

SUMMARY OF NEW and REVISED CLASSIFICATION SPECIFICATIONS 2021 2022

Classification Title	Board Meeting Date	Staff Report	Resolution Number	Union Affiliation	New or Revised Classification	Reason	Year	Fiscal Impact	Approved by the Board
Bus Operator Mentor Coordinator	4/14/2021	21-209	Resolution#21-015	ATU	New	The Bus Operator Mentor Coordinator classification was agreed upon during contract negotiations with ATU. The classification and associated budgeted position will provide coordination of the Bus Operator Mentor Program for new bus operators.	2021	None	Yes
Bus Operator	4/14/2021	21-209	Resolution#21-015	ATU	Revised	The Bus Operator classification has not been revised or updated for over 25 years. The proposed revisions include modernizing the duties, updating the knowledge, skills and abilities as well as physical requirements and minimum qualifications. ATU had significant input with respect to revisions to the Bus Operator classification, which was finalized prior to the ATU leadership election in December 2020 - counsel for the District worked closely with counsel for ATU to revise and finalize the classification.	2021	None	Yes
Deputy Chief Financial Officer	7/14/2021	21-325	Resolution#21-024	nrepresente	Abolished	The Deputy Chief Financial Officer is being abolished, as it was approved to temporarily assist with succession planning as the Chief Financial Officer transitioned to retirement. With the installation of the new Chief Financial Officer, the classification is no longer needed.	2021	None	Yes
Chief Dispatcher	7/14/2021	21-325	Resolution #21-024	ATU	Revised	This is the experienced level within the Dispatcher series. Please see reason stated for the Dispatcher classification.	2021	None	Yes

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Dispatcher	7/14/2021	21-325	Resolution #21-024	ATU	Revised	The Chief Dispatcher and Dispatcher were last revised or updated in 2003 and 2009 respectively. The revisions include modernizing the duties, removing references to obsolete technology, updating knowledge, skills, and abilities, and minimum qualifications to create consistency with other District classifications to address business needs and training requirements. ATU was consulted after the draft revisions were recommended, and ATU agreed with the revisions both verbally and in writing.	2021	None	Yes
Senior Network Security Engineer	10/13/2021	21-423	Resolution #21-036	AFSCME	New	This is the advanced/lead level within the Networking Security Engineering series. This classification performs highly complex work in Cyber Security and provides direction to lower-level classifications. This was created to further develop the District's Cyber Security team to address ongoing security risks. This classification will also serve to create a career path and succession planning to the IT Manager classification in this unit.	2021	None	Yes

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Senior Systems Engineer	10/13/2021	21-423	Resolution #21-036	AFSCME	New	The Systems series was created to reflect the changing systems needs of the District. The Senior Systems Engineer is the advanced lead level that handles the more complex work, exercises independent judgment and discretion to a greater degree, and provides technical and functional supervision to lower-level staff.	2021	None	Yes
Systems Administrator	10/13/2021	21-423	Resolution #21-036	AFSCME	New	The Systems series was created to reflect the changing systems needs of the District. With the increase in technology, broader classifications are needed to describe the duties that would include the support and management of several systems, not just specific ones. The Systems Administrator creates a bridge from the Helpdesk classifications to the technology engineering classifications, creating more opportunities for employees to advance into the engineering classifications (such as Network Security, Systems Engineering, and Database Engineering).	2021	None	Yes
Systems Engineer	10/13/2021	21-423	Resolution #21-036	AFSCME	New	The Systems series was created to reflect the changing systems needs of the District. The Systems Engineer is the experienced level within this series.	2021	None	Yes

