



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE AGENDA
FEBRUARY 9, 2024 – 10:30 AM**

HYBRID MEETING

Members of the public may attend in-person or participate remotely via Zoom.

**METRO Admin Office
110 Vernon Street
Santa Cruz, CA 95060**

**Zoom [Link](#)
Dial In: 1-669-900-9128
Meeting ID: 872 6876 6614**

The Personnel/Human Resources Standing Committee agenda packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative Office at 110 Vernon Street, Santa Cruz, CA.

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. Each public comment is limited to three minutes or less. Board and Committee Chairs have the discretion to manage the public comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

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 Shebreh Kalantari-Johnson	City of Santa Cruz
Director Kristen Brown	City of Capitola
Director Rebecca Downing	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Larry Pageler	County of Santa Cruz
Michael Tree	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

SECTION I: OPEN SESSION

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**

**3 ORAL AND WRITTEN COMMUNICATIONS TO THE PERSONNEL/HR
STANDING COMMITTEE**

This time is set aside for Directors and members of the general public to address any item not on the agenda, which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked or may ask questions for clarification. All matters of an administrative nature will be referred to staff. Each public comment is limited to three minutes or less. Board and Committee Chairs have the discretion to manage the public comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

**4 ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTA-
TION TO SUPPORT EXISTING AGENDA ITEMS**

**5 REVIEW REQUEST TO AUTHORIZE FUNDING FOR A SPECIAL PROJECTS
MANAGER IN THE FINANCE DEPARTMENT**

Chuck Farmer, Chief Financial Officer

**6 REVIEW REQUEST FOR AUTHORIZATION AND FUNDING OF UP TO A
MAXIMUM OF TWENTY-THREE (23) TRANSIT SUPERVISORS**

Margo Ross, Chief Operations Officer

7 ADJOURNMENT

ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

This document has been created with accessibility in mind. With the exception of certain third 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 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 for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this agenda submitted after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmtd.com subject to staff's ability to post the document before the meeting.

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DATE: February 9, 2024

TO: Personnel/Human Resources Standing Committee

FROM: Chuck Farmer, Chief Financial Officer

SUBJECT: REVIEW REQUEST TO AUTHORIZE FUNDING FOR A SPECIAL PROJECTS MANAGER IN THE FINANCE DEPARTMENT

I. RECOMMENDED ACTION

That the Personnel/Human Resources Standing Committee review the request for authorization to fund a Special Projects Manager in the Finance Department and recommend approval to the full Board of Directors.

II. SUMMARY

- In December 2023, METRO's CEO, Michael Tree, requested a classification study for a position that will support the organization with special projects.
- METRO contracted with Koff & Associates (hereinafter "K&A") to conduct a total classification and compensation study.
- HR staff worked with K&A to study the new duties and compensation.
- On January 30, 2024, HR staff presented the classification and compensation study to CEO, Michael Tree.

III. DISCUSSION/BACKGROUND

To address the needs of METRO, the Special Projects Manager position will perform, plan, administer, organize, direct, develop, monitor, evaluate and coordinate the actions, activities, and contracts necessary for METRO's special projects.

Under general direction of METRO's CFO, this position will be responsible for all special project management assignments, including establishing special project goals, analyzing problems, and recommending changes to policies and procedures.

Human Resources staff worked with Koff & Associates, an outside agency, to study this position job description and corresponding wage scale.

Koff & Associates presented a Total Compensation Study which reflected the comparison agency salaries and benefits. The seven established labor market comparable agencies were:

- Central Contra Costa County Transit Authority
- City of Santa Cruz
- County of Santa Cruz
- Monterey- Salinas Transit District
- Riverside Transit Agency
- San Joaquin Regional Transit District
- Santa Barbara Metropolitan Transit District

Upon approval, the Human Resources Department will open this position for recruitment.

Staff requests the Personnel/Human Resources Standing Committee recommend to the full Board of Directors approval of the Special Projects Manager position description and wage scale.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report ties to the following strategic priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop
- Strategic Alliances and Community Outreach

V. FINANCIAL CONSIDERATIONS/IMPACT

The adoption of the recommendations contained in this report will require defunding the current Project Manager position and increase the budget by approximately \$5K in FY 24 and \$10K in FY25.

VI. ALTERNATIVES CONSIDERED

- Doing 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: Special Project Manager Job Description

Attachment B: Special Project Manager Wage Scale

Prepared by: Chuck Farmer, Chief Financial Officer and Monik Delfin,
Deputy HR Director

VIII. APPROVALS

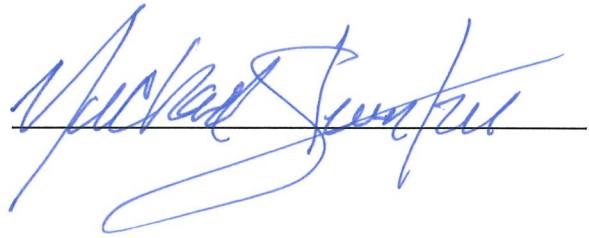
Dawn Crummié, HR Director



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



Michael Tree, CEO/General Manager



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Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

Class Code: OA 214
FLSA Status: Exempt

Special Projects Manager

Bargaining Unit: Management

DEFINITION:

Under general direction of the Chief Financial Officer, the Special Projects Manager plans, organizes, directs, manages, evaluates, and implements special projects through the entire project life cycle; administers professional service contracts; ensures compliance with applicable federal, state, and local laws and regulations; works closely with internal and external stakeholders to coordinate timely and seamless service delivery of projects, activities, assignments; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a “working” manager classification responsible for managing and implementing special projects by establishing project goals in accordance with Santa Cruz METRO goals, recommending changes to policies and procedures, and coordinating assigned projects and activities with other departments and outside agencies,

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.

- Directs, manages, and coordinates all phases of special projects, such as but not limited to, planning assistance for METRO services, assistance with technology projects, records retention and management, and support with labor agreements, from planning through implementation.
- Develops, implements, evaluates, and monitors special project goals and objectives to achieve assigned priorities; performs project evaluations and assessments, creates and tracks project management Key Performance Indicators as needed, and reports on results.
- Evaluates special project management activities for compliance with federal, state, and local requirements and with Santa Cruz METRO’s policies and procedures.
- Serves as a liaison for and coordinates special projects with various stakeholders including but not limited to, multiple departments within Santa Cruz METRO, outside agencies, consultants, and contractors; collaborates with stakeholders to set priorities and allocate resources and staff.
- Prepares request for proposals for contract services and oversees bid processes; prepares scopes of work, budgets, timelines, and schedules; evaluates proposals and recommends award; administers contracts, supervises the work of contractors, and ensures compliance with contract and Santa Cruz METRO service quality requirements; approves invoices within signature authority.
- Prepares project budgets and cost estimates; identifies needs and allocates resources; prepares detailed cost estimates with appropriate justifications; monitors and controls expenditures; complies with funding and reporting requirements.
- Facilitates and oversees the preparation of special project specifications and deliverables.
- Develops and implements change order management processes to minimize conflicts and maximize project schedule adherence while preserving amicable working relationships between all stakeholders.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

- Prepares technical and administrative reports, correspondence, and written recommendations, and makes oral presentations to the Santa Cruz METRO Board of Directors, management, governmental officials, and other organizations or groups as needed.
- Directs, trains, oversees, and motivates the work of technical and clerical staff on assigned projects.
- Maintains and directs the maintenance of working and official project files.
- Monitors changes in laws, regulations, trends, and technology that may affect assigned projects; identifies, recommends, and oversees the implementation of changes to standard operating procedures and/or Santa Cruz METRO policies.
- Drives a Santa Cruz METRO vehicle to perform assignments.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of project management include developing scopes of work, schedules, budgets, and timelines, preparing bid documents, negotiating price, terms, and conditions, administering contracts, and overseeing contract services.
- Principles and techniques of managing joint agency projects, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Principles and practices of transit bus and operations.
- Federal, state, and local laws and regulations and Santa Cruz METRO policies and procedures applicable to project management.
- Techniques for effectively representing Santa Cruz METRO in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Santa Cruz METRO staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Intermediate mathematics including addition, subtraction, multiplication, division, percentages, and basic statistics.
- The effective use of modern office equipment, personal computers, and standard business software.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient project management.
- Manage multiple and/or joint agency projects in coordination with internal and external stakeholders.
- Develop and implement work plans, negotiate price, terms, and conditions, administer contracts, and effectively manage projects, project teams, and consultants/contractors.
- Gather, analyze, and compile data and prepare project scopes of work, schedules, budgets, timelines, and bid documents.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

- Prepare administrative and complex technical reports, formal correspondence, written recommendations, and oral presentations.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws and regulations and Santa Cruz METRO policies and procedures related to project management.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Perform mathematical calculations quickly and accurately.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with employees, union representatives, Board members, neighbors, property owners, elected and appointed officials, vendors, contractors, consultants, media representatives, other public agencies, members of the public, and other project stakeholders.

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:

Bachelor's degree from an accredited college in business, finance, public administration, mathematics, or a closely related field and four (4) years of project management experience in the public or private sector, including managing contracts and project schedules and budgets.

