



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE MEETING AGENDA**

**MARCH 11, 2022 – 1:00 PM**

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED VIA  
TELECONFERENCE ONLY (NO PHYSICAL LOCATION)  
PURSUANT TO ASSEMBLY BILL 361  
(GOVERNMENT CODE SECTION 54953)**

**MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON**

Directors, staff and the public may participate remotely via the Zoom website [at this link](#) and following the posted instructions or by calling 1-669-900-9128 Meeting ID 817 5871 4528 - Passcode: 276100

Public comment may be submitted via email to [boardinquiries@scmttd.com](mailto:boardinquiries@scmttd.com). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in the Board's weekly correspondence that is posted online at board meeting packet link.

The Personnel/Human Resources Standing Committee Meeting Agenda Packet can be found online at [www.SCMTD.com](http://www.SCMTD.com).

The Committee may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

**COMMITTEE ROSTER**

Director Jimmy Dutra  
Director Donna Lind  
Director Bruce McPherson  
Director Larry Pageler  
Director Kristen Petersen

City of Watsonville  
City of Scotts Valley  
County of Santa Cruz  
County of Santa Cruz  
City of Capitola

Dawn Crummié  
Julie Sherman

METRO Interim CEO/General Manager  
METRO General Counsel

**MEETING TIME: 1:00 PM**

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

**1 CALL TO ORDER**

**2 ROLL CALL**

**3 ADDITIONS/DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

**4 ORAL AND OTHER COMMUNICATIONS TO THE PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE**

This time is set aside for Directors and members of the public to address any item not on the Agenda, but which is within the matter jurisdiction of the Committee. If you wish to address the Committee, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Committee and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

**5 REVIEW REQUEST FOR AUTHORIZATION OF PROVISIONAL INFORMATIONAL TECHNOLOGY PROJECT COORDINATOR POSITION IN THE INFORMATIONAL TECHNOLOGY DEPARTMENT**

Dawn Crummié, Interim CEO/General Manager and HR Director

**6 REVIEW REQUEST TO AUTHORIZE FUNDING THE LEAD PARTS AND MATERIALS CLERK POSITION AND DE-FUNDING A PARTS AND MATERIALS CLERK POSITION**

Chuck Farmer, CFO

**7 ADJOURNMENT**

**Accessibility for Individuals with Disabilities**

This document has been created with accessibility in mind. With the exception of certain 3rd party and other attachments, it passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to [accessibility@scmtd.com](mailto:accessibility@scmtd.com). Upon request, Santa Cruz METRO will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [boardinquiries@scmtd.com](mailto:boardinquiries@scmtd.com) or submitted by phone to the Executive Assistant at 831.426.6080. Requests made by mail (sent to the Executive Assistant, Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

**Public Comment**

If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included in the official report, please include it in your email. Comments that require a response may be deferred for staff reply.



**DATE:** March 11, 2022

**TO:** Personnel/Human Resources Standing Committee

**FROM:** Isaac Holly, IT & ITS Director

**SUBJECT: REVIEW REQUEST FOR AUTHORIZATION OF PROVISIONAL INFORMATIONAL TECHNOLOGY PROJECT COORDINATOR POSITION IN THE INFORMATIONAL TECHNOLOGY DEPARTMENT**

## **I. RECOMMENDED ACTION**

**That the Personnel/Human Resources Standing Committee review the request for authorization of a Provisional Information Technology Project Coordinator in the IT Department and recommend approval to the full Board of Directors**

## **II. SUMMARY**

- In order to address the needs of the Santa Cruz Metropolitan Transit District (METRO) as it relates to large and complex Information Technology (IT) projects, we have determined the need for a journey level IT Project Coordinator position.
- This position was discussed with SEIU/SEA Chapter President, Jordan Vascones, and Vice President Holly Alcorn. Both SEIU representatives are in support of METRO's creation of this new position.
- HR staff worked with the IT Department to create an IT Project Coordinator position description and its wage scale.
- HR staff presented the classification and compensation study to SEIU. SEIU is in agreement with the findings and this recommendation.

## **III. DISCUSSION/BACKGROUND**

The procurement of an Enterprise Resource Planning (ERP) solution for METRO is underway. This is a large and very complex system that involves all departments and will span multiple years.

Due to this undertaking, METRO has identified the need for an IT Project Coordinator to liaise between the implementation vendor and METRO staff. This person will ensure that all agency needs are coordinated and clearly conveyed to the vendor throughout the project. This person will also assist with IT technical support and administrative tasks as needed.

In order to address the aforementioned needs of the agency, HR has created a provisional IT Project Coordinator position. It was created through a total classification and compensation study performed by HR staff.

The study shows the need for a position that would perform a combination of duties which include acting as a technical liaison between ERP vendors and METRO staff, coordinating the installation and deployment of ERP systems and maintaining all project information including schedules, data assignments, tasks and project meetings.

HR staff worked with IT Department, to create a new IT Project Coordinator job description (class specification). Upon approval, an open recruitment will be undertaken to fill the IT Project Coordinator position.

This position was discussed with SEIU/SEA Chapter President, Jordan Vascones, and Vice President Holly Alcorn. Both SEIU representatives are in support of METRO's creation of this new position.

Staff is requesting that the Personnel/Human Resources Standing Committee recommend approval of the IT Project Coordinator position to the full Board of Directors at its March 25<sup>th</sup> meeting.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This item aligns to the following Strategic Plan Priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

If the recommendations contained in this report are adopted, the total Labor and Fringe Benefits cost for this position will be \$29,200 in FY22 and \$116,800 in FY23 respectively.

