



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

SEPTEMBER 9, 2022 – 1:00 PM

DUE TO COVID-19, THE SEPTEMBER 9, 2022 SANTA CRUZ METRO BOARD OF DIRECTORS MEETING WILL BE CONDUCTED AS A 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

The public may participate remotely via the Zoom website [at this link](#) and following the instructions or by calling 1-669-900-9128 Meeting ID 839 2154 1018 Passcode 871149

Public comment may be submitted via email to boardinquiries@scmtd.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 correspondence that is posted online at the board meeting packet link. Oral public comments will also be accepted during the meeting through Zoom. Should Zoom not be operational, please check online at: www.scmtd.com for any updates or further instruction.

The Personnel/Human Resources Standing Committee Meeting Agenda Packet can be found online at 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 Larry Pageler, 2022 Board Chair
Director Jimmy Dutra, 2022 Board Vice Chair
Director Donna Lind, Immediate Past Board Chair
Director Kristen Brown
Director Rebecca Downing

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

Michael Tree
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

MEETING TIME: 10:30 AM

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 AND FUNDING FOR FOUR MAINTENANCE MECHANICS

Margo Ross, Chief Operations Officer

6 REVIEW REQUEST FOR AUTHORIZATION OF ACCOUNTANT III POSITION IN THE FINANCE DEPARTMENT

Kristina Mihaylova, Finance Deputy Director

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. 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 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: September 9, 2022
TO: Personnel/Human Resources Standing Committee
FROM: Margo Ross, Chief Operations Officer
SUBJECT: REVIEW REQUEST FOR AUTHORIZATION AND FUNDING FOR FOUR MAINTENANCE MECHANICS

I. RECOMMENDED ACTION

That the Personnel/Human Resources Standing Committee review the request for authorization for four Maintenance Mechanics in the Fleet Maintenance Department and recommend approval to the full Board of Directors

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) is looking to increase the number of mechanics from 17 to 21 in order to conform to the standard Bus to Mechanic ratio – net four maintenance mechanics.
- Due to the workload of the Fleet Maintenance Department, staff is asking to add four additional Mechanic I positions to assist and work on preventive maintenance to maintain an aged fleet of buses and breaks/fixes as required.
- For reporting structure purposes, the Mechanic I positions will report to the Fleet Maintenance Manager.
- METRO staff and Service Employees International Union Local 521 (SEIU) representatives met and discussed the needs of the organization. METRO and SEIU agreed the Fleet Maintenance Department needs additional mechanics and to increase staffing to assist with METRO's increased preventive maintenance needs.
- Staff is recommending Board of Directors' (Board) approval to create four Mechanic I positions.

III. DISCUSSION/BACKGROUND

METRO is in the process of buying new buses to replace more than 30% of the existing 96 buses currently in service. METRO is looking to replace the buses with new zero emission buses (ZEB) that will require more training and a broad knowledge of bus maintenance.

Survey of other transit agencies across California and the U.S. indicate the minimum bus to maintenance worker should be 4.5 buses to one maintenance worker. Currently, METRO has 17 maintenance workers and 96 buses, which is a ratio of 5.6 buses to one maintenance worker. Adding the additional four workers will put the ratio to 4.5 buses per worker and aligns with the standard minimum to perform all maintenance work as needed.

Adding the four maintenance workers will support the current staff in completing 110 preventive maintenance inspections (PMI) per year, keeping the vehicles in a state of good repair and addressing the needs of the agency as the fleet converts to zero emission buses. The authorization of the four new positions will lessen the burden on the current staff and allow the team to continue expanding training for METRO's new advanced fleet.

The request is to add four Maintenance Mechanics to the already approved seventeen Maintenance Mechanics.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

These new positions align to the following strategic priorities:

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

V. FINANCIAL CONSIDERATIONS/IMPACT

- The complete cost of one Maintenance Mechanic is \$108,000 per year without overtime.
- The full cost of four additional Maintenance Mechanics is \$432,000 for one year.
- It is determined that staff will be defunding the current Upholster FTE, offsetting the cost of one Maintenance Mechanic.
- Total final cost to METRO is \$324,000 for the year, a smaller number in FY23 based on timing of hiring but assuming 50% of a yearly spend or \$162,000 would be needed.

VI. ALTERNATIVES CONSIDERED

- Continue with 17 Maintenance Mechanics resulting in higher levels of overtime and a buildup of buses into backlog for services.


VII. ATTACHMENTS


Attachment A: Mechanic I Job Description

Attachment B: Mechanic I Wage Scale

Prepared by: Margo Ross, Chief Operations Officer

VIII. APPROVALS

Margo Ross, Chief Operations Officer 

Approved as to fiscal impact:
Chuck Farmer, CFO 

Michael Tree, CEO/General Manager 

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Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

Class Code: SC103
FLSA Status: Non-exempt

Mechanic I

Bargaining Unit: VMU

DEFINITION:

Under general supervision, a Mechanic I performs a limited range of semi-skilled maintenance duties related to the repair and maintenance of Santa Cruz METRO buses, vehicles, and other equipment while learning to perform the full scope of journey-level work; provides technical direction and assistance to lower level staff and performs related work as required

DISTINGUISHING CHARACTERISTICS:

Mechanic I is the entry/first-working level class in the series. An incumbent in this class performs routine a limited range of semi-skilled tasks related to the mechanical maintenance, repair, and modification of buses, automobiles, trucks and other equipment. This class is distinguished from the higher level class of Mechanic II because in incumbent in the latter class performs the full scope of journey-level mechanic work.

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.

