

**ORDINANCE NO. 100  
BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT  
STATE OF CALIFORNIA**

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

**WHEREAS**, the General Manager/CEO, pursuant to Ordinance No. 91 enacted by the San Mateo County Transit District (District) Board of Directors (Board) on July 30, 2008, 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**, approving the compensation and benefits philosophy recommended by the Hay Group upon completion of a comprehensive compensation study and adopting a new pay structure, staff proposes that salary ranges be adjusted by three (3) percent to maintain external competitiveness, 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**, the General Manager/CEO further recommends that the Board approve a three (3) percent increase in wages for administrative (non-represented) employees, effective June 25, 2017; and

**WHEREAS**, to prepare for future staffing needs of the District, the General Manager/CEO recommends that the Board authorize the addition of eight (8) new positions, four (4) previously traded positions, and five (5) cost-neutral converted positions to the District's Table of Position, thereby increasing the number of Full-time and Part-time positions from to 767 to 784 ; 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 June 25, 2017.

Regularly passed and adopted this 7<sup>th</sup> day of June, 2017 by the following vote:

AYES: GEE, KERSTEEN-TUCKER, PINE, POWELL, RATTO, STONE, GUILBAULT

NOES: NONE

ABSENT: GROOM, MATSUMOTO

  
\_\_\_\_\_  
Chair, San Mateo County Transit District

ATTEST:

  
\_\_\_\_\_  
District Secretary

Table of Position Classifications (Ord. 100 effective 06/25/2017)

Exhibit "A"

Job Title	Authorized Positions	FTE Offloads (a)	Class	Salary Range	
Accessibility Coordinator	1		16	72,926	109,390
Accessibility Specialist	1		13	57,802	89,167
Accountant	15	5	16	72,926	109,390
Accounting Technician	1		12	53,274	82,707
ADA Coordinator	1		16	72,926	109,390
Administrative Accountant	1		16	72,926	109,390
Administrative Analyst	1	1	15	67,629	101,441
Assistant District Secretary	2	2	15	67,629	101,441
Assistant Manager, Transit Operations Training	1		18	86,052	124,776
Assistant Superintendent, Bus Maintenance	2		18	86,052	124,776
Assistant Superintendent, Bus Transportation	2		18	86,052	124,776
Associate Contract Officer	2	2	14	62,329	93,495
Associate Manager, Rail Equipment	1	1	18	86,052	124,776
Associate Operations Contract Administrator	1	1	16	72,926	109,390
Associate Operations Contract Administrator (Bus)	1		16	72,926	109,390
Associate Operations Contract Administrator (Facilities)	1		16	72,926	109,390
Associate Operations Contract Administrator (Shuttles)	1	1	16	72,926	109,390
Buyer	1		14	62,329	93,495
CAD Operator	1	1	14	62,329	93,495
Caltrain Systems Integration*	1	1	22	132,707	192,425
Capital Program Specialist	1	1	14	62,329	93,495
Chief Communications Officer	1		25	183,944	265,412
Chief Financial Officer/Treasurer	1		25	183,044	265,412
Chief of Protective Services	1	1	20	110,682	160,487
Chief of Staff	1		25	183,044	265,412
Chief Officer, Planning, Grants, and Transportation Authority	1	1	25	183,044	265,412
Chief Operating Officer, Bus	1		25	183,044	265,412
Chief Operating Officer, Rail	1	1	25	183,044	265,412
Claims Administrator	1	1	15	67,629	101,441
Communications Officer	1	1	19	101,541	147,235
Computer Support Representative	3		12	53,274	82,707
Contract Officer	10	10	17	79,489	117,083
Contracts and Procurement Specialist	1	1	12	53,274	82,707
Customer Relations Specialist	2		12	53,274	82,707
Data Technician (Bus Transportation)	1		12	53,274	82,707
Data Technician (Intelligent Transportation Systems)	1	1	12	53,274	82,707
Data Technician (Maintenance)	1		12	53,274	82,707
Data Technician (Operations)	1		12	53,274	82,707
Data Technician (Rail Services)	1	1	12	53,274	82,707
Database Administrator	2		18	86,052	124,776
DBE Officer	1	1	18	86,052	124,776
Deputy CEO/Chief Administrative Officer	1	1	26	205,421	297,346
Deputy Chief, Caltrain and CalMod Program Delivery*	1	1	24	163,812	237,527
Deputy Director, Facilities	1		21	120,642	174,931
Deputy Director, Intelligent Transportation Systems (ITS)	1		21	120,642	174,931
Deputy Director, Maintenance	1		21	120,642	174,931
Deputy Director, Quality Assurance & Standards	1	1	21	120,642	174,931
Deputy Director, Rail Systems Engineering*	1	1	21	120,642	174,931
Director, Budgets and Financial Analysis	1		22	132,707	192,425
Director, Bus Transportation	1		22	132,707	192,425