#### **VI. ALTERNATIVES CONSIDERED**

- Do nothing is an alternative. Staff does not recommend this option. This position meets the needs of METRO.
- Reject the suggested classification and wage survey. Staff does not recommend this action since the new class specification and its wage survey were researched and developed based on the developing needs of METRO.

**VII. ATTACHMENTS**

**Attachment A:** IT Project Coordinator Job Description

**Attachment B:** IT Project Coordinator Wage Scale

Prepared by: Isaac Holly, IT & ITS Director

**VIII. APPROVALS**

Monik Delfin, HR Deputy Director



Approved as to fiscal impact:  
Chuck Farmer, Chief Financial Officer



Dawn Crummié, Interim CEO/GM





# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Class Code: TOXXX*  
*FLSA Status: Non-Exempt*

### Information Technology Project Coordinator

#### Bargaining Unit: SEA

#### **DEFINITION:**

Under general supervision, an Information Technology Project Coordinator is responsible for planning, coordinating, remediation and support duties related to IT projects; works with internal stakeholders as well as external vendors to ensure timely completion of technology projects; maintains open communications and follows-up with business leaders, project teams, colleagues, and application vendors throughout technology projects.

#### **DISTINGUISHING CHARACTERISTICS:**

Receives general direction from IT Director. The incumbent is responsible for technology project coordination.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Maintains all project information including schedules, data, assignments, tasks, and project meetings
- Breaks projects into doable actions and set timeframes
- Acts as the point of contact and communicate project status to all participants
- Coordinates the installation and deployment of ERP systems
- Acts as a technical liaison between ERP vendors and METRO staff
- Coordinates Intelligent Transportation System (ITS) installation and deployment
- Assists in developing and writing user procedure manuals; teaches system operational procedures related to new deployments
- Coordinates the installation of new application software as well as system hardware and software upgrades
- Assists third party vendors with installations, upgrades, and application maintenance; helps with application troubleshooting, diagnostics, communication, and resolution
- Operates standard office equipment; utilizes computer software in performing job tasks
- Drives a Santa Cruz METRO vehicle to perform assignments
- Assists with IT technical support and administrative tasks as needed in the absence of helpdesk personnel.
- Responds to inquiries through the tracking system and over the phone; monitors and tracks problems and their resolution; identifies patterns of failure and applies knowledge of computer software and hardware procedures to implement solutions and diagnostic procedures
- Performs related work as required



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Strong organizational skills and attention to detail
- The practical application of software and related hardware systems
- Both private and hosted applications
- Experience or familiarity with project management software
- The effective use of modern office equipment, personal computers, and standard business software

##### **Additional Knowledge desirable, but not required:**

- Knowledge of, and experience with public transit specific hardware and software systems
- Basic knowledge of Microsoft Windows and NIX operating systems
- Basic understanding of database structures and SQL queries
- Current computer and networking hardware
- Software application design and development

##### **Ability to:**

- Communicate effectively with people at all job levels, have excellent evaluation skills, and be able to relay information in legible reports to IT Team and Leadership
- Clearly and effectively present technical information to both technical and non-technical users
- Create and maintain comprehensive project documentation, plans and reports
- Research and learn new technology as required
- Read and interpret technical manuals, procedures, and instructions
- Adhere to established work schedules and timelines
- Balance multiple assignments simultaneously and effectively
- Work with users and co-workers on a one-on-one or small group informal basis to demonstrate applications and/or business processes
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public
- Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned
- Utilize helpdesk ticketing systems

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

##### **Education, Training and Experience:**

Two (2) years course work from an accredited college related to technology project management  
**AND/OR**

Possess at least two years experience in technology project coordination  
IT support experience is also desirable but not required

##### **LICENSES AND CERTIFICATES:**

A valid California Driver's License will be required at the time of appointment and throughout employment.

Must be able to obtain and maintain a current, valid California Class "C" Driver's License.





# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

#### **PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this job, the employee is frequently required to reach with hands and arms; walk, sit and stand; use finger dexterity; talk and hear; and use a keyboard. Work often requires stooping at the waist and the repetitive use of both hands to grasp and feel objects. Work may require lifting up to 20 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

#### **Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; solves problems; uses math and mathematical reasoning; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

#### **Work Environment:**

The employee typically works in a standard office environment where the noise level is moderate.

#### **OTHER CONDITIONS OF EMPLOYMENT:**

- Must pass requisite background check.
- May occasionally-work extended hours or hours outside of regular schedule.

\*Adopted:  
 \*BOD Approved:  
 \*Revised: 00-00-00  
 \*Job Family: Information Technology Technical  
 \*Job Series: Information Technology Project Coordinator  
 \*Job Series Level: Journey  
 \*Confidential: No

