

To: A&F Committee

Date: February 25, 2020

From: Lisa Rettig, Director of Human Resources

Reviewed by:



**SUBJECT:** Re-Classification and Grade Change for Transportation Assistant Position

### Summary:

The Board of Directors approved a Re-Organizational Structure for CCCTA in 2018. Since that time staff, including the Director of Human Resources, the General Manager, the Assistant General Manager, the Chief Operating Officer and the Director of Transportation have all come to the consensus that the Admin III for the Transportation Department should be re-classified as a Transportation Assistant. The rationale for this change is for the following reasons:

- This places this position in line with the current Maintenance Assistant position at Grade 9
- This position has many more responsibilities and job assignments as compared to our other current Admin IIIs. This position supports approximately 180 employees, which include Transportation Management, Transportation Supervisors, all Transit Operators and the Training Department.
- This change will make the position more on par with the Transit Supervisors who depend on and seek information from this position in order to complete their job assignments
- We have had a multitude of problems in recent years with personnel in this challenging position. Upgrading this position will provide staff with the ability to recruit and retain an appropriate candidate with the capability to handle the complexity and demands the job function requires

### Financial Implications:

Grade 7 ranges from \$53,043 - \$69,841 annually and Grade 9 range is \$64,269 - \$84,598.

### Staff Recommendation:

This item is for information only and staff welcomes feedback from the Committee.