



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE AGENDA  
OCTOBER 13, 2023 – 10:30 AM  
HYBRID MEETING**

Members of the public may attend in-person or participate remotely via Zoom.

**METRO Admin Office  
110 Vernon Street  
Santa Cruz, CA 95060**

**Zoom [Link](#)  
Dial In: 1-669-900-9128  
Meeting ID: 872 6876 6614**

The Personnel/Human Resources Standing Committee Meeting Agenda Packet can be found online at [www.SCMTD.com](http://www.SCMTD.com) and is available for inspection at Santa Cruz METRO's Administrative Office at 110 Vernon Street, Santa Cruz.

Public comment may be submitted via email to [boardinquiries@scmttd.com](mailto:boardinquiries@scmttd.com). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in the Board's correspondence that is posted online at the Board meeting packet link. Oral public comments will also be accepted during the meeting through Zoom. Each public comment is limited to three minutes or less. Board and Committee Chairs have the discretion to manage the public comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

The Committee may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

**COMMITTEE ROSTER**

Director Shebreh Kalantari-Johnson	City of Santa Cruz
Director Kristen Brown	City of Capitola
Director Rebecca Downing	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Larry Pageler	County of Santa Cruz
Michael Tree	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

**SECTION I: OPEN SESSION**

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**

**3 ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET & AUDIT STANDING COMMITTEE**

This time is set aside for Directors and members of the general public to address any item not on the agenda, which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. Each public comment is limited to three minutes or less. Board and Committee Chairs have the discretion to manage the public comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

**4 ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

**5 REVIEW REQUEST FOR RECLASSIFICATION RESULTS FOR FULL STACK DEVELOPER/SR. FULL STACK DEVELOPER POSITION IN THE INFORMATIONAL TECHNOLOGY DEPARTMENT**

Isaac Holly, IT & ITS Director

**6 REVIEW REQUEST FOR RECLASSIFICATION RESULTS FOR PAYROLL SUPERVISOR POSITION IN THE FINANCE DEPARTMENT**

Kristina Mihaylova, Finance Deputy Director

**7 REVIEW REQUEST FOR RECLASSIFICATION RESULTS FOR PARTS AND MATERIALS MANAGER POSITION IN THE PARTS DEPARTMENT**

Chuck Farmer, CFO

**8 REVIEW REQUEST FOR AUTHORIZATION OF PAYROLL ADMINISTRATOR POSITION IN THE FINANCE DEPARTMENT**

Kristina Mihaylova, Finance Deputy Director

**9 ADJOURNMENT**

## **ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES**

This document has been created with accessibility in mind. With the exception of certain third party and other attachments, it passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to [accessibility@scmtd.com](mailto:accessibility@scmtd.com). Upon request, Santa Cruz METRO will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [boardinquiries@scmtd.com](mailto:boardinquiries@scmtd.com) or submitted by phone to the Executive Assistant at 831-426-6080. Requests made by mail (sent to the Executive Assistant, Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

## **PUBLIC COMMENT**

If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this agenda submitted after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at [www.scmtd.com](http://www.scmtd.com) subject to staff's ability to post the document before the meeting.

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**DATE:** October 13, 2023  
**TO:** Personnel/Human Resources Standing Committee  
**FROM:** Isaac Holly, IT & ITS Director  
**SUBJECT: REVIEW REQUEST FOR RECLASSIFICATION RESULTS FOR FULL STACK DEVELOPER/SR. FULL STACK DEVELOPER POSITION IN THE INFORMATIONAL TECHNOLOGY DEPARTMENT**

## **I. RECOMMENDED ACTION**

**That the Personnel/Human Resources Standing Committee review the request for reclassification for Full Stack Developer/Sr. Full Stack Developer in the IT Department and recommend approval to the full Board of Directors**

## **II. SUMMARY**

- In order to address the needs of the Santa Cruz Metropolitan Transit District (METRO) as it relates to large and complex Information Technology (IT) projects, we have determined the need for reclassification of the Database Administrator/Sr. Database Administrator positions to Full Stack Developer/ Sr. Full Stack Developer.
- METRO contracted with Koff & Associates (hereinafter “K&A”) to conduct a total classification and compensation study in July 2023.
- HR staff worked with the IT Department to review the existing duties of the Database Administrator/Sr. Database Administrator. After reviewing the changes in technology and the need of the IT department, staff is asking to reclassify these positions to Full Stack Developer/ Sr. Full Stack Developer.
- Staff is recommending approval to reclassify the Full Stack Developer/Sr. Full Stack Developer.

## **III. DISCUSSION/BACKGROUND**

In recent years, the need for in-house software development at METRO has increased due in part to the deployment of new systems such as the Enterprise Resource Planning (ERP) and Intelligent Transportation System (ITS). There will be an ongoing need to have the agility to write interfaces and middleware for these types of systems.

In reviewing the work required and currently being performed by personnel in the Database Administrator roles, IT has determined that the duties required and being performed were not aligned with the title of Database Administrator.

Therefore, METRO has identified the need to change the title of Database Administrator and Sr. Database Administrator.

The study shows the need for reclassifying these positions that would perform a combination of duties which include designing and developing custom software applications and system integrations; administering vendor enterprise software and underlying databases, website content, web server software, and website CMS software/database and coordinating with management, staff and vendors to identify emerging software needs and implementing solutions.

HR staff worked with the IT Department to create a new Full Stack Developer/Sr. Full Stack Developer job description (class specification). Upon approval, an open recruitment will be undertaken to fill the vacant position.

Staff is requesting that the Personnel/Human Resources Standing Committee recommend approval of the Full Stack Developer/Sr. Full Stack Developer position to the full Board of Directors at its October 27, 2023 meeting.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This item aligns to the following Strategic Plan Priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

If the recommendations contained in this report are adopted, funding for this position will be provided from the current authorized and funded positions in the Information Technology Department's FY24 & FY25 Operating Budget.

#### **VI. ALTERNATIVES CONSIDERED**

- Do nothing is an alternative. Staff does not recommend this option. This position meets the needs of METRO.
- Reject the suggested classification and wage survey. Staff does not recommend this action since the new class specification and its wage survey were researched and developed based on the developing needs of METRO.

**VII. ATTACHMENTS**

**Attachment A:** Full Stack Developer/Sr. Full Stack Developer Job Description

**Attachment B:** Full Stack Developer/Sr. Full Stack Developer Wage Scale

Prepared by: Isaac Holly, IT & ITS Director and Monik Delfin, HR Deputy Director.

**VIII. APPROVALS**

Dawn Crummié, HR Director

Mark DeFuria DC

Approved as to fiscal impact:  
Chuck Farmer, Chief Financial Officer

Keisul Juvul for Chuck Farmer

Michael Tree, CEO/General Manager

Michael Tree for MT



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Class Code: PO100 Full Stack Developer  
PO101 Sr. Full Stack Developer  
FLSA Status: Exempt*

### **Full Stack Developer Senior Full Stack Developer Bargaining Unit: Management**

#### **DEFINITION:**

Under direction of the Information Technology and Intelligent Transportation Systems Director (IT and ITS Director), designs and develops custom software applications and system integrations; administers vendor enterprise software and underlying databases, website content, web server software, and website CMS software/database; coordinates with management, staff and vendors to identify emerging software needs and implement solutions; performs other duties as assigned.

Duties can include: custom software and database design and development, software updates, responding to support tickets from staff and public, maintaining various export/import scripts, report development, systems integration, performance tuning, development of security and backup strategies, analysis and research, process improvements, technical writing, procedure documentation, and project management.

#### **DISTINGUISHING CHARACTERISTICS:**

The Full Stack Developer is a journey-level classification responsible for independently performing software and database design and development duties. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

The Senior Full Stack Developer is the advanced journey-level classification in the series responsible for independently managing assigned projects; supervising assigned staff; researching and developing solutions to a wide range of information technology issues; exercising independent judgment and decision-making in selecting methods and techniques for obtaining solutions; and/or serving as an expert on all Santa Cruz Metro software systems and lead for projects which are complex in nature and diverse in scope. The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure, managing multiple stakeholder interests, and formulating, presenting, and implementing strategies and recommendations for resolution. Work assignments at this level typically have significant impact on Santa Cruz Metro's information technology applications and systems and a high consequence of error, and incumbents are accountable for overall results.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Designs, develops, integrates, and maintains custom software applications, database platforms, and updates; monitors system performance and makes adjustments as necessary.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Integrates legacy, existing, and future systems, automates tasks, and pipelines for information flow and data integration using various interfacing methodologies such as application programming interfaces (APIs), database tools, and custom software solutions.
- Configures and maintains servers to support application development, including web server configuration for front-end applications.
- Stages, tests, and deploys vendor software updates and maintains user access to software applications.
- Verifies and improves data security, fault tolerance, and backup/recovery; develops and recommends security and back up strategies.
- Creates and maintains custom reports and works with legacy reports.
- Provides training and technical assistance to staff.
- Consults with vendors to resolve technical issues.
- Prepares technical specifications for procurement.
- Provides data support related to quarterly schedule publication.
- Leads projects or portions of projects coordinating staff, consultants, and vendors.
- Generates long-term plans for database migration and data-warehousing strategies.
- Conducts research and stays current on new trends and innovative solutions for technology programs; recommends new technologies to improve the operational technology effectiveness and services.
- Performs other duties as assigned. Assist with escalated ERP configuration and development.
- 

In addition, the Senior Full Stack Developer:

- Supervises the work of subordinate staff; schedules, assigns, directs, and monitors work; provides staff training; evaluates employee performance; may participate in staff selection; may initiate or have significant input into disciplinary actions.
- Serves as project manager for complex and/or agency wide projects overseeing staff, consultants, and vendors.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Principles, methods, and techniques used in designing, developing, testing, and implementing IT and ITS software applications, systems, infrastructure, and security such as Linux, Windows, and web servers and administration.
- Principles and practices of database administration and management including SQL and No-SQL; and relational database architecture, including table structure, data types, joins, views, triggers, permissions, advanced queries, extract, transform and load (ETL), and data warehousing.
- Principles and practices of system integration for operability across diverse platforms and technologies including containerization and representational state transfer (REST) and simple object access protocol (SOAP) API methodologies.
- Front end and back end development methodologies and languages such as HTML/CSS/JavaScript coding, Go, Node, and PHP.
- Networking protocols to be able to troubleshoot and resolve issues between systems both remote and internal.
- Backup and recovery strategies as well as data validations.
- Report writing and development.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Principles and practices of technical writing and documentation.
- Distributed version control systems.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Santa Cruz METRO staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

In addition, Senior Full Stack Developer:

- Principles and practices of employee supervision, including performance evaluation and progressive discipline.
- Principles and practices of project management.

#### **Additional Knowledge desirable, but not required:**

- Crystal Reports.
- Mobile Application design basics for IOS and Android.
- Web Content Accessibility Guidelines (WCAG).

#### **Ability to:**

- Analyze complex IT and ITS problems, evaluate alternatives, and devise efficient, cost-effective, user-friendly solutions.
- Design, develop, test, and implement IT and ITS software applications, systems, databases, infrastructure, and security.
- Monitor systems operational effectiveness, reliability, and security vulnerability; implement approved measures to ensure integrity and security of data and systems.
- Integrate technology solutions across multiple platforms.
- Work with end users to develop enhanced applications for business process automation.
- Document, review, assess, improve, and implement IT and ITS processes.
- Prepare clear, concise, and accurate technical documentation, user guides, reports of work performed, and other written materials.
- Communicate complex technology issues clearly to non-technical parties.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

In addition, Senior Full Stack Developer:

- Supervise and motivate subordinate staff effectively.
- Independently manage large, complex, and/or agencywide IT and ITS projects including managing vendor/contractor relationships.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education, Training and Experience:**

Bachelor's degree from an accredited college or university in computer science, computer engineering, management information systems, or closely related field.

AND

Full Stack Developer: Four (4) years of increasingly responsible professional experience supporting a comprehensive information technology program.

Senior Full Stack Developer: Six (6) years of professional experience in designing, developing, testing, and implementing IT software applications, systems, infrastructure, and security.

#### **LICENSES AND CERTIFICATES:**

None.