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# Attachment B

**FY22: 2.5% wage increase, effective June 24, 2021/Adopted by the Board as of February 28, 2020**

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL	
SEP	30.58	32.11	33.64	35.17	36.70	38.23	39.76	41.29	42.82	44.35	45.88	47.41	48.94	50.47	52.00	53.53	55.06	56.59	58.12
SEP	33.39	35.06	36.73	38.40	40.07	41.74	43.41	45.08	46.75	48.42	50.09	51.76	53.43	55.10	56.77	58.44	60.11	61.78	63.45
SEP	23.72	24.91	26.10	27.29	28.48	29.67	30.86	32.05	33.24	34.43	35.62	36.81	38.00	39.19	40.38	41.57	42.76	43.95	45.14
SEP	27.95	29.35	30.75	32.15	33.55	34.95	36.35	37.75	39.15	40.55	41.95	43.35	44.75	46.15	47.55	48.95	50.35	51.75	53.15
SEP	32.69	34.32	35.95	37.58	39.21	40.84	42.47	44.10	45.73	47.36	48.99	50.62	52.25	53.88	55.51	57.14	58.77	60.40	62.03
SEP	36.98	38.83	40.68	42.53	44.38	46.23	48.08	49.93	51.78	53.63	55.48	57.33	59.18	61.03	62.88	64.73	66.58	68.43	70.28
SEP	31.31	32.88	34.45	36.02	37.59	39.16	40.73	42.30	43.87	45.44	47.01	48.58	50.15	51.72	53.29	54.86	56.43	58.00	59.57
SEP	26.40	27.72	29.04	30.36	31.68	33.00	34.32	35.64	36.96	38.28	39.60	40.92	42.24	43.56	44.88	46.20	47.52	48.84	50.16
SEP	32.36	33.98	35.60	37.22	38.84	40.46	42.08	43.70	45.32	46.94	48.56	50.18	51.80	53.42	55.04	56.66	58.28	59.90	61.52
SEP	47.24	49.60	51.96	54.32	56.68	59.04	61.40	63.76	66.12	68.48	70.84	73.20	75.56	77.92	80.28	82.64	85.00	87.36	89.72
SEP	24.95	26.20	27.45	28.70	29.95	31.20	32.45	33.70	34.95	36.20	37.45	38.70	40.00	41.25	42.50	43.75	45.00	46.25	47.50
SES	31.19	32.75	34.31	35.87	37.43	38.99	40.55	42.11	43.67	45.23	46.79	48.35	49.91	51.47	53.03	54.59	56.15	57.71	59.27
SES	34.30	36.02	37.74	39.46	41.18	42.90	44.62	46.34	48.06	49.78	51.50	53.22	54.94	56.66	58.38	60.10	61.82	63.54	65.26
SES	20.71	21.75	22.79	23.83	24.87	25.91	26.95	27.99	29.03	30.07	31.11	32.15	33.19	34.23	35.27	36.31	37.35	38.39	39.43
SES	30.14	31.65	33.16	34.67	36.18	37.69	39.20	40.71	42.22	43.73	45.24	46.75	48.26	49.77	51.28	52.79	54.30	55.81	57.32
SES	24.66	25.89	27.12	28.35	29.58	30.81	32.04	33.27	34.50	35.73	36.96	38.19	39.42	40.65	41.88	43.11	44.34	45.57	46.80
SES	24.00	25.20	26.40	27.60	28.80	30.00	31.20	32.40	33.60	34.80	36.00	37.20	38.40	39.60	40.80	42.00	43.20	44.40	45.60
SES	21.59	22.67	23.75	24.83	25.91	26.99	28.07	29.15	30.23	31.31	32.39	33.47	34.55	35.63	36.71	37.79	38.87	39.95	41.03
SES	26.37	27.69	29.01	30.33	31.65	32.97	34.29	35.61	36.93	38.25	39.57	40.89	42.21	43.53	44.85	46.17	47.49	48.81	50.13
SES	25.17	26.43	27.69	28.95	30.21	31.47	32.73	33.99	35.25	36.51	37.77	39.03	40.29	41.55	42.81	44.07	45.33	46.59	47.85
SES	25.76	27.05	28.34	29.63	30.92	32.21	33.50	34.79	36.08	37.37	38.66	39.95	41.24	42.53	43.82	45.11	46.40	47.69	48.98
SES	22.49	23.61	24.73	25.85	26.97	28.09	29.21	30.33	31.45	32.57	33.69	34.81	35.93	37.05	38.17	39.29	40.41	41.53	42.65
SES	24.99	26.24	27.49	28.74	29.99	31.24	32.49	33.74	34.99	36.24	37.49	38.74	39.99	41.24	42.49	43.74	44.99	46.24	47.49
SES	17.65	18.53	19.41	20.29	21.17	22.05	22.93	23.81	24.69	25.57	26.45	27.33	28.21	29.09	29.97	30.85	31.73	32.61	33.49
SES	20.71	21.75	22.79	23.83	24.87	25.91	26.95	27.99	29.03	30.07	31.11	32.15	33.19	34.23	35.27	36.31	37.35	38.39	39.43
SES	24.00	25.20	26.40	27.60	28.80	30.00	31.20	32.40	33.60	34.80	36.00	37.20	38.40	39.60	40.80	42.00	43.20	44.40	45.60
SES	21.79	22.88	23.97	25.06	26.15	27.24	28.33	29.42	30.51	31.60	32.69	33.78	34.87	35.96	37.05	38.14	39.23	40.32	41.41
SES	24.22	25.43	26.64	27.85	29.06	30.27	31.48	32.69	33.90	35.11	36.32	37.53	38.74	39.95	41.16	42.37	43.58	44.79	46.00
SES	37.75	39.64	41.53	43.42	45.31	47.20	49.09	50.98	52.87	54.76	56.65	58.54	60.43	62.32	64.21	66.10	67.99	69.88	71.77
SES	34.98	36.73	38.48	40.23	41.98	43.73	45.48	47.23	48.98	50.73	52.48	54.23	55.98	57.73	59.48	61.23	62.98	64.73	66.48
SES	29.41	30.88	32.35	33.82	35.29	36.76	38.23	39.70	41.17	42.64	44.11	45.58	47.05	48.52	49.99	51.46	52.93	54.40	55.87
SES	32.36	33.98	35.60	37.22	38.84	40.46	42.08	43.70	45.32	46.94	48.56	50.18	51.80	53.42	55.04	56.66	58.28	59.90	61.52
SES	21.79	22.88	23.97	25.06	26.15	27.24	28.33	29.42	30.51	31.60	32.69	33.78	34.87	35.96	37.05	38.14	39.23	40.32	41.41
SES	23.97	25.17	26.37	27.57	28.77	29.97	31.17	32.37	33.57	34.77	35.97	37.17	38.37	39.57	40.77	41.97	43.17	44.37	45.57
SES	25.17	26.43	27.69	28.95	30.21	31.47	32.73	33.99	35.25	36.51	37.77	39.03	40.29	41.55	42.81	44.07	45.33	46.59	47.85
SES	31.05	32.60	34.15	35.70	37.25	38.80	40.35	41.90	43.45	45.00	46.55	48.10	49.65	51.20	52.75	54.30	55.85	57.40	58.95
SES	25.42	26.69	27.96	29.23	30.50	31.77	33.04	34.31	35.58	36.85	38.12	39.39	40.66	41.93	43.20	44.47	45.74	47.01	48.28
SES	28.23	29.64	31.05	32.46	33.87	35.28	36.69	38.10	39.51	40.92	42.33	43.74	45.15	46.56	47.97	49.38	50.79	52.20	53.61
SES	21.09	22.14	23.19	24.24	25.29	26.34	27.39	28.44	29.49	30.54	31.59	32.64	33.69	34.74	35.79	36.84	37.89	38.94	39.99
SES	29.04	30.49	31.94	33.39	34.84	36.29	37.74	39.19	40.64	42.09	43.54	44.99	46.44	47.89	49.34	50.79	52.24	53.69	55.14
SES	21.79	22.88	23.97	25.06	26.15	27.24	28.33	29.42	30.51	31.60	32.69	33.78	34.87	35.96	37.05	38.14	39.23	40.32	41.41
SES	31.19	32.75	34.31	35.87	37.43	38.99	40.55	42.11	43.67	45.23	46.79	48.35	49.91	51.47	53.03	54.59	56.15	57.71	59.27
SES	34.30	36.02	37.74	39.46	41.18	42.90	44.62	46.34	48.06	49.78	51.50	53.22	54.94	56.66	58.38	60.10	61.82	63.54	65.26
SES	31.19	32.75	34.31	35.87	37.43	38.99	40.55	42.11	43.67	45.23	46.79	48.35	49.91	51.47	53.03	54.59	56.15	57.71	59.27
SES	25.17	26.43	27.69	28.95	30.21	31.47	32.73	33.99	35.25	36.51	37.77	39.03	40.29	41.55	42.81	44.07	45.33	46.59	47.85