LICENSES AND CERTIFICATES:

A valid Class C driver's license and safe driving record is required at the time of application. A valid Class C State driver license is required at the time of appointment and must be maintained throughout employment.

Desired certifications include Project Management Professional (PMP) Certification

SPECIAL REQUIREMENTS:

- Must be able to work extended hours as needed, often outside regular business hours as required by the CEO and the demands of the job.
- Must maintain strictest confidentiality.
- Must participate in professional development activities.
- Requires occasional travel.

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 and stand; talk and hear; use hands to finger, 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 standing, walking,



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

overhead reaching and lifting up to 20 pounds unaided 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 may work in an office, shop, construction site, or bus yard environment where the noise level may be loud. May require availability to work a flexible schedule.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass requisite background check.

*Adopted:

*BOD Approved:

*Revised:00-00-00

*Job Family: Professional- Project Management

Class Code: OA 214

FLSA Status: Exempt

Bargaining Unit: Management



MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/22/23 (FY24) / Adopted by the Board as of August 11, 2023

Table with columns: Title, Step 1 LL, Step 1 L, Step 2 LL, Step 2 L, Step 3 LL, Step 3 L, Step 4 LL, Step 4 L, Step 5 LL, Step 5 L, Step 6 LL, Step 6 L. Rows include various management titles like Chief Operating Officer, Operations Deputy Director, etc.



MANAGEMENT
YEARLY SALARY SCHEDULE

	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL	Step 6 LL
Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL	Step 6 LL
Chief Operating Officer	159,744	167,731	175,718	176,114	184,496	184,912	194,168	203,424	194,168	203,882	213,595	203,882	214,074
^ Operations Deputy Director	131,602	138,174	144,747	145,080	151,986	152,339	159,952	167,565	159,952	167,960	175,968	167,960	176,363
Maintenance Manager	124,842	131,082	137,322	137,634	144,186	144,518	151,736	158,964	151,736	159,328	166,920	159,328	167,294
Chief Financial Officer (CFO)	159,744	167,731	175,718	176,114	184,496	184,912	194,168	203,424	194,168	203,882	213,595	203,882	214,074
Planning and Development Director	136,178	142,979	149,781	150,134	157,290	157,643	165,526	173,410	165,526	173,805	182,083	173,805	182,499
Human Resources Director	149,822	157,310	164,798	165,173	173,035	173,430	182,104	190,778	182,104	191,214	200,325	191,214	200,782
Information Technology and Intelligent Transportation Systems Director	149,822	157,310	164,798	165,173	173,035	173,430	182,104	190,778	182,104	191,214	200,325	191,214	200,782
^^ Marketing and Communications Director	131,498	138,070	144,643	144,976	151,882	152,235	159,494	167,440	159,494	167,814	175,802	167,814	176,197
Purchasing and Special Projects Director	109,574	115,045	120,515	120,806	126,568	126,838	133,182	139,526	133,182	139,838	146,494	139,838	146,827
*****Senior Full Stack Developer	119,413	125,382	131,352	131,643	137,904	138,216	144,789	152,027	144,789	152,381	159,640	152,381	159,994
Finance Deputy Director	119,766	125,757	131,747	132,038	138,320	138,632	145,558	152,485	145,558	152,838	160,118	152,838	160,472
Human Resources Deputy Director	112,403	118,019	123,635	123,926	129,834	130,125	136,635	143,146	136,635	143,458	150,280	143,458	150,634
^^^ Operations Manager - Fixed Route Division	105,269	110,531	115,794	116,064	121,597	121,867	127,962	134,056	127,962	134,368	140,774	134,368	141,086
^^^ Operations Manager - Paratransit Division	98,717	103,646	108,576	108,826	114,005	114,275	119,995	125,715	119,995	125,986	131,976	125,986	132,288
Assistant Maintenance Manager	93,642	98,322	103,002	103,230	108,139	108,389	113,818	119,246	113,818	119,517	125,216	119,517	125,486
Facilities Maintenance Manager	106,122	111,426	116,730	117,000	122,574	122,845	128,981	135,117	128,981	135,429	141,877	135,429	142,210
*****Full Stack Developer	103,854	109,054	114,254	114,504	119,954	120,224	126,235	132,246	126,235	132,538	138,840	132,538	139,173
Safety, Security and Risk Management Director	117,582	123,469	129,355	129,646	135,824	136,136	142,938	149,739	142,938	150,093	157,248	150,093	157,602
^^^ Special Projects Manager	84,677	88,920	93,163	93,371	97,822	98,030	102,939	107,848	102,939	108,077	113,214	108,077	113,485
^^^ Assistant Operations Manager Fixed Route	89,502	93,974	98,446	98,675	103,376	103,605	108,784	113,963	108,784	114,234	119,683	114,213	119,933
^^^ Assistant Operations Manager Paratransit	83,907	88,109	92,310	92,518	96,928	97,136	101,754	106,870	101,982	107,078	112,174	107,078	112,424
Project Manager	73,632	77,314	80,995	81,182	85,051	85,238	89,294	93,766	89,502	93,974	98,446	93,974	98,675
Purchasing Manager	93,642	98,322	103,002	103,230	108,139	108,389	113,818	119,246	113,818	119,517	125,216	119,517	125,486
*Customer Experience Manager	93,642	98,322	103,002	103,230	108,139	108,389	113,818	119,246	113,818	119,517	125,216	119,517	125,486
**Revenue Account Program Manager	73,632	77,314	80,995	81,182	85,051	85,238	89,294	93,766	89,502	93,974	98,446	93,974	98,675
*** Capital Planning and Grants Programs Manager	107,370	112,736	118,102	118,373	124,010	124,301	130,520	136,739	130,520	137,051	143,582	137,051	143,894
**** Parts and Materials Manager	81,390	85,467	89,544	89,731	93,995	94,224	98,946	103,667	98,946	103,896	108,846	103,896	109,096
Executive Assistant	71,635	75,213	78,790	78,978	82,742	82,930	86,882	91,208	87,069	91,416	95,763	91,416	95,992
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)													

Longevity Pay is based only on length of service.													
* Position added and adopted by the Board on 11-20-2020; Title and wage changes adopted by the Board on 12/15/2023													
** New position proposed to be added and adopted by the Board on 09-24-2021													
** Updated Schedule - CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022													
*** New position added and adopted by the Board on 05-20-2022													
**** New position to be added and adopted by the Board on 10-27-2023													
***** Title Change to be added and adopted by the Board on 12-15-2023													
^ New position and wage proposed to be added and adopted by the Board on 10-27-2023													
^^ Title change and updated wage proposed to be added and adopted by the Board on 12-15-2023													
^^^ New position and wages proposed to be added and adopted by the Board on 12-15-2023													
**** New position and wages proposed to be added and adopted by the Board on 2-25-2024													



