

**Ordinance No. 108
Board Of Directors, San Mateo County Transit District
State of California**

**Authorizing Reclassifications,
Title Changes, Modification, and Addition of Positions
to the Table of Position Classifications**

Whereas, the San Mateo County Transit District (District) General Manager/CEO, and the most recent Acting General Manager/CEO, pursuant to authority previously conferred by the Board of Directors (Board), have implemented position reclassifications, changed titles and changed positions in the District's Table of Position Classifications adopted as an attachment to Ordinance No. 107, which adjustments are deemed necessary to organize and manage effectively the transit needs of the public within the parameters of the District's Operating and Capital Budgets and for the District to remain competitive as an employer in the Bay Area; and

Whereas, to prepare for future staffing needs of the District and the agencies managed by the District, the General Manager/CEO recommends that the Board authorize the addition of 56 new positions to the District's Table of Position Classifications, thereby increasing the number of Full-time and Part-time positions from 917 to 973; and

Whereas, the Peninsula Corridor Joint Powers Board (JPB), the San Mateo County Transportation Authority (TA) and the San Mateo County Express Joint Powers Authority (SMCEL-JPA) are obligated to reimburse the District for all expenses associated with positions required to carry out their respective missions; and

Whereas, the aforementioned General Manager/CEO's recommendations and actions are reflected in the revised Table of Position Classifications attached hereto and incorporated herein as Exhibits "B", "C", "D", and "E"; and

Now, Therefore, Be It Ordained that the Board of Directors of the San Mateo County Transit District adopts the revised Table of Position Classifications, attached as Exhibits "A", "B", "C", "D," and "E" effective with the pay period covering December 7, 2022.

Regularly passed and adopted this 7th of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

EXHIBIT "A"

SALARY PAY STRUCTURE

Grade	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Range Width	% Interval between Pay Grade Midpoints
11	\$49,063	\$65,885	\$82,707	68.6%	14.5%
12	\$54,279	\$71,723	\$89,167	64.3%	8.9%
13	\$60,049	\$76,772	\$93,495	55.7%	7.0%
14	\$66,432	\$83,937	\$101,441	52.7%	9.3%
15	\$73,494	\$91,867	\$110,241	50.0%	9.4%
16	\$81,306	\$101,633	\$121,960	50.0%	10.6%
17	\$89,949	\$112,437	\$134,924	50.0%	10.6%
18	\$99,511	\$124,389	\$149,267	50.0%	10.6%
19	\$110,089	\$137,612	\$165,134	50.0%	10.6%
20	\$121,792	\$152,240	\$182,688	50.0%	10.6%
21	\$134,739	\$168,423	\$202,108	50.0%	10.6%
22	\$149,062	\$186,327	\$223,592	50.0%	10.6%
23	\$164,907	\$206,134	\$247,361	50.0%	10.6%
24	\$182,437	\$228,046	\$273,655	50.0%	10.6%
25	\$201,830	\$252,288	\$302,745	50.0%	10.6%
26	\$223,285	\$279,107	\$334,928	50.0%	10.6%

Table of District Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "B"

