

Classification Specifications Summary Report 2024

Former Classification Title (if applicable)	New or Revised Classification Title	Board of Directors or GM/CEO Approval	Board Meeting or GM/CEO Approval Date	Staff Report	Resolution Number	Union Affiliation	New or Revised Classification	Fiscal Impact	Reason
Attorney I	Attorney I	GM/CEO	10/17/2024	N/A	#2045	Unrepresented	Revised	None	The Attorney classification series combines specialization with general practice, focusing on specific legal areas while addressing a broad range of matters, including contracts, labor and employment, regulatory compliance, litigation, real estate, and risk management, to ensure legal compliance and protect the District's interests. These are unrepresented at-will classifications.
Attorney II	Attorney II	GM/CEO	10/17/2024	N/A	#2045	Unrepresented	Revised	None	Please refer to Attorney I
Attorney III	Attorney III	GM/CEO	10/17/2024	N/A	#2045	Unrepresented	Revised	None	Please refer to Attorney I
Senior Attorney	Senior Attorney	GM/CEO	10/17/2024	N/A	#2045	Unrepresented	Revised	None	Please refer to Attorney I
Assistant Buyer	Assistant Buyer	GM/CEO	2/16/2024	N/A	#2045	AFSCME	Revised	None	The Buyer Series has been reviewed and revised to ensure a logical progression in minimum qualifications and to eliminate barriers to career advancement within the series, especially following the introduction of the new Purchasing Supervisor level approved by the Board on January 10, 2024. The Assistant Buyer, Buyer, and Senior Buyer classifications have been slightly revised, with the last modification occurring in December 2019.
Buyer	Buyer	GM/CEO	2/16/2024	N/A	#2045	AFSCME	Revised	None	Please refer to Assistant Buyer
Senior Buyer	Senior Buyer	GM/CEO	2/16/2024	N/A	#2045	AFSCME	Revised	None	Please refer to Assistant Buyer
Purchasing Manager	Purchasing Manager	GM/CEO	2/16/2024	N/A	#2045	AFSCME	Revised	None	The Procurement and Materials Department has reviewed the Buyer series to eliminate career advancement barriers and enhance talent retention. Revisions to the Purchasing Manager classification ensure consistency with other District manager-level specifications, reflecting current duties and minimum qualifications.
Innovation and Technology (IT) Service Analyst II	Innovation and Technology (IT) Service Analyst II	GM/CEO	2/16/2024	N/A	#2045	AFSCME	Revised	None	The IT department implemented structural changes to the IT Service Analyst series to better align with business needs and enhance employee development and retention: Retitling: Renamed "IT Service Analyst" to "IT Service Analyst II" to indicate a higher level of expertise compared to the entry-level role (IT Service Analyst I). Flexible Staffing: Introduce flexible staffing for IT Service Analyst I/II, offering internal promotion opportunities based on experience and skills. These changes seek to improve career progression and meet evolving organizational requirements. Assigned to AFSCME Salary Grade 5.
Assistant Graphic Designer	Graphic Designer	GM/CEO	12/16/2024	N/A	#2045	AFSCME	Revised	None	The Assistant Graphic Designer classification, last revised in August 2016, has been updated as follows: Retitling: Renamed from "Assistant Graphic Designer" to "Graphic Designer" to eliminate confusion and reflect the role's responsibilities. Definition Update: Clarified to better align with current duties. Duty Statement Revisions: Adjusted to accurately represent the level of responsibility and creativity involved. Knowledge and Abilities: Revised to reflect current software and standards. Minimum Qualifications (MQs): Updated to include substitution language for education and experience, providing greater flexibility and expanding the candidate pool.