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Network Security Engineer	10/13/2021	21-423	Resolution #21-036	AFSCME	Revised	This is the experienced level within the Network Security Engineer series. The Network Security Engineer is an existing classification that is being revised to update the minimum qualifications to create a career path to the new, higher-level Senior Network Security Engineer and provide a path from the new, lower-level Systems Administrator. The Network Security Engineer is the experienced level of the Network Security series and provides support to the Cyber Security team.	2021	None	Yes
Transit Schedules Specialist	12/8/2021	21-500	Resolution #21-042	AFSCME	New	This is a new classification within the Schedule Analyst series, which is a level above the Senior Schedule Analyst and is a represented position (AFSCME). This classification provides a bridge between the senior and the administrator levels. Currently, there are barriers to career advancement with no opportunity for internal candidates to gain the requisite supervisory experience to advance to the next level.	2021	None	Yes

Classification Title	Board Meeting Date	Staff Report	Resolution Number	Union Affiliation	New or Revised Classification	Reason	Year	Fiscal Impact	Approved by the Board
Principal Transportation Planner	12/8/2021	21-500	Resolution #21-042	nrepresented	New	This is the highest level within the Transportation Planner series and is an unrepresented classification. This is a dual-track classification that may be assigned a supervisory role or may be an individual contributor assigned high value, politically sensitive planning projects and programs. Because this classification may serve in a supervisory capacity, the classification is designated as unrepresented. This classification provides a bridge from the Senior Transportation Planner to the Manager classification, as currently there is no manner for Planners to internally gain the supervisory experience necessary to promote to the Manager level.	2021	None	Yes

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Classification Title	Board Meeting Date	Staff Report	Resolution Number	Union Affiliation	New or Revised Classification	Reason	Year	Fiscal Impact	Approved by the Board
Assistant Transportation Planner	12/8/2021	21-500	Resolution #21-042	AFSCME	Revised	This is the entry level within the Transportation Planner series. The Transportation Planner series has been revised and updated to reflect a more fluid career path and opportunities for internal promotions. The entry, experienced, and senior levels within the classification series are represented classifications (AFSCME). All classifications in this series have had the knowledge and abilities updated and diversity and inclusion language has been added. The minimum qualifications for all classifications in this series have been updated to have external and internal qualifying experience, with the internal qualifying experience allowing internal candidates to qualify more easily for promotional opportunities and rewarding time within the District more distinctly. The Assistant Transportation Planner is now flexibly staffed, creating more flexibility for internal candidates to move to the experienced level of Transportation Planner. The minimum qualifications of the Assistant Transportation Planner have also been updated to create a	2021	None	Yes
Senior Transportation Planner	12/8/2021	21-500	Resolution #21-042	AFSCME	Revised	This is the advanced/lead level within the Transportation Planner series. Please see reason stated for the Assistant Transportation Planner classification.	2021	None	Yes
Transit Schedules Administrator	12/8/2021	21-500	Resolution #21-042	AFSCME	Revised	This is the supervisory level within the Transit Schedule series. Please see reason stated for the Transit Schedules Manager classification.	2021	None	Yes

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Transportation Planner	12/8/2021	21-500	Resolution #21-042	AFSCME	Revised	This is the experienced level within the Transportation Planner series. Please see reason stated for the Assistant Transportation Planner classification.	2021	None	Yes
Transit Schedules Manager	12/08/201	21-500	Resolution #21-042	AFSCME	Revised	This is the manager level within the Transit Schedules series. The revisions to this classification ensures that there is a career path from the entry-level Schedule Analyst position to the manager level within this series. The revisions do not change the primary purpose of the positions but serve to remediate barriers to career advancement for internal candidates and that the minimum qualifications are revised so that there is a logical progression in terms of education, experience, knowledge and abilities from one level to the next.	2021	None	Yes
Project Manager I	1/26/2022	22-004	Resolution # 22-004	AFSCME	New	Project Manager I is a bridge classification from the Project Coordinator to the more advanced level Project Manager II and Senior Project Manager. Currently, there is no path for employees to promote into the higher level classifications, and Project Manager I allows employees to gain more experience in project management by assisting higher level Project Managers and taking on routine to moderately complex projects.	2022	None	Yes