#### **SPECIAL REQUIREMENTS:**

- Must be able to work extended hours as needed, often outside regular business hours as required by the CEO and the demands of the job.
- Must maintain strictest confidentiality.
- Must participate in professional development activities.
- Requires occasional travel.

#### **PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 20 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

#### **Mental Demands**



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

#### **Work Environment:**

The employee works in an office environment where the noise level is usually quiet. May require availability to work a flexible schedule.

#### **OTHER CONDITIONS OF EMPLOYMENT:**

- Must pass requisite background check.

\*Adopted: 01.26.2018  
\*BOD Approved: 10.27.2023  
\*Revised: 10.27.2023  
\*Job Family: Professional

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## MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/22/23 (FY24) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 L	Step 1 LL	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL	
Chief Operating Officer	76.80	80.64	84.48	80.64	84.67	88.70	84.67	88.90	93.13	88.90	93.35	97.80	93.35	98.02	102.69	98.02	102.92	107.82	
Maintenance Manager	60.02	63.02	66.02	63.02	66.17	69.32	66.17	69.48	72.79	69.48	72.95	76.42	72.95	76.60	80.25	76.60	80.43	84.26	
Chief Financial Officer (CFO)	76.80	80.64	84.48	80.64	84.67	88.70	84.67	88.90	93.13	88.90	93.35	97.80	93.35	98.02	102.69	98.02	102.92	107.82	
Planning and Development Director	65.47	68.74	72.01	68.74	72.18	75.62	72.18	75.79	79.40	75.79	79.58	83.37	79.58	83.56	87.54	83.56	87.74	91.92	
Human Resources Director	72.03	75.63	79.23	75.63	79.41	83.19	79.41	83.38	87.35	83.38	87.55	91.72	87.55	91.93	96.31	91.93	96.53	101.13	
Information Technology and Intelligent Transportation Systems Director	72.03	75.63	79.23	75.63	79.41	83.19	79.41	83.38	87.35	83.38	87.55	91.72	87.55	91.93	96.31	91.93	96.53	101.13	
Marketing, Communications and Customer Service Director	52.68	55.31	57.94	55.31	58.08	60.85	58.08	60.98	63.88	60.98	64.03	67.08	64.03	67.23	70.43	67.23	70.59	73.95	
Purchasing and Special Projects Director	52.68	55.31	57.94	55.31	58.08	60.85	58.08	60.98	63.88	60.98	64.03	67.08	64.03	67.23	70.43	67.23	70.59	73.95	
****Senior Full Stack Developer	57.41	60.28	63.15	60.28	63.29	66.30	63.29	66.45	69.61	66.45	69.77	73.09	69.77	73.26	76.75	73.26	76.92	80.58	
Finance Deputy Director	57.58	60.46	63.34	60.46	63.48	66.50	63.48	66.65	69.82	66.65	69.98	73.31	69.98	73.48	76.98	73.48	77.15	80.82	
Human Resources Deputy Director	54.04	56.74	59.44	56.74	59.58	62.42	59.58	62.56	65.54	62.56	65.69	68.82	65.69	68.97	72.25	68.97	72.42	75.87	
Operations Manager - Fixed Route Division	47.19	49.55	51.91	49.55	52.03	54.51	52.03	54.63	57.23	54.63	57.36	60.09	57.36	60.23	63.10	60.23	63.24	66.25	
Operations Manager - Paratransit Division	47.19	49.55	51.91	49.55	52.03	54.51	52.03	54.63	57.23	54.63	57.36	60.09	57.36	60.23	63.10	60.23	63.24	66.25	
Assistant Maintenance Manager	45.02	47.27	49.52	47.27	49.63	51.99	49.63	52.11	54.59	52.11	54.72	57.33	54.72	57.46	60.20	57.46	60.33	63.20	
Facilities Maintenance Manager	51.02	53.57	56.12	53.57	56.25	58.93	56.25	59.06	61.87	59.06	62.01	64.96	62.01	65.11	68.21	65.11	68.37	71.63	
****Full Stack Developer	49.93	52.43	54.93	52.43	55.05	57.67	55.05	57.80	60.55	57.80	60.69	63.58	60.69	63.72	66.75	63.72	66.91	70.10	
Safety, Security and Risk Management Director	56.53	59.36	62.19	59.36	62.33	65.30	62.33	65.45	68.57	65.45	68.72	71.99	68.72	72.16	75.60	72.16	75.77	79.38	
Assistant Operations Manager	35.40	37.17	38.94	37.17	39.03	40.89	39.03	40.98	42.93	40.98	43.03	45.08	43.03	45.18	47.33	45.18	47.44	49.70	
Project Manager	35.40	37.17	38.94	37.17	39.03	40.89	39.03	40.98	42.93	40.98	43.03	45.08	43.03	45.18	47.33	45.18	47.44	49.70	
Purchasing Manager	45.02	47.27	49.52	47.27	49.63	51.99	49.63	52.11	54.59	52.11	54.72	57.33	54.72	57.46	60.20	57.46	60.33	63.20	
*Customer Service Manager	36.52	38.45	40.28	38.45	40.37	42.29	40.37	42.39	44.41	42.39	44.51	46.63	44.51	46.74	48.97	46.74	49.08	51.42	
**Revenue Account Program Manager	35.40	37.17	38.94	37.17	39.03	40.89	39.03	40.98	42.93	40.98	43.03	45.08	43.03	45.18	47.33	45.18	47.44	49.70	
***Capital Planning and Grants Programs Manager	51.62	54.20	56.78	54.20	56.91	59.62	56.91	59.76	62.61	59.76	62.75	65.74	62.75	65.89	69.03	65.89	69.18	72.47	
****Parts and Materials Manager	39.13	41.09	43.05	41.09	43.14	45.19	43.14	45.30	47.46	45.30	47.57	49.84	47.57	49.95	52.33	49.95	52.45	54.95	
Executive Assistant	34.44	36.16	37.88	36.16	37.97	39.78	37.97	39.87	41.77	39.87	41.86	43.85	41.86	43.95	46.04	43.95	46.15	48.35	
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)																			
*****																			
<i>Longevity Pay is based only on length of service.</i>																			
* Position added and adopted by the Board on 11-20-2020																			
* New position proposed to be added and adopted by the Board on 09-24-2021																			
* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022																			
*** New position added and adopted by the Board on 05-20-2022																			



MANAGEMENT  
MONTHLY SALARY SCHEDULE

Effective 06/22/23 (FY24) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1.LL	Step 1.LL	Step 2	Step 2.LL	Step 2.LL	Step 3	Step 3.LL	Step 3.LL	Step 4	Step 4.LL	Step 4.LL	Step 5	Step 5.LL	Step 5.LL	Step 6.LL	Step 6.LL	
Chief Operating Officer	13,312	13,978	14,643	13,978	14,676	15,375	14,676	15,409	16,143	15,409	16,181	16,952	16,181	16,990	17,800	16,990	17,840	18,689
Maintenance Manager	10,404	10,924	11,444	10,924	11,470	12,016	11,470	12,043	12,617	12,043	12,645	13,246	12,645	13,277	13,910	13,277	13,941	14,605
Chief Financial Officer (CFO)	13,312	13,978	14,643	13,978	14,676	15,375	14,676	15,409	16,143	15,409	16,181	16,952	16,181	16,990	17,800	16,990	17,840	18,689
Planning and Development Director	11,348	11,915	12,482	11,915	12,511	13,108	12,511	13,137	13,763	13,137	13,794	14,451	13,794	14,484	15,174	14,484	15,208	15,933
Human Resources Director	12,485	13,109	13,733	13,109	13,764	14,420	13,764	14,453	15,141	14,453	15,175	15,898	15,175	15,935	16,694	15,935	16,732	17,529
Information Technology and Intelligent Transportation Systems Director	12,485	13,109	13,733	13,109	13,764	14,420	13,764	14,453	15,141	14,453	15,175	15,898	15,175	15,935	16,694	15,935	16,732	17,529
Marketing, Communications and Customer Service Director	9,131	9,587	10,043	9,587	10,067	10,547	10,067	10,570	11,073	10,570	11,099	11,627	11,099	11,653	12,208	11,653	12,236	12,818
Purchasing and Special Projects Director	9,131	9,587	10,043	9,587	10,067	10,547	10,067	10,570	11,073	10,570	11,099	11,627	11,099	11,653	12,208	11,653	12,236	12,818
*****Senior Full Stack Developer	9,951	10,449	10,946	10,449	10,970	11,492	10,970	11,518	12,066	11,518	12,094	12,669	12,094	12,698	13,303	12,698	13,333	13,967
Finance Deputy Director	9,981	10,480	10,979	10,480	11,003	11,527	11,003	11,553	12,102	11,553	12,130	12,707	12,130	12,737	13,343	12,737	13,373	14,009
Human Resources Deputy Director	9,367	9,835	10,303	9,835	10,327	10,820	10,327	10,844	11,360	10,844	11,386	11,929	11,386	11,955	12,523	11,955	12,553	13,151
Operations Manager - Fixed Route Division	8,180	8,589	8,998	8,589	9,019	9,448	9,019	9,469	9,920	9,469	9,942	10,416	9,942	10,440	10,937	10,440	10,962	11,483
Operations Manager - Paratransit Division	8,180	8,589	8,998	8,589	9,019	9,448	9,019	9,469	9,920	9,469	9,942	10,416	9,942	10,440	10,937	10,440	10,962	11,483
Assistant Maintenance Manager	7,804	8,194	8,584	8,194	8,603	9,012	8,603	9,032	9,462	9,032	9,485	9,937	9,485	9,960	10,435	9,960	10,457	10,955
Facilities Maintenance Manager	8,844	9,286	9,728	9,286	9,750	10,215	9,750	10,237	10,724	10,237	10,748	11,260	10,748	11,286	11,823	11,286	11,851	12,416
*****Full Stack Developer	8,655	9,088	9,521	9,088	9,542	9,996	9,542	10,019	10,495	10,019	10,520	11,021	10,520	11,045	11,570	11,045	11,598	12,151
Safety, Security and Risk Management Director	9,799	10,289	10,780	10,289	10,804	11,319	10,804	11,345	11,886	11,345	11,912	12,478	11,912	12,508	13,104	12,508	13,134	13,759
Assistant Operations Manager	6,136	6,443	6,750	6,443	6,765	7,088	6,765	7,103	7,441	7,103	7,459	7,814	7,459	7,831	8,204	7,831	8,223	8,615
Project Manager	6,136	6,443	6,750	6,443	6,765	7,088	6,765	7,103	7,441	7,103	7,459	7,814	7,459	7,831	8,204	7,831	8,223	8,615
Purchasing Manager	7,804	8,194	8,584	8,194	8,603	9,012	8,603	9,032	9,462	9,032	9,485	9,937	9,485	9,960	10,435	9,960	10,457	10,955
*Customer Service Manager	6,348	6,665	6,982	6,665	6,998	7,330	6,998	7,348	7,698	7,348	7,715	8,083	7,715	8,102	8,488	8,102	8,507	8,913
**Revenue Account Program Manager	6,136	6,443	6,750	6,443	6,765	7,088	6,765	7,103	7,441	7,103	7,459	7,814	7,459	7,831	8,204	7,831	8,223	8,615
*** Capital Planning and Grants Programs Manager	8,948	9,395	9,842	9,395	9,864	10,334	9,864	10,358	10,852	10,358	10,877	11,395	10,877	11,421	11,965	11,421	11,991	12,562
****Parts and Materials Manager	6,783	7,122	7,462	7,122	7,478	7,833	7,478	7,852	8,226	7,852	8,246	8,639	8,246	8,658	9,071	8,658	9,091	9,525
Executive Assistant	5,970	6,268	6,566	6,268	6,582	6,895	6,582	6,911	7,240	6,911	7,256	7,601	7,256	7,618	7,980	7,618	7,999	8,381
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)	*****																	
<p><i>Longevity Pay is based only on length of service.</i></p> <p>* Position added and adopted by the Board on 11-20-2020</p> <p>** New position proposed to be added and adopted by the Board on 09-24-2021</p> <p>* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022</p> <p>*** New position added and adopted by the Board on 05-20-2022</p>																		