# Attachment B

FY22: 2.5% wage increase, effective June 24, 2021/Adopted by the Board as of February 28, 2020

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	20.09	21.09	22.09	21.09	22.14	23.19	22.14	23.25	24.36	23.25	24.41	25.57	24.41	25.63	26.85	25.63	26.91	28.19
SES	31.19	32.75	34.31	32.75	34.39	36.03	34.39	36.11	37.83	36.11	37.92	39.73	37.92	39.82	41.72	39.82	41.81	43.80
SES	30.91	32.46	34.01	32.46	34.08	35.70	34.08	35.78	37.48	35.78	37.57	39.36	37.57	39.45	41.33	39.45	41.42	43.39
SES	28.34	29.76	31.18	29.76	31.25	32.74	31.25	32.81	34.37	32.81	34.45	36.09	34.45	36.17	37.89	36.17	37.98	39.79
SES	21.73	22.82	23.91	22.82	23.96	25.10	23.96	25.16	26.36	25.16	26.42	27.68	26.42	27.74	29.06	27.74	29.13	30.52
SES	19.55	20.53	21.51	20.53	21.56	22.59	21.56	22.64	23.72	22.64	23.77	24.90	23.77	24.96	26.15	24.96	26.21	27.46
SES	36.40	38.22	40.04	38.22	40.13	42.04	40.13	42.14	44.15	42.14	44.25	46.36	44.25	46.46	48.67	46.46	48.78	51.10
SES	40.47	42.49	44.51	42.49	44.61	46.73	44.61	46.84	49.07	46.84	49.18	51.52	49.18	51.64	54.10	51.64	54.22	56.80
SES	31.19	32.75	34.31	32.75	34.39	36.03	34.39	36.11	37.83	36.11	37.92	39.73	37.92	39.82	41.72	39.82	41.81	43.80
SES	27.41	28.78	30.15	28.78	30.22	31.66	30.22	31.73	33.24	31.73	33.32	34.91	33.32	34.99	36.66	34.99	36.74	38.49
SES	24.85	26.09	27.33	26.09	27.39	28.69	27.39	28.76	30.13	28.76	30.20	31.64	30.20	31.71	33.22	31.71	33.30	34.89
SES	41.51	43.59	45.67	43.59	45.77	47.95	45.77	48.06	50.35	48.06	50.46	52.86	50.46	52.98	55.50	52.98	55.63	58.28
SES	30.23	31.74	33.25	31.74	33.33	34.92	33.33	35.00	36.67	35.00	36.75	38.50	36.75	38.59	40.43	38.59	40.52	42.45
SES	46.83	49.17	51.51	49.17	51.63	54.09	51.63	54.21	56.79	54.21	56.92	59.63	56.92	59.77	62.62	59.77	62.76	65.75
SES	41.99	44.09	46.19	44.09	46.29	48.49	46.29	48.60	50.91	48.60	51.03	53.46	51.03	53.58	56.13	53.58	56.26	58.94
SES	42.56	44.69	46.82	44.69	46.92	49.15	46.92	49.27	51.62	49.27	51.73	54.19	51.73	54.32	56.91	54.32	57.04	59.76
SES	31.49	33.06	34.63	33.06	34.71	36.36	34.71	36.45	38.19	36.45	38.27	40.09	38.27	40.18	42.09	40.18	42.19	44.20
SES	34.98	36.73	38.48	36.73	38.57	40.41	38.57	40.50	42.43	40.50	42.53	44.56	42.53	44.66	46.79	44.66	46.89	49.12
SEV	32.36	33.98	35.60	33.98	35.68	37.38	35.68	37.46	39.24	37.46	39.33	41.20	39.33	41.30	43.27	41.30	43.37	45.44
SEV	32.87	34.51	36.15	34.51	36.24	37.97	36.24	38.05	39.86	38.05	39.95	41.85	39.95	41.95	43.95	41.95	44.05	46.15
SEV	27.83	29.22	30.61	29.22	30.68	32.14	30.68	32.21	33.74	32.21	33.82	35.43	33.82	35.51	37.20	35.51	37.29	39.07
SEV	23.29	24.45	25.61	24.45	25.67	26.89	25.67	26.95	28.23	26.95	28.30	29.65	28.30	29.72	31.14	29.72	31.21	32.70
SEV	24.66	25.89	27.12	25.89	27.18	28.47	27.18	28.54	29.90	28.54	29.97	31.40	29.97	31.47	32.97	31.47	33.04	34.61
SEV	27.41	28.78	30.15	28.78	30.22	31.66	30.22	31.73	33.24	31.73	33.32	34.91	33.32	34.99	36.66	34.99	36.74	38.49
SEV	30.14	31.65	33.16	31.65	33.23	34.81	33.23	34.89	36.55	34.89	36.63	38.37	36.63	38.46	40.29	38.46	40.38	42.30
SEV	23.20	24.36	25.52	24.36	25.58	26.80	25.58	26.86	28.14	26.86	28.20	29.54	28.20	29.61	31.02	29.61	31.09	32.57
SEV	23.29	24.45	25.61	24.45	25.67	26.89	25.67	26.95	28.23	26.95	28.30	29.65	28.30	29.72	31.14	29.72	31.21	32.70