Job Title	Authorized Positions	Pay Grade	Salary Range	
Accessibility Coordinator	1	17	89,949	134,924
Accessibility Specialist	1	13	60,049	93,495
Accountant II	15	16	81,306	121,960
Accountant III	7	18	99,511	149,267
Accounting Specialist	2	12	54,279	89,167
Accounting Technician	1	12	54,279	89,167
ADA Coordinator	1	17	89,949	134,924
Administrative Analyst II	3	16	81,306	121,960
Administrative Analyst III	3	18	99,511	149,267
Administrative Support Specialist	9	12	54,279	89,167
Assistant District Secretary	2	15	73,494	110,241
Assistant Manager, Bus Maintenance	2	19	110,089	165,134
Assistant Manager, Bus Transportation	3	18	99,511	149,267
Assistant Manager, Facilities Maintenance	1	18	99,511	149,267
Assistant Manager, Transit Operations Training	1	18	99,511	149,267
Assistant Project Manager	1	17	89,949	134,924
Budget Analyst II	2	16	81,306	121,960
Budget Analyst III	4	18	99,511	149,267
Business Intelligence Analyst III	1	18	99,511	149,267
Business Systems Analyst II	1	16	81,306	121,960
Business Systems Analyst III	3	19	110,089	165,134
Business to Business (B2B) Development Specialist	1	12	54,279	89,167
Chief Communications Officer	1	25	201,830	302,745
Chief Financial Officer	1	25	201,830	302,745
Chief Information and Technology Officer	1	25	201,830	302,745
Chief Officer, Planning, Grants, and Transportation Authority	1	25	201,830	302,745
Chief Operating Officer, Bus	1	25	201,830	302,745
Chief People Officer	1	25	201,830	302,745
Civil Rights Analyst	1	15	73,494	110,241
Claims Specialist	1	15	73,494	110,241
Contract Administrator	5	18	99,511	149,267
Customer Experience Coordination	1	16	81,306	121,960
Customer Experience Information Specialist	1	14	66,432	101,441
Customer Experience Specialist	1	12	54,279	89,167
Customer Relations Specialist	2	12	54,279	89,167
Data Analyst - Fare Programs	1	17	89,949	134,924
Database Administrator	1	18	99,511	149,267
Database Architect	1	19	110,089	165,134
DBE Administrator	1	18	99,511	149,267
Deputy Chief Financial Officer	1	24	182,437	273,655
Deputy Chief, Bus Fleet/Facilities	1	24	182,437	273,655
Deputy Chief, Communications	1	24	182,437	273,655
Deputy Director, Civil Rights and DEI	1	22	149,062	223,592
Deputy Director, Intelligent Transportation Systems (ITS)	1	22	149,062	223,592
Deputy Director, Safety and Security	2	22	149,062	223,592
Deputy Director, Transportation Authority Program	1	22	149,062	223,592
Deputy District Secretary	1	20	121,792	182,688
Deputy General Manager/CEO	1	26	223,285	334,928
Designer	1	15	73,494	110,241
Digital Communications Specialist	2	14	66,432	101,441
Director, Accounting	1	23	164,907	247,361
Director, Budgets and Financial Analysis	1	23	164,907	247,361
Director, Bus Maintenance	1	23	164,907	247,361
Director, Bus Transportation	1	23	164,907	247,361

Table of District Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "B"

Job Title	Authorized Positions	Pay Grade	Salary Range	
Director, Contracts and Procurement	1	23	164,907	247,361
Director, Customer Experience	1	23	164,907	247,361
Director, Facilities Maintenance	1	23	164,907	247,361
Director, Financial Planning and Analysis	1	23	164,907	247,361
Director, Grants and Fund Management	1	23	164,907	247,361
Director, Human Resources	1	23	164,907	247,361
Director, Marketing and Market Research	1	23	164,907	247,361
Director, Planning	1	23	164,907	247,361
Director, Real Estate and Development	1	23	164,907	247,361
Director, Safety and Security	1	23	164,907	247,361
Director, Transportation Authority Program	1	23	164,907	247,361
Director, Treasury	1	23	164,907	247,361
Distribution Clerk	2	11	49,063	82,707
Distribution Coordinator	1	15	73,494	110,241
EEO Administrator	1	18	99,511	149,267
Employee Relations Administrator	1	18	99,511	149,267
Engineer III	3	19	110,089	165,134
Executive Assistant II	3	14	66,432	101,441
Executive Assistant III	1	15	73,494	110,241
Executive Officer, District Secretary, Executive Administration	1	21	134,739	202,108
Executive Officer, Transportation Authority	1	24	182,437	273,655
Facilities Project Engineer	1	19	110,089	165,134
Financial Analyst III	2	18	99,511	149,267
Financial Reporting Accountant	3	17	89,949	134,924
Government and Community Affairs Officers	5	18	99,511	149,267
Graphic Specialist	1	12	54,279	89,167
Human Resources Analyst	7	15	73,494	110,241
Human Resources Project Manager	1	19	110,089	165,134
Human Resources Specialist	6	12	54,279	89,167
Information Technology (IT) Administrative Analyst III	1	18	99,511	149,267
Information Technology (IT) Analyst II	4	16	81,306	121,960
Information Technology (IT) Analyst III	1	17	89,949	134,924
Information Technology (IT) Application Architect/Project Manager	1	20	121,792	182,688
Information Technology (IT) Security Architect II	1	20	121,792	182,688
Information Technology (IT) System Administrator I	3	14	66,432	101,441
Insurance and Claims Administrator	1	18	99,511	149,267
Intelligent Transportation Systems (ITS) Administrator	1	17	89,949	134,924
Intelligent Transportation Systems (ITS) Analyst	1	17	89,949	134,924
Intelligent Transportation Systems (ITS) Senior Technician	2	16	81,306	121,960
Intelligent Transportation Systems (ITS) Technician	5	15	73,494	110,241
Internal Communications Specialist	1	14	66,432	101,441
Inventory Specialist	1	14	66,432	101,441
Labor Compliance Administrator	1	18	99,511	149,267
Maanger, Creative Services	1	20	121,792	182,688
Maintenance Contract Administrator	2	18	99,511	149,267
Manager, Accessible Transit Services	1	20	121,792	182,688
Manager, Budgets	3	20	121,792	182,688
Manager, Bus Contracts	1	19	110,089	165,134
Manager, Bus Maintenance	2	20	121,792	182,688
Manager, Bus Transportation	2	19	110,089	165,134
Manager, Civil Rights Programs	1	19	110,089	165,134
Manager, Communications	1	19	110,089	165,134
Manager, Customer Service	1	19	110,089	165,134
Manager, Digital Communications	1	19	110,089	165,134