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Project Manager II	1/26/2022	22-004	Resolution # 22-004	AFSCME	Revised	The Project Manager series has been revised and updated to reflect a more fluid career path and opportunities for internal promotions. All classifications in this series have had the knowledge and abilities updated and diversity and inclusion language has been added. The minimum qualifications for all classifications in this series have been updated to have external and internal qualifying experience, with the internal qualifying experience allowing internal candidates to qualify more easily for promotional opportunities and rewarding time within the District more distinctly. The Project Manager series is now flexibly staffed, creating more flexibility for internal candidates to move to the experienced level of Project Manager I and II. The Project Coordinator and Project Manager I are represented by AFSCME. AFSCME has been notified of these classifications and had no concerns. All other revised classifications are Unrepresented.	2022	None	Yes



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Senior Project Manager	1/26/2022	22-004	Resolution # 22-004	AFSCME	Revised	The Project Manager series has been revised and updated to reflect a more fluid career path and opportunities for internal promotions. All classifications in this series have had the knowledge and abilities updated and diversity and inclusion language has been added. The minimum qualifications for all classifications in this series have been updated to have external and internal qualifying experience, with the internal qualifying experience allowing internal candidates to qualify more easily for promotional opportunities and rewarding time within the District more distinctly. The Project Manager series is now flexibly staffed, creating more flexibility for internal candidates to move to the experienced level of Project Manager I and II. The Project Coordinator and Project Manager I are represented by AFSCME. AFSCME has been notified of these classifications and had no concerns. All other revised classifications are Unrepresented.	2022	None	Yes

Classification Title	Board Meeting Date	Staff Report	Resolution Number	Union Affiliation	New or Revised Classification	Reason	Year	Fiscal Impact	Approved by the Board
Project Coordinator	1/26/2022	22-004	Resolution # 22-004	AFSCME	Revised	The Project Manager series has been revised and updated to reflect a more fluid career path and opportunities for internal promotions. All classifications in this series have had the knowledge and abilities updated and diversity and inclusion language has been added. The minimum qualifications for all classifications in this series have been updated to have external and internal qualifying experience, with the internal qualifying experience allowing internal candidates to qualify more easily for promotional opportunities and rewarding time within the District more distinctly. The Project Manager series is now flexibly staffed, creating more flexibility for internal candidates to move to the experienced level of Project Manager I and II. The Project Coordinator and Project Manager I are represented by AFSCME. AFSCME has been notified of these classifications and had no concerns. All other revised classifications are Unrepresented.	2022	None	Yes

Classification Title	Board Meeting Date	Staff Report	Resolution Number	Union Affiliation	New or Revised Classification	Reason	Year	Fiscal Impact	Approved by the Board
Director of Human Resources	5/11/2022	22-275	Resolution # 22-019	Unrepresented	New	Director of Human Resources is being created to provide additional leadership and career pathing for the Human Resources Department. The Human Resources Department has new executive leadership, and currently, all of Human Resources structure and classifications are being reviewed and updated. The most urgent item identified was Director of Human Resources, as the Human Resources Department is one of the only departments without a director level. The remaining Human Resources classifications will be revised and updated shortly, but because the urgent need to create an efficient leadership structure, the Director of Human Resources needed to be created as soon as possible. The Director of Human Resources classification currently has a budgeted position assigned, and so the creation of this classification has no fiscal impact.	2022	None	Yes

Classification Title	Board Meeting Date	Staff Report	Resolution Number	Union Affiliation	New or Revised Classification	Reason	Year	Fiscal Impact	Approved by the Board
Assistant Facilities Man	5/11/2022	22-275	Resolution # 22-019	AFSCME	New	Assistant Facilities Maintenance Manager is being created to assist the Facilities Maintenance Manager with the increased responsibility of District facilities, including bus shelters. The Assistant Facilities Maintenance Manager will handle the day-to-day operations of the District facilities, while the Facilities Maintenance Manager will be responsible for all District facilities as well as the strategic plans and upgrades of District facilities. Additionally, the Assistant Facilities Maintenance Manager will provide a bridge and career path to Facilities Maintenance Manager. AFSCME was notified of the creation of this classification, and all questions were answered regarding this new classification. The Assistant Facilities Maintenance Manager has a budgeted position assigned, and the creation of this classification will have no fiscal impact.	2022	None	Yes