MANAGEMENT
MONTHLY SALARY SCHEDULE

	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL	Step 6 LL
Effective 06/22/23 (FY24) / Adopted by the Board as of August 11, 2023													
Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL	Step 6 LL
Chief Operating Officer	13,312	13,978	14,643	15,375	14,676	15,409	16,143	16,932	16,181	16,990	17,800	16,990	17,840
Operations Deputy Director	10,967	11,515	12,062	12,666	12,090	12,695	13,300	13,964	13,329	13,997	14,664	13,997	14,697
Maintenance Manager	10,404	10,924	11,444	12,016	11,470	12,043	12,617	13,246	12,645	13,277	13,910	13,277	13,941
Chief Financial Officer (CFO)	13,312	13,978	14,643	15,375	14,676	15,409	16,143	16,932	16,181	16,990	17,800	16,990	17,840
Planning and Development Director	11,348	11,915	12,482	13,108	12,511	13,137	13,794	14,451	13,794	14,484	15,174	14,484	15,208
Human Resources Director	12,485	13,109	13,733	14,420	13,764	14,453	15,141	15,898	15,175	15,935	16,694	15,935	16,732
Information Technology and Intelligent Transportation Systems Director	12,485	13,109	13,733	14,420	13,764	14,453	15,141	15,898	15,175	15,935	16,694	15,935	16,732
Marketing and Communications Director	10,958	11,506	12,054	12,657	12,081	12,685	13,291	13,953	13,319	13,985	14,650	13,985	14,683
Purchasing and Special Projects Director	9,131	9,587	10,043	10,607	10,067	10,570	11,073	11,627	11,099	11,653	12,208	11,653	12,236
Senior Full Stack Developer	9,951	10,449	10,946	11,492	10,970	11,518	12,094	12,669	12,094	12,698	13,303	12,698	13,333
Finance Deputy Director	9,981	10,480	10,979	11,527	11,003	11,553	12,130	12,707	12,130	12,737	13,343	12,737	13,373
Human Resources Deputy Director	9,367	9,835	10,303	10,820	10,327	10,844	11,386	11,929	11,386	11,955	12,523	11,955	12,563
Operations Manager - Fixed Route Division	8,772	9,211	9,650	10,133	9,672	10,156	10,664	11,171	10,664	11,197	11,731	11,197	11,757
Operations Manager - Paratransit Division	8,226	8,637	9,048	9,500	9,069	9,523	10,000	10,476	10,000	10,499	10,998	10,499	11,024
Assistant Maintenance Manager	7,804	8,194	8,584	9,012	8,603	9,032	9,485	9,937	9,485	9,960	10,435	9,960	10,457
Facilities Maintenance Manager	8,844	9,286	9,728	10,215	9,750	10,237	10,748	11,260	10,748	11,286	11,823	11,286	11,851
Full Stack Developer	8,655	9,088	9,521	9,996	9,542	10,019	10,495	10,971	10,495	10,971	11,458	10,971	11,511
Safety, Security and Risk Management Director	9,799	10,289	10,780	11,319	10,804	11,345	11,886	12,428	11,912	12,478	13,014	12,508	13,134
Special Projects Manager	7,056	7,410	7,764	8,152	7,781	8,169	8,578	8,987	8,578	9,006	9,435	9,006	9,457
Assistant Operations Manager Fixed Route	7,459	7,831	8,204	8,615	8,223	8,634	9,065	9,497	9,065	9,520	9,974	9,518	9,994
Assistant Operations Manager Paratransit	6,992	7,342	7,693	8,077	7,710	8,095	8,480	8,906	8,499	8,923	9,348	8,923	9,369
Project Manager	6,136	6,443	6,750	7,088	6,765	7,103	7,441	7,814	7,459	7,831	8,204	7,831	8,223
Purchasing Manager	7,804	8,194	8,584	9,012	8,603	9,032	9,485	9,937	9,485	9,960	10,435	9,960	10,457
Customer Experience Manager	7,804	8,194	8,584	9,012	8,603	9,032	9,485	9,937	9,485	9,960	10,435	9,960	10,457
Revenue Account Program Manager	6,136	6,443	6,750	7,088	6,765	7,103	7,441	7,814	7,459	7,831	8,204	7,831	8,223
Capital Planning and Grants Programs Manager	8,948	9,395	9,842	10,334	9,864	10,358	10,877	11,395	10,877	11,421	11,965	11,421	12,562
Parts and Materials Manager	6,783	7,122	7,462	7,833	7,478	7,852	8,246	8,639	8,246	8,658	9,071	8,658	9,091
Executive Assistant	5,970	6,268	6,566	6,895	6,582	6,911	7,240	7,601	7,256	7,618	7,980	7,618	7,999
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)													
Longevity Pay is based only on length of service.													
Position added and adopted by the Board on 11-20-2020; Title and wage changes adopted by the Board on 12/15/2023													
New position proposed to be added and adopted by the Board on 09-24-2021													
Updated Schedule - CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022													
New position added and adopted by the Board on 05-20-2022													
New position to be added and adopted by the Board on 10-27-2023													
Title Change to be added and adopted by the Board on 12-15-2023													
Title change and updated wage proposed to be added and adopted by the Board on 12-15-2023													
New position and wages proposed to be added and adopted by the Board on 12-15-2023													
New position and wages proposed to be added and adopted by the Board on 2-23-2024													

MANAGEMENT HOURLY RATES SCHEDULE													
Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL	Step 7 LL
Effective 06/20/24 (FY25) / Adopted by the Board as of August 11, 2023													
Chief Operating Officer	79.87	83.86	83.86	88.05	88.05	92.24	88.05	92.45	96.85	97.07	101.69	97.07	101.92
Operations Deputy Director	65.80	69.09	69.09	72.54	72.54	75.99	72.54	76.17	79.80	79.98	83.79	79.98	83.98
Maintenance Manager	62.42	65.54	65.54	68.82	68.82	72.10	68.82	72.26	75.70	75.87	79.48	75.87	79.66
Chief Financial Officer (CFO)	79.87	83.86	83.86	88.05	88.05	92.24	88.05	92.45	96.85	97.07	101.69	97.07	101.92
Planning and Development Director	68.09	71.49	71.49	75.06	75.06	78.63	75.06	78.81	82.56	82.75	86.89	82.75	86.89
Human Resources Director	74.91	78.66	78.66	82.41	82.41	86.52	82.59	86.72	90.85	91.06	95.40	91.06	95.61
Information, Technology, and Intelligent Transportation Systems Director	74.91	78.66	78.66	82.41	82.41	86.52	82.59	86.72	90.85	91.06	95.40	91.06	95.61
Marketing and Communications Director	65.75	69.04	69.04	72.33	72.33	75.94	72.49	76.11	79.73	79.92	83.73	79.92	83.92
Purchasing and Special Projects Director	54.79	57.53	57.53	60.27	60.27	63.29	60.41	63.43	66.45	66.60	69.77	66.60	69.93
Senior Full Stack Developer	59.71	62.70	62.70	65.69	65.69	68.98	65.84	69.13	72.42	72.59	76.05	72.59	76.22
Finance Deputy Director	59.88	62.87	62.87	65.86	65.86	69.15	66.01	69.31	72.61	72.78	76.25	72.78	76.42
Human Resources Deputy Director	56.20	59.01	59.01	61.82	61.82	64.91	61.96	65.06	68.16	68.31	71.56	68.31	71.73
Operations Manager - Fixed Route Division	52.63	55.26	55.26	57.89	57.89	60.78	58.02	60.92	63.82	63.97	67.02	63.97	67.17
Operations Manager - Paratransit Division	49.36	51.83	51.83	54.30	54.30	57.01	54.42	57.14	59.86	60.00	62.86	60.00	63.00
Assistant Maintenance Manager	46.82	49.16	49.16	51.50	51.50	54.08	51.62	54.20	56.78	56.91	59.62	56.91	59.76
Facilities Maintenance Manager	53.06	55.71	55.71	58.36	58.36	61.29	58.50	61.43	64.36	64.50	67.57	64.50	67.73
Full Stack Developer	51.93	54.53	54.53	57.13	57.13	59.99	57.26	60.12	62.98	63.13	66.14	63.13	66.29
Safety, Security and Risk Management Director	58.79	61.73	61.73	64.67	64.67	67.91	64.82	68.06	71.30	71.46	74.86	71.46	75.03
Special Projects Manager	42.34	44.46	44.46	46.58	46.58	48.90	46.68	49.01	51.34	49.01	51.46	49.01	51.46
Assistant Operations Manager Fixed Route	44.75	46.99	46.99	49.23	49.23	51.69	49.34	51.81	54.28	51.81	54.40	51.81	54.40
Assistant Operations Manager Paratransit	41.95	44.05	44.05	46.15	46.15	48.45	46.25	48.56	50.87	48.56	50.99	48.56	50.99
Project Manager	36.82	38.66	38.66	40.50	40.50	42.52	40.59	42.62	44.65	42.62	44.75	42.62	44.75
Purchasing Manager	46.82	49.16	49.16	51.62	51.62	54.08	51.62	54.20	56.78	56.91	59.62	56.91	59.76
Customer Experience Manager	46.82	49.16	49.16	51.62	51.62	54.08	51.62	54.20	56.78	56.91	59.62	56.91	59.76
Revenue Account Program Manager	36.82	38.66	38.66	40.50	40.50	42.52	40.59	42.62	44.65	42.62	44.75	42.62	44.75
Capital Planning and Grants Programs Manager	53.88	56.36	56.36	59.04	59.04	62.00	59.18	62.14	65.10	62.14	65.25	62.14	65.37
Parts and Materials Manager	40.70	42.74	42.74	44.78	44.78	47.02	44.88	47.12	49.36	47.12	49.48	47.12	49.48
Executive Assistant	35.82	37.61	37.61	39.40	39.40	41.37	39.49	41.46	43.43	41.46	43.53	41.46	43.53
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)													
Longevity Pay is based only on length of service.													
Position added and adopted by the Board on 11-20-2020; Title and wage changes adopted by the Board on 12/15/2023													
New position proposed to be added and adopted by the Board on 09-24-2021													
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New position to be added and adopted by the Board on 10-27-2023													
Title Change to be added and adopted by the Board on 10-27-2023													
New position and wage proposed to be added and adopted by the Board on 12-15-2023													
Title change and updated wage proposed to be added and adopted by the Board on 12-15-2023													
New position and wages proposed to be added and adopted by the Board on 12-15-2023													
New position and wages proposed to be added and adopted by the Board on 2-23-2024													