MANAGEMENT  
YEARLY SALARY SCHEDULE

Effective 06/22/23 (FY24). Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1.LL	Step 1.LL	Step 2	Step 2.LL	Step 3	Step 3.LL	Step 3.LL	Step 3.LL	Step 3.LL	Step 4.LL	Step 4.LL	Step 4.LL	Step 4.LL	Step 5	Step 5.LL	Step 5.LL	Step 5.LL	Step 5.LL	Step 6.LL	Step 6.LL				
Chief Operating Officer	159,744	167,731	175,718	167,731	176,114	184,496	176,114	184,912	193,710	184,912	194,168	194,168	203,424	194,168	203,424	213,595	203,882	213,595	203,882	213,595	203,882	213,595	203,882	214,074	224,266
Maintenance Manager	124,842	131,082	137,322	131,082	137,634	144,186	137,634	144,518	151,403	144,518	151,736	151,736	158,954	151,736	158,954	166,920	159,328	166,920	159,328	166,920	159,328	166,920	159,328	167,294	175,261
Chief Financial Officer (CFO)	159,744	167,731	175,718	167,731	176,114	184,496	176,114	184,912	193,710	184,912	194,168	194,168	203,424	194,168	203,424	213,595	203,882	213,595	203,882	213,595	203,882	213,595	203,882	214,074	224,266
Planning and Development Director	136,178	142,979	149,781	142,979	150,134	157,290	150,134	157,643	165,152	157,643	165,526	165,526	173,410	165,526	173,410	182,104	182,104	182,104	182,104	182,104	182,104	182,104	182,104	191,214	200,782
Human Resources Director	149,822	157,310	164,798	157,310	165,173	173,035	165,173	173,430	181,688	173,430	182,104	182,104	190,778	182,104	190,778	200,325	191,214	200,325	191,214	200,325	191,214	200,325	191,214	200,782	210,350
Information Technology and Intelligent Transportation Systems Director	149,822	157,310	164,798	157,310	165,173	173,035	165,173	173,430	181,688	173,430	182,104	182,104	190,778	182,104	190,778	200,325	191,214	200,325	191,214	200,325	191,214	200,325	191,214	200,782	210,350
Marketing, Communications and Customer Service Director	109,574	115,045	120,515	115,045	120,806	126,568	120,806	126,838	132,870	126,838	133,182	133,182	139,526	133,182	139,526	146,494	146,494	146,494	146,494	146,494	146,494	146,494	146,494	159,984	167,606
Purchasing and Special Projects Director	109,574	115,045	120,515	115,045	120,806	126,568	120,806	126,838	132,870	126,838	133,182	133,182	139,526	133,182	139,526	146,494	146,494	146,494	146,494	146,494	146,494	146,494	146,494	159,984	167,606
*****Senior Full Stack Developer	119,413	125,382	131,352	125,382	131,643	137,904	131,643	138,216	144,789	138,216	145,122	145,122	152,027	145,122	152,027	159,640	152,878	159,640	152,878	159,640	152,878	159,640	152,878	160,472	168,106
Finance Deputy Director	119,766	125,757	131,747	125,757	132,038	138,320	132,038	138,632	145,226	138,632	145,558	145,558	152,485	145,558	152,485	159,640	152,878	159,640	152,878	159,640	152,878	159,640	152,878	160,472	168,106
Human Resources Deputy Director	112,403	118,019	123,635	118,019	123,926	129,934	123,926	129,934	136,323	130,125	136,635	136,635	143,146	136,635	143,146	150,280	143,468	150,280	143,468	150,280	143,468	150,280	143,468	150,634	157,810
Operations Manager - Fixed Route Division	98,155	103,064	107,973	103,064	108,222	113,381	108,222	113,630	119,038	113,630	119,309	119,309	124,987	119,309	124,987	131,248	125,278	131,248	125,278	131,248	125,278	131,248	125,278	131,559	137,800
Operations Manager - Paratransit Division	98,155	103,064	107,973	103,064	108,222	113,381	108,222	113,630	119,038	113,630	119,309	119,309	124,987	119,309	124,987	131,248	125,278	131,248	125,278	131,248	125,278	131,248	125,278	131,559	137,800
Assistant Maintenance Manager	93,642	98,322	103,002	98,322	103,230	108,139	103,230	108,389	113,547	108,389	113,818	113,818	119,246	113,818	119,246	125,216	119,517	125,216	119,517	125,216	119,517	125,216	119,517	125,486	131,456
Facilities Maintenance Manager	106,122	111,426	116,730	111,426	117,000	122,574	117,000	122,845	128,690	122,845	128,981	128,981	135,117	128,981	135,117	141,877	135,429	141,877	135,429	141,877	135,429	141,877	135,429	142,210	148,990
*****Full Stack Developer	103,854	109,054	114,254	109,054	114,504	119,954	114,504	120,224	125,944	120,224	126,235	126,235	132,246	126,235	132,246	138,840	132,538	138,840	132,538	138,840	132,538	138,840	132,538	139,173	145,808
Safety, Security and Risk Management Director	117,582	123,469	129,355	123,469	129,646	135,824	129,646	136,136	142,626	136,136	142,938	142,938	149,739	142,938	149,739	157,248	150,093	157,248	150,093	157,248	150,093	157,248	150,093	157,602	165,110
Assistant Operations Manager	73,632	77,314	80,995	77,314	81,182	85,051	81,182	85,238	89,294	85,238	89,502	89,502	93,766	89,502	93,766	98,446	93,974	98,446	93,974	98,446	93,974	98,446	93,974	98,675	103,376
Project Manager	73,632	77,314	80,995	77,314	81,182	85,051	81,182	85,238	89,294	85,238	89,502	89,502	93,766	89,502	93,766	98,446	93,974	98,446	93,974	98,446	93,974	98,446	93,974	98,675	103,376
Purchasing Manager	93,642	98,322	103,002	98,322	103,230	108,139	103,230	108,389	113,547	108,389	113,818	113,818	119,246	113,818	119,246	125,216	119,517	125,216	119,517	125,216	119,517	125,216	119,517	125,486	131,456
*Customer Service Manager	76,170	79,976	83,782	79,976	83,970	87,963	83,970	88,171	92,373	88,171	92,581	92,581	96,990	92,581	96,990	101,858	97,219	101,858	97,219	101,858	97,219	101,858	97,219	102,066	106,954
**Revenue Account Program Manager	73,632	77,314	80,995	77,314	81,182	85,051	81,182	85,238	89,294	85,238	89,502	89,502	93,766	89,502	93,766	98,446	93,974	98,446	93,974	98,446	93,974	98,446	93,974	98,675	103,376
*** Capital Planning and Grants Programs Manager	107,370	112,736	118,102	112,736	118,373	124,010	118,373	124,301	130,229	124,301	130,520	130,520	136,739	130,520	136,739	143,582	137,051	143,582	137,051	143,582	137,051	143,582	137,051	143,894	150,738
****Parts and Materials Manager	81,390	85,467	89,544	85,467	89,731	93,995	89,731	94,224	98,717	94,224	99,946	99,946	103,667	99,946	103,667	108,846	103,896	108,846	103,896	108,846	103,896	108,846	103,896	109,096	114,296
Executive Assistant	71,635	75,213	78,790	75,213	78,978	82,742	78,978	82,930	86,882	82,930	87,069	87,069	91,208	87,069	91,208	95,763	91,416	95,763	91,416	95,763	91,416	95,763	91,416	95,992	100,568
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)																									
*****																									
Longevity Pay is based only on length of service.																									
* Position added and adopted by the Board on 11-20-2020																									
** New position proposed to be added and adopted by the Board on 09-24-2021																									
* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022																									
*** New position added and adopted by the Board on 05-20-2022																									

# Attachment B



## MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/20/24 (FY25) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
Chief Operating Officer	79.87	83.86	87.85	83.86	88.05	92.24	88.05	92.45	96.85	92.45	97.07	101.69	97.07	101.92	106.77	101.92	107.02	112.12
Maintenance Manager	62.42	65.54	68.66	65.54	68.82	72.10	68.82	72.26	75.70	72.26	75.87	79.48	75.87	79.66	83.45	79.66	83.64	87.62
Chief Financial Officer (CFO)	79.87	83.86	87.85	83.86	88.05	92.24	88.05	92.45	96.85	92.45	97.07	101.69	97.07	101.92	106.77	101.92	107.02	112.12
Planning and Development Director	68.09	71.49	74.89	71.49	75.06	78.63	75.06	78.81	82.56	78.81	82.75	86.89	82.75	86.89	91.03	86.89	91.23	95.57
Human Resources Director	74.91	78.66	82.41	78.66	82.59	86.52	82.59	86.72	90.85	86.72	91.06	95.40	91.06	95.61	100.16	95.61	100.39	105.17
Information Technology and Intelligent Transportation Systems Director	74.91	78.66	82.41	78.66	82.59	86.52	82.59	86.72	90.85	86.72	91.06	95.40	91.06	95.61	100.16	95.61	100.39	105.17
Marketing, Communications and Customer Service Director	54.79	57.53	60.27	57.53	60.41	63.29	60.41	63.43	66.45	63.43	66.60	69.77	66.60	69.93	73.26	69.93	73.43	76.93
Purchasing and Special Projects Director	54.79	57.53	60.27	57.53	60.41	63.29	60.41	63.43	66.45	63.43	66.60	69.77	66.60	69.93	73.26	69.93	73.43	76.93
*****Senior Full Stack Developer	59.71	62.70	65.69	62.70	65.84	68.98	65.84	69.13	72.42	69.13	72.59	76.05	72.59	76.22	79.85	76.22	80.03	83.84
Finance Deputy Director	59.88	62.87	65.86	62.87	66.01	69.15	66.01	69.31	72.61	69.31	72.78	76.25	72.78	76.42	80.06	76.42	80.24	84.06
Human Resources Deputy Director	56.20	59.01	61.82	59.01	61.96	64.91	61.96	65.06	68.16	65.06	68.31	71.56	68.31	71.73	75.15	71.73	75.32	78.91
Operations Manager - Fixed Route Division	49.08	51.53	53.98	51.53	54.11	56.69	54.11	56.82	59.53	56.82	59.66	62.50	59.66	62.84	65.62	62.84	65.77	68.90
Operations Manager - Paratransit Division	49.08	51.53	53.98	51.53	54.11	56.69	54.11	56.82	59.53	56.82	59.66	62.50	59.66	62.84	65.62	62.84	65.77	68.90
Assistant Maintenance Manager	46.82	49.16	51.50	49.16	51.62	54.08	51.62	54.20	56.78	54.20	56.91	59.62	56.91	59.76	62.61	59.76	62.75	65.74
Facilities Maintenance Manager	53.06	55.71	58.36	55.71	58.50	61.29	58.50	61.43	64.36	61.43	64.50	67.57	64.50	67.73	70.96	67.73	71.12	74.51
*****Full Stack Developer	51.93	54.53	57.13	54.53	57.26	59.99	57.26	60.12	62.98	60.12	63.13	66.14	63.13	66.29	69.45	66.29	69.60	72.91
Safety, Security and Risk Management Director	58.79	61.73	64.67	61.73	64.82	67.91	64.82	68.06	71.30	68.06	71.46	74.86	71.46	75.03	78.60	75.03	78.78	82.53
Assistant Operations Manager	36.82	38.66	40.50	38.66	40.59	42.52	40.59	42.62	44.65	42.62	44.75	46.88	44.75	46.99	49.23	46.99	49.34	51.69
Project Manager	36.82	38.66	40.50	38.66	40.59	42.52	40.59	42.62	44.65	42.62	44.75	46.88	44.75	46.99	49.23	46.99	49.34	51.69
Purchasing Manager	46.82	49.16	51.50	49.16	51.62	54.08	51.62	54.20	56.78	54.20	56.91	59.62	56.91	59.76	62.61	59.76	62.75	65.74
*Customer Service Manager	38.08	39.98	41.88	39.98	41.98	43.98	41.98	44.08	46.18	44.08	46.28	48.48	46.28	48.59	50.90	48.59	51.02	53.45
**Revenue Account Program Manager	36.82	38.66	40.50	38.66	40.59	42.52	40.59	42.62	44.65	42.62	44.75	46.88	44.75	46.99	49.23	46.99	49.34	51.69
*** Capital Planning and Grants Programs Manager	53.68	56.36	59.04	56.36	59.18	62.00	59.18	62.14	65.10	62.14	65.25	68.36	65.25	68.51	71.77	68.51	71.94	75.37
****Parts and Materials Manager	40.70	42.74	44.78	42.74	44.88	47.02	44.88	47.12	49.36	47.12	49.48	51.84	49.48	51.95	54.42	51.95	54.55	57.15
Executive Assistant	35.82	37.61	39.40	37.61	39.49	41.37	39.49	41.46	43.43	41.46	43.53	45.60	43.53	45.71	47.89	45.71	48.00	50.29
L = 10 Years Longevity (5%), LL = 15 Years Longevity (5%+5%)																		
*****																		
Longevity Pay is based only on length of service.																		
* Position added and adopted by the Board on 11-20-2020																		
** New position proposed to be added and adopted by the Board on 09-24-2021																		
* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022																		
*** New position added and adopted by the Board on 05-20-2022																		



