflict resolution; principles and practices of research, data collection, analysis, and presentation development; techniques for providing a high level of customer service by effectively dealing with District staff, contractors, vendors and the public; principles of mathematics and statistics; current office methods and procedures; applicable federal, state, and local laws, regulatory codes, ordinances and procedures relevant to assigned areas of responsibility.

Ability To: Plan, and manage the District's materials inventory and direct and supervise the store's personnel; interpret and apply laws, District rules, regulations and labor contract positions; make data driven decisions; manage vendors and vendor's contracts; supervise, mentor, assign work and assess individual and group training needs; delegate responsibility and authority; develop and administer departmental goals and objectives; provide motivation and work direction aimed at maximizing enterprise application efficiency and reliability; use discretion and independent judgment; keep abreast of current developments in the field of materials management, and inventory control; develop staff reports for Board members; communicate effectively both orally and in writing; and establish and maintain effective working relations with those encountered in the course of work by demonstrating excellent customer service skills.

Education: Equivalent to graduation from a four (4) year college or university with a degree in Business Administration or related field (additional years of qualifying experience may be substituted for required education on a year for year basis).

Experience: Four (4) years of progressively responsible full-time experience in a transit purchasing or materials control environment, with a knowledge of materials information systems comparable to the size of the District, including two (2) years of supervisory experience.

Physical Requirements: Must maintain the physical condition necessary to (1) perform tasks in an office setting operating a personal computer, keyboards and other peripheral equipment; (2) possess physical mobility in order to transport oneself expeditiously within and between large District facilities.

Special Environmental Requirements: Incumbents predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may work in the warehouse, and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, and hazardous chemical substances and fumes.

Special Requirement: Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District divisions.

Established Date: 09-13-17 Resolution # 17-035
Revision Date:
**Director of Service Development and Planning – DRAFT**

<table>
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**DEFINITION:** Under general supervision; oversees through subordinate management and supervisory staff, all functions and plans, organizes and directs the activities of multiple functional work units within the Service Development and Planning department; coordinates the activities of the department with those of other District department/divisions and outside agencies; accomplishes departmental planning, operational goals, and strategic objectives; further the District’s goals and objectives within general policy; provides oversight and strategic direction for the entire department; and supervises assigned staff including subordinate Managers. This classification has been established to serve at the discretion of the General Manager until such time as the District opts to select an executive level District officer in charge of the Service Development department.

**REPORTS TO:** The General Manager, or designee

**REPRESENTATIVE FUNCTIONS** may include, but are not limited to:

- Directs, and assumes full management responsibility for all Service Development and Planning Department programs, services, and activities related to the District’s accessible service provisions, schedule implementation, short and long range transit planning, and service planning, through subordinate management and supervision.
- Develops, directs, and coordinates the overall work plan of the department; contributes to the department’s service quality through the development and implementation of policies and procedures to meet legal requirements, District needs, and strategic objectives; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Selects, trains, motivates, and directs department personnel; evaluates, and reviews work for acceptability, and conformance with department standards; conducts performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Provides for the effective utilization of organizational resources including staffing, budget, equipment, and materials to carry out and deliver the department, and District’s mission, goals, and strategic objectives.
- Manages, develops, and administers the department’s annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of, and approves expenditures; directs and implements adjustments, as needed.
- Directs the data collection, and analyses on a variety of studies, surveys, needs assessments, and cost benefits analyses to improve service performance; leads the development of long, and short term transit, capital, and operating plans; assesses resource needs, environmental impact, and financial requirements; draws conclusions and formulates recommendations based upon findings; conducts analyses of alternatives; ensures adherence to transit regulatory policies and requirements, and that recommended actions, and plans meet departmental, and District goals and objectives.
- Directs, and oversees the production, and preparation of a variety of complex presentations, summaries, statistical reports, proposals, and other written materials; makes oral presentations of recommendations, and findings to a variety of large, and small, diverse audiences including: the District’s Board of Directors, executive management, various legislative bodies, community groups, private employers, and public agencies.
- Directs and provides leadership for varied, complex projects across departmental units; directs, and oversees all departmental project management activities including; monitoring and tracking project schedules/calendar; overseeing, and reporting on project milestones; overseeing the records management, and maintenance of all project related databases, records and files.
Director of Service Development and Planning— DRAFT

- Represents the department to other District departments/divisions; acts as District liaison with various entities including: elected officials, outside agencies, union officials, and public and private groups; explains and interprets departmental, and District programs, policies, activities, and initiatives to all key stakeholders; negotiates and resolves significant, and controversial issues; employs strategic influence to gain consensus, and support for District initiatives, and engage key stakeholders to achieve shared positive outcomes.