Table of District Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "B"

Job Title	Authorized Positions	Pay Grade	Salary Range	
Manager, Employee Relations	1	21	134,739	202,108
Manager, Engineering (SamTrans)	1	21	134,739	202,108
Manager, Environmental Compliance	1	20	121,792	182,688
Manager, Facilities Maintenance	1	19	110,089	165,134
Manager, Fare Program Operations	1	20	121,792	182,688
Manager, Financial Planning and Analysis	1	20	121,792	182,688
Manager, Financial Reporting	1	21	134,739	202,108
Manager, Government and Community Affairs	2	20	121,792	182,688
Manager, Grants and Capital Accounting	1	20	121,792	182,688
Manager, Grants and Fund Programmin	1	20	121,792	182,688
Manager, Human Resources	2	21	134,739	202,108
Manager, Information Technology (IT) and Telecommunications	2	20	121,792	182,688
Manager, Information Technology (IT) Infrastructure	1	21	134,739	202,108
Manager, Market Research and Development	1	20	121,792	182,688
Manager, Marketing Outreach	1	20	121,792	182,688
Manager, Materials and Inventory Control	1	19	110,089	165,134
Manager, Operations Planning, Bus	1	20	121,792	182,688
Manager, Payroll	1	21	134,739	202,108
Manager, Procurement	2	20	121,792	182,688
Manager, Programming and Monitoring	1	20	121,792	182,688
Manager, Real Estate Management and Capital Project Support	1	20	121,792	182,688
Manager, Revenue Management	1	20	121,792	182,688
Manager, Safety and Security	1	19	110,089	165,134
Manager, Strategic Development	1	19	110,089	165,134
Manager, Transit Operations Training	1	20	121,792	182,688
Manager, Transit Oriented Development	1	20	121,792	182,688
Manager, Treasury Operations	1	20	121,792	182,688
Market Research and Development Analyst	1	16	81,306	121,960
Marketing Promotions Specialist	1	14	66,432	101,441
Mobility Project Coordinator	1	17	89,949	134,924
Network Administrator II	2	18	99,511	149,267
Network Administrator III	1	19	110,089	165,134
Operations Contract Analyst	3	16	81,306	121,960
Planning Administrator	4	19	110,089	165,134
Planning Analyst II	2	16	81,306	121,960
Planning Analyst III	4	17	89,949	134,924
Principal Grants Analyst	1	19	110,089	165,134
Procurement Administrator I	3	15	73,494	110,241
Procurement Administrator II	6	17	89,949	134,924
Procurement Administrator III	4	19	110,089	165,134
Procurement Specialist	1	14	66,432	101,441
Project Manager	3	19	110,089	165,134
Public Affairs Specialist	4	14	66,432	101,441
Real Estate Administrator	2	19	110,089	165,134
Real Estate Specialist	1	14	66,432	101,441
Safety and Security Assistant	1	12	54,279	89,167
Safety and Security Data Analyst	1	16	81,306	121,960
Safety Coordinator	1	16	81,306	121,960
Safety Engineer	1	18	99,511	149,267
Scheduling Specialist	1	12	54,279	89,167
Senior Applications Developer	1	19	110,089	165,134
Senior Network Engineer	1	19	110,089	165,134
Senior Operations Financial Analyst	1	19	110,089	165,134
Senior Payroll and Accounts Payable Specialist	1	13	60,049	93,495

Table of District Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "B"

