

TO: Personnel Board

FROM: Mike Lipski, Human Resources Consultant

DATE: September 22, 2025

SUBJECT: Metro HR Generalist 1-2

At the request of Interim Metro General Manager Eric Knepp and Chief Administration Officer Jessy Stammer, I have studied the vacant position of Transit HR Manager (CG44, R12) to determine an appropriate classification and salary range. The HR Manager position was deemed redundant as Ms. Stammer and the existing Transit HR Coordinator position had taken on many of the duties and responsibilities, and it was vacated in July, 2025. Ms. Stammer then rewrote the position description to reflect the actual need for the position. After reviewing the position description and related classifications, I recommend that a new classification series of Transit HR Generalist 1 and 2 be created in CG44, R04 and R06, and the vacant position of Transit HR Manager (#2902) be recreated as a Transit HR Generalist 2 in R06.

The Administration unit at Metro consists of the Finance, HR, and IT sections, all overseen by Ms. Stammer. Three total positions perform HR work under Ms. Stammer's leadership, including a professional HR Coordinator in CG44, R08, and 2 para-professional Transit Employee Relations Assistants, in CG43, R11. The professional HR Coordinator plays a lead role in recruiting for Metro positions using the City's NEOGOV system, advising hiring managers on the City's hiring and interview process, performing position studies, conducting new employee onboarding, and consulting with supervisors and managers on other HR-related matters. This position also supervises the 2 para-professional positions. One of those positions oversees administration of Metro's FMLA and Worker's Compensation cases. The other position is expected to transfer to the City's central HR department in 2026 to provide support for the Labor and Employee Relations work unit. Because that position is moving to HR, Ms. Stammer's goal is to recreate the HR Manager position to fill the gaps caused by losing the para-professional position and the HR Manager.

The new job description (attached) describes a position that will be focused on labor relations, employee engagement and equity, and tracking of HR records. This work will supplement the work that the other positions perform. A big need at Metro is for an HR professional who can work with supervisors and managers to coordinate workplace investigations, analyze complex disciplinary situations where other workplace laws are impacted, such as FMLA or ADA, and serve as a liaison with the central Labor Relations Unit in the City's HR Department as appropriate. This position will also provide support in the investigation and resolution of grievances and other collective-bargaining activities associated with the Teamster contract. The position will have responsibility for working on employee engagement and equity programs within Metro. This includes serving on the events committee, developing engagement and equity programs and policies, reviewing engagement data and providing recommendations for programs to improve the employee experience, and integrating DEI principles into employee engagement programs. The position will work under the supervision of the Transit HR Coordinator and will also provide backup support on recruitment and orientation activities.

The work of the updated position description is a higher level than that of the existing Transit Employee Relations Assistants. The work is professional in nature and Metro would be seeking to hire someone with either a degree in HR or related comparable work experience performing the duties of the position. When considering the appropriate classification for this new position, I

reviewed the HR Analyst series in the City's HR Department. While this position is expected to provide professional HR support at Metro, the HR Analyst series is in the City's central HR Department and the HR Analysts are providing support across the City to a variety of agencies. The HR Analyst series starts in CG18, R06, parallel to a CG44, R06 position. Over time, as this position takes on more responsibility and as the employee becomes familiar with Metro, the Teamster contract, and the City's numerous policies and procedures, the work of the position would be comparable to an HR Analyst 1 in R06. However, because there will be a significant period of time needed to learn the various policies and procedures, it is appropriate to create this new classification as a progression series, similar to the Analyst series. I recommend the new series start in R04 with the potential to advance to a R06 after the employee demonstrates proficiency and competence in adapting to and applying the various City policies and procedures, normally after 2 years. Placement in Range 04 is also consistent with the entry level classification of EO Investigator in the Department of Civil Rights, which also has responsibility for complex analysis of legal issues in an investigatory context. In addition, I recommend a title of Transit HR Generalist 1-2 as the work of this position is more aligned with what a generalist would perform in most businesses. It is a broad spectrum of labor, records, engagement, and equity work.

Based on the above, I recommend creating a new classification of Transit HR Generalist 1 in CG44, R04, and Transit HR Generalist 2 in CG44, R06, deleting the classification of Transit HR Manager in CG44, R12, and recreating the vacant position #2902 as a Transit HR Generalist 2, which allows Metro to underfill at the 1 level.

I have prepared the necessary resolution to implement this recommendation.

Attachments

Compensation Group/Range	2025 Annual Minimum (Step 1)	2025 Annual Maximum (Step 5)	2025 Annual Maximum +12% longevity
44/12	\$91,228	\$110,140	\$123,357
44/04	\$66,667	\$76,879	\$86,105
44/06	\$70,878	\$83,453	\$93,467

cc: Eric Knepp-Interim Transit General Manager
Emaan Abdel-Halim—HR Services Manager
Jessy Stammer—Chief Administration Officer