To: Personnel Board

From: Emaan Abdel-Halim, HR Services Manager

Date: January 3, 2023

Subject: Transit Data Analyst class series

Metro Transit received 2 new positions of Data Analyst in the 2023 operating budget. However, the current classification series of Data Analyst 1-3 exists in CG18, but not within the Metro professional comp group 44. As a result, it is necessary to create a parallel classification series within Metro to account for this work, and then to formally classify the new positions within this series. Based on the proposed position description and for the reasons outlined in this memo, we recommend the following:

- Create a new classification series of Transit Data Analyst 1, 2, and 3 in CG44, R06, 08, and 10, respectively.
- Classify the 2 new positions in the 2023 operating budget as Transit Data Analyst 3, to be filled, or underfilled, through a competitive process.

Metro is in the process of significant change within its operations, both as part of the shift to Bus Rapid Transit and a conversion of the fleet to electric buses. These changes come with upgraded technology in the fare collection system, maintenance systems, driving metrics, etc. However, although the possibility of increased data collection exists, with the resulting potential to increase efficiencies and provide better service, staff is required to access and analyze this data. Metro does not currently have employees on staff with the capability to effectively retrieve and analyze the data and then turn this analysis into recommendations for improvement. The intent is that one position will work with the Scheduling and Planning section to work on issues related to routes and ridership, and the other position will be housed within the Maintenance section to work on issues related to maintenance scheduling, preventative maintenance, parts ordering, etc.

In 2019, the City created a Data Analyst series to allow for positions to be hired with responsibility for collecting and analyzing data in a variety of areas. A Data team was created within the Finance Department, and other individual agencies also have Data Analyst positions. For example, Fleet Services has a Data Analyst who reviews large data sets related to the City's vehicle fleet, and the HR Department has a Data Analyst who reviews data related to hiring, exit interviews, and other city-wide initiatives. The Data Analysts are responsible for dealing with large data sets, analyzing the data, and presenting it to decision makers in a way that allows for effective decisions to be made, supported by data. The Data Analyst series was created within CG18, Ranges 06, 08, 10, and 12, with the Range 12 Data Analyst 4 intended to be a supervisory position specifically within the Finance Department. As specifically noted in the class specifications, it is not intended that Data Analysts who work in various agencies would advance beyond the Data Analyst 3 level.

The proposed work of the Metro Data Analysts, as shown in the submitted position description, is consistent with the type of work outlined in the Data Analyst class specification. However, because Metro positions have their own salary schedule with differences in their benefits structure, a new classification series of Transit Data Analyst is needed. Because the Data Analyst 4 level is specifically reserved for the centralized position within the Finance

Department, I recommend creation of 3 new classifications of Transit Data Analyst 1, 2, and 3, in CG44, Ranges 06, 08, and 10, respectively. The 2 new positions in the 2023 Metro Operating Budget should be recreated as Transit Data Analyst 3, in CG44, R10, and they can be filled or underfilled within this classification series as appropriate.

The necessary resolution has been prepared to implement this recommendation.

Editor's Note:

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
44/06	$ 62,967.58	$ 74,139.26	$ 83,035.97
44/08	$ 68,299.40	$ 81,046.94	$ 90,772.57
44/10	$ 74,139.26	$ 89,100.70	$ 99,792.78

cc: Sean Hedgpeth, Transit Scheduling and Planning Manager
        Justin Stuehrenberg, Transit General Manager