Job Title	Authorized Positions	Pay Grade	Salary Range	
Senior Project Manager	2	20	121,792	182,688
Senior Systems Engineer - MSAzu	1	19	110,089	165,134
Senior Systems Software Analyst	1	19	110,089	165,134
Social Media Specialist	1	14	66,432	101,441
Supervisor, Customer Service	1	15	73,494	110,241
Supervisor, Fare Programs Operations	1	18	99,511	149,267
Supervisor, Human Resources Shared Services	1	18	99,511	149,267
Supervisor, Payroll	1	18	99,511	149,267
Surveyor	1	18	99,511	149,267
Systems Administrator III	1	19	110,089	165,134
Systems Software Analyst	2	19	110,089	165,134
Telecommunications Specialist	1	17	89,949	134,924
Title VI Social Equity Administrator	1	18	99,511	149,267
Transit Asset Management Analyst	1	17	89,949	134,924
Warranty Analyst	1	14	66,432	101,441
Web Developer	1	15	73,494	110,241

Table of Caltrain Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "C"

Job Title	Authorized Positions	Pay Grade	Salary Range	
Administrative Analyst II	1	16	81,306	121,960
Administrative Analyst III	1	18	99,511	149,267
Administrative Support Specialist	6	12	54,279	89,167
Budget Analyst III	2	18	99,511	149,267
Business Operations Project Manager	1	19	110,089	165,134
CAD Technician	1	14	66,432	101,441
Chief of Staff	1	25	201,830	302,745
Chief Officer, Caltrain Modernization Program	1	25	201,830	302,745
Chief Operating Officer, Rail	1	25	201,830	302,745
Construction Liaison Manager	1	17	89,949	134,924
Contract Administrator	2	18	99,511	149,267
Cost Estimator	1	18	99,511	149,267
Cyber Security Analyst	1	18	99,511	149,267
Deputy Chief, Caltrain Planning	1	24	182,437	273,655
Deputy Chief, Rail Business	1	24	99,511	149,267
Deputy Chief, Rail Development	1	24	182,437	273,655
Deputy Chief, Rail Operations	1	24	182,437	273,655
Deputy Director, Caltrain Policy Development	1	22	149,062	223,592
Deputy Director, Capital Program Delivery	1	22	149,062	223,592
Deputy Director, Capital Program Planning	1	22	149,062	223,592
Deputy Director, Program Management and Environmental Compliance	2	22	149,062	223,592
Deputy Director, Project Controls	1	22	149,062	223,592
Deputy Director, Project Delivery	1	22	149,062	223,592
Deputy Director, Quality Assurance & Standards	1	22	149,062	223,592
Deputy Director, Rail Infrastructure Engineering	1	22	149,062	223,592
Deputy Director, Rail Vehicle Maintenance	1	22	149,062	223,592
Deputy Director, Railroad Systems Engineering	1	22	149,062	223,592
Deputy Director, Transit Oriented Development (TOD) & Real Estate	1	22	149,062	223,592
Director, Budgets and Financial Analysis	1	23	164,907	247,361
Director, Capital Program Delivery	1	23	164,907	247,361
Director, Capital Program Management	1	23	164,907	247,361
Director, Engineering	1	23	164,907	247,361
Director, Government and Community Affairs	1	23	164,907	247,361
Director, Grants and Fund Management	1	23	164,907	247,361
Director, Rail Contracts and Budget	1	23	164,907	247,361
Director, Rail Maintenance	1	23	164,907	247,361
Director, Rail Network and Operations Planning	1	23	164,907	247,361
Director, Rail Operations	1	23	164,907	247,361
Director, Rail Program Integration	1	23	164,907	247,361
Director, Real Estate Development	1	23	164,907	247,361
Director, Special Projects and Initiatives	1	23	164,907	247,361
Director, Strategy and Policy	1	23	164,907	247,361
Director, Systemwide Planning and Policy	1	23	164,907	247,361
Document Controls Specialist	2	12	54,279	89,167
DTX Coordinator	1	18	99,511	149,267
Engineer II	5	18	99,511	149,267
Engineer III	19	19	110,089	165,134
Executive Assistant II	1	14	66,432	101,441
Field Inspector/TAM	1	14	66,432	101,441
GIS Administrator/Analyst	1	18	99,511	149,267
Human Resources Business Partner (Rail)	1	19	110,089	165,134
Manager, Budgets	1	20	121,792	182,688
Manager, Caltrain Planning	1	20	121,792	182,688
Manager, Capital Projects and Environmental Planning	1	20	121,792	182,688

Table of Caltrain Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "C"