MANAGEMENT
YEARLY SALARY SCHEDULE

Effective 06/20/24 (FY25) / Adopted by the Board as of August 11, 2023

	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 5 LL	Step 6	Step 6 LL	Step 6 LL
Chief Operating Officer	166,130	174,429	182,728	174,429	183,144	191,859	183,144	192,296	201,906	201,906	211,515	222,082	211,994	222,602	233,210
Operations Deputy Director	136,864	143,707	150,550	143,707	150,883	158,059	150,883	158,434	166,358	166,358	174,283	182,998	174,678	183,414	192,150
Maintenance Manager	129,834	136,323	142,813	136,323	143,146	149,968	143,146	150,301	157,810	157,810	165,318	173,576	165,693	173,971	182,250
Chief Financial Officer (CFO)	166,130	174,429	182,728	174,429	183,144	191,859	183,144	192,296	201,906	201,906	211,515	222,082	211,994	222,602	233,210
Planning and Development Director	141,627	148,699	155,771	148,699	156,125	163,550	156,125	163,925	172,120	172,120	180,315	189,342	180,731	189,768	198,786
Human Resources Director	155,813	163,613	171,413	163,613	171,787	179,962	171,787	180,378	189,405	189,405	198,432	208,333	198,869	208,811	218,754
Information Technology and Intelligent Transportation Systems Director	155,813	163,613	171,413	163,613	171,787	179,962	171,787	180,378	189,405	189,405	198,432	208,333	198,869	208,811	218,754
Marketing and Communications Director	136,760	143,603	150,446	143,603	150,779	157,955	150,779	158,309	166,234	166,234	174,158	182,874	174,554	183,290	192,026
Purchasing and Special Projects Director	113,963	119,662	125,362	119,662	125,653	131,643	125,653	131,934	138,528	138,528	145,122	152,381	145,454	152,734	160,014
Senior Full Stack Developer	124,197	130,416	136,635	130,416	136,947	143,478	136,947	143,790	150,987	150,987	158,184	166,088	158,538	166,462	174,387
Finance Deputy Director	124,550	130,770	136,989	130,770	137,301	143,832	137,301	144,165	151,382	151,382	158,600	166,525	158,954	166,899	174,845
Human Resources Deputy Director	116,896	122,741	128,586	122,741	128,877	135,013	128,877	135,325	142,085	142,085	148,845	156,312	149,198	156,666	164,133
Operations Manager - Fixed Route Division	109,470	114,941	120,411	114,941	120,682	126,422	120,682	126,714	132,746	132,746	139,402	146,370	139,714	146,702	153,691
Operations Manager - Paratransit Division	102,669	107,806	112,944	107,806	113,194	118,581	113,194	118,851	124,800	124,800	130,749	137,280	131,040	137,592	144,144
Assistant Maintenance Manager	97,386	102,253	107,120	102,253	107,370	112,486	107,370	112,736	118,373	118,373	124,010	130,229	124,301	130,520	136,739
Facilities Maintenance Manager	110,365	115,877	121,389	115,877	121,680	127,483	121,680	127,774	134,160	134,160	140,546	147,597	140,878	147,930	154,981
Full Stack Developer	108,014	113,422	118,830	113,422	119,101	124,779	119,101	125,050	131,310	131,310	137,571	144,456	137,883	144,768	151,653
Safety, Security and Risk Management Director	122,283	128,398	134,514	128,398	134,826	141,253	134,826	141,565	148,637	148,637	155,709	163,488	156,062	163,862	171,662
Special Projects Manager	88,067	92,477	96,886	92,477	97,094	101,712	97,094	101,941	107,037	107,037	112,133	117,728	112,382	117,998	123,614
Assistant Operations Manager Fixed Route	93,080	97,739	102,398	97,739	102,627	107,515	102,627	107,765	113,152	113,152	118,539	124,467	118,810	124,758	130,707
Assistant Operations Manager Paratransit	87,256	91,624	95,992	91,624	96,200	100,776	96,200	101,005	106,059	106,059	111,114	116,667	111,363	116,938	122,512
Project Manager	76,586	80,413	84,240	80,413	84,427	88,442	84,427	88,650	93,080	93,080	97,510	102,398	97,739	102,627	107,515
Purchasing Manager	97,386	102,253	107,120	102,253	107,370	112,486	107,370	112,736	118,373	118,373	124,010	130,229	124,301	130,520	136,739
Customer Experience Manager	97,386	102,253	107,120	102,253	107,370	112,486	107,370	112,736	118,373	118,373	124,010	130,229	124,301	130,520	136,739
Revenue Account Program Manager	76,586	80,413	84,240	80,413	84,427	88,442	84,427	88,650	93,080	93,080	97,510	102,398	97,739	102,627	107,515
Capital Planning and Grants Programs Manager	111,654	117,229	122,803	117,229	123,094	128,960	123,094	129,251	135,720	135,720	142,189	149,282	142,501	149,635	156,770
Parts and Materials Manager	84,656	88,899	93,142	88,899	93,350	97,802	93,350	98,010	102,918	102,918	108,056	113,194	108,056	113,464	118,872
Executive Assistant	74,506	78,229	81,952	78,229	82,139	86,050	82,139	86,237	90,542	90,542	94,848	99,611	95,077	99,840	104,603
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)															
Longevity Pay is based only on length of service.															
* Position added and adopted by the Board on 11-20-2020: Title and wage changes adopted by the Board on 12/15/2023															
** New position proposed to be added and adopted by the Board on 09-24-2021															
** Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022															
*** New position added and adopted by the Board on 05-20-2022															
**** New position to be added and adopted by the Board on 10-27-2023															
***** Title Change to be added and adopted by the Board on 12-15-2023															
***** Title change and updated wage proposed to be added and adopted by the Board on 12-15-2023															
**** New position and wages proposed to be added and adopted by the Board on 12-15-2023															
**** New position and wages proposed to be added and adopted by the Board on 12-23-2024															



MANAGEMENT MONTHLY SALARY SCHEDULE

	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL	Step 6 LL
Effective 06/20/24 (FY25) / Adopted by the Board as of August 11, 2023													
Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL	Step 6 LL
Chief Operating Officer	13,844	14,536	15,227	14,536	15,262	16,025	16,787	16,025	16,826	17,666	17,666	18,507	18,507
Operations Deputy Director	11,405	11,976	12,546	11,976	12,574	13,203	13,832	13,203	13,863	14,524	14,557	15,250	15,250
Maintenance Manager	10,820	11,360	11,901	11,360	11,929	12,525	13,121	12,525	13,151	13,777	13,808	14,465	14,465
Chief Financial Officer (CFO)	13,844	14,536	15,227	14,536	15,262	16,025	16,787	16,025	16,826	17,666	17,666	18,507	18,507
Planning and Development Director	11,802	12,392	12,981	12,392	13,010	13,660	14,310	13,660	14,343	15,026	15,061	15,779	15,779
Human Resources Director	12,984	13,634	14,284	13,634	14,316	15,032	15,747	15,032	15,784	16,536	16,572	17,361	17,361
Information Technology and Intelligent Transportation Systems Director	12,984	13,634	14,284	13,634	14,316	15,032	15,747	15,032	15,784	16,536	16,572	17,361	17,361
Marketing and Communications Director	11,397	11,967	12,537	11,967	12,565	13,192	13,820	13,192	13,853	14,513	14,544	15,240	15,240
Purchasing and Special Projects Director	9,497	9,972	10,447	9,972	10,471	10,995	11,518	10,995	11,544	12,094	12,121	12,698	12,698
Senior Full Stack Developer	10,350	10,868	11,386	10,868	11,412	11,983	12,553	11,983	12,582	13,182	13,212	13,841	13,841
Finance Deputy Director	10,379	10,898	11,416	10,898	11,442	12,014	12,586	12,014	12,615	13,217	13,246	13,877	13,877
Human Resources Deputy Director	9,741	10,228	10,716	10,228	10,740	11,277	11,814	11,277	11,840	12,404	12,433	13,056	13,056
Operations Manager - Fixed Route Division	9,123	9,578	10,034	9,578	10,057	10,560	11,062	10,560	11,088	11,617	11,643	12,198	12,198
Operations Manager - Paratransit Division	8,556	8,984	9,412	8,984	9,433	9,904	10,376	9,904	10,400	10,896	10,920	11,466	11,466
Assistant Maintenance Manager	8,116	8,521	8,927	8,521	8,948	9,395	9,842	9,395	9,864	10,334	10,358	10,877	10,877
Facilities Maintenance Manager	9,197	9,656	10,116	9,656	10,140	10,648	11,156	10,648	11,180	11,712	11,740	12,328	12,328
Full Stack Developer	9,001	9,452	9,903	9,452	9,925	10,421	10,917	10,421	10,943	11,464	11,490	12,038	12,038
Safety, Security and Risk Management Director	10,190	10,700	11,210	10,700	11,236	11,797	12,359	11,797	12,386	12,976	13,005	13,624	13,624
Special Projects Manager	7,339	7,706	8,074	7,706	8,091	8,495	8,899	8,495	8,920	9,344	9,365	9,811	9,811
Assistant Operations Manager Fixed Route	7,757	8,145	8,533	8,145	8,552	8,980	9,409	8,980	9,429	9,878	9,901	10,372	10,372
Assistant Operations Manager Paratransit	7,271	7,635	7,999	7,635	8,017	8,417	8,818	8,417	8,838	9,260	9,280	9,722	9,722
Project Manager	6,382	6,701	7,020	6,701	7,036	7,388	7,739	7,388	7,757	8,126	8,145	8,533	8,533
Purchasing Manager	8,116	8,521	8,927	8,521	8,948	9,395	9,842	9,395	9,864	10,334	10,358	10,877	10,877
Customer Experience Manager	8,116	8,521	8,927	8,521	8,948	9,395	9,842	9,395	9,864	10,334	10,358	10,877	10,877
Revenue Account Program Manager	6,382	6,701	7,020	6,701	7,036	7,388	7,739	7,388	7,757	8,126	8,145	8,533	8,533
Capital Planning and Grants Programs Manager	9,305	9,769	10,234	9,769	10,258	10,771	11,284	10,771	11,310	11,849	11,875	12,440	12,440
Parts and Materials Manager	7,055	7,408	7,762	7,408	7,779	8,168	8,556	8,168	8,577	8,986	9,005	9,455	9,455
Executive Assistant	6,209	6,519	6,829	6,519	6,845	7,186	7,528	7,186	7,545	7,904	7,923	8,301	8,301
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)													
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New position added and adopted by the Board on 05-20-2022													
New position to be added and adopted by the Board on 10-27-2023													
Title Change to be added and adopted by the Board on 10-27-2023													
Title change and updated wage proposed to be added and adopted by the Board on 12-15-2023													
Title change and updated wage proposed to be added and adopted by the Board on 12-15-2023													
New position and wages proposed to be added and adopted by the Board on 2-23-2024													