MANAGEMENT MONTHLY SALARY SCHEDULE

Effective 06/20/24 (FY25) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL
Chief Operating Officer	13,844	14,536	15,227	15,988	16,787	17,626	18,507	19,434	20,408	21,425	22,488	23,600
Maintenance Manager	10,820	11,360	11,929	12,525	13,151	13,808	14,485	15,188	15,917	16,666	17,437	18,232
Chief Financial Officer (CFO)	13,844	14,536	15,227	15,988	16,787	17,626	18,507	19,434	20,408	21,425	22,488	23,600
Planning and Development Director	11,802	12,392	12,981	13,629	14,310	15,026	15,779	16,566	17,389	18,242	19,129	20,054
Human Resources Director	12,984	13,634	14,284	14,997	15,747	16,536	17,361	18,222	19,110	20,027	20,974	21,953
Information Technology and Intelligent Transportation Systems Director	12,984	13,634	14,284	14,997	15,747	16,536	17,361	18,222	19,110	20,027	20,974	21,953
Marketing, Communications and Customer Service Director	9,497	9,972	10,447	10,970	11,518	12,094	12,698	13,330	13,989	14,669	15,379	16,120
Purchasing and Special Projects Director	9,497	9,972	10,447	10,970	11,518	12,094	12,698	13,330	13,989	14,669	15,379	16,120
*****Senior Full Stack Developer	10,350	10,868	11,366	11,957	12,553	13,182	13,841	14,530	15,250	15,999	16,778	17,589
Finance Deputy Director	10,379	10,898	11,416	11,986	12,614	13,217	13,877	14,566	15,286	15,999	16,748	17,529
Human Resources Deputy Director	9,741	10,228	10,716	11,251	11,814	12,404	12,998	13,626	14,246	14,868	15,522	16,200
Operations Manager - Fixed Route Division	8,507	8,932	9,357	9,826	10,319	10,833	11,374	11,940	12,433	12,956	13,500	14,065
Operations Manager - Paratransit Division	8,507	8,932	9,357	9,826	10,319	10,833	11,374	11,940	12,433	12,956	13,500	14,065
Assistant Maintenance Manager	8,116	8,521	8,927	9,374	9,842	10,334	10,852	11,395	11,940	12,500	13,077	13,672
Facilities Maintenance Manager	9,197	9,656	10,116	10,624	11,156	11,712	12,292	12,896	13,524	14,176	14,852	15,554
*****Full Stack Developer	9,001	9,452	9,903	10,398	10,917	11,464	12,038	12,638	13,264	13,916	14,594	15,298
Safety, Security and Risk Management Director	10,190	10,700	11,210	11,771	12,359	12,976	13,624	14,304	14,996	15,712	16,454	17,222
Assistant Operations Manager	6,382	6,701	7,020	7,370	7,739	8,126	8,533	8,960	9,408	9,877	10,356	10,855
Project Manager	6,382	6,701	7,020	7,370	7,739	8,126	8,533	8,960	9,408	9,877	10,356	10,855
Purchasing Manager	8,116	8,521	8,927	9,374	9,842	10,334	10,852	11,395	11,940	12,500	13,077	13,672
*Customer Service Manager	6,601	6,930	7,259	7,623	7,999	8,403	8,833	9,286	9,762	10,254	10,762	11,286
**Revenue Account Program Manager	6,382	6,701	7,020	7,370	7,739	8,126	8,533	8,960	9,408	9,877	10,356	10,855
*** Capital Planning and Grants Programs Manager	9,305	9,769	10,234	10,747	11,284	11,849	12,440	13,057	13,699	14,376	15,089	15,838
****Parts and Materials Manager	7,055	7,408	7,782	8,150	8,556	8,986	9,433	9,905	10,395	10,912	11,455	12,025
Executive Assistant	6,209	6,519	6,829	7,171	7,528	7,904	8,301	8,719	9,158	9,618	10,099	10,601
L = 10 Years Longevity (5%), LL = 15 Years Longevity (6%+5%)												
*****												
Longevity Pay is based only on length of service.												
* Position added and adopted by the Board on 11-20-2020												
** New position proposed to be added and adopted by the Board on 09-24-2021												
* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022												
*** New position added and adopted by the Board on 05-20-2022												



MANAGEMENT  
YEARLY SALARY SCHEDULE

Effective 06/20/24 (FY25) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 2 LL	Step 2 LL	Step 3	Step 3 LL	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 5	Step 5 LL	Step 6	Step 6 LL	Step 6 LL	
Chief Operating Officer	166,130	174,429	182,728	183,144	183,144	183,144	183,144	192,296	201,448	192,296	201,906	201,906	211,994	222,082	211,994	211,994	222,602	233,210	
Maintenance Manager	129,834	136,323	142,813	143,146	143,146	143,146	143,146	150,301	157,456	150,301	157,810	157,810	165,693	173,576	165,693	165,693	173,971	182,250	
Chief Financial Officer (CFO)	166,130	174,429	182,728	183,144	183,144	183,144	183,144	192,296	201,448	192,296	201,906	201,906	211,994	222,082	211,994	211,994	222,602	233,210	
Planning and Development Director	141,627	148,699	155,771	156,125	156,125	156,125	156,125	163,925	171,725	163,925	172,120	172,120	180,315	189,342	180,315	180,315	189,758	198,786	
Human Resources Director	155,813	163,613	171,413	171,787	171,787	171,787	171,787	180,378	188,968	180,378	189,405	189,405	198,869	208,333	198,869	198,869	208,811	218,754	
Information Technology and Intelligent Transportation Systems Director	155,813	163,613	171,413	171,787	171,787	171,787	171,787	180,378	188,968	180,378	189,405	189,405	198,869	208,333	198,869	198,869	208,811	218,754	
Marketing, Communications and Customer Service Director	113,963	119,662	125,362	125,653	125,653	125,653	125,653	131,934	138,216	131,934	138,528	138,528	145,122	152,381	145,122	145,122	152,734	160,014	
Purchasing and Special Projects Director	113,963	119,662	125,362	125,653	125,653	125,653	125,653	131,934	138,216	131,934	138,528	138,528	145,122	152,381	145,122	145,122	152,734	160,014	
****Senior Full Stack Developer	124,197	130,416	136,635	136,947	136,947	136,947	136,947	143,790	150,634	143,790	150,987	150,987	158,184	166,068	158,184	158,184	166,462	174,387	
Finance Deputy Director	124,550	130,770	136,989	137,301	137,301	137,301	137,301	144,165	151,029	144,165	151,382	151,382	158,954	166,525	158,954	158,954	166,899	174,845	
Human Resources Deputy Director	116,896	122,741	128,586	128,877	128,877	128,877	128,877	135,325	141,773	135,325	142,085	142,085	149,198	156,312	149,198	149,198	156,666	164,133	
Operations Manager - Fixed Route Division	102,086	107,182	112,278	112,549	112,549	112,549	112,549	118,186	123,822	118,186	124,093	124,093	130,000	136,490	130,291	130,291	136,802	143,312	
Operations Manager - Paratransit Division	102,086	107,182	112,278	112,549	112,549	112,549	112,549	118,186	123,822	118,186	124,093	124,093	130,000	136,490	130,291	130,291	136,802	143,312	
Assistant Maintenance Manager	97,386	102,253	107,120	107,370	107,370	107,370	107,370	112,736	118,102	112,736	118,373	118,373	124,010	130,229	124,010	124,010	130,520	136,739	
Facilities Maintenance Manager	110,365	115,877	121,389	121,680	121,680	121,680	121,680	127,774	133,869	127,774	134,160	134,160	140,546	147,597	140,546	140,546	147,930	154,981	
****Full Stack Developer	108,014	113,422	118,830	119,101	119,101	119,101	119,101	125,050	130,998	125,050	131,310	131,310	137,571	144,456	137,571	137,571	144,768	151,653	
Safety, Security and Risk Management Director	122,283	128,398	134,514	134,826	134,826	134,826	134,826	141,565	148,304	141,565	148,637	148,637	155,709	163,488	155,709	155,709	163,862	171,662	
Assistant Operations Manager	76,586	80,413	84,240	84,427	84,427	84,427	84,427	88,650	92,872	88,650	93,080	93,080	97,739	102,398	97,739	97,739	102,627	107,515	
Project Manager	76,586	80,413	84,240	84,427	84,427	84,427	84,427	88,650	92,872	88,650	93,080	93,080	97,739	102,398	97,739	97,739	102,627	107,515	
Purchasing Manager	97,386	102,253	107,120	107,370	107,370	107,370	107,370	112,736	118,102	112,736	118,373	118,373	124,010	130,229	124,010	124,010	130,520	136,739	
*Customer Service Manager	79,206	83,158	87,110	87,318	87,318	87,318	87,318	91,666	96,054	91,666	96,262	96,262	100,838	105,872	101,067	101,067	106,122	111,176	
**Revenue Account Program Manager	76,586	80,413	84,240	84,427	84,427	84,427	84,427	88,650	92,872	88,650	93,080	93,080	97,739	102,398	97,739	97,739	102,627	107,515	
*** Capital Planning and Grants Programs Manager	111,654	117,229	122,803	123,094	123,094	123,094	123,094	129,251	135,408	129,251	135,720	135,720	142,189	149,282	142,189	142,189	149,635	156,770	
****Parts and Materials Manager	84,556	88,899	93,142	93,350	93,350	93,350	93,350	98,010	102,669	98,010	102,918	102,918	108,056	113,194	108,056	108,056	113,464	118,872	
Executive Assistant	74,506	78,229	81,952	82,139	82,139	82,139	82,139	86,237	90,334	86,237	90,542	90,542	95,077	99,611	95,077	95,077	99,840	104,603	
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)																			

Longevity Pay is based only on length of service.  
 \* Position added and adopted by the Board on 11-20-2020  
 \*\* New position proposed to be added and adopted by the Board on 09-24-2021  
 \* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022  
 \*\*\* New position added and adopted by the Board on 05-20-2022