Job Title	Authorized Positions	Pay Grade	Salary Range	
Manager, Configuration Management	1	20	121,792	182,688
Manager, Construction Services	1	21	134,739	202,108
Manager, Cost Control	1	20	121,792	182,688
Manager, Engineering	3	21	134,739	202,108
Manager, Engineering, Traction and Power	1	20	121,792	182,688
Manager, Facility Engineering	1	20	121,792	182,688
Manager, Maintenance Rail Equipment	1	20	121,792	182,688
Manager, Project Controls	1	20	121,792	182,688
Manager, Project Estimates	1	20	121,792	182,688
Manager, Project Schedules	1	20	121,792	182,688
Manager, PTC	1	20	121,792	182,688
Manager, Quality Control/Auditor	1	20	121,792	182,688
Manager, Rail Compliance	1	20	121,792	182,688
Manager, Rail Contracts and Budget	3	20	121,792	182,688
Manager, Rail Network Engineering	1	20	121,792	182,688
Manager, Rail Operations	2	19	110,089	165,134
Manager, Rail Operations Planning	1	20	121,792	182,688
Manager, Records Management	1	19	110,089	165,134
Manager, Signal and Crossing	1	20	121,792	182,688
Manager, Standards and Procedures	1	20	121,792	182,688
Manager, Stations and Communications Maintenance	1	19	110,089	165,134
Manager, Third Party Projects	1	20	121,792	182,688
Manager, Train Control Systems	1	20	121,792	182,688
Manager, Transportation Communications (Rail)	1	20	121,792	182,688
Manager, Utility	1	20	121,792	182,688
Manager, WAF Technology Research & Development	1	20	121,792	182,688
Network Administrator II, Rail	1	18	99,511	149,267
Operations Contract Analyst	1	16	81,306	121,960
Planning Administrator	10	19	110,089	165,134
Planning Analyst II	1	16	81,306	121,960
Planning Analyst III	1	17	89,949	134,924
Process Coordinator, Standards and Procedure	1	18	99,511	149,267
Program Management Administrator, CalMod	1	18	99,511	149,267
Project Controls Analyst II	3	16	81,306	121,960
Project Manager	5	19	110,089	165,134
Rail Liaison	1	18	99,511	149,267
Rail Operations Analyst III	1	18	99,511	149,267
Rail Safety Coordinator	1	18	99,511	149,267
Rail Vehicle Maintenance Program Administrator	1	19	110,089	165,134
Senior Cost Engineer	1	19	110,089	165,134
Senior Project Manager	5	20	121,792	182,688
Senior Project Specialist	1	18	99,511	149,267
Senior Rail Safety Officer	1	19	110,089	165,134
Utility Coordinator	1	18	99,511	149,267

Table of Represented Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "D"

Job Title	Authorized Positions	Class	Salary Range
Bus Contracts Inspector	3	IBT2	a
Bus Operator (full-time/part-time)(b)	348	ATU1	a
Bus Operator Trainee	as needed	ATU1	\$27.00 hour
Bus Transportation Supervisor	16	IBT1	a
Customer Service Representative 2	2	ATU2	a
Customer Service Representative 1 (extra-help)	8	ATU2	a
Customer Service Representative 1 (full-time)	8	ATU2	a
Customer Service Representative 1 (part-time)	4	ATU2	a
Dispatcher	4	IBT1	a
Facilities Technician	5	IBT5	a
Maintenance Instructor	2	IBT4	a
Maintenance Supervisor	8	IBT4	a
Mechanic "A"	34	ATU1	a
Mechanic "B"	19	ATU1	a
Mechanic "C"	11	ATU1	a
Radio Controller	3	IBT1	a
Receptionist	1	ATU2	a
Storeskeeper	7	ATU1	a
Transit Instructor	7	IBT3	a
Utility Maintenance Supervisor	2	IBT4	a
Utility Worker	29	ATU1	a

Notes:

(a) Wages established in accordance with the Collective Bargaining Agreements with the Amalgamated Transit Union, Local 1574 (ATU1 - Bus Operators and Maintenance Employee Unit and ATU2 - Customer Service Unit) and the International Brotherhood of Teamsters, Local 856 (IBT1 - Bus Transportation Supervisory Unit, IBT2 - Bus Contracts Inspector Unit, IBT3 - Transit Instructor Unit, IBT4 - Utility and Maintenance Supervisor and Maintenance Instructor Unit, and IBT5 - Facilities Technician Unit).

(b) Part-time operators shall not exceed 17 percent of the total number of operators, in accordance with the current Amalgamated Transit Union (ATU1) Collective Bargaining Agreement.

Table of General Manager and Executive Director Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "E"

Job Title	Authorized Positions	Class	Salary Range
General Manager/CEO	1	GM	350,000
Executive Director, Caltrain	1	ED	352,617
