

To: Finance Committee
From: Justin Stuehrenberg, Metro Transit
Date: November 30, 2023
Re: Position Recreations and Underfills, Metro Transit

Metro Transit is requesting various position modifications as the agency changes and grows in response to Bus Rapid Transit and other large projects. These changes include recreating two positions in higher classifications and underfilling two positions so that these changes will be budget neutral. Metro Transit is requesting:

1. Delete vacant position (#2861) in the Transit Account Clerk 3 classification (CG42/R11) and recreate the position in the Transit Accounting Technician 1 classification (CG42/R13).
2. Delete vacant position (#2812) in the Transit Operations Office Coordinator classification (CG43/R11) and recreate that position in the Transit Customer Service Supervisor classification (CG44/R5).
3. Metro will underfill the vacant Transit Planner 3 position (#3437) in CG44/R10 as an Assistant Scheduler (CG44/R7).
4. Metro will underfill the vacant Transit Marketing and Customer Service Manager position (#2885) in CG44/R14 in a position up to a Transit Marketing General Supervisor (CG44/R10).

These changes to Metro Transit's Operating budget are virtually cost neutral, with a slight salary savings of approximately \$1,800.

Position Details

Metro has a vacant Transit Account Clerk 3 position in the budget due to a recent promotion. Some of the duties of this position are being integrated into the work of other Transit Account Clerks as well as the overall work of Clerks at Metro decreasing due to things such as moving away from cash fares, resulting in decreased need for cash counting. Metro also recently promoted a Transit Accounting Technician 1 into a vacant Accountant position. The position was in the budget as an Accountant, and Metro also filled that position as an Accountant. The need for additional Accountants for increased procurement duties, backup for our Grants Administrator as well as audit support and general accounting are high due to increased federal grant funding and project work for Bus Rapid Transit construction and implementation, and fare and technology upgrade projects. However, there is still a need for a Transit Accounting Technician 1, primarily to support payroll and employment processing for over 300 Transit Operators.

Metro has a vacant Transit Operations Office Coordinator position in the Operations Unit. A similar position has been added in the Maintenance Unit and absorbed some of the duties. However, Metro has a need to restructure the Dispatch functions to clearly differentiate between

those doing direct supervision of the more than 300 Transit Operators and those doing work such as assigning and scheduling work to meet daily pull out. Recreating the vacant Transit Operations Office Coordinator position as a Transit Customer Service Supervisor position will help accomplish this as part of a larger plan to create more structure and employee support in the unit.

In Metro’s Planning Unit, there is a vacant Transit Planner 3 position due to a recent promotion. Some of the duties of that position were reassigned to other Planners as well as integrated into the Transit Capital Project Coordinator position the employee was promoted into. With Metro’s recent total network redesign, the upcoming implementation of Bus Rapid Transit, the addition of municipal partners, and requests for increased service from existing partners, Metro now has a need for more support in the area of scheduling.

Due to continuing and rapid changes to Metro’s service in the form of the network redesign, fare collection, technology, and Bus Rapid Transit, Metro Transit has greater need for a position with a focus on functioning as a Public Information Officer, providing information, generating understanding, and creating excitement regarding these changes. Underfilling a Transit Marketing and Customer Service Manager position, vacant due to a promotion, as a Transit Marketing Specialist, can accomplish this goal.

Conclusion

As Metro Transit’s service and new structure develops, staff needs evolve. Reviewing vacant positions to make sure they meet current needs will help Metro be successful with ongoing and future projects. Using a combination of position recreations and underfills has the benefit of allowing these changes to be budget neutral.

Editor’s Note:

Compensation Group/Range*	2023 Annual Minimum (Step 1/Step 3)**	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
Transit Account Clerk 42/11	50,808.94	59,776.60	66,949.74
Transit Accounting Tech 42/13	54,013.44	63,545.30	71,170.84
Transit Ops Office Coord. 43/11	52,711.36	59,771.66	66,944.28
Transit CS Supervisor 44/05	63,132.68	73,197.28	81,980.86
Transit Mktg. Gen. Sup. 44/10	76,378.38	91,791.44	102,806.34
Transit Marketing Mgr. 44/14	91,791.44	110,504.42	123,764.94

*Salaries reflect current wages. Non-represented positions will receive a salary increase as of 12/24/23. Represented positions will receive a salary increase as of 1/1/24.

**Step 1 is reflected for non-represented positions. Due to an MOU with the Teamsters, represented employees start at Step 3.

- cc: David Schmiedicke – Finance Director
- Rachel Johnson – Chief Administrative Officer
- Allisa Brown – Transit HR Manager
- Emaan Abdel-Halim – Human Resources Service Manager
- Erin Hillson – Human Resource Director
- Kurt Rose – Employee & Labor Relations Manager
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- Rick Roeth - Teamster Business Agent