MANAGEMENT
HOURLY RATES SCHEDULE

Effective 06/19/25 (FY26) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL
Chief Operating Officer	83.06	87.21	91.57	95.93	100.96	106.01	111.06	116.61	122.21	127.86	133.51	139.16
Operations Deputy Director	68.43	71.85	75.44	79.03	82.98	87.13	91.49	96.07	100.96	106.01	111.06	116.61
Maintenance Manager	64.92	68.17	71.58	74.99	78.74	82.68	86.82	91.15	95.71	100.44	105.27	110.20
Chief Financial Officer (CFO)	83.06	87.21	91.57	95.93	100.96	106.01	111.06	116.61	122.21	127.86	133.51	139.16
Planning and Development Director	70.81	74.35	78.07	81.79	85.87	90.17	94.67	99.41	104.40	109.39	114.48	119.66
Human Resources Director	77.91	81.81	85.90	89.99	94.50	99.22	104.19	109.39	114.71	120.14	125.67	131.28
Information Technology and Intelligent Transportation Systems Director	77.91	81.81	85.90	89.99	94.50	99.22	104.19	109.39	114.71	120.14	125.67	131.28
Marketing and Communications Director	68.38	71.80	75.39	78.98	82.93	87.08	91.44	96.00	100.86	105.93	111.20	116.66
Purchasing and Special Projects Director	56.98	59.83	62.82	65.81	68.90	72.16	75.66	79.39	83.34	87.50	91.87	96.44
Senior Full Stack Developer	62.10	65.21	68.47	71.73	75.11	78.60	82.20	85.99	89.88	93.87	97.96	102.14
Finance Deputy Director	62.28	65.39	68.66	71.93	75.32	78.81	82.40	86.09	89.88	93.77	97.76	101.84
Human Resources Deputy Director	58.45	61.37	64.44	67.51	70.66	73.88	77.14	80.54	83.94	87.44	90.94	94.54
Operations Manager - Fixed Route Division	54.74	57.48	60.35	63.22	66.39	69.71	73.20	76.85	80.54	84.28	88.07	91.90
Operations Manager - Paratransit Division	51.33	53.90	56.60	59.30	62.26	65.37	68.64	72.08	75.60	79.19	82.82	86.50
Assistant Maintenance Manager	48.69	51.12	53.68	56.24	58.94	61.76	64.69	67.72	70.84	74.04	77.34	80.74
Facilities Maintenance Manager	55.18	57.94	60.84	63.74	66.82	69.99	73.26	76.64	80.11	83.68	87.34	91.10
Full Stack Developer	54.01	56.71	59.55	62.39	65.51	68.79	72.22	75.84	79.54	83.32	87.19	91.14
Safety, Security and Risk Management Director	61.14	64.20	67.41	70.62	74.15	77.86	81.76	85.84	90.01	94.28	98.64	103.10
Special Projects Manager	44.03	46.23	48.43	50.85	53.40	56.07	58.88	61.82	64.90	68.11	71.44	74.88
Assistant Operations Manager Fixed Route	46.54	48.87	51.31	53.75	56.45	59.26	62.23	65.34	68.57	71.91	75.34	78.86
Assistant Operations Manager Paratransit	43.63	45.81	48.10	50.39	52.92	55.57	58.34	61.25	64.21	67.22	70.28	73.38
Project Manager	38.29	40.20	42.11	44.22	46.43	48.76	51.20	53.75	56.40	59.14	61.98	64.91
Purchasing Manager	48.69	51.12	53.68	56.24	58.94	61.76	64.69	67.72	70.84	74.04	77.34	80.74
Customer Experience Manager	48.69	51.12	53.68	56.24	58.94	61.76	64.69	67.72	70.84	74.04	77.34	80.74
Revenue Account Program Manager	38.29	40.20	42.11	44.22	46.43	48.76	51.20	53.75	56.40	59.14	61.98	64.91
Capital Planning and Grants Programs Manager	55.93	58.62	61.41	64.48	67.71	71.09	74.64	78.37	82.16	86.01	89.91	93.86
Parts and Materials Manager	42.33	44.45	46.57	48.89	51.33	53.90	56.59	59.42	62.30	65.22	68.18	71.18
Executive Assistant	37.25	39.11	41.07	43.03	45.17	47.44	49.80	52.30	54.84	57.42	60.04	62.70
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MANAGEMENT
YEARLY SALARY SCHEDULE

Effective 06/19/25 (FY26) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 5 LL	Step 6	Step 6 LL	Step 6 LL
Chief Operating Officer	172,765	181,397	190,029	190,466	190,466	199,992	209,518	199,992	209,997	209,997	220,002	220,002	220,501	231,005	242,549
Operations Deputy Director	142,334	149,448	156,562	156,915	164,382	164,382	172,598	164,757	172,994	172,994	181,230	181,230	181,646	190,299	199,826
Maintenance Manager	135,034	141,794	148,554	148,886	155,979	148,886	156,333	163,779	156,333	164,154	171,974	164,154	172,370	180,586	189,592
Chief Financial Officer (CFO)	172,765	181,397	190,029	190,466	190,466	199,992	209,518	199,992	209,997	220,002	209,997	220,002	220,501	231,005	242,549
Planning and Development Director	147,285	154,648	162,011	154,648	162,386	170,123	162,386	170,123	170,498	179,026	187,554	179,026	187,970	196,914	206,773
Human Resources Director	162,053	170,165	178,277	170,165	178,672	187,179	178,672	187,179	187,616	196,997	206,378	196,997	206,856	216,715	227,531
Information Technology and Intelligent Transportation Systems Director	162,053	170,165	178,277	170,165	178,672	187,179	178,672	187,179	187,616	196,997	206,378	196,997	206,856	216,715	227,531
Marketing and Communications Director	142,230	149,344	156,458	149,344	156,811	164,278	156,811	164,278	164,653	172,890	181,126	172,890	181,542	190,195	199,680
Purchasing and Special Projects Director	118,518	124,446	130,374	124,446	130,666	136,885	130,666	136,885	137,197	143,728	144,061	144,061	151,258	158,454	166,400
Senior Full Stack Developer	129,168	135,637	142,106	135,637	142,418	149,198	142,418	149,198	149,531	156,645	164,466	156,645	164,840	172,682	181,314
Finance Deputy Director	129,542	136,011	142,480	136,011	142,813	149,614	142,813	149,614	149,947	157,082	164,923	157,082	165,298	173,160	181,813
Human Resources Deputy Director	121,576	127,650	133,723	127,650	134,035	140,421	134,035	140,421	140,733	147,430	154,794	147,430	155,147	162,531	170,664
Operations Manager - Fixed Route Division	113,859	119,558	125,258	119,558	125,528	131,488	125,528	131,488	131,810	138,091	138,403	138,403	145,330	152,256	159,848
Operations Manager - Paratransit Division	106,766	112,112	117,458	112,112	117,728	123,344	117,728	123,344	123,614	129,501	135,970	129,501	136,282	142,771	149,926
Assistant Maintenance Manager	101,275	106,330	111,384	106,330	111,654	116,979	111,654	116,979	117,229	122,803	128,960	122,803	129,251	135,408	142,189
Facilities Maintenance Manager	114,774	120,515	126,256	120,515	126,547	132,579	126,547	132,579	132,870	139,194	146,141	139,194	146,474	153,442	161,117
Full Stack Developer	112,341	117,957	123,573	117,957	123,864	129,771	123,864	129,771	130,062	136,261	143,083	136,261	143,395	150,218	157,747
Safety, Security and Risk Management Director	127,171	133,536	139,901	133,536	140,213	146,890	140,213	146,890	147,222	154,232	161,949	154,232	162,323	170,061	178,547
Special Projects Manager	91,582	96,158	100,734	96,158	100,963	105,768	100,963	105,768	106,018	111,072	116,626	111,072	116,896	122,470	128,586
Assistant Operations Manager Fixed Route	96,803	101,650	106,496	101,650	106,725	111,800	106,725	111,800	112,070	117,416	123,261	117,416	123,552	129,438	135,907
Assistant Operations Manager Paratransit	90,750	95,285	99,819	95,285	100,048	104,811	100,048	105,061	110,074	115,586	120,823	115,586	121,347	127,168	132,400
Project Manager	79,643	83,616	87,589	83,616	87,797	91,978	87,797	91,978	92,186	96,574	101,421	96,574	101,650	106,496	111,800
Purchasing Manager	101,275	106,330	111,384	106,330	111,654	116,979	111,654	116,979	117,229	122,803	128,960	122,803	129,251	135,408	142,189
Customer Experience Manager	101,275	106,330	111,384	106,330	111,654	116,979	111,654	116,979	117,229	122,803	128,960	122,803	129,251	135,408	142,189
Revenue Account Program Manager	79,643	83,616	87,589	83,616	87,797	91,978	87,797	91,978	92,186	96,574	101,421	96,574	101,650	106,496	111,800
Capital Planning and Grants Programs Manager	116,126	121,930	127,733	121,930	128,024	134,118	128,024	134,118	134,430	140,837	147,867	140,837	148,200	155,251	163,010
Parts and Materials Manager	88,046	92,456	96,866	92,456	97,074	101,691	97,074	101,691	101,920	106,766	112,112	106,766	112,362	117,707	123,594
Executive Assistant	77,480	81,349	85,218	81,349	85,426	89,502	85,426	89,502	89,690	93,954	98,675	89,690	94,182	98,883	108,784
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)															