**Table of Position Classifications (Ord. 100 effective 06/25/2017)**

**Exhibit "A"**

Job Title	Authorized Positions	FTE Offloads (a)	Class	Salary Range	
Director, Contracts and Procurement	1		22	132,707	192,425
Director, Engineering and Maintenance*	1	1	22	132,707	192,425
Director, Finance	1		22	132,707	192,425
Director, Government and Community Affairs	1	1	22	132,707	192,425
Director, Human Resources	1		22	132,707	192,425
Director, Information Technology and Telecommunications	1		22	132,707	192,425
Director, Marketing and Communications	1	1	22	132,707	192,425
Director, Planning	1		22	132,707	192,425
Director, Rail Contracts and Budget	1	1	22	132,707	192,425
Director, Rail Operations*	1	1	22	132,707	192,425
Director, Safety and Security	1	1	22	132,707	192,425
Director, Transportation Authority Program	1	1	22	132,707	192,425
Director, Treasury	1		22	132,707	192,425
Distribution Clerk	2	1	10	39,263	60,956
Employee Relations Officer	1		18	86,052	124,776
Engineer	4	3	18	86,052	124,776
Executive Assistant	4	2	12	53,274	82,707
Executive Officer, District Secretary, Executive Administration	1		21	120,642	174,931
Facilities Technician	4		12	53,274	82,707
Government and Community Relations Officer	2	1	17	79,489	117,083
Grants and Real Estate Analyst	1	1	15	67,629	101,441
Graphic Specialist	1		12	53,274	82,707
Human Resources Analyst	4		15	67,629	101,441
Human Resources Assistant	1		11	45,532	70,690
Human Resources Specialist	5		12	53,274	82,707
Information Technology Analyst	2		16	72,926	109,390
Intelligent Transportation Systems (ITS) Administrator	1		17	79,489	117,083
Intelligent Transportation Systems (ITS) Analyst	1		16	72,926	109,390
Intelligent Transportation Systems (ITS) Senior Technician	1		16	72,926	109,390
Internal Communications Specialist	1		14	62,329	93,495
Labor Compliance Officer	1	1	18	86,052	124,776
Maintenance Contract Administrator	2		18	86,052	124,776
Maintenance Instructor	2		16	72,926	109,390
Manager, Accessible Transit Services	1		19	101,541	147,235
Manager, Budgets	3	2	20	110,682	160,487
Manager, Bus Contracts	1		19	101,541	147,235
Manager, Capital Projects and Environmental Planning	1	1	20	110,682	160,487
Manager, Civil Rights Programs	1	1	19	101,541	147,235
Manager, Configuration Management	1	1	20	110,682	160,487
Manager, Customer Service	1		19	101,541	147,235
Manager, Employee Relations	1		21	120,642	174,931
Manager, Employee Services	1		19	101,541	147,235
Manager, Engineering	3	3	20	110,682	160,487
Manager, Engineering, Traction Power/OCS	1	1	20	110,682	160,487
Manager, Fare Revenue	1		20	110,682	160,487
Manager, Financial Planning and Analysis	1		20	110,682	160,487
Manager, Financial Reporting	1		20	110,682	160,487
Manager, General Ledger	1		20	110,682	160,487
Manager, Grants and Capital Accounting	1	1	20	110,682	160,487
Manager, Grants and Fund Programming	1	1	20	110,682	160,487

