

TO: Personnel Board
FROM: Ann Schroeder, Metro Transit
DATE: May 4, 2023
SUBJECT: Mapping & Layout Designer (Transit Graphics Technician) Metro Transit

At the request of the Transit General Manager, Justin Stuehrenburg, and Transit Marketing and Customer Service Manager Jessy Stammer, I have studied the 1.0 FTE position #4807 of the Mapping & Layout Designer (classification title Transit Graphics Technician) CG 42, Range 11. This was a reconfiguration of the previous Transit Graphics Technician. Once the position was filled, learning what is needed from this position due to major changes in the Transit Utility, requiring different and increased mapping and communication needs, prompted the current request. After reviewing the proposed updated position description and interviewing the supervisor and employee, I recommend the position be recreated as a Transit Mapping & Communications Specialist in CG 42, Range 16 and the employee, M. Smith, be placed in the new position, for the reasons outlined in this memo.

Historically, Metro Transit had one Transit Graphics Technician position. That position was tasked with updating and producing print materials such as the Ride Guide, static system map, advertising, fare media and other graphics as well as photographs and advertising materials.

In 2019, when the former employee left the position, there was discussion that the mapping and layout functions were very different from the photography and graphic design functions and required different skill sets. Metro made the decision to split the position into two part time positions that were filled with distinct required skills sets – a Mapping & Layout Designer and a Photographer & Graphic Designer, both in the Transit Graphics Technician classification. These two part time positions were filled in early 2020; and the Mapping & Layout Designer eventually became full time in January 2022.

During this time, the Transit Utility was undergoing major changes both in organizational structure and service planning and provision. Therefore, the needs of the Mapping & Layout Designer position began changing almost immediately after it was filled, and management discovered more fully what skillsets the position required. The focus changed from primarily updating static material to creating materials with new functions and being a resource in the unit for up-to-date routing information. An additional manager position was created in the Marketing Unit, and having the Mapping & Layout Designer act as a liaison with the Planning Unit has freed up that manager, the position's supervisor, to attend to higher level tasks. The position is also a point person in the unit to interpret and provide training on planning information (route changes, detours, etc.) in an understandable manner which allows accurate information to be shared in Metro outreach efforts during the implementation of a total system redesign. This work will not end after the redesign as the implementation of East-West Bus Rapid Transit (BRT) and then North-South BRT will follow.

The classification for Water Civil Technician 3 in CG16, Range 16 has listed duties:

Study and interpret plan and profile drawings. Assist Water Utility engineers with project design and layouts...Prepare "electronic record drawings (ERD)" of construction projects using CAD. Use field books, computer maps, blueprints and metal detectors to mark the location of water distribution pipe and fitting systems.

The current position is doing similar work in studying transit plans and basic drawings and using those to design detour maps, overlay map layouts of community service and amenities for Metro and service partners, locate, update and label a copy of the City's GIS map for various transportation and outreach uses, as well as to create an interactive map and other materials for the public using GIS and other software.

The classification for of Transit Accounting Technician 3 in CG42, Range 16 has listed duties that compare in independence and complexity with the studied position. This classification is responsible for duties that independently prepares and submits technical financial reports within established guidelines. The position also has duties to:

- Provide training...to clerical staff. Provide accounting-related program expertise. Respond to questions/issues concerning programmatic responsibilities.
- Identify accounting system problems; assist in the development and/or maintenance of complex computerized accounting systems.

The studied position is independently accessing the City's GIS map to prepare a variety of maps within general guidelines specified by the Transit General Manager, Department of Transportation staff, other internal staff, and requests by service partners. The Marketing Manager, supervisor of this position, has indicated the position has become an invaluable liaison and expert in the route redesign, interprets technical route changes in an easily understandable way for other staff, and trains new staff. This duty has been added to the job description and has removed much of the liaison and interpretation work from the manager's duties.

The studied position does similar work for complex computerized mapping systems. This position has independent access to the City's GIS map to copy and make changes to the copy to create additional versions for other uses. The position is tasked with creating and updating an interactive system map as well as integrating GIS data with Google Maps to create additional interactive maps for the public. The position also needs the skill to recognize and correct errors on the copy of the City's GIS map between updates so additional maps will be accurate.

For all the reasons discussed in this memo, this level of work and required knowledge is consistent with the examples of duties and responsibilities found in class specifications compensated at or similar to CG42, Range 16. As such, I recommend a new classification of Transit Mapping & Communications Specialist be created in CG42, Range 16; position #4807 be recreated in the new classification, and the employee be reallocated in the new position.

This is a represented position, and the City will consult with Teamsters Local 695. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: October 16, 2022

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
42/11	\$44,833.62	\$59,776.60	\$66,949.74
42/16	\$53,630.98	\$71,507.28	\$80,088.06

cc: Justin Stuehrenberg, Transit General Manager
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