

TO: Finance Committee

FROM: Emaan Abdel-Halim

DATE: April 8, 2021

RE: Addition of 1.0 FTE Position (Metro Transit)

The Metro Transit General Manager, Justin Stuehrenberg, requested that the 2021 Metro Transit Operating Budget be amended to add a 1.0 FTE position to support increased federal procurement activity. Metro Transit anticipates receiving approximately \$69,000,000 in Coronavirus Aid, Relief, and Economic Security Act; Coronavirus Response and Relief Supplemental Appropriation Act; and the American Rescue Plan (“Rescue Funds”).

The following additional position is requested:

- One (1) 1.0 FTE in the Accountant 1 or 2 classification, CG44, Range 6 or 8, dependent on candidate qualifications

The total estimated annual cost in salary and benefits for the addition of this 1.0 FTE is \$94,000. These costs were not included in Metro Transit’s Adopted 2021 Operating budget.

Metro is experiencing an increased need to support procurement activities with many major transit projects such as Bus Rapid Transit, a satellite bus facility, a large transit technology project and other procurement projects associated with these Rescue Funds.

Currently, the Metro Finance section has two professional accountants on staff. One Transit Accountant 3 is the grants accountant responsible for over \$30 million in federal funding; prior to the \$69 million in Rescue Funds. This role is critical to ensure compliance with the many federal regulations governing that funding, including pass through funding and oversight of sub recipients. The Transit Accountant 4 supervises payroll and leave for Metro’s more than 420 employees, provides support to the labor relations and human resource functions at the agency and is back up to the Transit Finance Manager, particularly with regard to the annual budget.

Upcoming transit projects related to the Mayor’s priority MetroForward initiative increases the on-going procurement work which exceed current staffing levels and capacity.

In addition to being the procurement lead, the new Transit Accountant will be cross-trained to provide support and backup to the Transit Accountant 3 for grant activity. This will allow Metro to realize salary savings with the reduction of overtime. CARES funding will be included in the operating budget to fund this position for its first four years.

Editor’s Note:

Classification	Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum (+12% longevity)
Transit Accountant 1	44/06	\$60,818	\$ 71,608	\$ 80,201
Transit Accountant 2	44/08	\$ 65,967	\$ 78,280	\$ 87,673