

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: April 17, 2009

TO: Personnel Board

FROM: Gail Glasser, Human Resources

SUBJECT: Transit Scheduling and Data Assistant

Madison Metro Transit has requested study of the Transit Scheduling and Data Assistant position (position #2927) occupied by K. Peterson.

The represented class (Compensation Group 42 Range 10) describes technical and administrative support for Transit Schedule Planner areas of responsibility:

- Collection, summary and analysis of data required for development of routes and run times
- Implementing temporary changes to routes
- Identifying and correcting issues raised by rider and driver complaints
- Performing and assisting with field surveys and planning studies
- Working with a Planner and supervisors for managing placement and upkeep of bus stops, shelters and benches
- Instructing drivers assisting with data collection
- Training, directing work of temporary survey assistants

Duties of an existing unrepresented class, Assistant Transit Scheduler (CG 44 R 07), created in 1985 but used for only a few years and not currently budgeted, echo the support for the Transit Schedule Planner in planning, coordinating and monitoring of operations, though that class emphasizes operational "routing of transit vehicles to maximize the use of equipment, capacity and energy; minimize cost and safety problems; and be consistent with applicable labor agreements," rather than "technical and administrative support . . . by collection, summary and analysis of data." The route management work described for the 1985 class is now performed by Transit Operations Supervisors (CG 44 R 08).

Agency description of the new unrepresented class, tentatively titled Transit Assistant Schedule Planner, adds duties that were included in the obsolete Assistant Scheduler class and duties based on technical and operational requirements for present-day management of operations to those of the Scheduling and Data Assistant class, and reports that many of the described duties have been assigned to the incumbent in the Scheduling and Data Assistant position.

An overview of the proposed duties in relation to the duties of existing classes supports both the justification for the new position and its placement in the unrepresented professional and supervisory compensation group.

Comparison with duties of the Transit Operations Supervisor class (CG 44 R 8) shows similar responsibilities for accepting, evaluating and responding to reports and complaints. The Operations Supervisors deal with many specific complaints about drivers. The Schedule Planner and incumbent in

the study position deal with identified overloads and schedule compliance complaints from the public, as well as driver complaints about routes, loading and schedules. Calls to the call center that need a higher level of attention (e.g., passengers whose anger persists past a first answer, or calls about an issue that will require investigation) are routed to the Schedule Planner and Assistant rather than to the Operations Supervisors who handle the more routine complaints. Transit Operations Supervisors, however, have extensive responsibility for supervision of employees across the full spectrum of work; this responsibility is not part of the proposed Transit Assistant Schedule Planner duties.

<i>Classification Title</i>	<i>Comp Group</i>	<i>Range</i>	<i>Step 1</i>	<i>Step 5 w/ 12%</i>
Transit Scheduling & Data Assistant	42	10	\$32,980	\$49,244
Assistant Transit Scheduler (obsolete, vacant)	44	07	\$50,071	\$66,430
Transit Operations Supervisor Transit Planner 2	44	08	\$52,293	\$69,498
Transit Schedule Planner Transit Planner 3	44	10	\$56,763	\$76,414
Transit Planning & Scheduling Manager	44	14	\$68,218	\$91,988

Transit positions in the Planner series, while not including the strong operational component of the Schedule Planner and study position, reflect responsibilities that overlap the those of the study position and show distinctions that define the compensation level for the new class: Transit Planner 2 (CG 44 R 08) describes “professional transportation planning and research work involving such projects as surveys, studies, data analysis and other related activities,” requiring independent judgment. Transit Planner 1 (CG 44 R 06) responsibilities include research, compilation and analysis of data with less independence than required for the Transit Planner 2 level or the proposed new position.

Classifications in Range 07 of Compensation Group 18 (which closely parallels CG 44 for all ranges) with approximately comparable duties and levels of responsibility include Safety Coordinator, developing and coordinating City occupational health and safety programs and activities; Public Works General Foreperson and Forestry Operations Supervisor, supervising varied and/or technical public works maintenance activities; and City Channel Production Supervisor, providing professional, supervisory and technical oversight for production activities for Madison City Channel.

Training and experience requirements: The former Range 7 Assistant Transit Scheduler class required “basic knowledge of transportation scheduling methods” following graduation from high school, with “two years of responsible experience relating to transit operations”—a field emphasis for duties now described as requiring more technical knowledge and training. Requirements are now specific to those higher levels of knowledge and skills required for transportation planning and scheduling, two years of responsible experience and a two-year associate degree or two years of accredited college course work.

<i>Classification</i>	<i>CG/R</i>	<i>Training and Experience Requirements</i>
Transit Planner 1 (1995)	44/06	One year paraprofessional or professional planning in survey design, statistical analysis, trans modeling, trans system analysis and socio-economic data analysis, after

		four-year degree or major in Urban Planning, Trans Planning, Engineering, Economics . . .
Transit Operations Sup (2009)	44/08	One year leadworker or supervisory experience in transportation or closely related activity involving monitoring, guiding, and scheduling of large numbers of subordinate staff, after two years vocational or college training including supervisory training and computer courses.
Transit Planner 2 (1995)	44/08	One year responsible professional planning experience comparable to Transit Planner 1 (above)
Transit Schedule Planner (1995)	44/10	Two years responsible experience involving transit or transportation scheduling in a computerized environment in route and schedule planning, after completion of associate degree, college course work and/or progressively responsible experience
Transit Planner 3 (1992)	44/10	Three years responsible transit or transportation planning experience including at least one year with responsibility for developing and coordinating research projects and related professional planning activities and leading other staff, after four-year degree

Based on duties assigned, scope of responsibility, and qualifications required we recommend creation of a new class, Transit Assistant Schedule Planner, to be placed in Compensation Group 44 Range 07. There is currently no class in this pay range; placement reflects balancing of the current higher- and lower-level classes.

We further recommend that the position be filled competitively.

We have prepared the necessary Ordinance and Resolution to implement this change.

Attachments

CC: Colin Conn - Transit Schedule Planner
 Chuck Kamp - Transit General Manager

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Maximum with 12% Longevity
42/10	\$32,980	\$43,973	\$49,244
44/07	\$50,071	\$59,315	\$66,430