- Stays abreast of changing laws, regulations and procedures pertaining to transit policy and regulatory compliance requirements; communicates business implications, and impact to all key stakeholders including: the Board of Directors, executive management, other District staff, and various public and private entities.

- Develops, analyzes, and approves data, and GIS analysis including assessments for compliance with environmental, and civil rights policies.

- Performs related duties as required.

- Directs the activities of multiple functional units within the District’s Service Development department; and develops the departments overall work plan and coordinates all projects and tasks across functional units.

- Provides technical direction and supervision to subordinate staff, which may include Transportation Planning Managers, Senior Transportation Planners, Transportation Planners, clerical support staff, and Interns.

- Directs the analysis and preparation of reports and recommendations for short and long range transit service needs; and maintains adherence to transit regulatory policies and requirements, as well as resource needs, environmental impacts, and financial requirements.

- Consults and collaborates with staff in other District departments to develop the District’s strategic vision and coordinate activities; and with union representatives, other transit and governmental agencies, community groups, and the public on a wide range of transit and service development issues.

- Manages long and short range planning projects and studies, including surveys, data collection, and data analysis. Maintains the project calendar, project status, databases, records and files; and prepares reports and correspondence.

- Acts as the District’s spokesperson and liaison with external agencies and the public; makes presentations, and oversees the preparation of information responsive to their needs.

- Conducts needs assessments, cost benefits and other analyses in the preparation of long and short term capital and operating plans.

- Secures project funding through research and the development of grants and coordination with federal, regional, and local agencies.

- Develops and administers department and project budgets for approval by the General Manager, and controls and monitors expenditures.

- Writes and presents reports, presentations, and GM Memos to the Board of Directors.

- Develops, analyzes, and approves technical materials for public use at the request of District departments.

Page 2 of 3
MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of multi-modal transportation planning and transit operations; policy development and implementation, including a working knowledge of applicable federal and state laws and regulations governing transit operations, and environmental impact (i.e. NEPA, CEQA); administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation and supervision of staff through subordinate managers/ supervisors; principles and practices of budget preparation, administration and monitoring; principles and practices of grant funding, including proposal and program development and financial and program record keeping; project management, analytical processes and report preparation, and presentation techniques; methods of effective research, analysis, report writing and presentation; techniques for making effective public presentations; techniques for engaging effectively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds; methods of statistical and data analysis; current software for statistical analysis, word processing, spreadsheets and presentation at the advanced level.

Ability To: Organize, direct, and implement a comprehensive assigned transportation service development program; analyze complex data and problems, identify alternative solutions, and the potential consequences of proposed actions; provide for the hiring, professional development, supervision, work review and evaluation of staff through subordinate supervision; develop goals, objectives, complex budgets, policies, procedures and work standards; develop and implement recommendations in support of department and project goals; interpret and apply District and Board policies and procedures, as well as relevant state and federal regulations and laws affecting transportation service development and planning programs; interpret, apply and explain complex laws, codes, regulations, policies and procedures; represent the District at meetings with external agencies and the public, prepare and administer budgets; prepare and present technical reports; organize, supervise, train, and evaluate the work of assigned District staff and external consultants; negotiate, and gain cooperation through discussion and persuasion; implement a participatory management program throughout the assigned Services Development and Planning functions and motivate staff by inclusion; communicate clearly and concisely, both orally and in writing; work with various cultural and ethnic groups in a tactful and effective manner; use initiative, discretion and sound independent judgment within general policy guidelines; work effectively under pressure and meet critical deadlines; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in transportation planning, business or public administration, urban studies, economics, traffic engineering, or a related field.

Experience: Equivalent to at least six (6) years eight (8) years of recent, verifiable and increasingly responsible professional level experience in service development, transportation planning, and management, including a minimum of three (3) years of supervisory/management experience, or project lead responsibility that involved the supervision of subordinate employees or consultants.

Special Requirement: Must be able to work outside regular business hours as required by the demands of business, to meet deadlines, and to attend external meetings and events.