# Attachment B



## MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/19/25 (FY26) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 L	Step 1 LL	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
Chief Operating Officer	83.06	87.21	91.36	87.21	91.57	95.93	91.57	96.15	100.73	96.15	100.96	105.77	100.96	106.01	111.06	106.01	111.31	116.61
Maintenance Manager	64.92	68.17	71.42	68.17	71.58	74.99	71.58	75.16	78.74	75.16	78.92	82.68	78.92	82.87	86.82	82.87	87.01	91.15
Chief Financial Officer (CFO)	83.06	87.21	91.36	87.21	91.57	95.93	91.57	96.15	100.73	96.15	100.96	105.77	100.96	106.01	111.06	106.01	111.31	116.61
Planning and Development Director	70.81	74.35	77.89	74.35	78.07	81.79	78.07	81.97	85.87	81.97	86.07	90.17	86.07	90.37	94.67	90.37	94.89	99.41
Human Resources Director	77.91	81.81	85.71	81.81	85.90	89.99	85.90	90.20	94.50	90.20	94.71	99.22	94.71	99.45	104.19	99.45	104.42	109.39
Information Technology and Intelligent Transportation Systems Director	77.91	81.81	85.71	81.81	85.90	89.99	85.90	90.20	94.50	90.20	94.71	99.22	94.71	99.45	104.19	99.45	104.42	109.39
Marketing, Communications and Customer Service Director	56.98	59.83	62.68	59.83	62.82	65.61	62.82	65.96	69.10	65.96	69.26	72.56	69.26	72.72	76.18	72.72	76.36	80.00
Purchasing and Special Projects Director	56.98	59.83	62.68	59.83	62.82	65.61	62.82	65.96	69.10	65.96	69.26	72.56	69.26	72.72	76.18	72.72	76.36	80.00
****Senior Full Stack Developer	62.10	65.21	68.32	65.21	68.47	71.73	68.47	71.89	75.31	71.89	75.48	79.07	75.48	79.25	83.02	79.25	83.21	87.17
Finance Deputy Director	62.28	65.39	68.50	65.39	68.66	71.93	68.66	72.09	75.52	72.09	75.69	79.29	75.69	79.47	83.25	79.47	83.44	87.41
Human Resources Deputy Director	58.45	61.37	64.29	61.37	64.44	67.51	64.44	67.66	70.88	67.66	71.04	74.42	71.04	74.59	78.14	74.59	78.32	82.05
Operations Manager - Fixed Route Division	51.04	53.59	56.14	53.59	56.27	58.95	56.27	59.08	61.89	59.08	62.03	64.98	62.03	65.13	68.23	65.13	68.39	71.65
Operations Manager - Paratransit Division	51.04	53.59	56.14	53.59	56.27	58.95	56.27	59.08	61.89	59.08	62.03	64.98	62.03	65.13	68.23	65.13	68.39	71.65
Assistant Maintenance Manager	48.69	51.12	53.55	51.12	53.68	56.24	53.68	56.36	59.04	56.36	59.18	62.00	59.18	62.14	65.10	62.14	65.25	68.36
Facilities Maintenance Manager	55.18	57.94	60.70	57.94	60.84	63.74	60.84	63.88	66.92	63.88	67.07	70.26	67.07	70.42	73.77	70.42	73.94	77.46
****Full Stack Developer	54.01	56.71	59.41	56.71	59.55	62.39	59.55	62.53	65.51	62.53	65.66	68.79	65.66	68.94	72.22	68.94	72.39	75.84
Safety, Security and Risk Management Director	61.14	64.20	67.26	64.20	67.41	70.62	67.41	70.78	74.15	70.78	74.32	77.86	74.32	78.04	81.76	78.04	81.94	85.84
Assistant Operations Manager	38.29	40.20	42.11	40.20	42.21	44.22	42.21	44.32	46.43	44.32	46.54	48.76	46.54	48.87	51.20	48.87	51.31	53.75
Project Manager	38.29	40.20	42.11	40.20	42.21	44.22	42.21	44.32	46.43	44.32	46.54	48.76	46.54	48.87	51.20	48.87	51.31	53.75
Purchasing Manager	48.69	51.12	53.55	51.12	53.68	56.24	53.68	56.36	59.04	56.36	59.18	62.00	59.18	62.14	65.10	62.14	65.25	68.36
*Customer Service Manager	39.60	41.58	43.56	41.58	43.66	45.74	43.66	45.84	48.02	45.84	48.13	50.42	48.13	50.54	52.95	50.54	53.07	56.60
**Revenue Account Program Manager	38.29	40.20	42.11	40.20	42.21	44.22	42.21	44.32	46.43	44.32	46.54	48.76	46.54	48.87	51.20	48.87	51.31	53.75
*** Capital Planning and Grants Programs Manager	55.83	58.62	61.41	58.62	61.55	64.48	61.55	64.63	67.71	64.63	67.86	71.09	67.86	71.25	74.64	71.25	74.81	78.37
****Parts and Materials Manager	42.33	44.45	46.57	44.45	46.67	48.89	46.67	49.00	51.33	49.00	51.45	53.90	51.45	54.02	56.59	54.02	56.72	59.42
Executive Assistant	37.25	39.11	40.97	39.11	41.07	43.03	41.07	43.12	45.17	43.12	45.28	47.44	45.28	47.54	49.80	47.54	49.92	52.30

L = 10 Years Longevity (5%), LL = 15 Years Longevity (5%+5%)

\*\*\*\*\*

Longevity Pay is based only on length of service.

\* Position added and adopted by the Board on 11-20-2020

\*\* New position proposed to be added and adopted by the Board on 09-24-2021

\*\*\* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022

\*\*\*\* New position added and adopted by the Board on 05-20-2022



MANAGEMENT  
MONTHLY SALARY SCHEDULE

Effective 06/19/25 (FY26) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 LL	Step 1 LL	Step 2	Step 2 LL	Step 2 LL	Step 3	Step 3 LL	Step 3 LL	Step 4	Step 4 LL	Step 4 LL	Step 5	Step 5 LL	Step 5 LL	Step 6	Step 6 LL	Step 6 LL
Chief Operating Officer	14,397	15,116	15,836	15,116	15,872	16,628	15,872	16,666	17,460	16,666	17,500	18,334	17,500	18,375	19,250	18,375	19,294	20,212
Maintenance Manager	11,253	11,816	12,380	11,816	12,407	12,998	12,407	13,028	13,648	13,028	13,680	14,331	13,680	14,364	15,049	14,364	15,082	15,799
Chief Financial Officer (CFO)	14,397	15,116	15,836	15,116	15,872	16,628	15,872	16,666	17,460	16,666	17,500	18,334	17,500	18,375	19,250	18,375	19,294	20,212
Planning and Development Director	12,274	12,887	13,501	12,887	13,532	14,177	13,532	14,208	14,884	14,208	14,919	15,630	14,919	15,664	16,410	15,664	16,448	17,231
Human Resources Director	13,504	14,180	14,856	14,180	14,889	15,598	14,889	15,635	16,380	15,635	16,416	17,198	16,416	17,238	18,060	17,238	18,100	18,961
Information Technology and Intelligent Transportation Systems Director	13,504	14,180	14,856	14,180	14,889	15,598	14,889	15,635	16,380	15,635	16,416	17,198	16,416	17,238	18,060	17,238	18,100	18,961
Marketing, Communications and Customer Service Director	9,877	10,371	10,865	10,371	10,889	11,407	10,889	11,433	11,977	11,433	12,005	12,577	12,005	12,605	13,205	12,605	13,236	13,867
Purchasing and Special Projects Director	9,877	10,371	10,865	10,371	10,889	11,407	10,889	11,433	11,977	11,433	12,005	12,577	12,005	12,605	13,205	12,605	13,236	13,867
*****Senior Full Stack Developer	10,764	11,303	11,842	11,303	11,868	12,433	11,868	12,461	13,054	12,461	13,083	13,706	13,083	13,737	14,390	13,737	14,423	15,110
Finance Deputy Director	10,795	11,334	11,873	11,334	11,901	12,468	11,901	12,496	13,090	12,496	13,120	13,744	13,120	13,775	14,430	13,775	14,463	15,151
Human Resources Deputy Director	10,131	10,638	11,144	10,638	11,170	11,702	11,170	11,728	12,286	11,728	12,314	12,900	12,314	12,929	13,544	12,929	13,576	14,222
Operations Manager - Fixed Route Division	8,847	9,289	9,731	9,289	9,754	10,218	9,754	10,241	10,728	10,241	10,752	11,263	10,752	11,289	11,827	11,289	11,854	12,419
Operations Manager - Paratransit Division	8,847	9,289	9,731	9,289	9,754	10,218	9,754	10,241	10,728	10,241	10,752	11,263	10,752	11,289	11,827	11,289	11,854	12,419
Assistant Maintenance Manager	8,440	8,861	9,282	8,861	9,305	9,748	9,305	9,769	10,234	9,769	10,258	10,747	10,258	10,771	11,284	10,771	11,310	11,849
Facilities Maintenance Manager	9,565	10,043	10,521	10,043	10,546	11,048	10,546	11,073	11,600	11,073	11,626	12,178	11,626	12,206	12,787	12,206	12,816	13,426
*****Full Stack Developer	9,362	9,830	10,298	9,830	10,322	10,814	10,322	10,839	11,355	10,839	11,381	11,924	11,381	11,950	12,518	11,950	12,548	13,146
Safety, Security and Risk Management Director	10,598	11,128	11,658	11,128	11,684	12,241	11,684	12,269	12,853	12,269	12,882	13,496	12,882	13,527	14,172	13,527	14,203	14,879
Assistant Operations Manager	6,637	6,968	7,299	6,968	7,316	7,665	7,316	7,682	8,048	7,682	8,067	8,452	8,067	8,471	8,875	8,471	8,894	9,317
Project Manager	6,637	6,968	7,299	6,968	7,316	7,665	7,316	7,682	8,048	7,682	8,067	8,452	8,067	8,471	8,875	8,471	8,894	9,317
Purchasing Manager	8,440	8,861	9,282	8,861	9,305	9,748	9,305	9,769	10,234	9,769	10,258	10,747	10,258	10,771	11,284	10,771	11,310	11,849
*Customer Service Manager	6,864	7,207	7,550	7,207	7,568	7,928	7,568	7,946	8,324	7,946	8,343	8,740	8,343	8,760	9,178	8,760	9,199	9,637
**Revenue Account Program Manager	6,637	6,968	7,299	6,968	7,316	7,665	7,316	7,682	8,048	7,682	8,067	8,452	8,067	8,471	8,875	8,471	8,894	9,317
*** Capital Planning and Grants Programs Manager	9,677	10,161	10,644	10,161	10,669	11,177	10,669	11,203	11,736	11,203	11,762	12,322	11,762	12,350	12,938	12,350	12,967	13,584
****Parts and Materials Manager	7,337	7,705	8,072	7,705	8,090	8,474	8,090	8,493	8,897	8,493	8,918	9,343	8,918	9,364	9,809	9,364	9,832	10,300
Executive Assistant	6,457	6,779	7,102	6,779	7,119	7,459	7,119	7,474	7,830	7,474	7,849	8,223	7,849	8,240	8,632	8,240	8,653	9,065

L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)  
 \*\*\*\*\*  
 Longevity Pay is based only on length of service.  
 \* Position added and adopted by the Board on 11-20-2020  
 \*\* New position proposed to be added and adopted by the Board on 09-24-2021  
 \* Updated Schedule : CFO(General Manager Position removed, to be adopted by the Board on 03-25-2022  
 \*\*\* New position added and adopted by the Board on 05-20-2022