- Performs a limited range of semi-skilled tasks in the mechanical maintenance, repair, and modification of buses, automobiles, and trucks and other Santa Cruz METRO vehicles and equipment and provides assistance to higher level Mechanics.
- Removes and replaces seats and glass for doors and windows.
- Removes, installs, and repairs electronic fare boxes, exterior advertising signs, and bike racks.
- Inspects, adjusts and repairs and/or replaces brakes; removes and installs tires.
- Performs safety and preventative maintenance inspections as required.
- Lubricates chassis, changes transmission and engine fluids and filters; inspects, removes, and replaces hoses and belts, bulbs and wiper blades.
- Learns to inspect equipment for needed repairs and to identify the parts, materials and time needed to conduct needed maintenance or repairs.
- Assists higher level mechanics with repairing and adjusting compressed natural gas (CNG), diesel and gasoline engines, transmissions, and other vehicle systems and components; assists with maintaining, diagnosing, inspecting, and repairing CNG and diesel supply tanks, fuel delivery systems and related components.
- Learns to inspect, diagnose and repair vehicle electrical systems.
- Learns to inspect, reline and adjust brakes; remove and install tires; perform wheel alignments, and perform other vehicle maintenance tasks.
- May assist with emergency repair road calls.
- Learns to recognize potential safety hazards and make appropriate recommendations to higher-level staff.
- Fuels Santa Cruz METRO equipment including gasoline, diesel, and Compressed Natural Gas (CNG) vehicles.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

- Maintains Santa Cruz METRO property, tools, and equipment used in vehicle maintenance.
- Maintains a clean work area.
- Maintains accurate written and electronic records, logs and work orders.
- Performs data entry to update and maintain information in digital files; may maintain spreadsheets and other documents to track information.
- 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:

- Basic principles, practices, methods, equipment, materials, tools and procedures used in the maintenance, service, and repair of automotive and heavy-duty engine operation.
- Safe mechanical work practices.
- Basic vehicle and equipment overhaul and repair procedures.
- Engine tune-up procedures.
- Basic electrical and hydraulic systems.
- Proper use of hand, electric, pneumatic, and hydraulic tools and diagnostic equipment.
- Welding and oxygen-acetylene equipment used in the routine repair, maintenance, and service of vehicles.
- Standard electronic diagnostic equipment.
- Basic air brake systems.
- Methods of maintaining information in digital or hard copy files.
- Methods of prioritizing, planning and organizing work.
- Time management techniques.
- Customer service techniques.
- Basic mathematics including percentages and basic statistics.
- The effective use of modern office equipment, personal computers, and applicable standard business software.

Ability to:

- Perform routine, semi-skilled duties related to the maintenance, repair, and alteration of fleet vehicles and equipment.
- Understand and follow oral and written instructions.
- Read and interpret technical manuals and schematics.
- Learn to diagnose and troubleshoot equipment problems.
- Operate welding equipment, brake drum lathes, drill presses, diagnostic equipment and other tools and equipment used in the repair, maintenance, and service of vehicles.
- Use manual and power tools and equipment safely.
- Learn to estimate costs and determines the materials and equipment needed to make vehicle and equipment repairs.
- Handle hazardous items and materials safely.
- Apply safe work practices and procedures around extremely high pressure and flammable CNG fuel.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

- Make quick decisions in an emergency.
- Maintain records and control systems with accuracy and attention to detail.
- Input data into a database.
- Adhere to established work schedules and timelines.
- Use good judgment and discretion when performing assignments.
- Effectively balance multiple assignments simultaneously.
- Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned.
- 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:

One (1) year of progressively responsible experience performing heavy-duty mechanic work.

OR

Two (2) years of progressively responsible experience performing light-duty automotive repair work.

OR

Graduation from a certified maintenance training program (or program meeting Santa Cruz METRO standards) AND six (6) months of experience performing mechanic work.

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 "B" Driver's License with "P" Passenger endorsement.

SPECIAL REQUIREMENTS:

- Must possess tools (up to ¾ inch drive) necessary to perform the duties of the position and a rollaway toolbox.
- Driving record will be reviewed as part of the application process.

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 and stand; reach, twist, turn, kneel, bend squat and stoop; talk and hear; use hands to grasp, 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, reach with hands and arms. Occasional overhead reaching and lifting up to 80 pounds aided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly 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 or outdoor environment where the noise level is usually noisy. The employee may be exposed to inclement weather, fumes, dust, grease, air contaminants, and hazardous materials and chemicals during the course of work. May work out in the field when needed.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass requisite a background check.
- Must be able to respond to emergency situations seven days per week, 24 hours per day.
- Must be able to work a variety of shifts, which may include weekdays or weekends; and day, swing and/or graveyard shifts.
- This position is considered a safety sensitive position and requires participation in Santa Cruz METRO’s drug and alcohol testing program.
- This position requires the use of personal protective equipment (PPE) based on the tasks assigned; safety shoes are required at all times.
- May occasionally work extended hours or hours outside of regular schedule.

*Adopted: 12-11-18
 *BOD Approved: 08-23-19
 *Revised: 00-00-00
 *Job Family: Maintenance
 *Job Series: Mechanic
 *Job Series Level: Entry/First Working
 *Confidential: No

Attachment B

FY23: 3.5% wage increase, effective June 23, 2022/Adopted by the Board as of May 20, 2022