Note: Additional education or experience above the minimum will be considered as a substitute for the other minimum qualification on a year-for-year basis.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to direct or conduct field studies, and attend external meetings and events.
Alameda Contra Costa Transit District
Classification Specification

Materials Superintendent - DRAFT

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**DEFINITION:** Under general direction, maintains primary responsibility, and authority for all functions, activities, and staff in the Materials unit within the Procurement and Materials department; performs diverse, specialized, and complex work involving significant accountability, and decision-making responsibility; through subordinate levels of supervision, plans, directs, organizes, and oversees the acquisition, storage, and distribution of materials, and equipment for the District; develops short, and long term planning, and policies; coordinates work of the unit with that of other District departments; acts as the District’s Subject Matter Expert on materials management, and inventory control topics. This position is distinguished from the Assistant Materials Superintendent in that the Materials Superintendent has the ultimate decision-making authority related to the direction, and operation of the unit, while the Assistant Materials Superintendent assists in the determination of the direction but is primarily responsible for its implementation and day-to-day supervision of the unit’s functions, activities, and staff.

**REPRESENTATIVE FUNCTIONS** - may include, but are not limited to the following:

- Develops, directs, and coordinates the overall work plan of a complex 24 hour operation, to facilitate the acquisition, storage, and distribution of materials, and equipment for District personnel; contributes to the department’s service quality through the development, and implementation of policies, and procedures to meet legal requirements, District needs, and strategic objectives; continuously monitors, and evaluates the efficiency, and effectiveness of service delivery methods, and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement.

- Selects, trains, motivates, and directs department personnel; directly, and through subordinate levels of supervision, evaluates, and reviews work for acceptability, and conformance with department standards; documents, tracks, and schedules the ongoing training of assigned staff to ensure that they are able to maintain proficiency with evolving job requirements; conducts performance evaluations; works with employees on performance issues; implements discipline including issuance of adverse letters, participation in grievance hearings, and termination procedures; responds to staff questions and concerns.

- Manages the acquisition and distribution of parts and supplies for the District.

- Manages, develops, and administers the department’s annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of, and approves expenditures; directs, and implements budgetary adjustments, as needed.

- Directs a cost effective parts, materials inventory, and distribution program including; developing short, and long term materials, and inventory plans; forecasting needs for consumable items, materials, and equipment; planning, budgeting, and requisitioning the consumable materials required to support recurring, and non-recurring maintenance activities for District vehicles, and facilities.

- Oversees, and directs a variety of material usage studies, identifies usage patterns, trends, seasonal requirements, adjusts inventory levels to reflect need, and adhere to projected materials’ budget; advises management of trends; recommends changes in established inventory levels, when indicated.

- Oversees and directs the research of products, and materials to ensure the highest quality, and lowest cost.

- Acts as liaison between internal and external customers, vendors, and governmental agencies; develops and monitors contracts, and agreements with vendors supplying materials, services, and commodities.

- Develops, monitors, and manages an Inventory Control Materials Information System; troubleshoots identifies, coordinates, and schedules materials management systems’ technical, and procedural improvements.

- Handles personnel matters including employee work schedules, staff training, and internal operations of the District’s Parts storerooms.

- Develops and implements procedures to ensure inventory integrity, and accuracy.
oversees, directs, and organizes periodic, and annual physical inventories; establishes processes, reconciles, and resolves discrepancies between automated system, and physical materials inventory, ensures availability of materials; eliminates outages, and minimizes materials’ obsolescence. Conducts and reconciles annual physical parts inventory and oversees, directs, and participates in the bi-annual Fixed Asset inventory to ensure in accordance with Federal regulations, District policies, and procedures.

- Oversees, and ensures disposition methods of surplus, obsolete materials, and equipment adhere to federal, state, local, and District policies, and procedures; ensures record keeping of these activities comply with District, and external funding source requirements.

- Oversees, and monitors the Unit’s recordkeeping systems; ensures the maintenance of accurate records and files and the preparation of reports, correspondence and other written materials.

- Directs and oversees, preparation of a variety of periodic, and special reports of unit activities, and recommendations for inventory, storage or reorder changes.

- Monitors staff compliance with the District’s policies, procedures, and Collective Bargaining Agreements, as well as local, state, and federal rules and regulations. Communicates, implements, and monitors adherence to OSHA regulations in support of District safety work rules and policies.

- Stays abreast of changing laws, regulations, and procedures pertaining to inventory control, and materials management; communicates business implications, and impact to all key stakeholders including: the Board of Directors, executive management, other District staff, and various public and private entities.

- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of: The principles and practices of organization, administration, supervision and fiscal management; computerized Materials Management Information Systems; bus parts, and their applications, industrial safety rules as applied to warehousing operations; principles and practices of budget development and management; principles and practices of policy development and management; management techniques including leadership, communication, organizational development, team building and conflict resolution; principles and practices of research, data collection, analysis, and presentation development; techniques for providing a high level of customer service by effectively dealing with District staff, contractors, vendors and the public; principles of mathematics and statistics; current office methods and procedures; applicable federal, state, and local laws, regulatory codes, ordinances and procedures relevant to assigned areas of responsibility.

Ability To: Plan, and manage the District’s materials inventory and direct and supervise the store’s personnel; interpret and apply laws, District rules, regulations and labor contract positions; make data driven decisions; manage vendors and vendor’s contracts; supervise, mentor, assign work and assess individual and group training needs; delegate responsibility and authority; develop and administer departmental goals and objectives; provide motivation and work direction aimed at maximizing enterprise application efficiency and reliability; use discretion and independent judgment; keep abreast of current developments in the field of materials management, and inventory control; develop staff reports for Board members; communicate effectively both orally and in writing; and establish and maintain effective working relations with those encountered in the course of work by demonstrating excellent customer service skills.

Education: Equivalent to graduation from a four- (4) year college or university with a degree in Business Administration or related field (additional years of qualifying experience may be substituted for required education on a year for year basis).

Experience: Six (6) years of progressively responsible full-time experience in a transit purchasing or materials control environment, with a knowledge of materials information systems comparable to the size of the District, including three (3) years of supervisory experience.
Materials Superintendent - DRAFT

**Physical Requirements:** Must maintain the physical condition necessary to (1) perform tasks in an office setting operating a personal computer, keyboards and other peripheral equipment; (2) possess physical mobility in order to transport oneself expeditiously within and between large District facilities.

**Special Environmental Requirements:** Incumbents predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may work in the warehouse, and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, and hazardous chemical substances and fumes.

**Special Requirement:** Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District divisions.

Established Date: Prior to 1990  
Revision Date: 08-10-16 Resolution #16-003, 08-01-17 Resolution #17-035
**DESCRIPTION:** Under general direction, maintains primary responsibility for all functions, activities, and staff of the Payroll unit within the Finance department; plans, directs, organizes, and oversees the professional and technical staff and operations of the payroll unit, including long term planning and policy development; coordinates work of the unit with that of other District departments; acts as a subject matter expert on payroll operations systems; and reviews and approves payroll reports. This position is distinguished from the Payroll Administrator in that the Payroll Manager has the ultimate decision-making authority related to the direction, operation, and staffing of the unit, while the Payroll Administrator assists in the determination of the direction but is primarily responsible for its implementation and day-to-day supervision of the unit’s functions, activities, and staff.

**REPRESENTATIVE FUNCTIONS** may include but are not limited to:

- Maintains responsibility for the integrity and proper functioning of all payroll related functions and IT systems, including weekly and semi-monthly payroll production, system upgrades, and conversions; ensures accurate and appropriate integration of other systems with the payroll system.
- Develops, plans, implements, goals and objectives for the Payroll unit; prepares and administers internal policies and procedures related to programmatic activities; interprets and explains payroll rules, laws, and regulations to District staff.
- Manages, plans, and oversees the development and administration of the Payroll unit; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work product, methods, and procedures; prepares reports on assigned programs, projects, and activities.
- Manages, develops, and administers the budget for the Payroll unit; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures, directs and implements adjustments, as needed.
- Provides scheduling, assignments, work direction, monitoring, and training to all clerical and professional staff of the Payroll unit. Analyzes, interprets, and appropriately applies federal and state laws regarding payroll reporting and record keeping; and monitors activities required for the timely filing of federal and state quarterly and annual reports and tax deposits to ensure compliance.
- Collaborates with Information Systems Department technical support personnel, and serves as the departmental subject matter expert regarding end-user requirements of the automated payroll system; oversees acceptance testing projects for payroll system upgrades, modifications, and troubleshooting matters; works with the Information Services Department to develop and implement system changes and improve payroll functions; maintains and updates system reference tables and rules as needed.
- Performs a variety of system set-up, configuration and maintenance activities including performing audits of the payable time and exceptions; maintain and monitor the time and labor system set-up tables and resolve issues.
- Reviews payroll computations to ensure accuracy, and compliance with state and federal tax regulations.
- Analyzes District payroll functions and processes; and develops new policies and procedures in collaboration with the Controller and/or CFO to increase unit efficiency and attain cost savings.
- Monitors the collection and disbursement of involuntary deductions (levies), as well as unemployment reporting, and union benefits.
- Communicates and collaborates with staff of other Finance department units, as well as other District departments including Human Resources and Information Services.
- In collaboration with the Labor and Employee Relations and Human Resources units, interprets and appropriately applies applicable provisions of all Collective Bargaining Agreements; maintains communications...
Payroll Manager- DRAFT

