



Legislation Details (With Text)

**File #:** 83594      **Version:** 1      **Name:** Create a new classification of Transit Administrative Clerk in CG42, R09 in the salary schedule. Recreate one Transit Customer Service Representative position (#TBD) from CG42, R07 as a Transit Administrative Clerk in CG 42, R09 and fill through an intern

**Type:** Resolution      **Status:** Passed

**File created:** 5/23/2024      **In control:** Human Resources Department

**On agenda:** 6/18/2024      **Final action:** 6/18/2024

**Enactment date:** 6/24/2024      **Enactment #:** RES-24-00412

**Title:** Create a new classification of Transit Administrative Clerk in CG42, R09 in the salary schedule. Recreate one Transit Customer Service Representative position (#TBD) from CG42, R07 as a Transit Administrative Clerk in CG 42, R09 and fill through an internal, competitive posting and selection process.

**Sponsors:** Director of Human Resources

**Indexes:**

**Code sections:**

**Attachments:** 1. PB memo Transit Administrative Clerk 5.20.24.pdf, 2. Transit Administrative Clerk class spec 4.17.24.pdf, 3. Transit Administrative Clerk PD.pdf

Date	Ver.	Action By	Action	Result
6/18/2024	1	COMMON COUNCIL	Adopt	Pass
6/10/2024	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
6/5/2024	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
6/5/2024	1	FINANCE COMMITTEE	Refer	
6/4/2024	1	COMMON COUNCIL	Refer	Pass
5/23/2024	1	Human Resources Department	Referred for Introduction	

**Fiscal Note**

The proposed recreates one Transit Customer Service Representative position in Compensation Group 42 Range 7 to as a Transit Administrative Clerk in Compensation Group 42 Range 9. to be filled through an internal, competitive posting and selection process, in the Metro Transit Operating Budget. The estimated annual fiscal impact of the reclassification is between \$2,896 and \$4,325, including benefits. The position control number will be updated to the underlying vacancy when the position is posted internally for promotion. Costs associated with the recreation will be absorbed within Metro Transit's 2024 budget. No additional appropriation is required.

**Title**

Create a new classification of Transit Administrative Clerk in CG42, R09 in the salary schedule. Recreate one Transit Customer Service Representative position (#TBD) from CG42, R07 as a Transit Administrative Clerk in CG 42, R09 and fill through an internal, competitive posting and selection process.

**Body**

Resolution to create a new classification of Transit Administrative Clerk in CG42, R09 in the salary schedule. Recreate one Transit Customer Service Representative position (#TBD) from CG42, R07 as a Transit Administrative Clerk in CG 42, R09 in the 2023 Metro Transit operating budget; and fill through an internal,

competitive posting and selection process, thereof.