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MANAGEMENT
MONTHLY SALARY SCHEDULE

	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL	Step 6 LL
Effective 06/19/25 (FY26) / Adopted by the Board as of August 11, 2023													
Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL	Step 6 LL
Chief Operating Officer	14,397	15,116	15,836	16,628	17,460	18,334	19,250	20,212	21,220	22,272	23,370	24,510	25,690
^ Operations Deputy Director	11,861	12,454	13,047	13,699	14,383	15,103	15,868	16,682	17,540	18,440	19,380	20,360	21,380
Maintenance Manager	11,253	11,816	12,380	12,998	13,648	14,331	15,049	15,800	16,580	17,390	18,230	19,100	19,990
Chief Financial Officer (CFO)	14,397	15,116	15,836	16,628	17,460	18,334	19,250	20,212	21,220	22,272	23,370	24,510	25,690
Planning and Development Director	12,274	12,887	13,501	14,177	14,884	15,630	16,410	17,230	18,090	18,990	19,930	20,910	21,930
Human Resources Director	13,504	14,180	14,856	15,598	16,380	17,198	18,060	18,960	19,900	20,880	21,900	22,960	24,060
Information Technology and Intelligent Transportation Systems Director	13,504	14,180	14,856	15,598	16,380	17,198	18,060	18,960	19,900	20,880	21,900	22,960	24,060
^^ Marketing and Communications Director	11,853	12,445	13,038	13,668	14,332	15,040	15,780	16,560	17,380	18,240	19,140	20,080	21,060
Purchasing and Special Projects Director	9,877	10,371	10,865	11,407	11,977	12,577	13,200	13,840	14,500	15,180	15,880	16,600	17,340
*****Senior Full Stack Developer	10,764	11,303	11,842	12,433	13,068	13,744	14,460	15,210	16,000	16,820	17,680	18,580	19,520
Finance Deputy Director	10,795	11,334	11,873	12,468	13,109	13,744	14,430	15,160	15,930	16,740	17,590	18,480	19,400
Human Resources Deputy Director	10,131	10,638	11,144	11,702	12,286	12,900	13,544	14,220	14,930	15,680	16,460	17,280	18,130
^^^ Operations Manager - Fixed Route Division	9,488	9,963	10,438	10,958	11,508	12,083	12,688	13,320	13,980	14,660	15,370	16,110	16,880
^^^ Operations Manager - Paratransit Division	8,897	9,343	9,788	10,279	10,811	11,331	11,898	12,500	13,130	13,780	14,450	15,150	15,880
Assistant Maintenance Manager	8,440	8,861	9,282	9,748	10,234	10,747	11,284	11,840	12,410	12,990	13,580	14,190	14,820
Facilities Maintenance Manager	9,565	10,043	10,521	11,048	11,600	12,178	12,780	13,410	14,060	14,730	15,420	16,130	16,860
*****Full Stack Developer	9,362	9,830	10,298	10,814	11,365	11,924	12,500	13,090	13,700	14,330	14,980	15,650	16,340
Safety, Security and Risk Management Director	10,598	11,128	11,658	12,241	12,853	13,496	14,172	14,870	15,590	16,330	17,090	17,870	18,670
^^^ Special Projects Manager	7,632	8,013	8,395	8,814	9,256	9,719	10,206	10,710	11,230	11,760	12,310	12,880	13,460
Assistant Operations Manager Fixed Route	8,067	8,471	8,875	9,317	9,785	10,272	10,780	11,300	11,830	12,370	12,920	13,480	14,060
^^^ Assistant Operations Manager Paratransit	7,563	7,940	8,318	8,734	9,173	9,632	10,110	10,610	11,120	11,650	12,190	12,750	13,320
Project Manager	6,637	6,968	7,299	7,665	8,048	8,452	8,875	9,310	9,760	10,220	10,690	11,170	11,660
Purchasing Manager	8,440	8,861	9,282	9,748	10,234	10,747	11,284	11,840	12,410	12,990	13,580	14,190	14,820
Customer Experience Manager	8,440	8,861	9,282	9,748	10,234	10,747	11,284	11,840	12,410	12,990	13,580	14,190	14,820
***Revenue Account Program Manager	6,637	6,968	7,299	7,665	8,048	8,452	8,875	9,310	9,760	10,220	10,690	11,170	11,660
*** Capital Planning and Grants Programs Manager	9,677	10,161	10,644	11,177	11,736	12,322	12,930	13,560	14,210	14,880	15,560	16,260	16,980
**** Parts and Materials Manager	7,337	7,705	8,072	8,474	8,897	9,343	9,800	10,280	10,780	11,290	11,810	12,340	12,880
Executive Assistant	6,457	6,779	7,102	7,459	7,830	8,223	8,630	9,050	9,480	9,920	10,370	10,830	11,300
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)													

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DATE: February 9, 2024
TO: Personnel/Human Resources Standing Committee
FROM: Margo Ross, Chief Operations Officer
SUBJECT: REVIEW REQUEST FOR AUTHORIZATION AND FUNDING OF UP TO A MAXIMUM OF TWENTY-THREE (23) TRANSIT SUPERVISORS

I. RECOMMENDED ACTION

That the Personnel/Human Resources Standing Committee review the request for authorization of up to a maximum of twenty-three (23) Transit Supervisors in the Operations Department and recommend approval to the full Board of Directors

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) is hiring up to two hundred, twenty-five (225) Bus Operators and therefore will need up to twelve (12) additional full-time Transit Supervisors above current staff levels.
- Typical transit agencies Bus Operator to Transit Supervisor ratio is 10 to 1.
- Due to the increase of Bus Operators and METRO's Reimagine phasing of service, staff is asking to add additional Transit Supervisors to assist with the monitoring and supervision of the additional Bus Operators and increased service. This would be in line with the 10 to 1 ratio.
- For reporting structure purposes, the Transit Supervisors position will be reporting to the Deputy Director of Operations.
- METRO staff and Service Employees International Union Local 521 (SEIU) representatives met and discussed the needs of the organization. METRO and SEIU agreed the Operations Department needs to add up to twelve (12) additional Transit Supervisors to monitor the new Reimagine service changes and to assist with METRO's increase in Bus Operators.
- Staff is recommending the Board of Directors (Board) approval to hire up to twenty-three (23) Transit Supervisor positions; eleven (11) are already approved.

III. DISCUSSION/BACKGROUND

METRO is in the process of rolling out Phase 1 of Reimagine Metro and this coming spring will start the rollout of Phase 2 which requires 70 more Bus Operators. In order to manage the increase in Bus Operators, Transit Supervisors will need to be hired.

Currently METRO has eleven (11) Transit Supervisor roles approved in the budget. The industry standard is for every ten (10) Bus Operators, there should be one (1) Transit Supervisor. METRO has already started to increase the hiring of Bus Operators and the goal is to have two hundred, twenty-five (225) Operators on staff by Fall 2024. Total Transit Supervisors should be twenty-three (23) by Fall 2024.

Transit Supervisors will be hired in line with the number of Bus Operators hired. Should we slow down hiring or not reach the full number, Transit Supervisor hiring will follow.

This also aligns with the approved hiring of additional Bus Operators from the December 15, 2023 Board meeting.

METRO has identified the need for up to twelve (12) additional Transit Supervisors to supplement METRO's current supervisory staff.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

These contracts align to the following strategic 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 of this position will be \$70,666 per Transit Supervisor in FY24. Annual cost for twelve (12) Transit Supervisors with no overtime would be \$1,750,000. This would be covered by the TIRCP funding that is covering Phase 1 and Phase 2.