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Facilities Manager	5/11/2022	22-275	Resolution # 22-019	AFSCME	Revised	Facilities Maintenance Manager has not been revised in over fifteen years. With the creation of the Assistant Maintenance Manager, the Facilities Maintenance Manager needed to be revised to ensure consistency in the classification series and to ensure a focus on management and strategy of District facilities. AFSCME was notified of the revision of this classification, and all questions were answered regarding this new classification. The Facilities Maintenance Manager has a budgeted position assigned, and the revision of this classification will have no fiscal impact.	2022	None	Yes
Procurement and Mate	6/22/2022	22-356	Resolution # 22-025	AFSCME	New	This classification updates, maintains and provides extensive reporting for the District's procurement and materials systems. Currently, there is no dedicated position to the maintenance and reporting of data for the District's procurement and materials systems. As seen with the recent pandemic, it is vital that accurate reporting is needed for supply chain and logistics at the District. AFSCME was notified of this classification and all questions were answered regarding this classification.	2022	None	Yes

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Procurement and Mate	6/22/2022	22-356	Resolution # 22-025	AFSCME	Revised	This classification had not been updated in over 8 years. Duties, knowledge and abilities have been updated, and the title has been standardized to be in line with other Director level classifications. Minimum qualifications have also been updated to align with other Director level classifications. As mentioned above, staff is recommending one salary grade increase from Unrepresented Grade 13 to Unrepresented Grade 14. An external market review of the salary for this classification was conducted, and the salary was under market. One salary grade increase will place Director of Procurement and Materials Management in a competitive salary and will align this classification with other Director level salary grades.	2022	Yes, \$10,000. Included in fiscal year budget.	Yes
ment and Materials Mar	6/22/2022	22-356	Resolution # 22-025	AFSCME	Revised	The revisions to this classification are minor. The revisions are to be in alignment with the revisions of the Director of Procurement and Materials Management. This includes the duties and minimum qualifications.	2022	None	Yes

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Board Officer	8/10/2022	22-453	Resolution # 22-033	nrepresente	Revised	The last revision of the General Manager classification was conducted by the Board in preparation for the recruitment of the position, which was seven years ago. The current revisions to the classification specification include standardized language for leadership and management and the responsibility of the District’s Strategic Plan. The title of General Manager/Chief Executive Officer has been added to align with current industry standards in titling of transit districts. Additionally, the title reflects the importance of the role of the General Manager/Chief Executive Officer internally to staff and externally to other agencies and companies as well as the external job market.	2022	None	Yes

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Board Officer	8/10/2022	22-453	Resolution # 22-033	nrepresente	Revised	The last significant revision to General Counsel classification was over ten years ago, and the current revisions to the classification specification include standardized language for leadership and management and budget responsibility. The title of General Counsel/Chief Legal Officer has been added to align with more modern titling of higher-level legal leadership positions. Additionally, the title reflects the importance of the role of the General Counsel/Chief Legal Officer internally to staff and externally to other agencies and companies as well as the external job market.	2022	None	Yes
Board Officer	8/10/2022	22-453	Resolution # 22-033	nrepresente	Revised	The last revision to the District Secretary classification was in 1989, and so a full rewrite of the classification was required. The rewrite of the classification reflected the strategic leadership role that this position has as well as the expansion of technology and responsibility that this position has taken on since 1989. The title of Director of Administration/District Secretary has been added to reflect the evolved responsibilities of this classification including but not limited to improvements in technology for board meetings, the strategic nature of the position and the leadership role of the position.	2022	None	Yes