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	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	40.38	42.40	44.42
SEP	34.56	36.29	38.02	36.29	38.10	39.91	38.10	40.01	41.92	40.01	42.01	44.01	42.01	44.11	46.21	44.11	46.32	48.53
SEP	28.93	25.78	27.01	25.78	27.07	28.36	27.07	28.42	29.77	28.42	29.84	31.26	29.84	31.33	32.82	31.33	32.90	34.64
SEP	28.93	30.38	31.83	30.38	31.90	33.42	31.90	33.50	35.10	33.50	35.18	36.86	35.18	36.94	38.70	36.94	38.79	40.64
SEP	33.83	35.52	37.21	35.52	37.30	39.08	37.30	39.17	41.04	39.17	41.13	43.09	41.13	43.19	45.25	43.19	45.35	47.51
SEP	38.27	40.18	42.09	40.18	42.19	44.20	42.19	44.30	46.41	44.30	46.52	48.74	46.52	48.85	51.18	48.85	51.29	53.73
SEP	32.41	34.03	35.65	34.03	35.73	37.43	35.73	37.52	39.31	37.52	39.40	41.28	39.40	41.37	43.34	41.37	43.44	45.51
SEP	27.32	28.69	30.06	28.69	30.12	31.55	30.12	31.63	33.14	31.63	33.21	34.79	33.21	34.87	36.53	34.87	36.61	38.35
SEP	37.36	39.23	41.10	39.23	41.15	43.15	41.15	43.25	45.41	43.25	45.41	47.57	45.41	47.68	49.95	47.68	50.06	52.44
SEP	35.49	35.16	36.83	35.16	36.92	38.68	36.92	38.77	40.62	38.77	40.71	42.65	40.71	42.75	44.79	42.75	44.89	47.03
SEP	48.89	51.33	53.77	51.33	53.90	56.47	53.90	56.60	59.30	56.60	59.43	62.26	59.43	62.40	65.37	62.40	65.52	68.64
SES	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31
SES	35.50	37.28	39.06	37.28	39.14	41.00	39.14	41.10	43.06	41.10	43.16	45.22	43.16	45.32	47.48	45.32	47.59	49.86
SES	38.73	40.67	42.61	40.67	42.70	44.73	42.70	44.84	46.98	44.84	47.08	49.32	47.08	49.43	51.78	49.43	51.90	54.37
SES	21.43	22.50	23.57	22.50	23.63	24.76	23.63	24.81	25.99	24.81	26.05	27.29	26.05	27.35	28.65	27.35	28.72	30.09
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	25.52	26.80	28.08	26.80	28.14	29.48	28.14	29.55	30.96	29.55	31.03	32.51	31.03	32.58	34.13	32.58	34.21	35.84
SES	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	31.70	33.29	34.88
SES	22.85	23.47	24.59	23.47	24.64	25.81	24.64	25.87	27.10	25.87	27.16	28.45	27.16	28.52	29.88	28.52	29.95	31.38
SES	27.29	28.65	30.01	28.65	30.08	31.51	30.08	31.58	33.08	31.58	33.16	34.74	33.16	34.82	36.48	34.82	36.56	38.30
SES	26.05	27.35	28.65	27.35	28.72	30.09	28.72	30.16	31.60	30.16	31.67	33.18	31.67	33.25	34.83	33.25	34.91	36.57
SES	26.66	27.99	29.32	27.99	29.39	30.79	29.39	30.86	32.33	30.86	32.40	33.94	32.40	34.02	35.64	34.02	35.72	37.42
SES	23.28	24.44	25.60	24.44	25.66	26.88	25.66	26.94	28.22	26.94	28.29	29.64	28.29	29.70	31.11	29.70	31.19	32.68
SES	25.86	27.15	28.44	27.15	28.51	29.87	28.51	29.94	31.37	29.94	31.44	32.94	31.44	33.01	34.58	33.01	34.66	36.31
SES	18.27	19.18	20.09	19.18	20.14	21.10	20.14	21.15	22.16	21.15	22.21	23.27	22.21	23.32	24.43	23.32	24.49	25.66
SES	21.43	22.50	23.57	22.50	23.63	24.76	23.63	24.81	25.99	24.81	26.05	27.29	26.05	27.35	28.65	27.35	28.72	30.09
SES	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	31.70	33.29	34.88
SES	22.55	23.68	24.81	23.68	24.86	26.04	24.86	26.10	27.34	26.10	27.41	28.72	27.41	28.78	30.15	28.78	30.22	31.66
SES	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
SES	39.07	41.02	42.97	41.02	43.07	45.12	43.07	45.22	47.37	45.22	47.48	49.74	47.48	49.85	52.22	49.85	52.34	54.83
SES	36.20	38.01	39.82	38.01	39.91	41.81	39.91	41.91	43.91	41.91	44.01	46.21	44.01	46.21	48.41	46.21	48.52	50.83
SES	30.44	31.96	33.48	31.96	33.56	35.16	33.56	35.24	36.92	35.24	37.00	38.76	37.00	38.85	40.70	38.85	40.79	42.73
SES	33.49	35.16	36.83	35.16	36.92	38.68	36.92	38.77	40.62	38.77	40.71	42.65	40.71	42.75	44.79	42.75	44.89	47.03
SES	22.55	23.68	24.81	23.68	24.86	26.04	24.86	26.10	27.34	26.10	27.41	28.72	27.41	28.78	30.15	28.78	30.22	31.66
SES	26.05	27.35	28.65	27.35	28.72	30.09	28.72	30.16	31.60	30.16	31.67	33.18	31.67	33.25	34.83	33.25	34.91	36.57
SES	26.05	27.35	28.65	27.35	28.72	30.09	28.72	30.16	31.60	30.16	31.67	33.18	31.67	33.25	34.83	33.25	34.91	36.57
SES	32.14	33.75	35.36	33.75	35.44	37.13	35.44	37.21	38.98	37.21	39.07	40.93	39.07	41.02	42.97	41.02	43.07	45.12
SES	26.31	27.63	28.95	27.63	29.01	30.39	29.01	30.46	31.91	30.46	31.98	33.50	31.98	33.58	35.18	33.58	35.26	36.94
SES	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	37.29	39.15	41.01
SES	21.83	22.92	24.01	22.92	24.07	25.22	24.07	25.27	26.47	25.27	26.53	27.79	26.53	27.86	29.19	27.86	29.25	30.64
SES	30.06	31.56	33.06	31.56	33.14	34.72	33.14	34.80	36.46	34.80	36.54	38.28	36.54	38.37	40.20	38.37	40.29	42.21
SES	22.55	23.68	24.81	23.68	24.86	26.04	24.86	26.10	27.34	26.10	27.41	28.72	27.41	28.78	30.15	28.78	30.22	31.66
SES	28.93	30.38	31.83	30.38	31.90	33.42	31.90	33.50	35.10	33.50	35.18	36.86	35.18	36.94	38.70	36.94	38.79	40.64
SES	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31
SES	35.50	37.28	39.06	37.28	39.14	41.00	39.14	41.10	43.06	41.10	43.16	45.22	43.16	45.32	47.48	45.32	47.59	49.86
SES	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31
SES	26.05	27.35	28.65	27.35	28.72	30.09	28.72	30.16	31.60	30.16	31.67	33.18	31.67	33.25	34.83	33.25	34.91	36.57