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Management Analyst	Management Analyst	GM/CEO	9/16/2024	N/A	#2045	Unrepresented	Revised	None	The Management Analyst and Senior Management Analyst classifications were last revised in February 2013 and March 2017, respectively. Definition: Clarified each classification's level within the series to better distinguish between them. Duty Statements: Added responsibilities related to gathering and analyzing confidential information for labor negotiations and employee relations. Minimum Qualifications (MQs): Revised to include substitution language for education and experience, allowing greater flexibility and a broader candidate pool.
Senior Management Analyst	Senior Management Analyst	GM/CEO	9/16/2024	N/A	#2045	Unrepresented	Revised	None	The Senior Management Analyst classification has been updated to reflect its lead-level status, distinguishing it from full supervisory roles. Definition: Updated to emphasize that the position is lead-level, focusing on guiding team workflows and decision-making without formal supervisory authority. Defined as providing high-level confidential support to assigned executives, directors, or managers including labor support and negotiations. Expanded Duties: Added responsibilities such as change management, and management data analysis.
Assistant District Secretary	Assistant District Secretary	BOD	4/24/2024	24-256	24-017	Unrepresented	Revised	\$16,600	The Assistant District Secretary classification was last revised in May 2019 and there are no changes to the content of the classification specification, with the exception of recommending an increase in salary grade from Unrepresented Salary Grade 8 to Unrepresented Salary Grade 10. HR staff conducted a market survey that revealed that the salary for the Assistant District Secretary fell below market rates at the middle and maximum of the salary range.
Database Administrator	Data Engineer	BOD	12/11/2024	24-533	24-041	AFSCME	Revised	None	The Data Engineer classification, formerly Database Administrator, was last revised in 1999. The updates align the minimum qualifications and required skills with business needs and industry standards. The title change reflects modern terminology and better matches the role's responsibilities and updated duties. This role is not part of a classification series but can be qualified through other District roles. Assigned to AFSCME Salary Grade 10.
Director of Safety and Security	Chief Safety and Security Officer	BOD	11/13/2024	24-554	24-037	Unrepresented	Revised	\$2,400	In February 2024, the District's Safety and Security Department underwent an APTA Peer Review, which included a recommendation to change the title of "Director of Safety & Security" to "Chief Safety and Security Officer" to align with the FTA's PTASP final rule and industry standards. Additionally, staff proposes updates to duty statements, adding oversight responsibilities for the PTASP, Safety Management Systems (SMS), and enhanced compliance duties. The required experience has also been increased from eight to ten years to align with comparable District classifications and industry peers.

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Help Desk Coordinator	IT Service Analyst I	BOD	12/11/2024	24-533	24-041	AFSCME	Revised	None	The Innovation and Technology Service Analyst series, approved by the Board in 2022, initially did not require an entry-level classification. However, due to the evolution of the unit's work and a minor reorganization, the creation of the entry-level Innovation and Technology Service Analyst I classification was necessary to expand the candidate pool and provide an IT department entry point. The series progresses from Analyst I to II and Senior Analyst.
Protective Services Manager	Manager of Public Safety & Security	BOD	1/10/2024	24-002	24-002	Unrepresented	Revised	\$12,000	The Protective Services Manager is now titled Manager of Public Safety and Security. This role oversees the District's emergency preparedness, safety, and security functions, including contracted law enforcement and security staff. Updates to the classification included modernizing the title, aligning qualifications with industry standards, and increasing the salary for competitiveness. Designated as Unrepresented Salary Grade 12, it was last revised in September 2013.
Retirement System Administrator	Principal Retirement Plan Analyst	BOD	4/24/2024	24-096	24-005	AFSCME	Revised	None	The Principal Retirement Plan Analyst, formerly the Retirement System Administrator, serves as the technical subject matter expert and/or professional supervisory level within the Retirement Plan series. Assigned to AFSCME Salary Grade 9.
Retirement System Analyst	Retirement Plan Analyst	BOD	4/24/2024	24-096	24-005	AFSCME	Revised	None	The Retirement Plan Analyst, formerly the Retirement System Analyst, is the experienced professional-level analyst within a flexibly staffed series from Retirement Plan Assistant Analyst to Analyst. Assigned to AFSCME Salary Grade 5.
Retirement System Assistant	Retirement Plan Assistant Analyst	BOD	4/24/2024	24-096	24-005	AFSCME	Revised	None	The Retirement Plan Assistant Analyst, formerly the Retirement System Assistant, is an entry-level classification that provides administrative support within the flexibly staffed series from Retirement Plan Assistant Analyst to Analyst. Assigned to AFSCME Salary Grade 3.

