

TO: Personnel Board
FROM: Ann Schroeder, Metro Transit
DATE: June 27, 2024
SUBJECT: Transit Safety Coordinator

At the request of Transit General Manager Justin Stuehrenberg and Transit Chief Operating Officer Ayodeji Arojo, I have studied the 1.0 FTE position #4850 of Transit Safety Coordinator, CG44/R05. After reviewing the updated position description and interviewing the supervisor and employee, I recommend the following:

- Delete the classification of Transit Safety Coordinator in CG44/R05
- Create the classification of Transit Safety Coordinator 1 in CG44/R05
- Create the classification of Transit Safety Coordinator 2 in CG44/R07
- Recreate position #4850 of Transit Safety Coordinator as Transit Safety Coordinator 2
- Reallocate employee J. Maki to the position in the classification in CG44/R07

The position of Transit Safety Coordinator was created in the Transit Utility's 2021 budget in response to requirements by the Federal Transit Administration (FTA). The original class specification reads:

This is responsible professional, administrative and technical work coordinating an overall centralized and uniform approach to varied safety and security programming throughout Metro Transit. This position is responsible for the development, management, and administration of policies and procedures necessary to safeguard employees, customers, facilities, equipment and vehicles of Metro Transit.

Examples of duties and responsibilities include:

Serve as the clearinghouse and technical expert on applicable Federal, State, and local health and safety laws, rules, and regulations, and coordinate associated compliance and reporting activities. Develop, implement, and evaluate Metro's safety and security plans for compliance with federal, state and location regulations through the agency.

The Classification Change Worksheet highlighted the following items as current duties of the position:

- Update and review Metro's FTA mandated Agency Safety Plan
- Develop and deliver training on safety related topics for various Metro units
- Oversee new security related capital improvement projects (purchase of cameras)
- Evaluate job task analysis and evaluate job risk/safety

The tasks the position is doing align with the original class specification:

Prepare **plans and reports as needed** for federal and state regulatory compliance... Coordinate or **conduct safety and security related training** and

drills agency wide.... Serve as technical resource to **evaluate the purchase of safety and security equipment** for consideration in budgeting processes.... Monitor and identify trends in **worker incidents, risk analysis**, and corrective actions. [emphasis added]

While the tasks involved in the classification remain largely the same, the level of independence and expertise with which they are done has increased significantly. If the current employee were to leave, it would be difficult to replace them at this current level. The agency would need to rely heavily on other staff to step in until a new hire became sufficiently knowledgeable about the transit industry and extensive FTA rules and regulations to be proficient in the position.

The Hearings and Accommodation Specialist 1 and 2 series are in CG18/R05 and CG18/R07 respectively. The class specification for Hearings and Accommodation Specialist 2 reads:

This work involves the consideration of CDA decisions...as in accordance with the law, HUD regulations, and CDA policies. The work involves the interpretation of applicable laws and regulations, the rendering of written decisions and citing of statutes and regulations in support of decisions....

This series is structured to provide advancement from Hearings and Accommodations Specialist 1 to Hearings and Accommodation Specialist 2, as a function of the employee's career development....

The Hearings and Accommodation Specialist 2 is expected to independently perform the full range of duties and responsibilities....

The Hearings and Accommodations Specialist 1 and 2 compensation group and ranges are similar to Metro Transit's CG44/R05 (Transit Safety Coordinator) and CG44/R07. In comparison to that career progression series, originally both the Transit Service Manager and a Transit Operations Manager did some of this work, and the class specification stated that the employee would work "under the direction of the Transit Services Manager...." That is appropriate for the entry level professional work of the position. Currently, the position is the primary contact for safety and security for the agency, interprets and implements FTA rules and regulations, and works quite independently. This is similar to an objective level professional position such as the Hearings and Accommodations Specialist 2.

In addition, the position has taken on some new tasks not previously in the classification specification, and demonstrates increased autonomy, independent decision making, and leadership responsibilities. It represents Metro on the Transit Mutual Insurance Board of Directors and votes without input from other Metro staff; chairs committees rather than just coordinating them; leads writing grants for safety and security funding rather than just lending technical information; and is developing and implementing initiatives like the first Metro Transit Roadeo the agency has had in many years as a part of a multi-pronged and creative approach to promoting safety culture. These are key responsibilities in keeping with an objective rather than entry level position.

In contrast, while the Transit Safety Coordinator focuses specifically on the Transit Utility, the Safety Coordinator 1 and 2 classifications (CG 18/R08 and CG18/R10) for the City of Madison have a much broader scope, administering a centralized City program that involves coordinating with staff in 30+ City agencies in the application of program-related laws and regulations. The

Safety Coordinator also has significant duties related to the City's Workers' Compensation program and serves as backup to the Risk Manager (CG18/R15).

Creating classifications of Transit Safety Coordinator 1 and Transit Safety Coordinator 2 as part of a career series progression that would be expected to happen in approximately two years based on greater independence, leadership, and additional duties, allows for employee career development while decreasing the amount of needed oversight, direction, and completion of duties required by managers.

For the reasons outlined in this memo, I recommend that the classification of Transit Safety Coordinator be deleted from CG 44/R05 in the salary schedule; a new classification of Transit Safety Coordinator 1 be created in CG 44/R05; a new classification of Transit Safety Coordinator 2 be created in CG44/R07; position #4850 of Transit Safety Coordinator be recreated as Transit Safety Coordinator 2 in CG44/R07; and the current employee J. Maki be reallocated to the new position in the Metro Transit operating budget.

Editor's Note:

Effective Date: December 24, 2023

Compensation Group/Range	2024 Annual Minimum (Step 1)	2024 Annual Maximum (Step 5)	2024 Annual Maximum (+12% longevity)
18/05	\$ 65,679	\$ 76,149	\$ 85,287
44/05	\$ 65,658	\$ 76,125	\$ 85,260
18/07	\$ 70,091	\$ 83,030	\$ 92,994
44/07	\$ 70,068	\$ 83,003	\$ 92,964

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