Attachment B

FY23: 3.5% wage increase, effective June 23, 2022/Adopted by the Board as of May 20, 2022

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	20.79	21.83	22.87	21.83	22.92	24.01	22.92	24.07	25.22	24.07	25.27	26.47	25.27	26.53	27.79	26.53	27.86	29.19
SES	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31
SES	31.99	33.59	35.19	33.59	35.27	36.95	35.27	37.03	38.79	37.03	38.88	40.73	38.88	40.82	42.76	40.82	42.86	44.90
SES	29.33	30.80	32.27	30.80	32.34	33.88	32.34	33.96	35.58	33.96	35.66	37.33	35.66	37.44	39.22	37.44	39.31	41.18
SES	22.49	23.61	24.73	23.61	24.79	25.97	24.79	26.03	27.27	26.03	27.33	28.63	27.33	28.70	30.07	28.70	30.14	31.58
SES	20.23	21.24	22.25	21.24	22.30	23.36	22.30	23.42	24.54	23.42	24.59	25.76	24.59	25.82	27.05	25.82	27.11	28.40
SES	37.67	39.55	41.43	39.55	41.53	43.51	41.53	43.61	45.69	43.61	45.79	47.97	45.79	48.08	50.37	48.08	50.48	52.88
SES	41.89	43.98	46.07	43.98	46.18	48.38	46.18	48.49	50.80	48.49	50.91	53.33	50.91	53.46	56.01	53.46	56.13	58.80
SES	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31
SES	28.37	29.79	31.21	29.79	31.28	32.77	31.28	32.84	34.40	32.84	34.48	36.12	34.48	36.20	37.92	36.20	38.01	39.82
SES	25.72	27.01	28.30	27.01	28.36	29.71	28.36	29.78	31.20	29.78	31.27	32.76	31.27	32.83	34.39	32.83	34.47	36.11
SES	42.96	45.11	47.26	45.11	47.37	49.63	47.37	49.74	52.11	49.74	52.23	54.72	52.23	54.84	57.45	54.84	57.58	60.32
SES	31.29	32.85	34.41	32.85	34.49	36.13	34.49	36.21	37.93	36.21	38.02	39.83	38.02	39.92	41.82	39.92	41.92	43.92
SES	48.47	50.89	53.31	50.89	53.43	55.97	53.43	56.10	58.77	56.10	58.91	61.72	58.91	61.86	64.81	61.86	64.95	68.04
SES	43.46	45.63	47.80	45.63	47.91	50.19	47.91	50.31	52.71	50.31	52.83	55.35	52.83	55.47	58.11	55.47	58.24	61.01
SES	44.05	46.25	48.45	46.25	48.56	50.87	48.56	50.99	53.42	50.99	53.54	56.09	53.54	56.22	58.90	56.22	59.03	61.84
SES	32.59	34.22	35.85	34.22	35.93	37.64	35.93	37.73	39.53	37.73	39.62	41.51	39.62	41.60	43.58	41.60	43.68	45.76
SES	36.20	38.01	39.82	38.01	39.91	41.81	39.91	41.91	43.91	41.91	44.01	46.11	44.01	46.21	48.41	46.21	48.52	50.83
SEV	33.49	35.16	36.83	35.16	36.92	38.68	36.92	38.77	40.62	38.77	40.71	42.65	40.71	42.75	44.79	42.75	44.89	47.03
SEV	34.02	35.72	37.42	35.72	37.51	39.30	37.51	39.39	41.27	39.39	41.36	43.33	41.36	43.43	45.50	43.43	45.60	47.77
SEV	28.80	30.24	31.68	30.24	31.75	33.26	31.75	33.34	34.93	33.34	35.01	36.68	35.01	36.76	38.51	36.76	38.60	40.44
SEV	24.11	25.32	26.53	25.32	26.59	27.86	26.59	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87
SEV	25.52	26.80	28.08	26.80	28.14	29.48	28.14	29.55	30.96	29.55	31.03	32.51	31.03	32.58	34.13	32.58	34.21	35.84
SEV	28.37	29.79	31.21	29.79	31.28	32.77	31.28	32.84	34.40	32.84	34.48	36.12	34.48	36.20	37.92	36.20	38.01	39.82
SEV	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
SEV	24.01	25.21	26.41	25.21	26.47	27.73	26.47	27.79	29.11	27.79	29.18	30.72	29.18	30.64	32.10	30.64	32.17	33.70
SEV	24.11	25.32	26.53	25.32	26.59	27.86	26.59	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87
SEV	26.51	27.84	29.17	27.84	29.23	30.62	29.23	30.69	32.15	30.69	32.22	33.75	32.22	33.83	35.44	33.83	35.52	37.21
SEV	22.08	23.18	24.28	23.18	24.34	25.50	24.34	25.56	26.78	25.56	26.84	28.12	26.84	28.18	29.52	28.18	29.59	31.00
SEV	18.07	18.97	19.87	18.97	19.92	20.87	19.92	20.92	21.92	20.92	21.97	23.02	21.97	23.07	24.17	23.07	24.22	25.37
SEV	20.14	21.15	22.16	21.15	22.21	23.27	22.21	23.32	24.43	23.32	24.49	25.66	24.49	25.71	26.93	25.71	27.00	28.29

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	32.71	34.35	35.99	34.35	36.07	37.79	36.07	37.87	39.67	37.87	39.76	41.65	39.76	41.75	43.74	41.75	43.84	45.93
SEV	25.95	27.25	28.55	27.25	28.61	29.97	28.61	30.04	31.47	30.04	31.54	33.04	31.54	33.12	34.70	33.12	34.78	36.44
SEV	18.29	19.20	20.11	19.20	20.16	21.12	20.16	21.17	22.18	21.17	22.23	23.29	22.23	23.34	24.45	23.34	24.51	25.68

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. Adding Mobility Training Coordinator. Position and wage approved on BOD 06.24.2022. Adding Accountant III. Position and wage approved on BOD 09.23.2022.