VI. ALTERNATIVES CONSIDERED

- Do nothing and the current Transit Supervisors will have to manage up to 20 Bus Operators, twice the industry level.
- Could impact the rollout of Phase 2 and timing.

VII. ATTACHMENTS

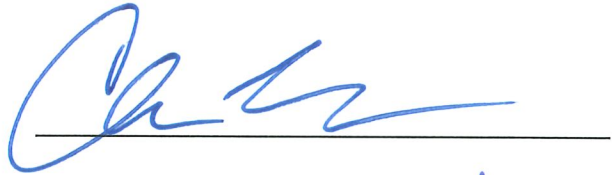
Attachment A: Transit Supervisor Job Description

Attachment B: Transit Supervisor Wage Scale

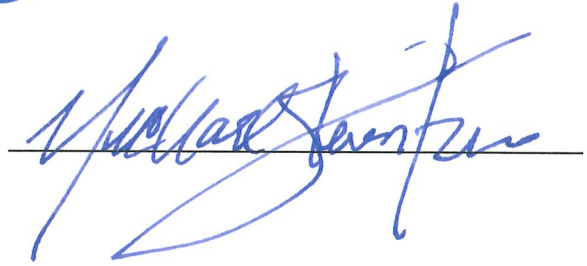
Prepared by: Margo Ross, Chief Operations Officer

VIII. APPROVALS

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: OA207
FLSA Status: Non-exempt

Transit Supervisor

Bargaining Unit: PSA

DEFINITION:

Under direction, a Transit Supervisor performs supervisory and transit operations work related to directing and coordinating the daily operation of Santa Cruz METRO's bus fleet; schedules and dispatches Bus Operators; ensures that assigned operations comply with applicable laws, regulations, policies, and procedures; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

Transit Supervisor is the supervisor level class in the series. In addition to required supervisory duties, an incumbent in this class primarily performs either field/dispatching or scheduling. However, an incumbent will also be cross-trained to ensure adequate coverage across all areas and must be able to perform the full range of class functions.

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.

- Supervises subordinate staff; assigns, directs, schedules, and monitors work; provides staff training; evaluates employee performance; counsels subordinate staff; initiates or has significant input into disciplinary actions; testifies in disciplinary hearings as needed.
- Participates in the recruitment, selection, and onboarding process of new departmental employees.
- Performs a variety of timekeeping duties; reviews and approves or disapproves overtime and time off; records time off requests in compliance with labor agreement(s); tracks attendance and monitors attendance incentive records; prepares daily extra-board schedule; completes related paperwork for all Operations Yards; coordinates various timekeeping functions with operations departments.
- Establishes and maintains timekeeping-related data, records, and documents, including but not limited to, annual leave calendar, sick calls and general leave of absence calendar in accordance with applicable labor contract(s); notifies Bus Operators of changes as required.
- Responds to issues in the field, including but not limited to, farebox issues, mechanical problems, route delays, passenger problems, and unusual or emergency situations on buses, bus stops, and Transit Centers.
- Investigates accidents and incidents; completes required paperwork and reports; identifies causes of accidents and recommends the follow up action, if needed.
- Performs random, reasonable suspicion, and post-accident drug and alcohol testing of Bus Operators in compliance with Department of Transportation (DOT) and Federal Transit Administration (FTA) regulations.
- Receives and investigates complaints, completes required paperwork, and recommends the follow up action, as appropriate.
- Monitors two-way radio system and in-field operations, ensuring compliance with Federal and State regulations and Santa Cruz METRO operating procedures; communicates with maintenance



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

and other departments as needed; operates the base radio station and directs operators over the radio as necessary; dispatches road supervisory personnel.

- Prepares daily coach and operator schedules; prepares operator paddles and other materials; performs in-field bus exchanges and transports Bus Operators when needed; replaces Operators as necessary; assigns buses and replacement buses as needed. Assigns work to operators and contacts off duty operators.
- Coordinates scheduling with a variety of agencies, including Caltrans and law enforcement, to work around detours related to emergencies, construction, special events, or other situations.
- Adds or drops individual runs based on available resources, ensuring compliance with applicable labor contract provisions.
- May assist in planning and evaluating routes, route extensions, deletions, schedule time points, and other system modifications.
- Participates in the quarterly bid process as assigned.
- May testify in court and represent Santa Cruz METRO in court appearances as directed.
- 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; types correspondence and other documents; provides information to employees and the public.
- Operates standard office equipment; utilizes standard business computer software in performing job tasks.
- Drive a Santa Cruz METRO vehicle to perform assignments.
- Attends a variety of meetings as directed
- Performs related work as required
- Participate in bus operator training and leadership programs.
- Coordinates long term detours due to construction and other situations.
- May perform routine timekeeping and administrative detail as directed by management.
- May receive incoming calls and route calls to appropriate personnel.
- May research and prepare a variety of reports and perform special investigations as assigned.
- Schedules individual runs for bus operators and performs other timekeeping duties which utilize personnel effectively in accordance with labor contract provisions.
- Schedules bus operator replacements for the following day
- Prepares various records and reports related to bus operator absenteeism and time off.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of employee supervision, including performance evaluation and progressive discipline.
- Applicable Federal, State, and local laws and regulations pertaining to the area of assignment, including State Vehicle Codes as well as Cal-OSHA, DOT, and FTA regulations.
- Santa Cruz METRO labor contracts.
- Local and regional transportation services.
- Principles and practices of effective transit bus operations.
- Modern office practices, procedures, and equipment.
- Methods of maintaining information in digital or hard copy files.
- Methods of researching, gathering, organizing, and reporting data.
- Methods of prioritizing, planning, and organizing work.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

- Time management techniques.
- Clerical customer service techniques.
- Basic mathematics, including percentages and basic statistics.
- Telephone techniques and etiquette.
- The effective use of modern office equipment, personal computers, and standard business software.

Ability to:

- Supervise and motivate subordinate staff effectively.
- Interpret, explain, and ensure compliance with relevant laws, policies, regulations, and requirements.
- Learn radio procedures and operate a base radio station.
- Maintain records and control systems with accuracy and attention to detail.
- Input data into a database.
- Adhere to established work schedules and timelines.
- Maintain a calm demeanor in stressful situations.
- 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.
- 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:

High School diploma or equivalent **AND** two (2) years of progressively responsible experience as a Transit Bus Operator with Santa Cruz Metro.

OR

Four (4) years of progressively responsible experience as a public transit bus operator and comparable transit experience.

Previous experience serving as a lead worker is desirable.

Supervisor experience or certification and education in supervision desirable.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

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:

- Driving record will be reviewed as part of the application process.
- Conversational knowledge of Spanish desirable

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 typically works in an office environment where the noise level is usually moderate. The employee occasionally works in a field environment with potential exposure to varied weather conditions, dust, fumes, and hazardous materials and where the noise level is loud.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass a requisite background check.
- Required to be able to respond to emergency situations seven (7) days per week, twenty four (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.
- Availability for shift assignment Monday through Sunday
- May occasionally work extended hours or hours outside of the regular schedule.
- This position is considered a safety sensitive position and requires participation in Santa Cruz METRO's drug and alcohol testing program.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

*Adopted: 12-11-18
*BOD Approved: 08-23-19
*Revised: 00-00-00
*Job Family: Transit Operations
*Job Series: Transit Supervisor
*Job Series Level: Supervisor
*Confidential: No

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Attachment B

FY24: 5% wage increase, effective June 22, 2023/Adopted by the Board as of August 11, 2023

Table with 13 columns: UNION, TITLE, Step 1, 1L, 1LL, Step 2, 2L, 2LL, Step 3, 3L, 3LL, Step 4, 4L, 4LL, Step 5, 5L, 5LL, Step 6, 6L, 6LL. Rows include various job titles such as Administrative Supervisor, Assistant Safety & Training Coordinator, Custodial Supervisor, Customer Service Supervisor, Facilities Maintenance Supervisor, Fleet Maintenance Supervisor, Information Technology Support Analyst, etc.

