

**ORDINANCE NO. 102
BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA**

**AUTHORIZING RECLASSIFICATIONS,
TITLE CHANGES, MODIFICATION AND ADDITION OF POSITIONS,
AND EFFECTING AN INCREASE IN THE TABLE OF POSITION CLASSIFICATIONS
FOR ADMINISTRATIVE (NON-REPRESENTED) EMPLOYEES**

WHEREAS, the General Manager/CEO, pursuant to Ordinance No. 101 enacted by the San Mateo County Transit District (District) Board of Directors (Board) on March 7, 2018, has implemented position reclassifications, changed titles and changed positions in the District's Table of Position Classifications, which he 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, in accordance with the compensation and benefits philosophy recommended by the Segal Group upon completion of a comprehensive compensation study, staff proposes adoption of a new pay structure as shown in the revised Table of Position Classifications attached hereto and incorporated herein as Exhibits "A" Administrative Positions, "B" Caltrain Modernization Positions, "C" Bargaining Unit Positions, and "D" General Manager/CEO; and

WHEREAS, to prepare for future staffing needs of the District, the General Manager/CEO recommends that the Board authorize the addition of 17 new positions and the cost-neutral conversion of nine (9) positions into the District's Table of Position, thereby increasing the number of Full-time and Part-time positions from to 784 to 810 ; and

WHEREAS, the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (TA) are obligated to reimburse the District for all expenses associated with positions required to carry out the missions of the JPB and TA; and

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

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," and "D," effective on August 1, 2018.

Regularly passed and adopted this 1st of August, 2018 by the following vote:

AYES: Gee, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Groom, Stone

NOES: None.

ABSENT: None.



Chair, San Mateo County Transit District

ATTEST:



Acting District Secretary

Table of Position Classifications (Ord. 102 effective 08/01/2018)

Exhibit "A"

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Accessibility Coordinator	1		17	81,306	121,960
Accessibility Specialist	1		13	54,279	89,167
Accountant II	19	9	16	73,494	110,241
Accountant III	6	3	18	89,949	134,924
Accounting Specialist	4	2	12	49,063	82,707
ADA Coordinator	1		17	81,306	121,960
Administrative Analyst II	1	1	16	73,494	110,241
Administrative Analyst III	1	1	18	89,949	134,924
Assistant District Secretary	2	2	15	66,432	101,441
Assistant Manager, Bus Maintenance	2		18	89,949	134,924
Assistant Manager, Bus Transportation	2		18	89,949	134,924
Assistant Manager, Employee Relations	1		18	89,949	134,924
Assistant Manager, Social Media	1	1	17	81,306	121,960
Assistant Manager, Transit Operations Training	1		18	89,949	134,924
Assistant Project Manager	1	1	17	81,306	121,960
Budget Analyst	6	5	18	89,949	134,924
Business Systems Analyst II	1		16	73,494	110,241
Business Systems Analyst III	2	1	19	99,511	149,267
CAD Technician	1	1	14	60,049	93,495
Chief Communications Officer	1		25	182,439	273,655
Chief Financial Officer	1		25	182,439	273,655
Chief Officer, Planning, Grants, and Transportation Authority	1	1	25	182,439	273,655
Chief Operating Officer, Bus	1		25	182,439	273,655
Chief Operating Officer, Rail	1	1	25	182,439	273,655
Contract Administrator	3	3	18	89,949	134,924
Cost Engineer	1	1	18	89,949	134,924
Customer Relations Specialist	2		12	49,063	82,707
Data Specialist	7	4	12	49,063	82,707
Database Administrator	2		18	89,949	134,924
DBE Admininstrator	1	1	18	89,949	134,924
Deputy Chief, Rail Operations	1	1	24	164,907	247,361
Deputy Director, Facilities	1		21	121,792	182,688
Deputy Director, Intelligent Transportation Systems (ITS)	1		21	121,792	182,688
Deputy Director, Maintenance	1		21	121,792	182,688
Deputy Director, Quality Assurance & Standards	1	1	21	121,792	182,688
Deputy Director, Rail Vehicle Maintenance	1	1	21	121,792	182,688
Deputy Director, Railroad Infrastructure Maintenance	1	1	21	121,792	182,688
Deputy Director, Railroad Systems Engineering*	1	1	21	121,792	182,688
Deputy Director, Safety and Security	1	1	21	121,792	182,688
Deputy General Manager/CEO	1	1	26	201,830	302,745
Designer	1		15	66,432	101,441
Director, Accounting	1		23	149,062	223,592
Director, Budgets and Financial Analysis	1		23	149,062	223,592
Director, Bus Transportation	1		23	149,062	223,592
Director, Caltrain Planning	1	1	23	149,062	223,592
Director, Caltrain Systems Integration	1	1	23	149,062	223,592
Director, Capital Program Delivery	1	1	23	149,062	223,592
Director, Contracts and Procurement	1		23	149,062	223,592
Director, Engineering and Maintenance*	1	1	23	149,062	223,592