DATE: September 9, 2022
TO: Personnel/Human Resources Standing Committee
FROM: Kristina Mihaylova, Finance Deputy Director
**SUBJECT: REVIEW REQUEST FOR AUTHORIZATION OF ACCOUNTANT III
POSITION IN THE FINANCE DEPARTMENT**

I. RECOMMENDED ACTION

That the Personnel/Human Resources Standing Committee review the request for authorization of an Accountant III in the Finance Department and recommend approval to the full Board of Directors

II. SUMMARY

- In order to address the needs of the Finance Department, we have determined the need for an Advanced Lead Accountant III position.
- On July 5, 2022, Service Employees International Union Local 521 (SEIU) and Human Resources (HR) staff agreed to the creation of “Accountant III” to better address the needs of the Santa Cruz Metropolitan Transit District (METRO).
- Santa Cruz Metropolitan Transit District (METRO) contracted with Koff & Associates (hereinafter “K&A”) to conduct a classification study in July 2022.
- HR staff worked with K&A to create an Accountant III position description. HR and Finance staff worked to update the wage scale following established formulas.
- HR staff presented the classification and compensation study to SEIU on August 25, 2022. SEIU is in agreement with the findings and this recommendation.

III. DISCUSSION/BACKGROUND

In order to address the needs of the department, staff has created an Accountant III position through a total classification study performed by K&A..

The study shows the need for a position which would perform the most complex professional accounting assignments and exercise considerable judgement in applying accounting principles to interpret data and develop solutions. Work assignments at this level typically have significant impact on the agency’s accounting functions and a high consequence of error.

This new position is in the advanced lead level classification of the Accountant series and will be responsible for independently managing assigned projects, studies, and programs. In addition, the new incumbent will serve as a lead worker over subordinate staff by prioritizing, assigning, and monitoring work and providing training, as needed.

The new Accountant III will be independently researching, evaluating, and performing major, special, and non-routine projects, including, but not limited to interpreting and implementing new or revised federal or state reporting requirements and/or conducting a comprehensive review of an internal business practice, developing recommendations, designing, and leading change management processes.

HR staff worked with K&A, to create a new Accountant III job description (class specification). Upon approval, an open recruitment will be undertaken to fill this position.

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

Staff is requesting that the Personnel/Human Resources Standing Committee recommend approval of the Accountant III position to the full Board of Directors at its September 23rd meeting.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This item aligns to the following Strategic Plan Priorities:

- Service Quality and Delivery
- Fiscal Stability, Stewardship, Accountability
- Employee Engagement: Attract, Retain and Develop

V. FINANCIAL CONSIDERATIONS/IMPACT

The adoption of the recommendations contained in this report will require \$141K in FY23 (12 months). The funding was included in the FY23 Operating Budget, adopted on June 24th, 2022, and it's available in the Finance Department.

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: Accountant III Job Description

Attachment B: Accountant III Wage Scale

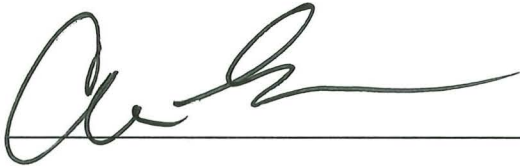
Prepared by: Monik Delfin, HR Deputy Director and
Kristina Mihaylova, Finance Deputy Director

VIII. APPROVALS

Dawn Crummié, HR Director



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



Michael Tree, CEO/General Manager





Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

Class Code: PO219
FLSA Status: Exempt

Accountant III

Bargaining Unit: SEA

DEFINITION:

Under general direction, an Accountant III performs the most complex accounting assignments in analyzing, preparing, maintaining, and ensuring compliance of financial records and reports in accordance with Santa Cruz METRO's policies, legal requirements, and professional standards; researches complex accounting issues, interprets data, and develops solutions; plans, organizes, assigns, trains, directs, and reviews the work of accounting personnel as assigned; represents the department at committee and Board meetings; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey, lead level classification in the Accountant series responsible for independently managing assigned projects, studies, or programs; researching and developing solutions to a wide range of accounting issues; participating in agency-wide planning discussions related to assigned areas of responsibility; exercising independent judgment and decision-making in selecting methods and techniques for obtaining solutions; and/or serving as a professional-level resource for projects and studies which are complex in nature and diverse in scope. The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure, managing multiple stakeholder interests, and formulating, presenting, and implementing strategies and recommendations for resolution. Work assignments at this level typically have significant impact on the agency's accounting functions and a high consequence of error, and incumbents are accountable for results.

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 staff by prioritizing, assigning, and monitoring work and providing training as needed; may provide input on performance evaluations.
- Manages the fixed asset program by providing guidance to and working with project and fund managers to understand the project, conducting project cost analyses and determining value of assets, reviewing invoices, and maintaining asset database; leads annual inventory process and conducts intermittent audits of assets and database; establishes, implements, and ensures adherence to internal controls and best practices; works with project managers to dispose of assets.
- Leads the planning and preparation of Santa Cruz METRO's annual audited financial statements and notes; coordinates the development of management discussion points and analysis in accordance with legal requirements.
- Oversees the recording and monitoring of long-term debt transactions for Santa Cruz METRO's debt issues; Assists in debt issuance and the review of bond documents; works with consultants to ensure compliance with bond and reporting requirements.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