with union officials; provides written and oral explanations to management, union officials, and employees; accurately translates contract driven requirements, as needed.

- Reports unusual occurrences or problem transactions to the Controller and/or CFO, and other District departments as required.
- Manages and is responsible for fulfilling requests from internal and external auditors, and provides data, documentation, and information in a timely manner.
- Serves as project manager for large payroll projects involving major upgrades to an existing or new system or systems; coordinates the work of a multi-disciplinary staff which may cross more than one department, technical, and/or functional area; develops training plans for all users at implementation; manages eventual deployment of the new system development and implementation of a new system or systems.
- Manages and is responsible for fulfilling requests from internal and external auditors, and provides data, documentation, and information in a timely manner.
- Serves as project manager for large payroll projects involving major upgrades to an existing or new system or systems; coordinates the work of a multi-disciplinary staff which may cross more than one department, technical, and/or functional area; develops training plans for all users at implementation; manages eventual deployment of the new system development and implementation of a new system or systems.
- Writes monthly reports and prepares related documentation regarding unit activities.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of payroll processing and time reporting; stays abreast of federal, state, and local regulations and related to wage and hour laws to ensure the District's compliance.
- Monitors changes in federal, state, and local regulations, analyzes impact, and recommends and implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Federal, state, and local wage and hour laws and regulations related to the preparation, processing and reporting of payroll and personnel records; unemployment codes and other applicable tax regulations regarding compensation reporting; principles and practices of payroll processing and accounting; the District’s automated time and attendance systems; retirement plans and reporting on a general level; current state-of-the-art payroll software systems, databases, and spreadsheet programs at an advanced level; current software for word processing at the intermediate level; and modern office practices and procedures.

Ability To: Quickly learn and proficiently use the District’s automated time and attendance systems; learn, interpret, understand, and apply pertinent government accounting and payroll regulations and multiple collective bargaining agreements; and quickly learn and apply new and revised regulations as they occur; independently analyze data, and resolve errors and discrepancies; perform mathematical computations rapidly and accurately; interpret data from various accounting systems; meet deadlines on a continual basis; provide training and work direction, and motivate staff in a fast-moving deadline dependent environment; keeps abreast of all technological developments in the payroll field; act as de facto project manager of on-going or implementation projects involving payroll; communicate clearly both orally and in writing; and build and maintain positive and collaborative working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field.

Experience: Six (6) years of recent and verifiable professional payroll-level experience in one or experience in a related field more of the following fields: payroll, accounting, finance, or budgeting that included a minimum of three (3) years in a supervisory and administrative capacity in an agency or company with at least 1,000 employees. Status as a Certified Payroll Professional (CPP), or Fundamental Payroll Certification (FPC) is preferred.
Payroll Manager - DRAFT

**Special Requirement:** Must be able to work extra hours, outside regular business hours under deadline, or in unusual or emergency situations.

**Physical Requirements:** Must maintain the physical condition necessary to perform tasks in an office setting, operating a personal computer, keyboards, and other peripheral equipment.

Established Date: 01-11 Resolution #11-001
Revision Date: 08-01-17 08-13-17 Resolution #17-035

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This Class Specification is intended to present a descriptive list of the range of representative functions performed by an incumbent in this class, but is not intended to reflect all duties performed within the job.
DEFINITION: Under general direction, oversees, through subordinate staff, all functions and activities of the Project Controls and Systems Analysis department; coordinates the activities of the department with those of other District departments/divisions, and outside entities; accomplishes departmental planning, operational goals, and strategic objectives; furthers the District's goals, and objectives within general policy guidelines. Under administrative direction, develops, recommends, implements, and tracks process improvements and project and quality controls to increase administrative and operational efficiencies, and maximize the expenditure of District funding and the timely and efficient completion of capital projects.

REPORTS TO: The Chief Performance Officer, or designee.