MANAGEMENT  
YEARLY SALARY SCHEDULE

Effective 06/19/25 (FY26) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 LL	Step 1 LL	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 LL	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
Chief Operating Officer	172,765	181,397	190,029	181,397	190,466	199,534	190,466	199,992	209,518	199,992	209,997	209,997	220,002	231,005	220,501	231,525	242,549
Maintenance Manager	135,034	141,794	148,554	141,794	148,886	155,979	148,886	163,779	163,779	166,333	171,974	164,154	172,370	180,586	172,370	180,981	189,592
Chief Financial Officer (CFO)	172,765	181,397	190,029	181,397	190,466	199,534	190,466	199,992	209,518	199,992	209,997	209,997	220,002	231,005	220,501	231,525	242,549
Planning and Development Director	147,285	154,648	162,011	154,648	162,386	170,123	162,386	170,498	178,610	170,498	179,026	179,026	187,554	196,914	187,970	197,371	206,773
Human Resources Director	162,053	170,165	178,277	170,165	178,672	187,179	178,672	187,616	196,560	187,616	196,997	196,997	206,378	216,715	206,856	217,194	227,531
Information Technology and Intelligent Transportation Systems Director	162,053	170,165	178,277	170,165	178,672	187,179	178,672	187,616	196,560	187,616	196,997	196,997	206,378	216,715	206,856	217,194	227,531
Marketing, Communications and Customer Service Director	118,518	124,446	130,374	124,446	130,666	136,885	130,666	137,197	143,728	137,197	144,061	144,061	150,925	158,454	151,258	158,829	166,400
Purchasing and Special Projects Director	118,518	124,446	130,374	124,446	130,666	136,885	130,666	137,197	143,728	137,197	144,061	144,061	150,925	158,454	151,258	158,829	166,400
*****Senior Full Stack Developer	129,168	135,637	142,106	135,637	142,418	149,198	142,418	149,531	156,645	149,531	156,998	156,998	164,466	172,682	164,840	173,077	181,314
Finance Deputy Director	129,542	136,011	142,480	136,011	142,813	149,614	142,813	149,947	157,082	149,947	157,435	157,435	164,923	173,160	165,298	173,555	181,813
Human Resources Deputy Director	121,576	127,650	133,723	127,650	134,035	140,421	134,035	140,733	147,430	140,733	147,763	147,763	154,794	162,531	155,147	162,906	170,664
Operations Manager - Fixed Route Division	106,163	111,467	116,771	111,467	117,042	122,616	117,042	122,886	128,731	122,886	129,022	129,022	135,158	141,918	135,470	142,251	149,032
Operations Manager - Paratransit Division	106,163	111,467	116,771	111,467	117,042	122,616	117,042	122,886	128,731	122,886	129,022	129,022	135,158	141,918	135,470	142,251	149,032
Assistant Maintenance Manager	101,275	106,330	111,384	106,330	111,654	116,979	111,654	117,229	122,803	117,229	123,094	123,094	128,960	135,408	129,251	135,720	142,189
Facilities Maintenance Manager	114,774	120,515	126,256	120,515	126,547	132,579	126,547	132,870	139,194	132,870	139,506	139,506	146,141	153,442	146,474	153,795	161,117
*****Full Stack Developer	112,341	117,957	123,573	117,957	123,864	129,771	123,864	130,062	136,261	130,062	136,573	136,573	143,083	150,218	143,395	150,571	157,747
Safety, Security and Risk Management Director	127,171	133,536	139,901	133,536	140,213	146,890	140,213	147,222	154,232	147,222	154,586	154,586	161,949	170,061	162,323	170,435	178,547
Assistant Operations Manager	79,643	83,616	87,589	83,616	87,797	91,978	87,797	92,186	96,574	92,186	96,803	96,803	101,421	106,496	101,650	106,725	111,800
Project Manager	79,643	83,616	87,589	83,616	87,797	91,978	87,797	92,186	96,574	92,186	96,803	96,803	101,421	106,496	101,650	106,725	111,800
Purchasing Manager	101,275	106,330	111,384	106,330	111,654	116,979	111,654	117,229	122,803	117,229	123,094	123,094	128,960	135,408	129,251	135,720	142,189
*Customer Service Manager	82,368	86,486	90,605	86,486	90,813	95,139	90,813	95,347	99,882	95,347	100,110	100,110	104,874	110,136	105,123	110,386	115,648
**Revenue Account Program Manager	79,643	83,616	87,589	83,616	87,797	91,978	87,797	92,186	96,574	92,186	96,803	96,803	101,421	106,496	101,650	106,725	111,800
*** Capital Planning and Grants Programs Manager	116,126	121,930	127,733	121,930	128,024	134,118	128,024	134,430	140,837	134,430	141,149	141,149	147,867	155,251	148,200	155,605	163,010
****Parts and Materials Manager	88,046	92,456	96,866	92,456	97,074	101,691	97,074	101,920	106,766	101,920	107,016	107,016	112,112	117,707	112,362	117,978	123,594
Executive Assistant	77,480	81,349	85,218	81,349	85,426	89,502	85,426	89,650	93,954	89,650	94,182	94,182	98,675	103,584	98,883	103,834	108,784

L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)  
 \*\*\*\*\*  
 Longevity Pay is based only on length of service.  
 \* Position added and adopted by the Board on 11-20-2020  
 \*\* New position proposed to be added and adopted by the Board on 09-24-2021  
 \* Updated Schedule : CFO/General Manager Position removed, to be adopted by the Board on 03-25-2022  
 \*\*\* New position added and adopted by the Board on 05-20-2022

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**DATE:** October 13, 2023  
**TO:** Personnel/Human Resources Standing Committee  
**FROM:** Kristina Mihaylova, Finance Deputy Director  
**SUBJECT: REVIEW REQUEST FOR RECLASSIFICATION RESULTS FOR PAYROLL SUPERVISOR POSITION IN THE FINANCE DEPARTMENT**

**I. RECOMMENDED ACTION**

**That the Personnel/Human Resources Standing Committee review the request for reclassification of the Sr. Payroll Specialist to Payroll Supervisor in the Finance Department and recommend approval to the full Board of Directors**

**II. SUMMARY**

- In order to address the needs of the Santa Cruz Metropolitan Transit District (METRO) as it relates to Payroll, we have determined the need for reclassification of the Sr. Payroll Specialist to Payroll Supervisor.
- In May 2023, Service Employees International Union Local 521 (SEIU) and Human Resources (HR) staff agreed to the creation of Payroll Supervisor position to better address the needs of METRO.
- METRO contracted with Koff & Associates (hereinafter “K&A”) to conduct a total classification and compensation study in May 2023.
- HR staff worked with the Finance Department to review the existing duties of the Sr. Payroll Specialist. After reviewing the new duties for the position, changes in our business processes related to the implementation of METRO’s new ERP – Workday, as well as the evolving needs of the Finance Department, staff is asking to reclassify the position to Payroll Supervisor.
- HR staff presented the classification and compensation study to SEIU. SEIU is in agreement with the findings and this recommendation.
- Staff is recommending approval to reclassify the Sr. Payroll Specialist to Payroll Supervisor.

### **III. DISCUSSION/BACKGROUND**

In order to address the needs of METRO as it relates to Payroll, we have determined the need for reclassification of the Sr. Payroll Specialist to Payroll Supervisor.

Additionally, over the last couple of months, the duties and responsibilities of the Sr. Payroll Specialist have significantly evolved because of METRO's need to bring payroll in-house and process payroll for the entire organization. The implementation of METRO's new ERP would allow us to handle all steps of the process. The complexity of the new system, as well as the intricacies of payroll processing, would require new competencies and duties in the Finance Department.

To that end, METRO has identified the need to reclassify the Sr. Payroll Specialist to Payroll Supervisor and contracted with Koff & Associates to conduct a total classification and compensation study in May 2023.

The study confirms the need to reclassify the position and create a new Payroll Supervisor position, which will oversee and process payroll for METRO, in accordance with union contracts, legal requirements, system modifications and updates.

HR staff worked with the Finance Department to create a new Payroll Supervisor job description (class specification). Upon approval, the current incumbent in the Sr. Payroll Specialist role will be reclassified to Payroll Supervisor.

Staff is requesting that the Personnel/Human Resources Standing Committee recommend to the full Board of Directors at its October 27, 2023 meeting to approve the reclassification of the Sr. Payroll Specialist to Payroll Supervisor.

### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This item aligns to the following Strategic Plan Priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop

### **V. FINANCIAL CONSIDERATIONS/IMPACT**

The adoption of the recommendation contained in this report will require defunding and eliminating the Sr. Payroll Specialist position description.

Funding for this position will require an additional \$17K/year. The need for this additional finding was anticipated and is offset by budget savings in the Finance Department already incorporated in the FY24 & FY25 Operating Budget.

## **VI. ALTERNATIVES CONSIDERED**

- Do nothing is an alternative. Staff does not recommend this option. This position meets the needs of METRO.
- Reject the suggested classification and wage survey. Staff does not recommend this action since the new class specification and its wage survey were researched and developed based on the developing needs of METRO.

## **VII. ATTACHMENTS**

**Attachment A:** Payroll Supervisor Job Description

**Attachment B:** Payroll Supervisor Wage Scale

Prepared by: Kristina Mihaylova, Deputy Finance Director and  
Monik Delfin, HR Deputy Director.

**VIII. APPROVALS**

Dawn Crummié, HR Director

Monik DeFina HRDC

Approved as to fiscal impact:  
Chuck Farmer, Chief Financial Officer

Keishel J. J. for Chuck Farmer

Michael Tree, CEO/General Manager

MT for MT



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Class Code: OA209*  
*FLSA Status: Exempt*

### **Payroll Supervisor**

#### **Bargaining Unit: PSA**

#### **DEFINITION:**

Under direction, a Payroll Supervisor plans, organizes, coordinates, monitors, audits, and participates in the processing of payroll; supervises assigned staff and daily payroll operations; analyzes, develops, and recommends improvements to the payroll system; ensures accurate disbursements for funds for payment of salaries and benefits; prepares and updates payroll procedure manuals in accordance with collective bargaining agreements, legal requirements, and system modifications and updates; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

Payroll Supervisor is the supervisor level class in the series. An incumbent in this class performs work that ensures the day-to-day payroll functions are performed in an effective manner by directing, overseeing, and performing full cycle payroll administration duties. This class is distinguished from the lower level class of Payroll Administrator because an incumbent in the latter class performs journey level payroll administration duties.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Supervises subordinate staff; assigns, directs, and monitors work; provides staff training; evaluates employee performance; initiates or has significant input into disciplinary actions.
- Participates in the recruitment, selection, and on-boarding process of new departmental employees.
- Supervises the planning, coordination, and processing of the District-wide biweekly payroll; performs and oversees accurate and timely payroll reconciliations and audits; balances payroll reconciliation and all payroll related accounts; reconciles payroll bank account; and troubleshoots any issues that arise.
- Ensures compliance with federal and state regulations and guidelines and adherence to payroll standards, District policies, internal controls, and collective bargaining agreement requirements.
- Implements processes to ensure proper and accurate determination and reporting of payroll liabilities such as employee and employer federal and state income taxes, Medicare taxes, unemployment insurance, state mandated garnishments, insurance deductions, union dues for represented staff, retirement contributions, and/or loan payments.
- Oversees the reconciliation and processing of payments made to payroll vendors and benefit providers.
- Supervises and participates in the preparation, reconciliation, and balancing of various payroll reports including quarterly and annual federal and state tax reports, earnings, deductions, wage garnishments, California Public Employees Retirement System (CalPERS) retirement, and related



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

reports; reviews payroll reports and documents for accuracy; supervises the preparation and distribution of W-2 forms to employees.

- Supervises the administration of the timekeeping and payroll systems; ensures system integrity and security and quality control of data.
- Supervises and participates in the identification, development, recommendation, implementation, and testing of payroll system improvements; works with Information Technology staff to maintain system integrity, troubleshoot technical issues, and test system upgrades and/or configuration changes.
- Ensures accurate accounting and reporting on all payroll related feeds to Finance.
- Supervises and leads the response to audit requests; serves as point of contact for auditors.
- Develops and maintains system user procedures and training guidelines and implements procedures to provide adequate guidance and documentation for assigned staff and District staff and management; provides training to staff and management.
- Responds to inquiries, researches and provides information, and resolves complaints and issues regarding payroll requiring the interpretation and application of policies, rules, collective bargaining agreements, and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies and recommends opportunities for improvement; upon approval, implements improvements; assists in developing payroll policies and procedures.
- Researches, analyzes, and compiles data from various sources; verifies accuracy of information, researches discrepancies, and records information.
- Supervises the maintenance of accurate and detailed databases, spreadsheets, files, and records; ensures adherence with established records retention and information security procedures.
- Composes and edits a variety of documents, including correspondence, letters, memos, forms, and reports.
- Answers telephones, greet visitors, and provides information to employees and the public.
- Operates standard office equipment; utilizes standard business computer software in performing job tasks; may utilize specialized Santa Cruz METRO software.
- Stays abreast of current payroll laws and regulations; interprets and complies with a variety of labor and tax laws which pertain to public employers.
- Provides assistance with other accounting activities and projects as needed.
- Drives a Santa Cruz METRO vehicle to perform assignments.
- Performs related work as required.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Principles and practices of employee supervision, including performance evaluation and progressive discipline.
- Advanced principles and practices of payroll administration including payroll processing, record keeping, and reporting.
- Principles and practices of governmental accounting, auditing, and financial reporting.
- Methods and techniques of analyzing, auditing, and recording payroll transactions.
- Requirements of payroll reporting for internal and external purposes.
- Computerized financial systems and software applications related to processing payroll.
- Taxable and non-taxable compensation principles.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Tax liabilities, withholding requirements, and penalties for non-compliance.
- Applicable federal, state, and local laws, codes, and wage orders, District policies and procedures, and collective bargaining agreement provisions relevant to area(s) of responsibility.
- Advanced methods of researching and resolving payroll issues.
- Modern office practices, procedures, and equipment.
- Business correspondence, formatting, and report writing.
- Methods of maintaining information in digital or hard copy files.
- Technical methods of researching, gathering, organizing, analyzing, and reporting data.
- Methods of prioritizing, planning, and organizing work.
- Time management techniques.
- Customer service techniques.
- Basic mathematics, including percentages and basic statistics.
- Telephone techniques and etiquette.
- The effective use of modern office equipment, personal computers, and standard business software.

