

SUMMARY OF NEW AND REVISED CLASSIFICATION SPECIFICATIONS 2019

SR 20-081
Att. 1

Classification Title	Board Meeting Date	Resolution Number	New or Revised Classification	Position Reports To	Reason	Year
Director of Civil Rights and Compliance Programs	02/27/19	Resolution#19-007	New	General Manager	This is a new classification developed to oversee a variety of compliance programs for the District.	2019
Assistant Contracts Specialist	3/13/2019	Resolution#19-006	New	Contract Services Manager	This is a new classification that will provide specialized administrative and analytical support for contract functions at the District. This will be the entry level classification for the Contracts Specialist classification series and will serve as a bridge from administrative roles to the analyst level.	2019
Senior Contracts Specialist	3/13/2019	Resolution#19-006	New	Contract Services Manager	This is a new classification that will provide analytical support and act as a first level supervisory level for contract functions at the District. This is the advanced level within the Contracts Specialist series that will ensure compliance with contractual agreements, make recommendations, and help maintain higher dollar value and more complex contracts for the District.	2019
Assistant Legal Secretary	4/24/2019	Resolution#19-012	New	General Counsel	This is a new classification that will provide specialized legal secretarial support for the professional staff within the Office of the General Counsel. This will be the entry-level classification for the Legal Secretary series, which provides promotional opportunities for other District administrative classifications.	2019
Information Technology Manager	4/24/2019	Resolution#19-012	New	Chief Information Officer	This is a new classification that may be assigned to a variety information technology functions and will be responsibility for all functions, activities, and staff of a distinct or multiple units within the Department of Innovation and Technology.	2019
Legal Secretary	4/24/2019	Resolution#19-012	New	General Counsel	This is a new classification that will provide specialized legal secretarial support for the professional staff within the Office of the General Counsel. This will be the experienced, fully qualified level within the Legal Secretary series.	2019
Administrative Specialist	5/8/2019	Resolution#19-018	New	District Secretary	This is a new classification that will provide high level, confidential and complex administrative support to the District Secretary's Office. This classification handles specialized duties that pertain specifically to the District Secretary, Assistant District Secretary and support of the Board of Directors.	2019

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Assistant Program Specialist	10/23/2019	Resolution#19-034	New	Various	This is a new classification that provides coordinative, administrative, and technical support for an assigned program; ensures adherence to all District, state, federal laws, and regulations related to the area of assignment to achieve the highest levels of safety and quality of service delivery. This is the entry-level within the series. The Program Specialist series is a broad classification series which is proposed to provide programmatic/coordinative support for the assigned programs(s). The Program Specialist series is intended to encompass a variety of programmatic and compliance-oriented work. The use of the broad classification creates a series that may be utilized District-wide; not specific to any one department/division.	2019
BRT Platform Agent	10/23/2019	Resolution#19-034	New	Assistant Director of Transportation	This is a new classification that will provide assistance, customer service, directions, fare education and information on the District's Bus Rapid Transit (BRT) buses, platforms and surrounding areas.	2019
Safety Manager	10/23/2019	Resolution#19-034	New	General Manager	This is a new classification that will oversee all safety plans and programs at the District including the Safety Management System and other critical safety programs at the District. The budgeted position associated with this classification will report directly to the General Manager.	2019
Program Manager	10/23/2019	Resolution#19-034	New	Various	This is the manager-level classification within the Program Specialist series. This classification is distinguished from the Program Administrator by the greater breadth, depth, and scope; a greater preponderance of budgetary and administrative accountabilities; and/or more complex service delivery provisions. The Program Manager has the authority to determine the strategic goals and objectives of the assigned program while the Program Administrator contributes to the determination of the goals and objectives but is primarily responsible for program implementation and day-to-day operations.	2019
Program Specialist	10/23/2019	Resolution#19-034	New	Various	This is the experienced-level within the Program Specialist series. This classification is distinguished from other administrative classifications by the level of specialization and focus of the assigned duties and activities. There are three (3) levels within the Program Specialist series, which are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised.	2019

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Senior Program Specialist	10/23/2019	Resolution#19-034	New	Various	This is the advanced, lead-level within the Program Specialist series. Incumbents at this level participate in the implementation of programs and are expected to operate with a significant degree of independence and possess extensive knowledge of laws, regulations, policies, and procedures of the assigned program. This classification provides technical and functional direction to professional, technical and contract staff; may act on behalf of the Program Administrator in their absence.	2019
Assistant Buyer	12/11/2019	Resolution #19-038	New	Purchasing Manager	This is a new classification that is the entry-level within the Buyer classifications series. This classification learns to perform procurement activities of a centralized purchasing system to purchase and expedite a variety of materials, supplies, equipment and services for regular and non-routine use. There are three (3) levels within the Buyer series, which are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised.	2019
Contracts Specialist	3/13/2019	Resolution#19-006	Revised	Contract Manager	This is a revised classification that provides professional-level and analytical support for the District's comprehensive contracts administration programs and activities, in addition to oversight of the contract life cycle from initiation through award, compliance, renewal and close out. The revisions modernize the classification specification and create cohesion within the classification series.	2019
Print Shop Supervisor	3/13/2019	Resolution#19-006	Revised	Marketing Director	This is a revised classification that oversees the day-to-day activities and ensures fiscal sustainability and cost-effective operations of the District's Print Shop. This is the supervisory level within the Print Shop that will supervise the day-to-day functions and activities of Print Shop staff. The revisions coincided with the 2019 recruitment for the vacancy of the budgeted position associated with this classification.	2019
Retirement System Administrator	3/13/2019	Resolution#19-006	Revised	Retirement Systems Manager	This is a revised classification that provides advanced-level, highly complex retirement system analysis and staff support to the Retirement System Manager. The revisions coincided with the 2019 recruitment for the vacancy of the budgeted position associated with this classification.	2019