REPRESENTATIVE FUNCTIONS — may include, but are not limited to:

- Directs, and assumes full management responsibility for all Project Controls and Systems Analysis Department programs, services, and activities; oversees all activities related to the District's capital project process control improvements, quality assurance, and systems integration; develops and recommends business solutions and process improvements to ensure that the projects are accomplished within prescribed time frame and funding parameters.

- Develops, directs, and coordinates the overall work plan of the department; contributes to the department's service quality through the development and implementation of policies and procedures to meet legal requirements, District needs, and strategic objectives; continuously monitors and evaluates the efficiency, and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Selects, trains, motivates, and directs department personnel; evaluates, and reviews work for acceptability, and conformance with department standards; conducts performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Manages, develops, and administers the department's annual budget and provides for the effective utilization of organizational resources; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of, and approves expenditures; directs and implements adjustments, as needed.

- Collaborates with Executive Director and portfolio stakeholders in establishing, reviewing, planning, and prioritizing the District's capital project portfolio; develops work breakdown structure (WBS) for use on all capital projects; develops and monitors the Integrated Master Schedule; ensures capital project schedules remain in alignment with the internal project controls process and procedures.

- Implements and ensures adherence with Earned Value Management methods for integrating oversight of the scope, schedule, cost of projects, and measurement of project progress and performance; identifies areas of concern, recommends and implements corrective actions, contingencies, and risk response throughout the project lifecycle; coordinates modifications to project scope, schedule, and/or budget to ensure adherence to timeframe and funding parameters; directs and oversees that project close-outs conform with District policies and guidelines.

- Oversees the records management, and maintenance of all project related databases, records and files; directs and ensures adherence with Earned Value Management (EVM) best practices related to records management and retention are adhered to.
Director of Project Controls & Systems Analysis – DRAFT

- DIRECTS, and oversees the production, and preparation of a variety of complex presentations, summaries, statistical reports, proposals, and other written materials; develops and implements data acquisition methods to ensure the standardization and uniformity of reporting; makes oral presentations of recommendations, and findings to a variety of large, and small, diverse audiences including the District’s Board of Directors, executive management, various legislative bodies, community groups, private employers, and public agencies.

- Collaborates with other departments on varied, complex projects and plans including participating in the development and implementation of the District’s Facilities Maintenance Plan, Fleet Maintenance Plan, Capital Improvement Projects/Programs, and the Asset Management Program (for non-vehicle assets).

- Develops and recommends business solutions and process improvements to increase administrative and operational efficiencies.

- Directs and oversees staff responsible for systems integration; reviews, planning and implementation of system monitoring maintenance and support of all networked software and operating systems; provides guidance for preparing reports and required documentation to evidence the completion of integrated testing of project components and systems; directs and oversees training of staff in new systems; oversees and directs the permitting, licensing and completion of pre-revenue systems testing activities.

- Develops, implements, and monitors quality assurance and control (QA/QC) plans, policies, and procedures in accordance with contract and regulatory requirements, and appropriate laws and building codes.

- Directs and oversees the District’s Quality Assurance and Quality Control (QA/QC) Programs for all District capital projects and provides to consultants and contractors a clear definition of all facets of the QA/QC program requirements for project design and construction; ensures compliance with contract, regulatory requirements, appropriate laws, and building codes.

- Develops, implements, and monitors quality assurance and control (QA/QC) plans, policies, and procedures in accordance with contract and regulatory requirements, and appropriate laws and building codes; reviews and analyzes design and construction documents at milestone stages of development for compliance with District criteria and standards, as well as applicable building codes and industry standards.

- Conducts audits of consultants’ and contractors’ QA/QC programs for all capital projects; conducts periodic construction phase audits to ensure compliance with applicable contract terms and conditions, change order documentation and other related aspects of the work for each capital project.

- Monitors and audits fabrication, installation, construction, testing and start-up activities to verify adherence to design, contract and procurement requirements for all capital projects.

- Stays abreast of changing laws, regulations, procedures, innovations and emerging technologies pertaining to project management, systems analysis and quality assurance and controls; communicates business implications, and impact to all key stakeholders including: the Board of Directors, executive management, other District staff, and various public and private entities.

- Participates in the development and implementation of District-wide goals, objectives, policies and procedures and plans, as well as department policies and procedures.

- Develops, implements, and monitors the cost management system to control capital and operating costs.

- Develops, implements, and monitors quality assurance plans, policies, and procedures in accordance with contract and regulatory requirements, and appropriate laws and building codes.

