

To: A&F Committee

Date: July 28, 2020

From: Lisa Rettig, Director of Human Resources

Reviewed by: Bill Churchill,
Assistant General Manager

WC.

SUBJECT: Reclassification of 2 Administrative Positions

SUMMARY OF ISSUES:

Staff is reclassifying 2 Administrative positions due to increased responsibilities and significant additional job duties.

The current Manager of Accessible Services is being changed to Director of ADA Paratransit and Specialized Services and the current Manager of Training is becoming Director of Safety and Training.

The rationale for the Accessible Services change is because the position has changed significantly since the incumbent was hired. The role has become a leader and advocate for the organization on many fronts. This position participates in regional and county transportation planning as it relates to paratransit and specialized services. It also provides leadership and acts as the Authority liaison to a host of regional and local entities charged with developing planning, funding, policies, and coordination for developing innovative ADA Paratransit services, rides for seniors and other specialized transportation concepts.

The change from Manager to Director of Safety and Training is due to increased job responsibilities required by the FTA and State regulations. The FTA's new safety program requires a higher-level position with a direct reporting relationship to the General Manager. The State of California requires a Safety Officer named in our Injury and Illness Protection Plan (IIPP) for managing our Agency wide safety program. This position is currently vacant.

FINANCIAL IMPLICATIONS:

TBD, as stated above the Director of Safety and Training is currently unfilled

ACTION REQUESTED:

None, informational item only