**Table of Position Classifications (Ord. 100 effective 06/25/2017)**

**Exhibit "A"**

Job Title	Authorized Positions	FTE Offloads (a)	Class	Salary Range	
Manager, Information Technology and Telecommunications	1		20	110,682	160,487
Manager, Maintenance of Way	1	1	20	110,682	160,487
Manager, Maintenance Rail Equipment	1	1	20	110,682	160,487
Manager, Market Research and Development	1	1	20	110,682	160,487
Manager, Marketing and Creative Services	1	1	20	110,682	160,487
Manager, Operations Planning, Bus	1		20	110,682	160,487
Manager, Operations Planning, Rail	1	1	20	110,682	160,487
Manager, Payroll	1		21	120,642	174,931
Manager, Programming and Monitoring	1	1	20	110,682	160,487
Manager, Project Controls	1	1	20	110,682	160,487
Manager, Rail Compliance	1	1	20	110,682	160,487
Manager, Rail Operations	1	1	20	110,682	160,487
Manager, Real Estate and Property Development	1	1	20	110,682	160,487
Manager, Software Systems Development	1		20	110,682	160,487
Manager, Standards and Procedures	1	1	19	101,541	147,235
Manager, Stations and Access	1	1	18	86,052	124,776
Manager, Organizational Development and Talent Management	1		21	120,642	174,931
Manager, Technology Research and Development	1	1	20	110,682	160,487
Manager, Transit Operations Training	1		19	101,541	147,235
Manager, Transportation Communications (Rail)*	1	1	20	110,682	160,487
Manager, Treasury Accounting	1		19	101,541	147,235
Market Development Assistant	1	1	11	45,532	70,690
Market Development Contract Administrator	1	1	17	79,489	117,083
Market Development Specialist	1	1	13	57,802	89,167
Market Research Analyst	1		16	72,926	109,390
Marketing Specialist	2	1	15	67,629	101,441
Mobility Outreach Coordinator	1		15	67,629	101,441
Network Administrator	2		18	86,052	124,776
Network Administrator, Rail	1	1	18	86,052	124,776
Network Specialist	1		14	62,329	93,495
Office Assistant(full-time/part-time**)	6	1	11	45,532	70,690
Payroll Accountant	1		16	72,926	109,390
Payroll Supervisor	1		18	86,052	124,776
Planner	2		15	67,629	101,441
Principal Planner	1		19	101,541	147,235
Principal Planner, Rail	1	1	19	101,541	147,235
Principal Planner, Sustainability	1	1	19	101,541	147,235
Program Manager	1	1	20	110,682	160,487
Program Manager, Construction Services	1	1	21	120,642	174,931
Program Manager, Safety and Security	1	1	20	110,682	160,487
Project Manager*	4	4	19	101,541	147,235
Public Affairs Specialist	3		14	62,329	93,495
Rail Contract Cost Administrator	2	2	18	86,052	124,776
Rail Safety Officer	2	2	18	86,052	124,776
RAMS Engineer*	1	1	20	110,682	160,487
Real Estate Specialist	1	1	14	62,329	93,495
Records Administrator	1	1	11	45,532	70,690
Risk Management Specialist	1		12	53,274	82,707
Safety Officer	1		18	86,052	124,776