SEV	25.61	26.89	28.17	26.89	28.23	29.57	28.23	29.64	31.05	29.64	31.12	32.60	31.12	32.68	34.24	32.68	34.31	35.94
SEV	25.61	26.89	28.17	26.89	28.23	29.57	28.23	29.64	31.05	29.64	31.12	32.60	31.12	32.68	34.24	32.68	34.31	35.94
SEV	21.33	22.40	23.47	22.40	23.52	24.64	23.52	24.70	25.88	24.70	25.94	27.18	25.94	27.24	28.54	27.24	28.60	29.96
SEV	17.46	18.33	19.20	18.33	19.25	20.17	19.25	20.21	21.17	20.21	21.22	22.23	21.22	22.28	23.34	22.28	23.39	24.50
SEV	19.46	20.43	21.40	20.43	21.45	22.47	21.45	22.52	23.59	22.52	23.65	24.78	23.65	24.83	26.01	24.83	26.07	27.31

**Special Handling - filled positions as of 10/26/2019**

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	25.45	26.72	27.99	26.72	28.06	29.40	28.06	29.46	30.86	29.46	30.93	32.40	30.93	32.48	34.03	32.48	34.10	35.72
SES	26.23	27.54	28.85	27.54	28.92	30.30	28.92	30.37	31.82	30.37	31.89	33.41	31.89	33.48	35.07	33.48	35.15	36.82
SES	23.66	24.84	26.02	24.84	26.08	27.32	26.08	27.38	28.68	27.38	28.75	30.12	28.75	30.19	31.63	30.19	31.70	33.21
SES	31.60	33.18	34.76	33.18	34.84	36.50	34.84	36.58	38.32	36.58	38.41	40.24	38.41	40.33	42.25	40.33	42.35	44.37
SEV	25.07	26.32	27.57	26.32	27.64	28.96	27.64	29.02	30.40	29.02	30.47	31.92	30.47	31.99	33.51	31.99	33.59	35.19
SEV	17.67	18.55	19.43	18.55	19.48	20.41	19.48	20.45	21.42	20.45	21.47	22.49	21.47	22.54	23.61	22.54	23.67	24.80

*Longevity Pay is based only on length of service.*  
 Notes: \* Adding Customer Service Assistant to the SEA Chapter. Position and wage approved on BOD 06.26.2020. Adding HR Analyst I to the SEA Chapter. Position and wage approved on BOD 01.28.2022. Adding IT Project Coordinator to the SEA Chapter. Position and wage approved on BOD 03.25.2022.

**Tentative Agreement**

Article 10.1 Pay Rates  
 Agree to pay scales as provided above.

Dawn Crummie, Interim CEO/General Manager, Santa Cruz METRO

\*Jordan Vascones, President SEA Chapter

Kiernan Colby, Lead Internal Organizer, SEIU Local 521



**DATE:** March 11, 2022  
**TO:** Personnel/Human Resources Standing Committee  
**FROM:** Chuck Farmer, Chief Financial Officer  
**SUBJECT: REVIEW REQUEST TO AUTHORIZE FUNDING THE LEAD PARTS AND MATERIALS CLERK POSITION AND DE-FUNDING A PARTS AND MATERIALS CLERK POSITION**

**I. RECOMMENDED ACTION**

**That the Personnel/Human Resources Standing Committee review the request to fund a Lead Parts and Materials clerk and de-fund a Parts and Materials clerk position summary**

- Santa Cruz Metropolitan Transit District (METRO) currently has one Parts and Materials clerk position open and funded in FY2021.
- Due to the coverage schedule for the parts shop (7 days a week), there is a need for a more senior position that can make decisions and oversee more junior Parts and Material clerks as needed.
- Currently there is only one supervisor (Parts and Materials Supervisor) position that must cover all issues that arise over all shifts within a work week including weekends. This includes coverage when someone is out, inventory is out of stock and needs to be ordered and delivered asap, and general management as needed.
- Staff is recommending that the Board approve the funding of the Lead Parts and Materials clerk position and the de-funding of the Parts and Materials clerk position.