Table of Position Classifications (Ord. 102 effective 08/01/2018)

Exhibit "A"

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Director, Government and Community Affairs	1	0	23	149,062	223,592
Director, Human Resources	1		23	149,062	223,592
Director, Information Technology and Telecommunications	1		23	149,062	223,592
Director, Marketing and Communications	1	0	23	149,062	223,592
Director, Planning	1		23	149,062	223,592
Director, Rail Contracts and Budget	1	1	23	149,062	223,592
Director, Rail Operations*	1	1	23	149,062	223,592
Director, Real Estate and Development	1	1	23	149,062	223,592
Director, Safety and Security	1	1	23	149,062	223,592
Director, Transportation Authority Program	1	1	23	149,062	223,592
Director, Treasury	1		23	149,062	223,592
Distribution Clerk	2	1	11	44,349	70,690
Distribution Coordinator	1		15	66,432	101,441
Engineer II	6	6	18	89,949	134,924
Engineer III	8	8	19	99,511	149,267
Estimator	1	1	18	89,949	134,924
Executive Assistant II	4	2	14	60,049	93,495
Executive Assistant III	1		15	66,432	101,441
Executive Officer, District Secretary, Executive Administration	1		21	121,792	182,688
Facilities Technician	5		12	49,063	82,707
Financial Analyst III	1		18	89,949	134,924
Government and Community Relations Coordinator	3	0	17	81,306	121,960
Grants Analyst	1	1	18	89,949	134,924
Grants and Real Estate Analyst	1	1	15	66,432	101,441
Human Resources Analyst	4		15	66,432	101,441
Human Resources Assistant	1		11	44,349	70,690
Human Resources Specialist	5		12	49,063	82,707
Information Technology Analyst II	2		16	73,494	110,241
Information Technology Analyst III	2		17	81,306	121,960
Insurance and Claims Administrator	1	1	18	89,949	134,924
Intelligent Transportation Systems (ITS) Administrator	1		17	81,306	121,960
Intelligent Transportation Systems (ITS) Analyst	1		17	81,306	121,960
Intelligent Transportation Systems (ITS) Senior Technician	1		16	73,494	110,241
Internal Communications Specialist	1		14	60,049	93,495
Inventory Specialist	1		14	60,049	93,495
Invoice Administrator	1	1	14	60,049	93,495
IT Computer Support Representative	3		12	49,063	82,707
Labor Compliance Administrator	1	1	18	89,949	134,924
Maintenance Contract Administrator	2		18	89,949	134,924
Maintenance Instructor	2		16	73,494	110,241
Manager, Accessible Transit Services	1		20	110,089	165,134
Manager, Budgets	3	2	20	110,089	165,134
Manager, Bus Contracts	1		19	99,511	149,267
Manager, Bus Maintenance	2		19	99,511	149,267
Manager, Bus Transportation	2		19	99,511	149,267
Manager, Caltrain Planning	1	1	20	110,089	165,134
Manager, Capital Projects and Environmental Planning	1	1	20	110,089	165,134
Manager, Civil Rights Programs	1	1	19	99,511	149,267
Manager, Communications	1	1	19	99,511	149,267

Table of Position Classifications (Ord. 102 effective 08/01/2018)

Exhibit "A"

