

TO: Finance Committee

FROM: Erin Hillson

DATE: December 29, 2021

RE: Graphic Technician position recreation (Metro Transit)

The Metro Transit General Manager, Justin Stuehrenberg, requested that the 0.6 FTE position of Graphics Technician (#4807, CG42/R11) be recreated into one 1.0 FTE Graphics Technician in the Metro Transit operating budget. The Graphics Technician position is currently filled by M. Smith, and is primarily responsible for skilled computer graphics, mapping, public schedule information 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. This position will temporarily be funded by the vacant 0.6 FTE Customer Service Representative position (#3610, CG42/R7) until other salary savings can be achieved for this purpose. This modification was intended for the 2022 budget process but was overlooked.

For the reasons outlined in this memo, I recommend the 0.6 FTE position of Graphics Technician (position #4807) be recreated to a 1.0 FTE Graphics Technician position; and the incumbent (m. Smith) is reallocated to full-time Transit Graphics Technician position.

Editor's Note:

Classification (at 0.6 FTE)	Compensation Group/Range	2022 Annual Minimum (Step 3*)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% longevity)
Transit Customer Service Representative	42/07	\$ 26,377.42	\$ 31,032.77	\$ 34,756.64
Transit Graphics Technician	42/11	\$ 29,887.57	\$ 35,162.71	\$ 39,382.20

Classification (at 1.0 FTE)	Compensation Group/Range	2022 Annual Minimum (Step 3*)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% longevity)
Transit Graphics Technician	42/11	\$ 49,812.62	\$ 58,604.52	\$ 65,637.00

*Upon ratification of the current Collective Bargaining Agreement, all represented employees not already at step 3 were moved to step 3.