**II. DISCUSSION/BACKGROUND**

Over the course of the last 6 months in implementing a 7 day inventory shop coverage, it has come to management's attention that a higher level of knowledge, training and understanding will be needed for one position. This includes understanding all parts of the inventory process from ordering, receiving, stocking, issuing, counting and reconciliation to name a few.

Currently the only position that has this level of understanding is the Parts and Materials Supervisor. However the Supervisor is needed to be available 7 days a week for the Parts and Materials clerks to resolve issues and make sure inventory is stocked as needed which could lead to burnout and stress.

Another problem that has surfaced is having a knowledgeable role in the office 7 days a week. By having a Lead clerk, we can have 7 days a week coverage with a clerk and someone with the knowledge to troubleshoot, check inventory, train, prioritize and perform other duties as needed. Although the Lead clerk will not be the direct supervisor, they will have some of the duties in common with the Parts and Materials Supervisor when the Parts and Materials Supervisor is out of the office.

The additional duties the Lead clerk will perform that the existing clerk position does not perform include but are not limited to the following:

- Serves as a lead worker over subordinate Parts and Materials clerk by prioritizing, assigning, and monitoring work and providing training as needed; may provide input on performance evaluations as needed
- Assists Parts and Materials staff and other departments in identifying the more difficult items to be purchased; researches catalogs, parts manuals, the Internet, and other sources; orders parts with vendors online, over the phone, or by submitting purchase requisitions according to Santa Cruz METRO policies.
- Ensures the maintenance and currency of Fleet and Facilities Department's Material Safety Data Sheet (MSDS) records, ensuring that items used or purchased by Fleet and Facilities Departments are in the SDS catalog; Leads and participates in a yearly SDS inventory.
- Reviews vendor selection and performance regarding pricing, customer service, invoicing, and returns/credits.
- Ensures the daily or regular inspection of the parts room and other locations, maintenance of accurate inventory counts, and placement of regular orders to stock items that are frequently requested or ordered in bulk.
- Prepares budgetary estimates for parts, materials, and supplies.

This position has been funded and in the budget since 2007. However, in FY22, the role was de-funded to fund a Parts and Materials clerk. After further review, the Lead position is needed and one less approved Parts and Materials clerk position can be de-funded.

If approved, an open recruitment will be performed to fill the Lead Parts and Materials clerk role.

Staff requests the Personnel/Human Resources Standing Committee recommend to the full Board of Directors approval of the funding of the Lead Parts and Materials clerk position in the current Management Compensation Policy, along with the de-funding of the Parts and Materials clerk position.

### **III. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report ties to the following strategic priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

Funding for this position is based on the de-funding of the Parts and Materials clerk plus savings from not filling the Purchasing Manager role until late FY22.

The expected increase needed in the FY22 and FY23 Budget from funding the Lead Parts and Materials Clerk and de-funding the Parts and Materials Clerk is roughly \$3k and \$9k respectively.

#### **V. ALTERNATIVES CONSIDERED**

- Not approving the funding of the position. Staff does not recommend this action as it would create overwork and stress on the Parts and Materials Supervisor and delays in solutions, which could result in delays in bus fixes. This position meets the needs of METRO.

#### **VI. ATTACHMENTS**

**Attachment A:** Lead Parts and Materials Clerk Job Description

**Attachment B:** Parts and Materials Clerk Job Description

Prepared by: Chuck Farmer, Chief Financial Officer

**VII. APPROVALS**

Monik Delfin, HR Deputy Director



Approved as to fiscal impact:  
Chuck Farmer, Chief Financial Officer



Dawn Crummié, Interim CEO/General Manager







# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Class Code: AS106*  
*FLSA Status: Non-exempt*

### **Lead Parts and Materials Clerk** **Bargaining Unit: VMU**

#### **DEFINITION:**

Under general supervision, a Lead Parts and Materials Clerk performs lead work and maintenance support work related to requisitioning, receiving, inspecting, identifying, researching, stocking and issuing of a variety of parts, equipment, tools, materials and supplies, including highly specialized items for vehicle maintenance and repairs, facilities maintenance and repairs and custodial activities; oversees the maintenance of appropriate inventory; performs record keeping and other administrative support work; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