**Table of Position Classifications (Ord. 100 effective 06/25/2017)**

**Exhibit "A"**

Job Title	Authorized Positions	FTE Offloads (a)	Class	Salary Range	
Scheduler	1		11	45,532	70,690
Scheduler Planner	3		15	67,629	101,441
Secretary	3	2	11	45,532	70,690
Senior Accountant	5	3	18	86,052	124,776
Senior Administrative Analyst	1	1	18	86,052	124,776
Senior Budget Analyst	6	3	18	86,052	124,776
Senior Business Systems Analyst	1		19	101,541	147,235
Senior Contract Officer	5	4	19	101,541	147,235
Senior Designer	1		15	67,629	101,441
Senior Engineer, Network Management	1	1	19	101,541	147,235
Senior Engineer, PTC On-Board*	1	1	19	101,541	147,235
Senior Engineer, PTC*	1	1	19	101,541	147,235
Senior Engineer, Stations	1	1	19	101,541	147,235
Senior Engineer, Third Party	2	2	19	101,541	147,235
Senior Engineer, Track	2	2	19	101,541	147,235
Senior Executive Assistant	1		14	62,329	93,495
Senior Financial Analyst	1		18	86,052	124,776
Senior Grants Analyst	1	1	18	86,052	124,776
Senior Information Technology Analyst	2		17	79,489	117,083
Senior Mobility Project Coordinator** (part-time)	1		17	79,489	117,083
Senior Operations Financial Analyst	1		19	101,541	147,235
Senior Payroll Specialist	1		13	57,802	89,167
Senior PeopleSoft Business Systems Analyst	1	1	19	101,541	147,235
Senior Planner	4	1	17	79,489	117,083
Senior Policy Advisor	1	1	20	110,682	160,487
Senior Project Controls Engineer	1	1	19	101,541	147,235
Senior Project Manager	4	2	20	110,682	160,487
Senior Real Estate Officer	2	2	19	101,541	147,235
Senior Scheduler/Planner	1		17	79,489	117,083
Senior Systems and Security Analyst	1		19	101,541	147,235
Senior Systems Software Analyst*	2		19	101,541	147,235
Social Media Officer	1	1	17	79,489	117,083
Social Media Specialist	1	1	13	57,802	89,167
Stores Coordinator	1		14	62,329	93,495
Superintendent, Bus Maintenance	2		19	101,541	147,235
Superintendent, Bus Transportation	2		19	101,541	147,235
Superintendent, Facilities	1		19	101,541	147,235
Superintendent, Materials and Inventory Control	1		18	86,052	124,776
Supervisor, Customer Service	1		15	67,629	101,441
Supervisor, Distribution	1		13	57,802	89,167
Supervisor, Facilities Maintenance	1		16	72,926	109,390
Supervisor, Staffing Services	1		18	86,052	124,776
Systems and Business Analyst	1		16	72,926	109,390
Telecommunications Analyst	1		16	72,926	109,390
Telecommunications Specialist	1		17	79,489	117,083
Title VI Officer	1	1	18	86,052	124,776
Warranty Administrator	1		14	62,329	93,495
Web Developer	1	1	15	67,629	101,441

**Table of Position Classifications, (Ord. 100 effective 06/25/2017)**

**Exhibit "B"**

Job Title	Authorized Positions	FTE(a) Offloads	Class	Salary Range	
<b><u>Caltrain Modernization Program</u></b>					
Chief Officer, Planning, Caltrain Modernization Program	1	1	24	163,812	237,527
Construction Liaison Manager	1	1	17	79,489	117,083
Deputy Director, Project Delivery	1	1	21	120,642	174,931
Director, Program Management	1	1	22	132,707	192,425
Director, Project Delivery*	1	1	22	132,707	192,425
Executive Assistant	1	1	12	53,274	82,707
Manager, Caltrain Planning	1	1	20	110,682	160,487
Principal Planner	3	3	19	101,541	147,235
Senior Budget Analyst	1	1	18	86,052	124,776
Senior Planner	2	2	17	79,489	117,083

**Table of Position Classifications, (Ord. 100 effective 06/25/2017)**

**Exhibit "C"**

Job Title	Authorized Positions	FTE(a) Offloads	Class	Salary Range
<b><u>Represented</u></b>				
Bus Contracts Inspector	3	1	IBT2	C
Bus Operator (full-time/part-time)	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)	11		ATU2	C
Customer Service Representative 1 (part-time)	4		ATU2	C
Dispatcher	4		IBT1	C
Maintenance Supervisor	7	1	IBT4	C
Mechanic "A"	37	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. 100 effective 06/25/2017)**

**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 160 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).