This Class Specification is intended to present a descriptive list of the range of representative functions performed by an incumbent in this class, but is not intended to reflect all duties performed within the job.
Director of Project Controls & Systems Analysis – DRAFT

- Develops, implements, and monitors the schedule and document control system, and an integrated management system with a District-wide coordinated work-breakdown structure (WBS).

- Establishes and monitors documentation control procedures in accordance with the WBS.

- Ensures the development and monitoring of capital project budgets and schedules.

- Responsible for conducting design reviews to ensure that all comments are reviewed, and monitors the proper dispensation (approved or denied) of all comments.

- Ensures that data is compatible with Finance Department through shared databases.

- Establishes controlled copy documents, and retains documents with all revisions.

- Ensures that proper project control systems are in place for all contractors.

- Develops and implements data acquisition methods to ensure the standardization and uniformity of reporting.

- Maintains responsibility for the tracking of key performance indicators in order to develop and present written and oral reports and analysis on the status of a wide variety of projects.

- Confers with other District management regarding issues within the assigned scope of responsibility, and ensures that governmental and District policy regulations are followed.

- Responsible for the selection, supervision, training, motivation, evaluation and discipline of staff and ensures the development of technical skills and competencies of professional staff, in coordination with Human Resources and the Office of the General Counsel.

- Confers with other District management regarding issues within the assigned scope of responsibility, and ensures that governmental regulations and District policies and procedures are followed.

- Performs related duties as required.

MINIMUM QUALIFICATIONS:

This Class Specification is intended to present a descriptive list of the range of representative functions performed by an incumbent in this class, but is not intended to reflect all duties performed within the job.
Director of Project Controls & Systems Analysis – DRAFT

Knowledge Of: Principles, methods, and practices of project control and systems analysis; principles and practices of quality assurance and quality control methods; principles and practices of policy development and implementation; administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation and supervision of staff through subordinate managers/supervisors; principles and practices of budget preparation, administration and monitoring; applicable governmental regulations, laws, and legislation; budget preparation and adherence; principles and practices of management and administration, as well as supervision, leadership, motivation, and team building; principles and practices of project management, EVM methodology, analytical processes, report preparation, and presentation techniques; techniques for making effective public presentations; techniques for dealing effectively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds; methods of statistical and data analysis; current office software for project management and control, statistical analysis, word processing, spreadsheets and presentation at the advanced level, and current office software for project management and control, word processing, spreadsheets, databases, and presentation at the advanced level of proficiency.

Ability To: Effectively direct assigned programs; develop and monitor department goals for assigned programs and the department; provide for the hiring, professional development, supervision, work review and evaluation of staff supervise assigned staff; swiftly and accurately analyze projects in order to develop project and quality controls and procedures; coordinate with other departments; develop goals, objectives, complex budgets, policies, procedures and work standards; develop and implement recommendations in support of department and project goals; interpret and apply District and Board policies and procedures, as well as relevant state and federal regulations and laws affecting areas of assignment; communicate articulately and extemporaneously both verbally and in writing in order to communicate ideas and concepts accurately, concisely, and in a compelling manner; develops; respond rapidly and strategically to the Board of Directors and Executive management under time pressure, and in unanticipated events and emergencies; quickly learn and proficiently use current and newly developed software and databases as required by the demands of the job; work with various cultural and ethnic groups in a tactful and effective manner; use initiative, discretion and sound independent judgment within general policy guidelines; work effectively under pressure and meet critical deadlines; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor's degree from an accredited college or university in Public Administration, Public Affairs, Business Administration, Finance, Accounting, Transportation or Urban Planning, or a directly related field.

Experience: Eight (88) years of recent, and verifiable, and increasingly responsible senior management level experience in a project management, and/or project controls and/or systems analysis capacity; including a minimum of three (3) years of supervisory/management experience

Special Requirements: Must be able to work outside regular business hours as required by the demands of business, to meet deadlines, and to attend external meetings and events.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to direct or conduct field studies, and attend external meetings and events.

Established Date: 02-13-13 Resolution #13-010
Revision Date: 09-13-17 Resolution #17-035
HRID: 12-01-01|Class Comp|Class Specs|DirServiceDvmt-Planning 4-10 CS.doc
This Class Specification is intended to present a descriptive list of the range of representative functions performed by an incumbent in this class, but is not intended to reflect all duties performed within the job.