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Retirement System Manager	Executive Officer Retirement Plan	BOD	4/24/2024	24-096	24-005	Unrepresented	Revised	None	The Executive Officer Retirement Plan, formerly the Retirement System Manager, is the department head and Retirement Board Officer that reports directly to the Retirement Board. The title was updated for industry alignment and duties were updated.
Safety Manager	Manager of Safety	BOD	1/10/2024	24-002	24-002	Unrepresented	Revised	None	The Safety Manager classification is now titled Manager of Safety. This role oversees the District's safety programs and has been updated to modernize the title and align qualifications with industry standards. Designated as Unrepresented Salary Grade 12, it was last revised in October 2019.
Telecommunications Coordinator	Telecommunications Analyst II	BOD	12/11/2024	24-533	24-041	AFSCME	Revised	None	The Telecommunications Analyst II, formerly the Telecommunications Coordinator, is an experienced-level classification that is part of the Telecommunications Analyst series. Last revised in August 2001, it includes nine additional duty statements for consistency with Telecommunications Analyst I and flexible staffing. The series progresses from Telecommunications Analyst I to II and Senior Telecommunications Analyst. Assigned to AFSCME Salary Plan Grade 6.
Data Scientist	Data Scientist	BOD	12/11/2024	24-533	24-041	AFSCME	New	None	The Data Scientist is a new experienced-level classification that analyzes business, operational, financial, and economic data to support strategic decisions using algorithms, machine learning, predictive models, data mining, and exploratory analysis. This was created to address emerging business needs with utilizing data. This classification is not part of a series but can be qualified through other District classifications. Assigned to AFSCME Salary Grade 10.
Deputy Executive Officer Retirement Plan	Deputy Executive Officer Retirement Plan	BOD	12/11/2024	24-096a	24-029	Unrepresented	New	None	The Deputy Executive Officer Retirement Plan is a new senior management classification designed to support the Executive Officer in overseeing the Retirement Department's functions and staff. This classification also serves as the Executive Officer in their absence, completing the department's classification series and supporting strategic objectives like career progression and succession planning. This classification is assigned to Unrepresented Salary Grade 13.
Purchasing Supervisor	Purchasing Supervisor	BOD	1/10/2024	24-002	24-002	AFSCME	New	None	The Purchasing Supervisor, a new AFSCME Salary Grade 09 classification, bridges the career gap between Senior Buyer and Purchasing Manager, offering employees a pathway to gain supervisory experience and advance toward management within the department.
Retirement Plan Associate Analyst	Retirement Plan Associate Analyst	BOD	4/24/2024	24-096	24-005	AFSCME	New	None	The Retirement Plan Associate Analyst is a second level analyst classification that is part of a flexibly staffed series from Retirement Plan Assistant Analyst to Analyst in the Retirement Plan Department. It is assigned to AFSCME Salary Grade 4.

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Senior Retirement Plan Analyst	Senior Retirement Plan Analyst	BOD	4/24/2024	24-096	24-005	AFSCME	New	None	The Senior Retirement Plan Analyst is a new advanced lead-level classification that provides technical and functional direction to staff and handles complex duties in the department. Assigned to AFSCME Salary Grade 7.
Senior Telecommunications Analyst	Senior Telecommunications Analyst	BOD	12/11/2024	24-533	24-041	AFSCME	New	None	The Senior Telecommunications Analyst is a new advanced, lead-level classification within the Telecommunications Analyst series that provides technical and functional direction to lower-level staff. It offers employees opportunities to gain lead-level experience and develop skills for higher-level positions like IT Supervisor. The series progression is Telecommunications Analyst I, Telecommunications Analyst II, and Senior Telecommunications Analyst. Assigned to AFSCME Salary Grade 8.
Telecommunications Analyst I	Telecommunications Analyst I	BOD	12/11/2024	24-533	24-041	AFSCME	New	None	The Telecommunications Analyst I is a new entry-level classification that is part of the Telecommunications Analyst series, which includes an entry-level (new), experienced-level (existing), and senior-level (new) classification. The series progression is Telecommunications Analyst I, Telecommunications Analyst II, and Senior Telecommunications Analyst. Assigned to AFSCME Salary Grade 4.