Lead Parts and Materials Clerk is the advanced-lead level class in the series. An incumbent in this class serves as a lead worker over subordinate Parts and Materials Clerks and also performs tasks requiring advanced knowledge of heavy-duty transit vehicles maintenance, repairs and storekeeping and purchasing methods as well as related departmental policies, practices, and procedures. This class may be distinguished from the lower level class of Parts and Materials Clerk because an incumbent in the latter class performs the full scope of journey-level work and does not have formal lead worker responsibilities. It may also be distinguished from the higher level class of Parts and Materials Supervisor as an incumbent in the latter class supervises the work of subordinate staff.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Serves as a lead worker over subordinate Parts and Materials Clerk by prioritizing, assigning, and monitoring work and providing training as needed; may provide input on performance evaluations.
- Ensures the daily or regular inspection of the parts room and other locations, maintenance of accurate inventory counts, and placement of regular orders to stock items that are frequently requested or ordered in bulk.
- Performs researching, requisitioning, receiving, inspecting, stocking and issuing of a variety of materials and supplies requested by multiple departments, including specialized parts, equipment, and tools for vehicle maintenance and repairs, facilities maintenance and repairs, and custodial activities.
- Monitors the “out of service” list and updates work orders to show status of orders; provides an estimated time of arrival.
- Assists Parts and Materials staff and other departments in identifying the more difficult items to be purchased; researches catalogs, parts manuals, the Internet, and other sources; orders parts with vendors online, over the phone, or by submitting purchase requisitions according to Santa Cruz METRO policies.
- Prepares budgetary estimates for parts, materials, and supplies.
- Contacts vendors to obtain pricing and availability quotations.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Reviews vendor selection and performance regarding pricing, customer service, invoicing, and returns/credits.
- Leads and participates in the receipt, inspection, and stocking of deliveries from suppliers; compares actual items received against orders to confirm completeness of delivery; delivers items to ordering departments; uses a forklift to unload/load large deliveries, handle and transport hazardous materials, and deliver larger items.
- Ensures the maintenance and currency of Fleet and Facilities Department's Safety Data Sheet (MSDS) records, ensuring that items used or purchased by Fleet and Facilities Departments are in the SDS catalog; Leads and participates in a yearly SDS inventory.
- Performs the monitoring of accumulated metal, hazardous waste, and other items and arranges pick-up for disposal.
- Performs the packaging and shipping of items needing repair or warranty work.
- Performs the inspections of forklifts and other equipment to verify safe operation.
- Performs the loading and unloading mobile vaults from an armored car containing revenue
- Participates in keeping the parts room clean and orderly.
- Assists in vendor selection and monitors vendor performance.
- Performs data entry to update and maintain information in digital files; compiles and prepares data for statistical and accounting reports; may create spreadsheets and other tools to track information.
- May type correspondence and other documents.
- Answers telephones, greet visitors, and provides information to employees and the public.
- Operates standard office equipment; utilizes computer software in performing job tasks.
- Drives a Santa Cruz METRO vehicle to perform assignments.
- Performs related work as required

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Principles and practices of employee leadership, including ways to motivate staff and maximize productivity.
- Standard equipment, parts, tools and supplies required for maintaining light and heavy-duty vehicle systems, and their appropriate storage.
- Standard equipment, parts, and supplies required to maintain a wide variety of non-vehicular equipment and facilities department needs, and their appropriate storage.
- Standard equipment, parts and supplies required for custodial work as well other general operational needs of a transit agency, and their appropriate storage.
- Principles and methods of maintaining a standard inventory of high demand items.
- Methods of determining the availability and best price for equipment, parts, tools, and supplies.
- Standard processes pertaining to purchasing and related data maintenance.
- Modern office practices, procedures, and equipment.
- Methods of maintaining information in digital or hard copy files.
- Clerical methods of researching, gathering, organizing and reporting data.
- Methods of prioritizing, planning and organizing work.
- Time management techniques.
- Clerical customer service techniques.
- Basic mathematics including percentages and basic statistics.
- Telephone techniques and etiquette.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- The effective use of modern office equipment, personal computers, and standard business software.

#### **Ability to:**

- Serve as a lead worker over subordinate Stock Clerks and other clerical and support staff.
- Lead and participate in the identification and procurement of a wide variety of [highly specialized] tools, equipment, parts, supplies and other items requested by customers.
- Research the availability and price of requested items.
- Read and comprehend a variety of [highly specialized] technical parts manuals, schematics, and safety-related documentation.
- Coordinates the maintenance of an adequate inventory of high-demand items and ensure their appropriate storage.
- Ensure a safe and organized work area.
- Ensure the safe handling of items hazardous in nature.
- Maintain detailed records and control systems with accuracy and attention to detail.
- Input data into a database.
- Adhere to established work schedules and timelines.
- Work independently using good judgment, tact, and discretion.
- Balance multiple assignments simultaneously and effectively.
- Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned.
- Drive a forklift after receiving appropriate training.
- Communicate clearly and effectively in both oral and written form.
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education, Training, and Experience:**

Five (5) years of progressively responsible experience receiving, stocking, issuing and maintaining inventory of automotive and heavy-duty transit parts and supplies.

#### **LICENSES AND CERTIFICATES:**

A valid California Driver's License will be required at the time of appointment and throughout employment.

Must be able to obtain and maintain a current, valid California Class "C" Driver's License.

#### **PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk, climb and stand; talk and hear; use hands to manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms, and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck and occasionally reach overhead. Work may require lifting up to 50 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

**Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; solves problems; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

**Work Environment:**

The employee works in a shop environment where the noise level may be loud and there is potential exposure to fumes, dust, grease, air contaminants, hazardous materials and chemicals.

**OTHER CONDITIONS OF EMPLOYMENT:**

- Must pass a requisite background check.
- May occasionally working extended hours or hours outside of regular schedule.
- This position requires the use of personal protective equipment (PPE) based on the tasks assigned; safety shoes are required at all times.