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Manager, Configuration Management	1	1	20	110,089	165,134
Manager, Construction Services	1	1	21	121,792	182,688
Manager, Customer Service	1		19	99,511	149,267
Manager, Digital Communications	1		19	99,511	149,267
Manager, Employee Relations	1		21	121,792	182,688
Manager, Employee Services	1		20	110,089	165,134
Manager, Engineering	2	2	21	121,792	182,688
Manager, Engineering, Traction Power/OCS	1	1	20	110,089	165,134
Manager, Facilities Maintenance	1		19	99,511	149,267
Manager, Fare Revenue	1		19	99,511	149,267
Manager, Financial Planning and Analysis	1		20	110,089	165,134
Manager, Financial Reporting and General Ledger	1		21	121,792	182,688
Manager, Grants and Capital Accounting	1	1	20	110,089	165,134
Manager, Grants and Fund Programming	1	1	20	110,089	165,134
Manager, Information Technology and Telecommunications	2		20	110,089	165,134
Manager, Maintenance of Way	1	1	20	110,089	165,134
Manager, Market Research and Development	1	1	20	110,089	165,134
Manager, Marketing and Creative Services	1	1	20	110,089	165,134
Manager, Materials and Inventory Control	1		19	99,511	149,267
Manager, Organizational Development and Talent Management	1		21	121,792	182,688
Manager, Operations Planning, Bus	1		20	110,089	165,134
Manager, Operations Planning, Rail	1	1	20	110,089	165,134
Manager, Payroll	1		21	121,792	182,688
Manager, Procurement	1	1	20	110,089	165,134
Manager, Project Controls	1	1	20	110,089	165,134
Manager, Rail Compliance	1	1	20	110,089	165,134
Manager, Rail Contracts and Budget	1	1	20	110,089	165,134
Manager, Rail Operations	2	2	19	99,511	149,267
Manager, Rail Transportation Communications	1	1	20	110,089	165,134
Manager, Rail Vehicle Maintenance	1	1	19	99,511	149,267
Manager, Real Estate and Development	1	1	20	110,089	165,134
Manager, Records Management	1	1	19	99,511	149,267
Manager, Right of Way (ROW)	1	1	19	99,511	149,267
Manager, Safety and Security	1	1	19	99,511	149,267
Manager, Standards and Procedures	1	1	20	110,089	165,134
Manager, Stations and Access	1	1	19	99,511	149,267
Manager, TA Fund Programming and Monitoring	1	1	20	110,089	165,134
Manager, Technology Research and Development	1	1	20	110,089	165,134
Manager, Transit Operations Training	1		19	99,511	149,267
Manager, Treasury Operations	1		19	99,511	149,267
Market Research and Development Analyst	1	1	16	73,494	110,241
Marketing Development Assistant	1	1	11	44,349	70,690
Marketing Development Specialist	3	1	14	60,049	93,495
Marketing Outreach Coordinator	1		16	73,494	110,241
Mobility Project Coordinator** (part-time)	1		17	81,306	121,960
Network Administrator	1		18	89,949	134,924
Network Administrator III	1		19	99,511	149,267
Network Administrator, Rail	1	1	18	89,949	134,924

Table of Position Classifications (Ord. 102 effective 08/01/2018)

Exhibit "A"