#### **Ability to:**

- Supervise and motivate subordinate staff effectively.
- Interpret, explain, and apply payroll-related policies, procedures, and regulations.
- Interpret and apply collective bargaining agreement provisions relating to payroll and benefits.
- Supervise and perform detailed payroll processing work accurately and in a timely manner.
- Audit and reconcile a variety of financial and payroll documents, transactions, and reports.
- Assist in developing and implementing policies, procedures, and work standards.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Review payroll and other financial documents for completeness and accuracy.
- Maintain confidentiality in handling and processing confidential information and data.
- Understand, interpret, explain, and apply all pertinent laws, codes, and wage orders, District policies, procedures, and internal controls, collective bargaining agreements, and standards relevant to work performed.
- Research, gather, organize, analyze, and summarize data in a variety of formats.
- Maintain records and control systems with accuracy and attention to detail.
- Design, prepare, and compile reports and information.
- Adhere to established work schedules and timelines.
- Maintain a calm demeanor in stressful situations.
- Work independently.
- Balance multiple assignments simultaneously and effectively.
- Perform mathematical calculations quickly and accurately.
- Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned.
- Communicate clearly and effectively in both oral and written form.
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

#### **MINIMUM QUALIFICATIONS:**



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education, Training, and Experience:**

Bachelor's Degree in accounting, finance, business administration, or related field.

#### **AND**

Five (5) years of experience performing technical bookkeeping, payroll accounting, and financial clerical or related work, preferably in a public agency, including two (2) years of experience administering departmental or agency wide payroll activities in a lead or supervisory role.

#### **LICENSES AND CERTIFICATES:**

A valid Driver's License will be required at the time of appointment and throughout employment.

Must be able to obtain and maintain a current, valid Class "C" Driver's License.

#### **PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this job, the employee is frequently required to reach with hands and arms; walk, sit and stand; use finger dexterity; talk and hear, and use a keyboard. Work often requires stooping at the waist and the repetitive use of both hands to grasp and feel objects. Work may require lifting up to 20 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

#### **Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information, and documents; solves problems; uses math and mathematical reasoning; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

#### **Work Environment:**

The employee typically works in a standard office environment where the noise level is moderate.

#### **OTHER CONDITIONS OF EMPLOYMENT:**

- Must pass a requisite background check.
- Must maintain strict confidentiality of work-related information.
- May occasionally work extended hours or hours outside of the regular schedule.

\*Adopted: 10-27-2023

\*BOD Approved: 10-27-2023

\*Revised: 00-00-00

\*Job Family: Payroll

\*Job Series: Payroll Series

\*Job Series Level: Supervisor I



**Attachment A**  
**HUMAN RESOURCES DEPARTMENT**  
**Santa Cruz METRO**

\*Confidential: Yes

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# Attachment B

FY24: 5% wage increase, effective June 22, 2023/Adopted by the Board as of August 11, 2023

UNION	TITLE	Step 1	1L	1L	Step 2	2L	2L	Step 3	3L	3L	Step 4	4L	4L	Step 5	5L	5L	Step 6	6L	6L	
SEP	Administrative Supervisor	33.23	34.89	36.55	38.21	39.87	41.53	43.19	44.85	46.51	48.17	49.83	51.49	53.15	54.81	56.47	58.13	59.79	61.45	63.11
SEP	Assistant Safety & Training Coordinator	36.29	38.10	39.91	41.72	43.53	45.34	47.15	48.96	50.77	52.58	54.39	56.20	58.01	59.82	61.63	63.44	65.25	67.06	68.87
SEP	Custodial Supervisor	25.78	27.07	28.36	29.65	30.94	32.23	33.52	34.81	36.10	37.39	38.68	39.97	41.26	42.55	43.84	45.13	46.42	47.71	49.00
SEP	Customer Service Supervisor	30.38	31.90	33.42	34.94	36.46	37.98	39.50	41.02	42.54	44.06	45.58	47.10	48.62	50.14	51.66	53.18	54.70	56.22	57.74
SEP	Facilities Maintenance Supervisor	35.52	37.30	39.08	40.86	42.64	44.42	46.20	47.98	49.76	51.54	53.32	55.10	56.88	58.66	60.44	62.22	64.00	65.78	67.56
SEP	Fleet Maintenance Supervisor	41.42	43.49	45.56	47.63	49.70	51.77	53.84	55.91	57.98	60.05	62.12	64.19	66.26	68.33	70.40	72.47	74.54	76.61	78.68
SEP	Maintenance Trainer	36.29	38.10	39.91	41.72	43.53	45.34	47.15	48.96	50.77	52.58	54.39	56.20	58.01	59.82	61.63	63.44	65.25	67.06	68.87
SEP	Parts and Materials Supervisor	34.03	35.73	37.43	39.13	40.83	42.53	44.23	45.93	47.63	49.33	51.03	52.73	54.43	56.13	57.83	59.53	61.23	62.93	64.63
SEP	Payroll Supervisor	38.62	40.55	42.48	44.41	46.34	48.27	50.20	52.13	54.06	55.99	57.92	59.85	61.78	63.71	65.64	67.57	69.50	71.43	73.36
SEP	Revenue Collection Supervisor	28.69	30.12	31.55	33.00	34.45	35.90	37.35	38.80	40.25	41.70	43.15	44.60	46.05	47.50	48.95	50.40	51.85	53.30	54.75
SEP	Safety & Training Coordinator	39.23	41.19	43.15	45.11	47.07	49.03	50.99	52.95	54.91	56.87	58.83	60.79	62.75	64.71	66.67	68.63	70.59	72.55	74.51
SEP	Transit Supervisor	35.16	36.92	38.68	40.44	42.20	43.96	45.72	47.48	49.24	51.00	52.76	54.52	56.28	58.04	59.80	61.56	63.32	65.08	66.84
SEP	Transportation Planning Supervisor	51.33	53.90	56.47	59.04	61.61	64.18	66.75	69.32	71.89	74.46	77.03	79.60	82.17	84.74	87.31	89.88	92.45	95.02	97.59
SES	Accountant I	35.89	37.27	38.65	40.03	41.41	42.79	44.17	45.55	46.93	48.31	49.69	51.07	52.45	53.83	55.21	56.59	57.97	59.35	60.73
SES	Accountant II	37.28	39.14	41.00	42.86	44.72	46.58	48.44	50.30	52.16	54.02	55.88	57.74	59.60	61.46	63.32	65.18	67.04	68.90	70.76
SES	Accountant III	40.67	42.70	44.73	46.76	48.79	50.82	52.85	54.88	56.91	58.94	60.97	62.99	65.02	67.05	69.08	71.11	73.14	75.17	77.20
SES	Accounting Clerk	22.50	23.68	24.76	25.83	26.91	27.99	29.07	30.15	31.23	32.31	33.39	34.47	35.55	36.63	37.71	38.79	39.87	40.95	42.03
SES	Accounting Specialist	32.75	34.39	36.03	37.67	39.31	40.95	42.59	44.23	45.87	47.51	49.15	50.79	52.43	54.07	55.71	57.35	58.99	60.63	62.27
SES	Accounting Technician	26.80	28.14	29.48	30.82	32.16	33.50	34.84	36.18	37.52	38.86	40.20	41.54	42.88	44.22	45.56	46.90	48.24	49.58	50.92
SES	Administrative Assistant	26.08	27.38	28.68	29.98	31.28	32.58	33.88	35.18	36.48	37.78	39.08	40.38	41.68	42.98	44.28	45.58	46.88	48.18	49.48
SES	Administrative Clerk	25.47	26.64	27.81	28.98	30.15	31.32	32.49	33.66	34.83	36.00	37.17	38.34	39.51	40.68	41.85	43.02	44.19	45.36	46.53
SES	Administrative Specialist	28.65	30.08	31.51	32.94	34.37	35.80	37.23	38.66	40.09	41.52	42.95	44.38	45.81	47.24	48.67	50.10	51.53	52.96	54.39
SES	Benefits Technician	27.99	29.39	30.79	32.19	33.59	34.99	36.39	37.79	39.19	40.59	41.99	43.39	44.79	46.19	47.59	48.99	50.39	51.79	53.19
SES	Buyer	27.35	28.72	30.09	31.46	32.83	34.20	35.57	36.94	38.31	39.68	41.05	42.42	43.79	45.16	46.53	47.90	49.27	50.64	52.01
SES	Claims Technician I	24.44	25.66	26.88	28.10	29.32	30.54	31.76	32.98	34.20	35.42	36.64	37.86	39.08	40.30	41.52	42.74	43.96	45.18	46.40
SES	Claims Technician II	27.15	28.51	29.87	31.23	32.59	33.95	35.31	36.67	38.03	39.39	40.75	42.11	43.47	44.83	46.19	47.55	48.91	50.27	51.63
SES	Custodial Service Worker	19.18	20.14	21.10	22.06	23.02	23.98	24.94	25.90	26.86	27.82	28.78	29.74	30.70	31.66	32.62	33.58	34.54	35.50	36.46
SES	Customer Service Representative	22.50	23.68	24.76	25.83	26.91	27.99	29.07	30.15	31.23	32.31	33.39	34.47	35.55	36.63	37.71	38.79	39.87	40.95	42.03
SES	Customer Service Assistant	26.08	27.38	28.68	29.98	31.28	32.58	33.88	35.18	36.48	37.78	39.08	40.38	41.68	42.98	44.28	45.58	46.88	48.18	49.48
SES	Facilities Maintenance Worker I	23.68	24.86	26.04	27.22	28.40	29.58	30.76	31.94	33.12	34.30	35.48	36.66	37.84	39.02	40.20	41.38	42.56	43.74	44.92
SES	Facilities Maintenance Worker II	26.32	27.64	28.96	30.28	31.60	32.92	34.24	35.56	36.88	38.20	39.52	40.84	42.16	43.48	44.80	46.12	47.44	48.76	50.08
SES	Financial Analyst	41.02	43.07	45.12	47.17	49.22	51.27	53.32	55.37	57.42	59.47	61.52	63.57	65.62	67.67	69.72	71.77	73.82	75.87	77.92
SES	Grants/Legislative Analyst	38.01	39.91	41.81	43.71	45.61	47.51	49.41	51.31	53.21	55.11	57.01	58.91	60.81	62.71	64.61	66.51	68.41	70.31	72.21
SES	HR Analyst I	31.96	33.56	35.16	36.76	38.36	39.96	41.56	43.16	44.76	46.36	47.96	49.56	51.16	52.76	54.36	55.96	57.56	59.16	60.76
SES	HR Analyst II	35.16	36.92	38.68	40.44	42.20	43.96	45.72	47.48	49.24	51.00	52.76	54.52	56.28	58.04	59.80	61.56	63.32	65.08	66.84
SES	Human Resources Clerk	23.68	24.86	26.04	27.22	28.40	29.58	30.76	31.94	33.12	34.30	35.48	36.66	37.84	39.02	40.20	41.38	42.56	43.74	44.92
SES	Human Resources Specialist	26.05	27.35	28.65	29.95	31.25	32.55	33.85	35.15	36.45	37.75	39.05	40.35	41.65	42.95	44.25	45.55	46.85	48.15	49.45
SES	Human Resources Technician	27.35	28.72	30.09	31.46	32.83	34.20	35.57	36.94	38.31	39.68	41.05	42.42	43.79	45.16	46.53	47.90	49.27	50.64	52.01
SES	Information Technology Project Coordinator	33.75	35.44	37.13	38.82	40.51	42.20	43.89	45.58	47.27	48.96	50.65	52.34	54.03	55.72	57.41	59.10	60.79	62.48	64.17
SES	Information Technology Support Analyst I	27.63	29.01	30.39	31.77	33.15	34.53	35.91	37.29	38.67	40.05	41.43	42.81	44.19	45.57	46.95	48.33	49.71	51.09	52.47
SES	Information Technology Support Analyst II	30.68	32.21	33.74	35.27	36.80	38.33	39.86	41.39	42.92	44.45	45.98	47.51	49.04	50.57	52.10	53.63	55.16	56.69	58.22
SES	Lead Custodial Service Worker	22.92	24.07	25.22	26.37	27.52	28.67	29.82	30.97	32.12	33.27	34.42	35.57	36.72	37.87	39.02	40.17	41.32	42.47	43.62
SES	Lead Facilities Maintenance Worker	31.56	33.14	34.72	36.30	37.88	39.46	41.04	42.62	44.20	45.78	47.36	48.94	50.52	52.10	53.68	55.26	56.84	58.42	60.00
SES	Legal Secretary	23.68	24.86	26.04	27.22	28.40	29.58	30.76	31.94	33.12	34.30	35.48	36.66	37.84	39.02	40.20	41.38	42.56	43.74	44.92
SES	Mobility Training Coordinator	30.38	31.90	33.42	34.94	36.46	37.98	39.50	41.02	42.54	44.06	45.58	47.10	48.62	50.14	51.66	53.18	54.70	56.22	57.74
SES	Paralegal I	33.89	35.58	37.27	38.96	40.65	42.34	44.03	45.72	47.41	49.10	50.79	52.48	54.17	55.86	57.55	59.24	60.93	62.62	64.31
SES	Paralegal II	37.28	39.14	41.00	42.86	44.72	46.58	48.44	50.30	52.16	54.02	55.88	57.74	59.60	61.46	63.32	65.18	67.04	68.90	70.76
SES	Paratransit Eligibility Coordinator	33.89	35.58	37.27	38.96	40.65	42.34	44.03	45.72	47.41	49.10	50.79	52.48	54.17	55.86	57.55	59.24	60.93	62.62	64.31
SES	Payroll Administrator	30.30	31.82	33.34	34.86	36.38	37.90	39.42	40.94	42.46	43.98	45.50	47.02	48.54	50.06	51.58	53.10	54.62	56.14	57.66
SES	Payroll Specialist	27.35	28.72	30.09	31.46	32.83	34.20	35.57	36.94	38.31	39.68	41.05	42.42	43.79	45.16	46.53	47.90	49.27	50.64	52.01

