

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: December 4, 2014

SUBJECT: Transit Operations Office Coordinator Position Study

The Teamster contract allows for bargaining over reclasses and the City has bargained with Gene Govey, Business Agent for Teamster Union Local No. 695 in the reclassification of position Transit Operations Office Coordinator. Due to the fiscal impact of this change, the issue is being brought forward to the Board of Estimates for approval. The attached MOU has been agreed upon and signed pending approval by the Board of Estimates.

Carrie Gruendemann requested a study of her position, (#2812, CG 42, Range 6), to ensure that the position was properly placed in the appropriate range of the pay plan. Metro drafted a position description for the Operations Office Coordinator that did not include payroll duties, which moved to the Finance unit of Metro, and freed up time for Carrie to assist with administrative support tasks for the Operations Supervisors and Manager.

When conducting a position study, it is our responsibility to evaluate the duties and responsibilities assigned to a position and determine how those duties and responsibilities, and the associated levels of discretion, judgment, and other factors, compare to other positions within the City's classification system.

Under general supervision of the Transit Operations Manager, the updated position description for Carrie takes on duties such as the oversight, distribution and related accounting functions of the Operator and Supervisor uniform program, tracking and maintenance of vacation and floating holiday pick requiring daily updates and adjustments, maintenance of seniority records and spreadsheets, daily workforce status reports, fixed route and paratransit general pick updates and programming, recording secretary for all Operations unit hearings and meetings, litigation documentation discovery and preparation, locker assignment and preparing interview materials for the panel and the candidates.

The City has numerous administrative positions and the description of the incumbent's position most closely aligns with the Administrative Clerk classification (CG 20, Range 9) which describes the work as:

“responsible administrative support work in the implementation and coordination of a specified office function necessitating judgment, discretion, and initiative in the interpretation and application of program policies, procedures and processes. Work at this level is characterized by ongoing responsibility for an assigned program support activity. Employees in this classification may serve as an agency/department/division payroll clerk, may be the first contact for purchasing, may be responsible for preparing meeting agendas or minutes in the Legistar system, or may perform other administrative tasks. Work is normally performed under the general supervision of a professional or administrative supervisor. Employees may provide oversight to lower-level clerical employees as assigned.”

Examples of work found in the Administrative Clerk classification include

Provide administrative and clerical support relative to an assigned program area. Exercise initiative in the establishment of related filing and recordkeeping systems. Exercise judgment and initiative in the implementation of related administrative processes. Recommend procedural changes or guidelines based on observed program needs.

Prepare and/or coordinate department payroll and personnel records; compute payroll adjustments as required; process necessary payroll and personnel materials (such as Certification Hiring Requests, evaluations, training requests, etc.).

Prepare periodic or special statistical reports. Research information from historical records, files, and/or operational reports. Tabulate and format data as applicable. Assist with maintenance of various databases.

Train and advise lower-level staff on procedural considerations. Organize and oversee special projects as necessary. Assist supervisor in follow-through activities relative to ongoing clerical functions.

Provide information and/or clarify program policies and procedures as the designated resource on administrative considerations.

Carrie's duties, as outlined in the updated position description line up with these examples found in the Administrative Clerk 1 classification. The City's placement of the Administrative Clerk within the Local 60 contract is comparable to the current placement of this position within the Teamster contract. While the Teamsters contract does not include the classification of Administrative Clerk, it does have Account Clerks. The Account Clerk 2 in the Teamster contract is in Range 9, as is the Account Clerk 2 in the Local 60 contract. Based on this, we can make the comparison that other positions in Range 9 of the Local 60 contract would be comparable within the Teamsters contract, and Range 9 is where the Administrative Clerk is currently classified in Local 60.

At this time, we conclude that the position most closely aligns with the City's Administrative Clerk classification and recommend the placement of the incumbent into Compensation Group 42, Range 9.

cc: Gene Gowey-Business Agent
Chuck Kamp-Transit General Manager
Richard Buss—Transit Operations Manager
Wayne Block-Transit Finance Manager
Greg Leifer—Labor Relations