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Network Specialist	1		14	60,049	93,495
Office Assistant(full-time/part-time**)	7	1	11	44,349	70,690
Operations Contract Analyst	5	3	16	73,494	110,241
Payroll Specialist	1		13	54,279	89,167
Planning Administrator	7	5	19	99,511	149,267
Planning Analyst II	1		16	73,494	110,241
Planning Analyst III	6	2	17	81,306	121,960
Procurement Administrator II	11	6	17	81,306	121,960
Procurement Administrator III	5	2	19	99,511	149,267
Procurement Specialist	1	1	14	60,049	93,495
Program Management Support	1	1	19	99,511	149,267
Program Manager, Fare Revenue Operations	1		20	110,089	165,134
Project Control Specialist	1	1	18	89,949	134,924
Project Manager*	4	4	19	99,511	149,267
Project Specialist III	1	1	18	89,949	134,924
Public Affairs Specialist	3		14	60,049	93,495
Rail Liaison	1	2	18	89,949	134,924
Rail Safety Coordinator	2	2	18	89,949	134,924
Rail Vehicle Maintenance Program Administrator	1	1	19	99,511	149,267
Real Estate Administrator	1	1	19	99,511	149,267
Real Estate Specialist	1	1	14	60,049	93,495
Records Assistant	1	1	11	44,349	70,690
Safety and Security Assistant	1		12	49,063	82,707
Safety Coordinator	1		16	73,494	110,241
Scheduling Analyst II	3		16	73,494	110,241
Scheduling Analyst III	1		17	81,306	121,960
Scheduling Specialist	1		11	44,349	70,690
Senior Operations Financial Analyst	1		19	99,511	149,267
Senior Policy Advisor	1	1	20	110,089	165,134
Senior Project Manager	6	4	20	110,089	165,134
Social Media Specialist	1	1	14	60,049	93,495
Supervisor, Customer Service	1		15	66,432	101,441
Supervisor, Facilities Maintenance	1		16	73,494	110,241
Supervisor, Payroll	1		18	89,949	134,924
Supervisor, Staffing Services	1		18	89,949	134,924
Surveyor	1	1	18	89,949	134,924
Systems and Security Analyst	1		19	99,511	149,267
Systems Software Analyst	2		19	99,511	149,267
Telecommunications Specialist	1		17	81,306	121,960
Title VI Administrator	1	1	18	89,949	134,924
Utility Coordinator	1	1	18	89,949	134,924
Warranty Analyst	1		14	60,049	93,495
Web Developer	1	1	15	66,432	101,441

Table of Position Classifications (Ord. 102 effective 08/01/2018)

Exhibit "B"

Job Title	Authorized Positions	FTE(a) Offloads	Class	Salary Range	
<u>Caltrain Modernization Program</u>					
Chief Officer, Caltrain Modernization Program	1	1	25	182,437	273,655
Deputy Chief Officer, CalMod Program Delivery	1	1	24	164,907	247,361
Deputy Director, Program Management and Environmental Compliance	1	1	21	121,792	182,688
Deputy Director, Project Delivery	1	1	21	121,792	182,688
Manager, Budgets	1	1	20	110,089	165,134
Senior Project Manager	1	1	20	110,089	165,134
Budget Analyst	1	1	18	89,949	134,924
Program Management Administrator, CalMod	1	1	18	89,949	134,924
Construction Liaison Manager	1	1	17	81,306	121,960

Table of Position Classifications (Ord. 102 effective 08/01/2018)

Exhibit "C"

Job Title	Authorized Positions	FTE(a) Offloads	Class	Salary Range
<u>Represented</u>				
Bus Contracts Inspector	3	1	IBT2	c
Bus Operator (full-time/part-time)(b)	308		ATU1	c
Bus Operator Trainee	as needed		ATU1	\$20.00 hour
Bus Transportation Supervisor	14		IBT1	c
Customer Service Representative 2	2	2	ATU2	c
Customer Service Representative 1 (extra-help)	8		ATU2	c
Customer Service Representative 1 (full-time)	10		ATU2	c
Customer Service Representative 1 (part-time)	4		ATU2	c
Dispatcher	4		IBT1	c
Maintenance Supervisor	8	1	IBT4	c
Mechanic "A"	36	1	ATU1	c
Mechanic "B"	21	5	ATU1	c
Mechanic "C"	8	1	ATU1	c
Radio Controller	3		IBT1	c
Receptionist	1		ATU2	c
Storeskeeper	7		ATU1	c
Transit Instructor	3		IBT3	c
Utility Maintenance Supervisor	2		IBT4	c
Utility Worker	29		ATU1	c

Table of Position Classifications (Ord. 102 effective 08/01/2018)**Exhibit "D"**

Job Title	Authorized Positions	FTE(a) Offloads	Class	Salary Range
General Manager/CEO	1		GM/CEO	281,051

*Market conditions require that certain positions be regarded as highly competitive to attract employees and must be provided a level of compensation reflective of the competitiveness of the marketplace.

** For part-time positions salary range reflects full-time wages; however, actual earnings are based on reduced hours worked.

(a) The expenses associated with 179 positions are 50% or more funded in the District's Capital Budget and/or JPB's and TA's Operating and Capital Budgets.

(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.

(c) 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 Inspectors Unit, IBT3 - Transit Instructor Unit, and IBT4 - Maintenance Supervisor Unit).