- Assists in cash management activities by reviewing and approving or voiding transactions, setting up new vendors, and ensuring sufficient balance of funds.
- Coordinates and participates in the research, evaluation, and implementation of new and revised Governmental Accounting Standards Board (GASB) requirements.
- Researches, evaluates, and performs major, special, and non-routine projects with limited or no supervision, including, but not limited to interpreting and implementing new or revised reporting federal or state requirements and/or conducting a comprehensive review of an internal business practice, developing recommendations, and designing, implementing, and managing change management processes.
- May assist in the development, maintenance, and enhancement of accounting and financial systems and modules; performs financial system software management, including maintaining financial system software controls, accounting system administration, setting up new accounts, acting as a resource to staff, and providing training and support in the implementation of new programs, policies and procedures related to accounting information systems.
- Serves as a resource to other Santa Cruz METRO departments, outside agencies, and the general public regarding assigned programs, projects, and services; responds to request for information and provides information on accounting policies and procedures.
- Provides guidance and training to Santa Cruz METRO staff and management on legislative and compliance issues related to accounting and finance programs.
- Reviews and analyzes accounting, payroll, and accounts payable documents, as well as records and other financial data to establish proper authorizations and processing of agreements, contracts, and grants in adherence with state and federal regulations.
- Develops, implements, and interprets financial standards, as well as modifications to policies, procedures, and processes in relation to system implementation or procedural changes.
- Prepares and presents staff reports to the Board and advisory committees; prepares a variety of written reports, memoranda, and correspondence; ensures the proper documentation of programs, projects, and activities.
- Attends and participates in meetings, conferences, workshops, and training sessions; stays abreast of new trends, innovations, and changes in legal and procedural requirements in accounting, financial, tax, and budget operations.
- Performs Accountant I/II duties as needed.
- May utilize specialized Santa Cruz METRO software.
- Drive a Santa Cruz METRO vehicle to perform assignments.
- Performs related work as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Advanced principles, practices, methods, terminology, forms, and techniques of professional public and/or private sector accounting, auditing, budget preparation and control, revenue forecasting, and investing.
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP) used by state and local governments, and their application to a wide variety of accounting transactions, situations, and problems.
- Applicable federal, state, and local laws and regulations and agency policies and procedures relevant to assigned areas of responsibility.
- Internal control and audit principles and practices.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

- Relationships between accounting records and documents for recording and reporting purposes.
- Business correspondence, formatting, and report writing.
- Manual and automated record-keeping and filing systems and methods.
- Professional methods of researching, gathering, organizing, and reporting data.
- Methods of prioritizing, planning, and organizing work.
- Advanced time management techniques.
- Customer service techniques.
- Intermediate mathematics and statistics.
- Principles and practices of employee leadership, including ways to motivate staff and maximize productivity.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including accounting, fixed asset, and related information systems relevant to work performed.

Ability to:

- Effectively perform a variety of difficult and complex professional governmental and cost accounting activities in compliance with applicable laws, regulations, and policies.
- Evaluate, interpret, apply, and ensure adherence to accounting laws, federal, state, and local regulations, policies, procedures, and requirements to agency financial activities.
- Consult with and advise management on a wide variety of financial issues.
- Maintain complex financial/statistical data and records.
- Reconcile accounts and reconstruct record trails in order to locate and correct errors or reasons for imbalance.
- Evaluate accounting systems for accuracy; and design and implement improvements.
- Apply professional accounting control procedures to maintain budgetary accounts.
- Create and use computerized spreadsheets, databases, and software to track financial information and automate calculations.
- Prepare clear, concise, and comprehensive financial statements, reports, and written materials, including training materials.
- Perform financial calculations quickly and accurately.
- Adhere to established work schedules and timelines.
- Exercise sound independent judgement within general policy guidelines.
- Balance multiple assignments simultaneously and effectively.
- Demonstrate exceptional time management and organizational skills to ensure timely completion and delivery of a variety of reports and filings.
- Serve as a lead worker over subordinate staff.
- Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned.
- Maintain confidentiality of materials, records, files, and other privileged information.
- 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.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

MINIMUM QUALIFICATIONS:

Sufficient training, education, and public or private sector experience to demonstrate possession of the required knowledge. A typical way to obtain the knowledge and abilities would be:

Education, Training, and Experience:

Bachelor's degree from an accredited college or university with major coursework in accounting, business law, business administration, or a related field.

AND

Five (5) years of professional accounting experience, preferably in a public agency.

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.

SPECIAL REQUIREMENTS:

- Participate in professional development activities for CPA certification.
- Certified Public Accountant (CPA) certification and/or Master of Business Administration (MBA) and/or Master of Science in Accountancy (MSA) Preferred, but not required;

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 the repetitive use of both hands to grasp and feel objects; stooping at the waist, and standing. 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; analyzes and solves problems; uses math and mathematical reasoning; performs highly 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 usually moderate.

OTHER CONDITIONS OF EMPLOYMENT:

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



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

*Adopted: XXXXXX
*BOD Approved: XXXXXX
*Revised: 00-00-00
*Job Family: Financial Professional
*Job Series: Accountant Series
*Job Series Level: Advanced - Lead
*Confidential: No

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Attachment B

FY23: 3.5% wage increase, effective June 23, 2022/Adopted by the Board as of May 20, 2022