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Classification Title	Board Meeting Date	Staff Report	Resolution Number	Union Affiliation	New or Revised Classification	Reason	Year	Fiscal Impact	Approved by the Board
Director of Systems & S	9/14/2022	22-484	Resolution # 22-035	Unrepresented	Abolished	Abolished this classification. Replaced by Director of IT.	2022	None	Yes
Director of IT	9/14/2022	22-484	Resolution # 22-035	Unrepresented	New	This classification was created as part of to align with the Innovation and Technology	2022	Yes, \$10,000. Included in	Yes
IT Manager	9/14/2022	22-484	Resolution # 22-035	Unrepresented	Revised	Title change from Information Technology Manager to Innovation and Technology Manager.	2022	None	Yes
IT Supervisor	9/14/2022	22-484	Resolution # 22-035	AFSCME	New	This classification was created as to align with the Innovation and Technology Department's management classification series. This classification is broader than the current individualized classifications for each unit supervisor. This will allow for more flexibility in organizational structure, career paths, employee development and assist will facilitate career advancement opportunities and succession planning.	2022	None	Yes
Human Resources Man	9/14/2022	22-484	Resolution # 22-035	Unrepresented	Revised	This classification has not been revised in eighteen (18) years. The duties, knowledge, and abilities have been updated to reflect current human resources areas. The minimum qualifications have also been updated to establish a logical progression align within the Human Resources Management classification series.	2022	None	Yes

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Classification Title	Board Meeting Date	Staff Report	Resolution Number	Union Affiliation	New or Revised Classification	Reason	Year	Fiscal Impact	Approved by the Board
Labor Relations Manag	9/14/2022	22-484	Resolution # 22-035	Unrepresented	Revised	This classification has not been revised for five (5) years. The duties, knowledge, and abilities have been updated to reflect the focus on labor Relations, and the removal deletion of Employee Relations duties. The Employee Relations functions are now being performed in a separate unit.	2022	None	Yes
IT Service Analyst	9/28/2022	22-485	Resolution # 22-036	AFSCME	Revised	This classification has not been updated in over eight (8) years. The duties and minimum qualifications have been updated to reflect the current work being performed and the requirements for these positions in the Desktop Services Unit.	2022	None	Yes
Senior IT Service Analys	9/28/2022	22-485	Resolution # 22-036	AFSCME	Revised	This classification has not been updated in over nine (9) years. The duties and qualifications have been updated to reflect the current work being performed and the requirements for these positions in the Desktop Services Unit.	2022	None	Yes
Manager of Systems Ar	9/28/2022	22-485	Resolution # 22-036	Unrepresented	Abolished	Manager of Systems Analysis has become obsolete. The Manager of Systems Analysis classification is being abolished and is being replaced by the Manager of Business Analytics.	2022	None	Not Approved

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Manager of Business An	9/28/2022	22-485	Resolution # 22-036	Unrepresented	New	The Manager of Business Analytics replaces the Manager of Systems Analysis. The duties of the Manager of Business Analytics are focused on data, analysis, and reporting. The current classification specification, Manager of Systems Analysis has become obsolete. The Manager of Systems Analysis classification is being abolished.	2022	Yes, \$8,000. Included in this fiscal year budget.	Not Approved
Director of Business Sci	9/28/2022	22-485	Resolution # 22-036	Unrepresented	Revised	The Director of Business Sciences, previously the Director of Project Controls Systems Analysis, is being revised to reflect the evolving nature of the unit. With the closeout of the Bus Rapid Transit (BRT) project, the focus of this group is on Business Analytics and Strategic Controls, which precipitated the name change of the unit to Business Sciences. The Unit supports District initiatives through organizing and leveraging data to identify trends, patterns, and root causes driving highly informed business decisions to improve performance.	2022	None	Yes

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Media Relations and St	9/28/2022	22-485	Resolution # 22-036	Unrepresented	Revised	The Manager of Media Affairs and Strategic Initiatives, previously the Media Affairs Manager, is being revised to reflect the more complex duties, the expanded span of control, and the strategic projects assigned to this classification. The duties have been revised to describe the expert-level consultation that this classification provides to District staff and the Board of Directors. This is a stand-alone classification that reports directly to the General Manager.	2022	Yes, \$15,000. Included in this fiscal year budget.	Not Approved
							<b>Total Fiscal Impact:</b>	<b>\$ 20,000.00</b>	