

TO: Personnel Board
FROM: Tameaka Bryant, Human Resources
DATE: July 13, 2022
RE: Transit Human Resources Coordinator

At the request of Metro Transit General Manager Justin Stuehrenberg I have studied the position of Transit Administrative Supervisor, Ann Schroeder (position #2785) in CG 44, Range 3. A. Schroeder has worked in progressively responsible roles at Metro Transit since 2004. A. Schroeder is currently responsible for the Human Resources functions of Metro Transit and supervises two full time staff that support Human Resources administratively. After meetings with the incumbent, and the Metro Transit General Manager; and reviewing the duties and responsibilities associated with this position description (attached), I recommend the following for reasons outlined in this memo:

- Delete position #2785 as a Transit Administrative Supervisor in CG44, R3;
- Create the classification of Transit Human Resources Coordinator in CG44, R8
- Recreate position #2785 as a Transit Human Resources Coordinator in CG44, R8 in the Metro Transit operating budget; and
- Reallocate the incumbent, A. Schroeder into the new position.

Ann Schroeder was hired as a Transit Administrative Services Coordinator CG43, R11 in 2004 this position was to support the Metro Transit General Manager at the time with administrative support functions. Over time her position became more complex and she was reclassified to the Assistant to the General Manager CG43, R14 as she assumed duties such as; drug and alcohol program administration, managing open records responses and supervising two employees. In 2020 as part of a larger city wide reclassification process to move administrative supervisors to the same classification she was moved to Transit Administrative Supervisor CG44, R3. Beginning in April 2021 she began working in a greater human resources capacity. Metro Transit had a greater need for immediate support tackling the Transit Operator and Transit Mechanic shortage.

First, a review of the classification for the Human Resources Analyst 1 indicated the work as:

...**entry level** of the HR Analyst career progression series. This work is characterized by more **structured and/or closely reviewed professional assignments**, necessitating application of human resource theories and concepts. Work may include varied areas of Human Resources (e.g., recruitment/selection, classification, organizational development, employee benefits coordination). However, employees will work under limited supervision, and are expected to exercise professional judgment and discretion within clearly defined parameters. [emphasis added]

A. Schroeder work is more high level and independent then the Human Resources Analyst 1 class specification describes. She works mostly autonomously with consultation with the City Human Resources Department. She also has taken on the responsibility of writing Finance Committee memos and resolutions. In addition she supervises two permanent employees which is above and beyond the class specification of Human Resources Analyst 1.

Secondly, a review of the classification for the Human Resources Analyst 2 indicated the work as:

This is the objective level of the HR Analyst career progression series both within the Human Resources Department and at the agency level. Employees complete **diverse human resource assignments**; prepare comprehensive reports and recommendations; **present and defend findings**; and exercise fully developed professional skills. Under general supervision, employees are expected to independently exercise professional judgment and discretion. [emphasis added]

Below are some key duties which distinguishes the Human Resources Analyst 2 classification. These include:

- Plan, coordinate, and implement diverse recruitment and selection processes. Conduct job analysis relevant to the development of valid and reliable selection procedures. Screen employment applications to evaluate applicant qualifications; and make, communicate and defend screening determinations. Prepare and administer testing components (e.g., achievement history questionnaire/supplemental questions, written and oral exams, performance exams, etc). Conduct related statistical analysis and evaluate results. Perform related policy (e.g., City ordinances, Personnel Rules, union contract provisions, etc.) interpretations. Use on-line applicant tracking program to track applications and conduct recruitments.
- Provide consultation to managers, supervisors, and/or employees on a wide variety of human resource policies, procedures and practices
- Participate in the training and leadership of technical and support staff.
- Develop trainings in assigned areas.

As noted in the above described duties, the Human Resources Analyst 2 is responsible for wide variety of human resources work in their respective agencies. Although A. Schroeder's work is focused at Metro Transit this is because the staff is very large with 430 employees; the ongoing turnover warrants Metro's need for a dedicated Human Resources Analyst. In addition to the human resources work, she also supervises two CG 43/11 positions which include a Transit Administrative Services Coordinator and Employee Relations Assistant.

After analyzing the Human Resources Analyst 2 position, A. Schroeder's duties have increased in scope of responsibility. A. Schroeder's position includes staff supervision as well as managing the drug and alcohol program at Metro. She develops training for staff as part of this role, coordinates the required tests, handles all communication related to any positive test results, and ensures employees follow up with the appropriate follow up testing procedures. Madison Police Department is the only other agency that has an internal Human Resources Analyst and it is classified at the Human Resources Analyst 2 level and their work is similar in scope to the Transit Human Resources Coordinator. Due to the scope, size and complexity of Metro Transit the Transit Human Resources Coordinator position should be classified as a CG44, R8 to be aligned with the Human Resources Analyst 2 position in CG18, R8.

A. Schroeder supervises the Employee Relations Assistant responsible for, Family and Medical Leave Act compliance, other types of leave and layoff procedures, worker's compensation, interview scheduling, creation of requisitions, light duty management, OSHA reports, retirements, terminations. The other position under her supervision, Administrative Services Coordinator is responsible for office management and support, prepare resolutions, create resolutions, open records request response and taking minutes at grievance hearings. A large portion of A. Schroeder's work day is spent on supervising these two employees and overseeing the accuracy and compliance of their assigned workloads.

Lastly, the biggest change to her work is the increase of human resources related duties. A. Schroeder has taken over the majority of recruitment for Metro Transit, in addition to this work she facilitates all the Equitable Hiring Tools, screens all applications, creates testing measures with consultation with City Human Resources, ensures minimum qualifications are compliant with classification specifications, determines recruitment strategies and participates in outreach activities, especially for hard to fill positions.

Based on a review of the aforementioned classification, the work A. Schroeder performs aligns most closely with the responsibilities of the Human Resources Analyst 2 classification. However, since this is a Metro Transit position it needs to align with the related compensation group 44 salary schedule as per ordinance, and a new classification shall be created with the title of Transit Human Resources Coordinator. Because of reasons outlined in this memo, I recommend the Transit Administrative Supervisor position #2785 be recreated as a Transit Human Resources Coordinator and the employee, A. Schroeder, is reallocated to the new position.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Effective Date: 9/19/2021

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% longevity)
44/3	\$ 56,229.94	\$ 64,115.74	\$ 71,809.66
44/8	\$ 66,960.14	\$ 79,457.82	\$ 88,992.80

cc: Tom Lynch - Director of Department of Transportation
 Justin Stuehrenberg – Metro Transit General Manager
 Emaan Abdel-Halim - Human Resources Services Manager
 Erin Hillson - Employee and Labor Relations Manager
 Harper Donahue, IV- Human Resources Director