

SUMMARY OF NEW AND REVISED CLASSIFICATION SPECIFICATIONS 2020

Staff Report 21-112
Att. 1.

Classification Title	Board Meeting Date	Resolution Number	New or Revised Classification	Position Reports To	Reason	Year
Drug and Alcohol Compliance Representative	01/22/2020	20-002	New	Program Manager	The new Drug & Alcohol Compliance Representative has been drafted to provide a classification within the newly formed Compliance Unit to coordinate the random drug and alcohol testing of the District's safety sensitive personnel.	2020
Operations Control Center Manager	02/12/2020	20-013	New	Assistant Director of Transportation	The new Operations Control Center Manager classification has been developed with the primary purpose of providing oversight for the District's Operations Control Center and the Sales Force Transit Center.	2020
Assistant Payroll Specialist	02/12/2020	20-013	Revised	Payroll Manager	The recommended revisions to the Assistant Payroll Specialist, Payroll Specialist, and the Senior Payroll Specialist include updating the duties and minimum qualifications to ensure that employees are able to qualify for these positions, there are no barriers for career advancement for internal candidates, and a clear career path exists.	2020
Payroll Specialist	02/12/2020	20-013	Revised	Payroll Manager	The recommended revisions to the Assistant Payroll Specialist, Payroll Specialist, and the Senior Payroll Specialist include updating the duties and minimum qualifications to ensure that employees are able to qualify for these positions, there are no barriers for career advancement for internal candidates, and a clear career path exists.	2020
Senior Payroll Specialist	02/12/2020	20-013	Revised	Payroll Manager	The recommended revisions to the Assistant Payroll Specialist, Payroll Specialist, and the Senior Payroll Specialist include updating the duties and minimum qualifications to ensure that employees are able to qualify for these positions, there are no barriers for career advancement for internal candidates, and a clear career path exists.	2020
Payroll Administrator	01/22/2020	20-002	Revised	Program Manager	The recommended revisions to Payroll Administrator include updating minimum qualifications to ensure that employees are able to qualify for this position and that there are no barriers for career advancement for internal candidates.	2020
Assistant Program Specialist	06/20/2020	20-026	Revised	Program Manager	The Program Specialist Series is being revised with minor changes to ensure internal candidates are able to qualify for the different levels and the career path is clear. The Program Specialist Series is a broad, flexible classification series that may be utilized in multiple departments.	2020
Program Specialist	06/20/2020	20-026	Revised	Program Manager	The Program Specialist Series is being revised with minor changes to ensure internal candidates are able to qualify for the different levels and the career path is clear. The Program Specialist Series is a broad, flexible classification series that may be utilized in multiple departments.	2020
Senior Program Specialist	06/20/2020	20-026	Revised	Program Manager	The Program Specialist Series is being revised with minor changes to ensure internal candidates are able to qualify for the different levels and the career path is clear. The Program Specialist Series is a broad, flexible classification series that may be utilized in multiple departments.	2020
Program Administrator	06/20/2020	20-026	Revised	Program Manager	The Program Specialist Series is being revised with minor changes to ensure internal candidates are able to qualify for the different levels and the career path is clear. The Program Specialist Series is a broad, flexible classification series that may be utilized in multiple departments.	2020

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Program Manager	06/20/2020	20-026	Revised	Director/Varies depending upon assignment	The Program Specialist Series is being revised with minor changes to ensure internal candidates are able to qualify for the different levels and the career path is clear. The Program Specialist Series is a broad, flexible classification series that may be utilized in multiple departments.	2020
Chief Financial Officer	06/20/2020	20-026	Revised	General Manager/Board of Directors	The revised classification of CFO is being updated to ensure updated duties and consistency with the new Deputy CFO classification.	2020
Deputy Chief Financial Officer	06/20/2020	20-026	New	Chief Financial Officer	The new classification of Deputy CFO has been created to provide assistance to the CFO with strategic direction and to provide a career path and succession planning for the CFO level.	2020
EEO Program Administrator	06/24/2020	20-246	Revised	Director Civil Rights & Compliance	This revised classification was originally created and approved by the Board of Directors in 2013, and previously reported directly to the General Manager. Since that time, a newly creating Civil Rights & Compliance Department was created, with EEO Program Administrator being placed in this new department. The revisions include updated duties, knowledge and abilities and minimum qualifications. These revisions reflect the work that is to be performed by this classification within the Civil Rights and Compliance Department.	2020