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	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	40.38	42.40	44.42
SEP	34.56	36.29	38.02	36.29	38.10	39.91	38.10	40.01	41.92	40.01	42.01	44.01	42.01	44.11	46.21	44.11	46.32	48.53
SEP	28.93	25.78	27.01	25.78	27.07	28.36	27.07	28.42	29.77	28.42	29.84	31.26	29.84	31.33	32.82	31.33	32.90	34.64
SEP	28.93	30.38	31.83	30.38	31.90	33.42	31.90	33.50	35.10	33.50	35.18	36.86	35.18	36.94	38.70	36.94	38.79	40.64
SEP	33.83	35.52	37.21	35.52	37.30	39.08	37.30	39.17	41.04	39.17	41.13	43.09	41.13	43.19	45.25	43.19	45.35	47.51
SEP	38.27	40.18	42.09	40.18	42.19	44.20	42.19	44.30	46.41	44.30	46.52	48.74	46.52	48.85	51.18	48.85	51.29	53.73
SEP	32.41	34.03	35.65	34.03	35.73	37.43	35.73	37.52	39.31	37.52	39.40	41.28	39.40	41.37	43.34	41.37	43.44	45.51
SEP	27.32	28.69	30.06	28.69	30.12	31.55	30.12	31.63	33.14	31.63	33.21	34.79	33.21	34.87	36.53	34.87	36.61	38.35
SEP	37.36	39.23	41.10	39.23	41.15	43.15	41.15	43.25	45.41	43.25	45.41	47.57	45.41	47.68	49.95	47.68	50.06	52.44
SEP	35.49	35.16	36.83	35.16	36.92	38.68	36.92	38.77	40.62	38.77	40.71	42.65	40.71	42.75	44.79	42.75	44.89	47.03
SEP	48.89	51.33	53.77	51.33	53.90	56.47	53.90	56.60	59.30	56.60	59.43	62.26	59.43	62.40	65.37	62.40	65.52	68.64
SES	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31
SES	35.50	37.28	39.06	37.28	39.14	41.00	39.14	41.10	43.06	41.10	43.16	45.22	43.16	45.32	47.48	45.32	47.59	49.86
SES	38.73	40.67	42.61	40.67	42.70	44.73	42.70	44.84	46.98	44.84	47.08	49.32	47.08	49.43	51.78	49.43	51.90	54.37
SES	21.43	22.50	23.57	22.50	23.63	24.76	23.63	24.81	25.99	24.81	26.05	27.29	26.05	27.35	28.65	27.35	28.72	30.09
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	25.52	26.80	28.08	26.80	28.14	29.48	28.14	29.55	30.96	29.55	31.03	32.51	31.03	32.58	34.13	32.58	34.21	35.84
SES	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	31.70	33.29	34.88
SES	22.35	23.47	24.59	23.47	24.64	25.81	24.64	25.87	27.10	25.87	27.16	28.45	27.16	28.52	29.88	28.52	29.95	31.38
SES	27.29	28.65	30.01	28.65	30.08	31.51	30.08	31.58	33.08	31.58	33.16	34.74	33.16	34.82	36.48	34.82	36.56	38.30
SES	26.05	27.35	28.65	27.35	28.72	30.09	28.72	30.16	31.60	30.16	31.67	33.18	31.67	33.25	34.83	33.25	34.91	36.57
SES	26.66	27.99	29.32	27.99	29.39	30.79	29.39	30.86	32.33	30.86	32.40	33.94	32.40	34.02	35.64	34.02	35.72	37.42
SES	23.28	24.44	25.60	24.44	25.66	26.88	25.66	26.94	28.22	26.94	28.29	29.64	28.29	29.70	31.11	29.70	31.19	32.68
SES	25.86	27.15	28.44	27.15	28.51	29.87	28.51	29.94	31.37	29.94	31.44	32.94	31.44	33.01	34.58	33.01	34.66	36.31
SES	18.27	19.18	20.09	19.18	20.14	21.10	20.14	21.15	22.16	21.15	22.21	23.27	22.21	23.32	24.43	23.32	24.49	25.66
SES	21.43	22.50	23.57	22.50	23.63	24.76	23.63	24.81	25.99	24.81	26.05	27.29	26.05	27.35	28.65	27.35	28.72	30.09
SES	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	31.70	33.29	34.88
SES	22.55	23.68	24.81	23.68	24.86	26.04	24.86	26.10	27.34	26.10	27.41	28.72	27.41	28.78	30.15	28.78	30.22	31.66
SES	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
SES	39.07	41.02	42.97	41.02	43.07	45.12	43.07	45.22	47.37	45.22	47.48	49.74	47.48	49.85	52.22	49.85	52.34	54.83
SES	36.20	38.01	39.82	38.01	39.91	41.81	39.91	41.91	43.91	41.91	44.01	46.21	44.01	46.21	48.41	46.21	48.52	50.83
SES	30.44	31.96	33.48	31.96	33.56	35.16	33.56	35.24	36.92	35.24	37.00	38.76	37.00	38.85	40.70	38.85	40.79	42.73
SES	33.49	35.16	36.83	35.16	36.92	38.68	36.92	38.77	40.62	38.77	40.71	42.65	40.71	42.75	44.79	42.75	44.89	47.03
SES	22.55	23.68	24.81	23.68	24.86	26.04	24.86	26.10	27.34	26.10	27.41	28.72	27.41	28.78	30.15	28.78	30.22	31.66
SES	26.05	27.35	28.65	27.35	28.72	30.09	28.72	30.16	31.60	30.16	31.67	33.18	31.67	33.25	34.83	33.25	34.91	36.57
SES	26.05	27.35	28.65	27.35	28.72	30.09	28.72	30.16	31.60	30.16	31.67	33.18	31.67	33.25	34.83	33.25	34.91	36.57
SES	32.14	33.75	35.36	33.75	35.44	37.13	35.44	37.21	38.98	37.21	39.07	40.93	39.07	41.02	42.97	41.02	43.07	45.12
SES	26.31	27.63	28.95	27.63	29.01	30.39	29.01	30.46	31.91	30.46	31.98	33.50	31.98	33.58	35.18	33.58	35.26	36.94
SES	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	37.29	39.15	41.01
SES	21.83	22.92	24.01	22.92	24.07	25.22	24.07	25.27	26.47	25.27	26.53	27.79	26.53	27.86	29.19	27.86	29.25	30.64
SES	30.06	31.56	33.06	31.56	33.14	34.72	33.14	34.80	36.46	34.80	36.54	38.28	36.54	38.37	40.20	38.37	40.29	42.21
SES	22.55	23.68	24.81	23.68	24.86	26.04	24.86	26.10	27.34	26.10	27.41	28.72	27.41	28.78	30.15	28.78	30.22	31.66
SES	28.93	30.38	31.83	30.38	31.90	33.42	31.90	33.50	35.10	33.50	35.18	36.86	35.18	36.94	38.70	36.94	38.79	40.64
SES	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31
SES	35.50	37.28	39.06	37.28	39.14	41.00	39.14	41.10	43.06	41.10	43.16	45.22	43.16	45.32	47.48	45.32	47.59	49.86
SES	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31
SES	26.05	27.35	28.65	27.35	28.72	30.09	28.72	30.16	31.60	30.16	31.67	33.18	31.67	33.25	34.83	33.25	34.91	36.57