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Attorney I	3/27/2019	Resolution#19-010	Revised	General Counsel	This is a revised classification that provides entry-level, professional legal work and assists the General Counsel in implementing the District's legal and risk management programs. The revisions to the duty statements reflect the body of work to be performed in this role. The revisions ensure there is a logical progression in the education and experience requirements within the Attorney series, and to create consistency with other commensurate classifications within the District's classification structure.	2019
Attorney II	3/27/2019	Resolution#19-010	Revised	General Counsel	This is a revised classification that provides intermediate-level, professional legal work and assists the General Counsel in implementing the District's legal and risk management programs. The revisions ensure there is a logical progression in the education and experience requirements within the Attorney series, and to create consistency with other commensurate classifications within the District's classification structure.	2019
Attorney III	3/27/2019	Resolution#19-010	Revised	General Counsel	This is a revised classification that provides experienced-level, professional legal work and assists the General Counsel in implementing the District's legal and risk management programs. The revisions ensure there is a logical progression in the education and experience requirements within the Attorney series, and to create consistency with other commensurate classifications within the District's classification structure.	2019
Senior Attorney	3/27/2019	Resolution#19-010	Revised	General Counsel	This is a revised classification that is the highest-level classification within the Attorney series. Incumbents work under general direction and exercise a high degree of discretion and independent judgment in performing the full range of duties to represent the District in legal matters. Incumbents in the senior-level classification may provide technical and functional direction and training to professional attorneys, technical, and clerical staff. The revisions ensure there is a logical progression in the education and experience requirements within the Attorney series, and to create consistency with other commensurate classifications within the District's classification structure.	2019
Transportation Planner	3/27/2019	Resolution#19-010	Revised	Planning Manager	This is a revised classification that provides professional-level, analytical, and technical support for projects, studies, and analyses in support of the District's transportation planning programs and activities. This is the fully qualified, experienced level within the classification series. The revisions coincided with the 2019 recruitment for the vacancy of a budgeted position associated with this classification.	2019

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Digital Communications Specialist	4/24/2019	Resolution#19-012	Revised	Marketing Administrator	This is a revised classification responsible for providing professional, lead-level work in support of the District's digital communication functions and activities. The revisions coincided with the 2019 recruitment for the vacancy of the budgeted position associated with this classification.	2019
Assistant District Secretary	5/8/2019	Resolution#19-018	Revised	District Secretary	This is a revised classification that combines the duties of the current Assistant District Secretary with the Deputy District Secretary classification into one classification. This newly revised classification will perform highly responsible duties related to the management of programs, projects and activities, as well as the day-to-day operations of the District Secretary's Office. These classifications are being combined in order to reflect the evolving role of the District Secretary's Office, provide a clear structure and career ladder to support succession planning and new requirements of the District Secretary's Office.	2019
Bus Stop Maintenance Worker	10/23/2019	Resolution#19-034	Revised	Assistant Director of Maintenance	This is a revised classification responsible for installing and maintaining District bus stops and related properties. The revisions to this classification are being made in order to incorporate the maintenance of Bus Rapid Transit (BRT) stations and surrounding areas.	2019
Program Administrator	10/23/2019	Resolution#19-034	Revised	Various	This is a revised classification within the Program Specialist series which serves as a technical expert and resource for assigned program including providing extensive, in-depth, and specialized analysis and training; develops and implements recommendations for operational, training, and procedural improvements. This classification is responsible for the implementation and day-to-day operations of an assigned program.	2019
Buyer	12/11/2019	Resolution #19-038	Revised	Purchasing Manager	This is a revised classification within the Buyer series. This is the second, experienced-level within the series that performs procurement activities of a centralized purchasing system to purchase and expedite a variety of materials, supplies, equipment and services for regular and non-routine use. The levels within the Buyer series are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised.	2019

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Senior Buyer	12/11/2019	Resolution #19-038	Revised	Purchasing Manager	This is a revised classification within the Buyer series. This is the advanced, lead-level within the series that leads, trains and participates in the more complex and difficult work within the unit. Incumbents in this position perform a variety of procurement duties including purchasing and expediting materials, supplies, equipment and services in a centralized purchasing setting; develops sources of supply for critical items, prepares formal bids and informal bids and provide technical and functional direction to professional and administrative staff	2019