11/29/2023 https://santacruzmetro-my.sharepoint.com/personal/kmihaylo_scmdt_com/Documents/Import From H Drive/PAY/RATES/FINAL SEIU FY24/SEIU Rates - Values FY24 Effective 06-22-2023 Updated 11-28-2023



Attachment B

FY24: 5% wage increase, effective June 22, 2023/Adopted by the Board as of August 11, 2023

UNION	TITLE	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	Planning Aide	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	Planning Data Analyst	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	43.25	45.41	47.57
SES	Purchasing Agent	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	42.91	44.98	42.86	45.00	47.14
SES	Purchasing Assistant	30.80	32.34	33.88	32.34	33.96	35.58	33.96	35.66	37.44	35.66	37.44	39.22	37.44	39.31	41.18	39.31	41.28	43.25
SES	Revenue Account Coordinator	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	30.14	31.65	33.16
SES	Revenue Collection Clerk	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	27.11	28.47	29.83
SES	Safety and Training Program Specialist I	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	50.48	53.00	55.52
SES	Safety and Training Program Specialist II	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	56.13	58.94	61.75
SES	Scheduling Analyst	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	43.25	45.41	47.57
SES	Senior Accounting Technician	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	38.01	39.91	41.81
SES	Senior Customer Service Representative	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	34.47	36.19	37.91
SES	Senior Financial Analyst	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	57.58	60.46	63.34
SES	Senior Systems Administrator	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	64.95	68.20	71.45
SES	Senior Transportation Planner	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	58.24	61.15	64.06
SES	Systems Administrator	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	59.03	61.98	64.93
SES	Transportation Planner I	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	43.68	45.86	48.04
SES	Transportation Planner II	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	48.52	50.95	53.38
SEV	Electronic Technician	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	44.89	47.13	49.37
SEV	Lead Mechanic	36.82	38.66	40.50	38.66	40.59	42.52	40.59	42.62	44.65	42.62	44.75	46.88	44.75	46.99	49.23	46.99	49.34	51.69
SEV	Lead Parts and Materials Clerk	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	38.60	40.53	42.46
SEV	Lead Vehicle Service Worker	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	32.33	33.95	35.57
SEV	Mechanic I	27.61	28.99	30.37	28.99	30.44	31.89	30.44	31.96	33.48	31.96	33.56	35.16	33.56	35.24	36.92	35.24	37.00	38.76
SEV	Mechanic II	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	39.15	41.11	43.07
SEV	Mechanic III	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	43.07	45.22	47.37
SEV	Parts and Materials Clerk	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	32.17	33.78	35.39
SEV	Upholsterer I	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	32.33	33.95	35.57
SEV	Upholsterer II	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	35.52	37.30	39.08
SEV	Vehicle Body Repair Mechanic	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	35.52	37.30	39.08
SEV	Vehicle Service Detailer	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	29.59	31.07	32.55
SEV	Vehicle Service Worker I	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	24.22	25.43	26.64
SEV	Vehicle Service Worker II	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	27.00	28.35	29.70

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

UNION	TITLE	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	Planning Data Analyst	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	43.84	46.03	48.22
SEV	Mechanic I	28.07	29.47	30.87	29.47	30.94	32.41	30.94	32.49	34.04	32.49	34.11	35.73	34.11	35.82	37.53	35.82	37.61	39.40
SEV	Vehicle Service Worker I	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	24.51	25.74	26.97

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. Adding Maintenance Trainer. Position and wage approved on BOD 02.24.2023. Adding Payroll Administrator and Payroll Supervisor. Positions and wages approved on BOD 10.27.2023. Adding Marketing Specialist. Position and wages approved on BOD 12.15.2023.

Attachment B

FY25: 4% wage increase, effective June 20, 2024/Adopted by the Board as of August 11, 2023

UNION	TITLE	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	Planning Aide	22.70	23.84	24.98	23.84	25.03	26.22	25.03	26.28	27.53	26.28	27.59	28.90	27.59	28.97	30.35	28.97	30.42	31.87
SES	Planning Data Analyst	35.25	37.01	38.77	37.01	38.86	40.71	38.86	40.80	42.74	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48
SES	Purchasing Agent	34.93	36.68	38.43	36.68	38.51	40.34	38.51	40.44	42.37	40.44	42.46	44.48	42.46	44.58	46.70	44.58	46.81	49.04
SES	Purchasing Assistant	32.03	33.63	35.23	33.63	35.31	36.99	35.31	37.03	38.85	37.03	38.93	40.78	38.93	40.88	42.83	40.88	42.92	44.96
SES	Revenue Account Coordinator	24.55	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	34.47
SES	Revenue Collection Clerk	22.09	23.19	24.29	23.19	24.35	25.51	24.35	25.57	26.79	25.57	26.85	28.13	26.85	28.19	29.53	28.19	29.60	31.01
SES	Safety and Training Program Specialist I	41.13	43.19	45.25	43.19	45.35	47.51	45.35	47.62	49.89	47.62	50.00	52.38	50.00	52.50	55.00	52.50	55.13	57.76
SES	Safety and Training Program Specialist II	45.74	48.03	50.32	48.03	50.43	52.83	50.43	52.95	55.47	52.95	55.60	58.25	55.60	58.38	61.16	58.38	61.30	64.22
SES	Scheduling Analyst	35.25	37.01	38.77	37.01	38.86	40.71	38.86	40.80	42.74	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48
SES	Senior Accounting Technician	30.98	32.53	34.08	32.53	34.16	35.79	34.16	35.87	37.58	35.87	37.66	39.45	37.66	39.54	41.42	39.54	41.52	43.50
SES	Senior Customer Service Representative	28.09	29.49	30.89	29.49	30.96	32.43	30.96	32.51	34.06	32.51	34.14	35.77	34.14	35.85	37.56	35.85	37.64	39.43
SES	Senior Financial Analyst	46.91	49.26	51.61	49.26	51.72	54.18	51.72	54.31	56.90	54.31	57.03	59.75	57.03	59.88	62.73	59.88	62.87	65.86
SES	Senior Systems Administrator	52.93	55.58	58.23	55.58	58.36	61.14	58.36	61.28	64.20	61.28	64.34	67.40	64.34	67.56	70.78	67.56	70.94	74.32
SES	Senior Transportation Planner	47.46	49.83	52.20	49.83	52.32	54.81	52.32	54.94	57.56	54.94	57.69	60.44	57.69	60.57	63.45	60.57	63.60	66.63
SES	Systems Administrator	48.10	50.51	52.92	50.51	53.04	55.57	53.04	55.69	58.34	55.69	58.47	61.25	58.47	61.39	64.31	61.39	64.46	67.53
SES	Transportation Planner I	35.59	37.37	39.15	37.37	39.24	41.11	39.24	41.20	43.16	41.20	43.26	45.32	43.26	45.42	47.58	45.42	47.69	49.96
SES	Transportation Planner II	39.53	41.51	43.49	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
SEV	Electronic Technician	36.57	38.40	40.23	38.40	40.32	42.24	40.32	42.34	44.36	42.34	44.46	46.58	44.46	46.68	48.90	46.68	48.91	51.34
SEV	Lead Mechanic	39.44	41.41	43.38	41.41	43.48	45.55	43.48	45.65	47.82	45.65	47.93	50.21	47.93	50.33	52.73	50.33	52.85	55.37
SEV	Lead Parts and Materials Clerk	31.45	33.02	34.59	33.02	34.67	36.32	34.67	36.40	38.13	36.40	38.22	40.04	38.22	40.13	42.04	40.13	42.14	44.15
SEV	Lead Vehicle Service Worker	26.33	27.65	28.97	27.65	29.03	30.41	29.03	30.48	31.93	30.48	32.00	33.52	32.00	33.60	35.20	33.60	35.28	36.96
SEV	Mechanic I	29.58	31.06	32.54	31.06	32.61	34.16	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55	37.75	39.64	41.53
SEV	Mechanic II	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	Mechanic III	36.16	37.97	39.78	37.97	39.87	41.77	39.87	41.86	43.85	41.86	43.95	46.04	43.95	46.15	48.35	46.15	48.46	50.77
SEV	Parts and Materials Clerk	26.22	27.53	28.84	27.53	28.91	30.29	28.91	30.36	31.81	30.36	31.88	33.40	31.88	33.47	35.06	33.47	35.14	36.81
SEV	Upholsterer I	26.33	27.65	28.97	27.65	29.03	30.41	29.03	30.48	31.93	30.48	32.00	33.52	32.00	33.60	35.20	33.60	35.28	36.96
SEV	Upholsterer II	28.95	30.40	31.85	30.40	31.92	33.44	31.92	33.52	35.12	33.52	35.20	36.88	35.20	36.96	38.72	36.96	38.81	40.66
SEV	Vehicle Body Repair Mechanic	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	Vehicle Service Detailer	19.73	20.72	21.71	20.72	21.76	22.80	21.76	22.85	23.94	22.85	23.99	25.13	23.99	25.19	26.39	25.19	26.45	27.71
SEV	Vehicle Service Worker I	22.00	23.10	24.20	23.10	24.26	25.42	24.26	25.47	26.68	25.47	26.74	28.01	26.74	28.08	29.42	28.08	29.48	30.88

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

UNION	TITLE	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	Planning Data Analyst	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	45.60	47.88	50.16
SEV	Mechanic I	30.07	31.57	33.07	31.57	33.15	34.73	33.15	34.81	36.47	34.81	36.55	38.29	36.55	38.38	40.21	38.38	40.30	42.22
SEV	Vehicle Service Worker I	19.97	20.97	21.97	20.97	22.02	23.07	22.02	23.12	24.22	23.12	24.28	25.44	24.28	25.49	26.70	25.49	26.76	28.03

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. Adding Maintenance Trainer. Position and wage approved on BOD 02.24.2023. Adding Payroll Administrator and Payroll Supervisor. Positions and wages approved on BOD 10.27.2023. Adding Marketing Specialist. Position and wages approved on BOD 12.15.2023.