Attachment B

FY23: 3.5% wage increase, effective June 23, 2022/Adopted by the Board as of May 20, 2022

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	20.79	21.83	22.87	21.83	22.92	24.01	22.92	24.07	25.22	24.07	25.27	26.47	25.27	26.53	27.79	26.53	27.86	29.19
SES	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31
SES	31.99	33.59	35.19	33.59	35.27	36.95	35.27	37.03	38.79	37.03	38.88	40.73	38.88	40.82	42.76	40.82	42.86	44.90
SES	29.33	30.80	32.27	30.80	32.34	33.88	32.34	33.96	35.58	33.96	35.66	37.36	35.66	37.44	39.22	37.44	39.31	41.18
SES	22.49	23.61	24.73	23.61	24.79	25.97	24.79	26.03	27.27	26.03	27.33	28.63	27.33	28.70	30.07	28.70	30.14	31.58
SES	20.23	21.24	22.25	21.24	22.30	23.36	22.30	23.42	24.54	23.42	24.59	25.76	24.59	25.82	27.05	25.82	27.11	28.40
SES	37.67	39.55	41.43	39.55	41.53	43.51	41.53	43.61	45.69	43.61	45.79	47.97	45.79	48.08	50.37	48.08	50.48	52.88
SES	41.89	43.98	46.07	43.98	46.18	48.38	46.18	48.49	50.80	48.49	50.91	53.33	50.91	53.46	56.01	53.46	56.13	58.80
SES	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31
SES	28.37	29.79	31.21	29.79	31.28	32.77	31.28	32.84	34.40	32.84	34.48	36.12	34.48	36.20	37.92	36.20	38.01	39.82
SES	25.72	27.01	28.30	27.01	28.36	29.71	28.36	29.78	31.20	29.78	31.27	32.76	31.27	32.83	34.39	32.83	34.47	36.11
SES	42.96	45.11	47.26	45.11	47.37	49.63	47.37	49.74	52.11	49.74	52.23	54.72	52.23	54.84	57.45	54.84	57.58	60.32
SES	31.29	32.85	34.41	32.85	34.49	36.13	34.49	36.21	37.93	36.21	38.02	39.83	38.02	39.92	41.82	39.92	41.92	43.92
SES	48.47	50.89	53.31	50.89	53.43	55.97	53.43	56.10	58.77	56.10	58.91	61.72	58.91	61.86	64.81	61.86	64.95	68.04
SES	43.46	45.63	47.80	45.63	47.91	50.19	47.91	50.31	52.71	50.31	52.83	55.35	52.83	55.47	58.11	55.47	58.24	61.01
SES	44.05	46.25	48.45	46.25	48.56	50.87	48.56	50.99	53.42	50.99	53.54	56.09	53.54	56.22	58.90	56.22	59.03	61.84
SES	32.59	34.22	35.85	34.22	35.93	37.64	35.93	37.73	39.53	37.73	39.62	41.51	39.62	41.60	43.58	41.60	43.68	45.76
SES	36.20	38.01	39.82	38.01	39.91	41.81	39.91	41.91	43.91	41.91	44.01	46.11	44.01	46.21	48.41	46.21	48.52	50.83
SEV	33.49	35.16	36.83	35.16	36.92	38.68	36.92	38.77	40.62	38.77	40.71	42.65	40.71	42.75	44.79	42.75	44.89	47.03
SEV	34.02	35.72	37.42	35.72	37.51	39.30	37.51	39.39	41.27	39.39	41.36	43.33	41.36	43.43	45.50	43.43	45.60	47.77
SEV	28.80	30.24	31.68	30.24	31.75	33.26	31.75	33.34	34.93	33.34	35.01	36.68	35.01	36.76	38.51	36.76	38.60	40.44
SEV	24.11	25.32	26.53	25.32	26.59	27.86	26.59	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87
SEV	25.52	26.80	28.08	26.80	28.14	29.48	28.14	29.55	30.96	29.55	31.03	32.51	31.03	32.58	34.13	32.58	34.21	35.84
SEV	28.37	29.79	31.21	29.79	31.28	32.77	31.28	32.84	34.40	32.84	34.48	36.12	34.48	36.20	37.92	36.20	38.01	39.82
SEV	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
SEV	24.01	25.21	26.41	25.21	26.47	27.73	26.47	27.79	29.11	27.79	29.18	30.57	29.18	30.64	32.10	30.64	32.17	33.70
SEV	24.11	25.32	26.53	25.32	26.59	27.86	26.59	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87
SEV	26.51	27.84	29.17	27.84	29.23	30.62	29.23	30.69	32.15	30.69	32.22	33.75	32.22	33.83	35.44	33.83	35.52	37.21
SEV	22.08	23.18	24.28	23.18	24.34	25.50	24.34	25.56	26.78	25.56	26.84	28.12	26.84	28.18	29.52	28.18	29.59	31.00
SEV	18.07	18.97	19.87	18.97	19.92	20.87	19.92	20.92	21.92	20.92	21.97	23.02	21.97	23.07	24.17	23.07	24.22	25.37
SEV	20.14	21.15	22.16	21.15	22.21	23.27	22.21	23.32	24.43	23.32	24.49	25.66	24.49	25.71	26.93	25.71	27.00	28.29

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	32.71	34.35	35.99	34.35	36.07	37.79	36.07	37.87	39.67	37.87	39.76	41.65	39.76	41.75	43.74	41.75	43.84	45.93
SEV	25.95	27.25	28.55	27.25	28.61	29.97	28.61	30.04	31.47	30.04	31.54	33.04	31.54	33.12	34.70	33.12	34.78	36.44
SEV	18.29	19.20	20.11	19.20	20.16	21.12	20.16	21.17	22.18	21.17	22.23	23.29	22.23	23.34	24.45	23.34	24.51	25.68

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. Adding Mobility Training Coordinator. Position and wage approved on BOD 06.24.2022. Adding Accountant III. Position and wage approved on BOD 09.23.2022.