

T0: Personnel Board
FROM: Sarah Olson, Human Resources
SUBJECT: Transit Planner 2, Metro Transit
DATE: November 21, 2016

At the request of Transit General Manager Chuck Kamp and the Transit Planning & Scheduling Manager Drew Beck, a study was conducted of a Transit Planner 2 position (Compensation Group 44, Range 08), held by Tim Sobota (position #3437). This position works on high level projects beyond the scope of the current classification and leads projects and initiatives that require expertise on the increased role and dependence of technology in the planning functions and daily operations of a transit system. After reviewing the duties and responsibilities associated with this position, as seen in the attached position description, I conclude that the position should be recreated as a Transit Planner 3 position (Compensation Group 18, Range 10), and that the incumbent should be reallocated to the new position.

The class specification for Transit Planner 3 indicates employees perform

...responsible advanced-level professional transportation planning and research work. The work requires independent judgment and decision-making relative to a wide range of planning, organizing, coordinating, and administration activities associated with a major project or area of transportation planning. Work assignments and general supervision are received from the Transit Planning and Scheduling Manager or, in the case of major projects, directly from the Transit General Manager.

Distinguishing duties and responsibilities include

Perform all of the duties as the Transit Planner 2, with increased levels of judgment and independence and in addition:

- Coordinate and perform professional activities relating to major planning projects such as the development and implementation of a Transit Center based route structure for the Madison Metro Transit system.
- Work as staff to a citizen or other type of committee created in association with a major project.
- Present information about project components or results to public bodies and other groups. Present reports for/to various boards, committees, commissions, and groups.
- Direct the development and conduct studies, research and various types of data collection and analysis. Contract for outside vendors or services. Oversee progress and monitor contract compliance.
- Direct and/or perform necessary operational, strategic, and long-range planning activities in assigned areas. Develop work plans, time tables, and the analytical framework to be used. Develop necessary, specialized data bases and sources of information. Prepare final report/plan documents and coordinate review and distribution. Make public presentations relative to planning/project activities.

This position reports directly to the Transit Planning & Scheduling Manager. The Planning section of Metro Transit consists of the Transit Planning & Scheduling Manager, Transit Schedule Planner, a Transit Assistant Schedule Planner, and three Transit Planner 2's, (one of which was just hired). Mr. Sobota is the most senior person in the Planning section and has a high technical skill which has contributed to him taking on more of a project management role and therefore, functioning at a Transit Planner 3 level.

Mr. Sobota was originally hired in August of 1998 as a Transit Planner 1. He promoted to a Transit Planner 2 in October of 2001. In the last two years, there has been an expansion of duties and responsibilities due to technology upgrades by Metro Transit. These technology upgrades include a real-time bus tracking system called Transitmaster, GTFS schedule files/City open data requirement, and Trapeze Blockbuster and Trapeze Ops, (Metro's scheduling and dispatching software). Planned upgrades will further expand the real-time system to include tracking of route detours and stop closures, and associated open data files with this information for public distribution. There is also an increase in the need for data analysis and presentation as Metro Transit transitions to enterprise databases to collect and store transit data as it relates to on-time performance, automated passenger counts and farebox activity. Mr. Sobota uses SQL-based data analysis and presentation tools such as SQL Server Management and Crystal Reports software for data analysis and presentation. The increase in data development correlates with the development and conducting of studies, research and various types of data collection and analysis found in the class specification for the Transit Planner 3.

Mr. Sobota also took a major initiative to research and implement a hardware maintenance project using the Transitmaster customer support resources and in coordination with Metro shop staff, to help resolve an ongoing failure with the wireless bus communication systems that dated back to 2014. This communication failure had been requiring significant staff resources to be spent performing manual updates on Transitmaster equipment, on a quarterly basis. Planned Transitmaster upgrades have also identified a greater role for Mr. Sobota to undertake in an active responsibility for performing portions of the acceptance testing and review of these products in coordination with Metro IT management staff. The project management of various upgrades involves such things as the development of a work plan, time tables, and the analytical framework to be used. The development of necessary, specialized data bases and sources of information and the preparation of final report/plan documents are all found in the Transit Planner 3 classification.

Mr. Sobota also attends Transitmaster User conferences and worked with Google maps to look at ways to standardize trip planning. He worked with Google in creating a webface to add detour alerts so the Public was given accurate real-time data. He regularly attends the Transit & Parking Commission meetings where he may attend to talk about route changes, ADA ridership concerns, and other transportation planning issues. When the Transit Scheduling & Planning Manager or the Transit General Manager cannot attend the City's Public Works meeting, Mr. Sobota will attend in their place to present Metro project updates to the Mayor and other Department Heads. Mr. Sobota submits review comments to the Planning Commission for new

developments and how they will affect Metro Transit. For example, if a new apartment building is proposed, Mr. Sobota may recommend a bus shelter or bench to be added to the Developer's landscape plan to meet bus ridership needs. In addition, there was a hiring of a Transit Planner 1 which required training and orientation on the resources used by Transit planning staff. Ongoing duties included monitoring and initial evaluations of data analysis. A Transit Planner 3 per the class specification is expected to present information about project components or results to public bodies and other groups, as well as present reports for/to various boards, committees, commissions, and groups.

As described above, the work Mr. Sobota performs is in line with what is expected of the Transit Planner 3 classification. Because of this, I recommend the Transit Planner 2 position, occupied by Mr. Sobota, be recreated as a Transit Planner 3 position and the incumbent be reallocated to the new position. Due to an administrative error, this study should have been included on the October, 2016 Personnel Board but was not. As a result, by approval of the HR Director, we recommend to make this reclassification effective October 23, 2016 when he would have seen the increase had this item been submitted to the October Personnel Board.

We have prepared the necessary Resolution to implement this recommendation

Editor's Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
44/08	\$58,744	\$69,708	\$78,073
44/10	\$63,767	\$76,634	\$85,830

cc: Drew Beck—Transit Planning & Scheduling Manager
 Chuck Kamp—Metro Transit General Manager
 Mike Lipski—HR Services Manager