

TO: Finance Committee

FROM: Erin Hillson

DATE: March 10, 2021

RE: Planning, Graphic Technician, and Maintenance Supervisor position recreation
(Metro Transit)

The Metro Transit General Manager, Justin Stuehrenberg, requested that the 0.6 FTE position of Graphics Technician (#2762, CG42/R11) and a 0.6 FTE Customer Service Representative position (#2680, CG42/R7) be recreated into one 1.0 FTE Graphics Technician in the Metro Transit operating budget. The Graphics Technician position is currently filled by M. Kim, and is primarily responsible for skilled computer graphics and drafting work in preparing drawings, photography, art layouts, newsletters, brochures, advertisements and related visual communication materials. This change is necessary due to a heavier workload of Graphics Technician work due to implementation of Bus Rapid Transit, combined with a reduction in customer service workload due to greater public use of apps and other technology to obtain service and schedule information.

Metro Transit is also requesting the recreation of a vacant 1.0 FTE Assistant Schedule Planner position (#4353, CG44/R7) to a 1.0 FTE Transit Planner 2 (CG44/R8). A Transit Planner 2 is responsible for a variety of assignments in connection with work projects such as surveys, studies, data analysis, and other related activities, and for organizing and executing assignments and presenting findings for review. This change in classification is reflective of greater use of tools and technology in the collect data that needs to be analyzed and used in Transit planning, decision-making, and reporting.

Finally, Metro Transit is requesting recreation of a vacant 1.0 FTE Transit Utility Worker position (#3384, CG41/R6) to a 1.0 FTE Transit Maintenance Supervisor (CG44/R8) with a working title of Transit Building and Grounds Supervisor. A Transit Maintenance Supervisor (Building and Grounds) is responsible for supervisory work in assigning and overseeing the activities of employees involved in the maintenance and repair of buildings, grounds, shelters and standardized equipment of the Metro Transit. This position would report to the Transit Maintenance General Supervisor position which was created in 2020. The need for direct supervision of Building and Grounds staff is necessary due to the shift in focus of the Maintenance General Supervisor on a number of major building projects, including a multi-year phased upgrade plan of the 1101 E. Washington garage and preparation of the design study work for a satellite garage. This recreated position will allow for supervision needs to be met utilizing a vacant position.

For the reasons outlined in this memo, I recommend recreation of the 0.6 FTE positions, Graphics Technician (position #2762) and Customer Service Representative Position (position #2680), to a 1.0 FTE Graphics Technician position and deletion of position #2680. I also recommend recreating the currently vacant 1.0 FTE Assistant Schedule Planner (position #4353) as a 1.0 FTE Planner 2, and recreating a vacant 1.0 FTE Utility Worker (position #3384) as a 1.0 FTE Transit Maintenance Supervisor. These changes should all be reflected in the Metro Transit Operating Budget. The necessary resolution to implement this recommendation has been drafted. Upon passing, the incumbent will be reallocated to full-time Transit Graphics Technician position.

Editor's Note:

Classification (at 0.6 FTE)	Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum (+12% longevity)
Transit Customer Service Representative	42/7	\$ 22,153	\$ 29,537	\$ 33,082
Transit Graphics Technician	42/11	\$ 25,102	\$ 33,468	\$ 37,484

Classification (at 1.0 FTE)	Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum (+12% longevity)
Transit Graphics Technician	42/11	\$ 41,837	\$ 55,780	\$ 62,474
Transit Assistant Schedule Planner	44/7	\$ 63,165	\$ 74,826	\$ 83,806
Transit Planner 2	44/8	\$ 65,967	\$ 78,280	\$ 87,673
Transit Utility Worker	41/6	\$ 42,191	\$ 56,253	\$ 63,004
Transit Maintenance Supervisor	44/8	\$ 65,967	\$ 78,280	\$ 87,673