*Adopted:	12-11-18
*BOD Approved:	08-23-19
*Revised:	00-00-00
*Job Family:	Purchasing
*Job Series:	Parts
*Job Series Level:	Advanced-Lead
*Confidential:	No



# Attachment B

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Class Code: AS105*  
*FLSA Status: Non-exempt*

### **Parts and Materials Clerk** **Bargaining Unit: VMU**

#### **DEFINITION:**

Under general supervision, a Parts and Materials Clerk performs skilled maintenance and clerical support duties related to requisitioning, receiving, inspecting, identifying, researching, stocking and issuing of a variety of parts, equipment, tools, materials and supplies including highly specialized items for vehicle maintenance and repairs, facilities maintenance and repairs, and custodial activities; assists departments in identifying the correct items to be purchased; performs daily checks and balances as well as weekly group inventories; may perform general office work, and performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

Parts and Materials Clerk is the journey-level class in the series. An incumbent in this class performs tasks of various difficulty that require a moderate knowledge of heavy and light duty vehicles, storekeeping and purchasing methods as well as related departmental policies, practices, and procedures. This class may be distinguished from the higher level class of Lead Parts and Materials Clerk because an incumbent in the latter class serves as an advanced-lead worker over subordinate Parts and Materials Clerks.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Requisitions, receives, inspects, stocks, and issues a variety of materials and supplies requested by multiple departments, including specialized parts, equipment, and tools for vehicle maintenance and repairs, facilities maintenance and repairs, and custodial activities.
- Assists departments in identifying the correct items to be purchased by researching catalogs, parts manuals, the Internet, and other sources; orders parts with vendors online, over the phone, or by submitting purchase requisitions according to Santa Cruz METRO policies; issues items to departments.
- Receives, inspects and stocks deliveries from suppliers; compares actual items received against orders to confirm the completeness of delivery; delivers items to ordering departments; uses a forklift to unload/load large deliveries, handle and transport hazardous materials, and deliver larger items.
- Performs daily or regular inspections of the parts room and other locations as required; maintains accurate inventory counts and keeps records using a computerized inventory system; places regular orders to stock items that are frequently requested.
- Assists with workplace safety regulatory compliance such as the Material Safety Data Sheet (MSDS) program for Fleet and Facility Maintenance.
- Monitors accumulated metal, hazardous waste and other items and notifies superior of need for disposal and assists with the disposal process
- Packages and ships items needing repair or warranty work.
- Inspects forklifts and other equipment to verify safe operation.
- Loads and unloads mobile vaults on and off armored cars as needed.
- Maintains the parts room in a clean and orderly fashion.

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Parts and Materials Clerk

# 6B.1



# Attachment B

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Assists in vendor selection and monitors vendor performance.
- Performs data entry to update and maintain information in digital files; compiles and prepares data for statistical and accounting reports; may create spreadsheets and other tools to track information.
- May type correspondence and other documents.
- Answers telephones, greet visitors, and provides information to employees and the public.
- Operates standard office equipment; utilizes computer software in performing job tasks.
- Drives a Santa Cruz METRO vehicle to perform assignments.
- Performs related duties as required.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Standard equipment, parts, tools, and supplies required for maintaining light and heavy-duty vehicle systems, and their appropriate storage.
- Standard equipment, parts, and supplies required to maintain a wide variety of non-vehicular equipment and facilities department needs, and their appropriate storage.
- Standard equipment, parts and supplies required for custodial work as well other general operational needs of a transit agency, and their appropriate storage.
- Principles and methods of maintaining a standard inventory of high demand items.
- Methods of determining the availability and best price for equipment, parts, tools, and supplies.
- Standard processes pertaining to purchasing and related data maintenance.
- Modern office practices, procedures, and equipment.
- Intermediate methods of maintaining information in digital or hard copy files.
- Intermediate clerical methods of researching, gathering, organizing and reporting data.
- Intermediate-methods of prioritizing, planning, and organizing work.
- Intermediate time management techniques.
- Intermediate clerical customer service techniques.
- Intermediate mathematics including percentages and intermediate statistics.
- Telephone techniques and etiquette.
- The effective use of modern office equipment, personal computers, and standard business software.

##### **Ability to:**

- Identify and procure a wide variety of tools, equipment, parts, supplies and other items requested by customers.
- Research the availability and price of requested items.
- Read and comprehend a variety of technical parts manuals, schematics, and safety-related documentation.
- Maintain an adequate inventory of high-demand items and ensure their appropriate storage.
- Maintain a safe and organized work area.
- Ensure the safe handling of items hazardous in nature.
- Follow oral and written instructions accurately.
- Maintain detailed records and control systems with accuracy and attention to detail.
- Input data into a database.
- Adhere to established work schedules and timelines.



# Attachment B

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Work independently using good judgment, tact, and discretion.
- Balance multiple assignments simultaneously and effectively.
- Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned.
- Drive a forklift after receiving appropriate training.
- Communicate clearly and effectively in both oral and written form.
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education, Training, and Experience:**

Two (2) years of progressively responsible experience receiving, stocking, issuing and maintaining an inventory of automotive and heavy-duty transit parts and supplies.

#### **LICENSES AND CERTIFICATES:**

A valid California Driver's License will be required at the time of appointment and throughout employment.

Must be able to obtain and maintain a current, valid California Class "C" Driver's License.

#### **PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk, climb and stand; talk and hear; use hands to manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms, and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck and occasionally reach overhead. Work may require lifting up to 50 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

#### **Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; solves problems; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

#### **Work Environment:**

The employee works in a shop environment where the noise level may be loud and there is potential exposure to fumes, dust, grease, air contaminants, hazardous materials and chemicals.

#### **OTHER CONDITIONS OF EMPLOYMENT:**

- Must pass a requisite background check.
- May occasionally work extended hours or hours outside of the regular schedule.

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Parts and Materials Clerk



# Attachment B

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- This position requires the use of personal protective equipment (PPE) based on the tasks assigned; safety shoes are required at all times.

\*Adopted: 12-11-18  
\*BOD Approved: 08-23-19  
\*Revised: 00-00-00  
\*Job Family: Purchasing  
\*Job Series: Parts  
\*Job Series Level: Journey  
\*Confidential: No