# Attachment B

FY24: 5% wage increase, effective June 22, 2023/Adopted by the Board as of August 11, 2023

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	21.83	22.92	24.01	25.92	24.07	25.22	24.07	25.27	26.47	25.27	26.53	27.79	26.53	27.86	29.19	27.86	29.25	30.64
SES	33.89	35.58	37.27	39.14	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.15	45.31	43.15	45.41	47.57
SES	33.59	35.27	36.95	38.79	37.03	38.88	37.03	38.88	40.73	38.88	40.82	42.76	40.82	42.86	44.90	42.86	45.00	47.14
SES	30.80	32.34	33.88	35.58	33.96	35.66	33.96	35.66	37.36	35.66	37.44	39.22	37.44	39.31	41.18	39.31	41.28	43.25
SES	23.61	24.79	25.97	27.49	26.03	27.37	26.03	27.33	28.63	27.33	28.70	30.07	28.70	30.14	31.58	30.14	31.65	33.16
SES	21.24	22.30	23.36	24.79	23.42	24.54	23.42	24.59	25.76	24.59	25.82	27.11	25.82	27.11	28.40	27.11	28.47	29.83
SES	39.55	41.53	43.51	45.61	43.61	45.69	43.61	45.79	47.97	45.79	48.08	50.37	48.08	50.48	52.88	50.48	53.00	55.52
SES	43.98	46.18	48.38	50.80	48.49	50.80	48.49	50.91	53.33	50.91	53.46	56.01	53.46	56.13	58.80	56.13	58.94	61.75
SES	33.89	35.58	37.27	39.14	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.15	45.31	43.15	45.41	47.57
SES	29.79	31.28	32.77	34.36	32.84	34.40	32.84	34.48	36.12	34.48	36.20	37.92	36.20	38.01	39.82	38.01	39.91	41.81
SES	27.01	28.36	29.71	31.28	29.78	31.20	29.78	31.27	32.76	31.27	32.83	34.39	32.83	34.47	36.11	34.47	36.19	37.91
SES	45.11	47.37	49.63	52.11	49.74	52.11	49.74	52.23	54.72	52.23	54.84	57.45	54.84	57.58	60.32	57.58	60.46	63.34
SES	50.89	53.43	55.97	58.77	56.10	58.77	56.10	58.91	61.72	58.91	61.86	64.81	61.86	64.95	68.04	64.95	68.20	71.45
SES	45.63	47.91	50.19	52.71	50.31	52.83	50.31	52.83	55.35	52.83	55.47	58.11	55.47	58.24	61.01	58.24	61.15	64.06
SES	46.25	48.56	50.87	53.42	50.99	53.54	50.99	53.54	56.22	53.54	56.22	58.90	56.22	59.03	61.84	59.03	61.98	64.93
SES	34.22	35.93	37.64	39.53	37.73	39.53	37.73	39.62	41.51	39.62	41.60	43.58	41.60	43.68	45.76	43.68	45.86	48.04
SES	38.01	39.91	41.81	43.91	41.91	43.91	41.91	44.01	46.11	44.01	46.21	48.41	46.21	48.52	50.83	48.52	50.95	53.38
SEV	35.16	36.92	38.77	40.62	38.77	40.62	38.77	40.71	42.65	40.71	42.75	44.79	42.75	44.89	47.03	44.89	47.13	49.37
SEV	36.82	38.66	40.50	42.42	40.59	42.52	40.59	42.62	44.65	42.62	44.75	46.88	44.75	46.99	49.23	46.99	49.34	51.69
SEV	30.24	31.75	33.26	34.93	33.34	34.93	33.34	35.01	36.68	35.01	36.76	38.51	36.76	38.60	40.44	38.60	40.53	42.46
SEV	25.32	26.59	27.86	29.25	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87	32.33	33.95	35.57
SEV	27.61	28.99	30.37	31.89	30.44	31.96	30.44	31.96	33.48	31.96	33.56	35.16	33.56	35.24	36.92	35.24	37.00	38.76
SEV	30.68	32.21	33.74	35.32	33.82	35.43	33.82	35.51	37.20	35.51	37.29	39.07	37.29	39.15	41.01	39.15	41.11	43.07
SEV	33.75	35.44	37.13	38.98	37.21	38.98	37.21	39.07	40.93	39.07	41.02	42.97	41.02	43.07	45.12	43.07	45.22	47.37
SEV	25.21	26.47	27.73	29.11	27.79	29.11	27.79	29.18	30.57	29.18	30.64	32.10	30.64	32.17	33.70	32.17	33.78	35.39
SEV	25.32	26.59	27.86	29.25	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87	32.33	33.95	35.57
SEV	27.84	29.23	30.62	32.15	30.69	32.15	30.69	32.22	33.75	32.22	33.83	35.44	33.83	35.52	37.21	35.52	37.30	39.08
SEV	27.84	29.23	30.62	32.15	30.69	32.15	30.69	32.22	33.75	32.22	33.83	35.44	33.83	35.52	37.21	35.52	37.30	39.08
SEV	23.18	24.34	25.50	26.78	25.56	26.84	25.56	26.84	28.12	26.84	28.18	29.52	28.18	29.52	31.00	29.52	31.07	32.55
SEV	18.97	19.92	20.87	21.92	20.92	21.92	20.92	21.97	23.02	21.97	23.07	24.17	23.07	24.22	25.37	24.22	25.43	26.64
SEV	21.15	22.21	23.27	24.43	23.32	24.43	23.32	24.49	25.66	24.49	25.71	26.93	25.71	26.93	28.29	27.00	28.35	29.70

Special Handling - filled positions as of 10/26/2019

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	34.35	36.07	37.79	39.67	37.87	39.67	37.87	39.76	41.65	39.76	41.75	43.74	41.75	43.84	45.93	43.84	46.03	48.22
SEV	28.07	29.47	30.87	32.41	30.94	32.41	30.94	32.49	34.04	32.49	34.11	35.73	34.11	35.82	37.53	35.82	37.61	39.40
SEV	19.20	20.15	21.12	22.18	21.17	22.18	21.17	22.23	23.29	22.23	23.34	24.45	23.34	24.51	25.68	24.51	25.74	26.97

*Longevity Pay is based only on length of service.*

Notes: \* Adding Customer Service Assistant to the SEA Chapter. Position and wage approved on BOD 06.26.2020. Adding HR Analyst I to the SEA Chapter. Position and wage approved on BOD 01.28.2022. Adding IT Project Coordinator to the SEA Chapter. Position and wage approved on BOD 03.25.2022. Adding Mobility Training Coordinator. Position and wage approved on BOD 06.24.2022. Adding Accountant III. Position and wage approved on BOD 09.23.2022. Adding Maintenance Trainer. Position and wage approved on BOD 02.24.2023. Adding Payroll Administrator and Payroll Supervisor. Positions and wages approved on BOD 10.27.2023.

# Attachment B

FY25: 4% wage increase, effective June 20, 2024/Adopted by the Board as of August 11, 2023

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SEP	Administrative Supervisor	34.56	36.29	38.02	39.75	41.48	43.21	44.94	46.67	48.40	50.13	51.86	53.59	55.32	57.05	58.78	60.51	62.24	63.97
SEP	Assistant Safety & Training Coordinator	37.74	39.63	41.52	43.41	45.30	47.19	49.08	50.97	52.86	54.75	56.64	58.53	60.42	62.31	64.20	66.09	67.98	69.87
SEP	Custodial Supervisor	26.81	28.15	29.49	30.83	32.17	33.51	34.85	36.19	37.53	38.87	40.21	41.55	42.89	44.23	45.57	46.91	48.25	49.59
SEP	Customer Service Supervisor	31.60	33.18	34.76	36.34	37.92	39.50	41.08	42.66	44.24	45.82	47.40	48.98	50.56	52.14	53.72	55.30	56.88	58.46
SEP	Facilities Maintenance Supervisor	36.94	38.79	40.64	42.49	44.34	46.19	48.04	49.89	51.74	53.59	55.44	57.29	59.14	60.99	62.84	64.69	66.54	68.39
SEP	Fleet Maintenance Supervisor	44.37	46.59	48.81	51.03	53.25	55.47	57.69	59.91	62.13	64.35	66.57	68.79	71.01	73.23	75.45	77.67	79.89	82.11
SEP	Maintenance Trainer	37.74	39.69	41.52	39.63	41.61	43.59	45.57	47.55	49.53	51.51	53.49	55.47	57.45	59.43	61.41	63.39	65.37	67.35
SEP	Parts and Materials Supervisor	35.39	37.16	38.93	40.70	42.47	44.24	46.01	47.78	49.55	51.32	53.09	54.86	56.63	58.40	60.17	61.94	63.71	65.48
SEP	Payroll Supervisor	40.16	42.17	44.18	46.19	48.20	50.21	52.22	54.23	56.24	58.25	60.26	62.27	64.28	66.29	68.30	70.31	72.32	74.33
SEP	Revenue Collection Supervisor	29.84	31.33	32.82	34.31	35.80	37.29	38.78	40.27	41.76	43.25	44.74	46.23	47.72	49.21	50.70	52.19	53.68	55.17
SEP	Safety & Training Coordinator	40.80	42.84	44.88	46.92	48.96	51.00	53.04	55.08	57.12	59.16	61.20	63.24	65.28	67.32	69.36	71.40	73.44	75.48
SEP	Transit Supervisor	36.57	38.40	40.23	42.06	43.89	45.72	47.55	49.38	51.21	53.04	54.87	56.70	58.53	60.36	62.19	64.02	65.85	67.68
SEP	Transportation Planning Supervisor	53.38	56.05	58.72	61.39	64.06	66.73	69.40	72.07	74.74	77.41	80.08	82.75	85.42	88.09	90.76	93.43	96.10	98.77
SES	Accountant I	35.25	37.01	38.77	40.53	42.29	44.05	45.81	47.57	49.33	51.09	52.85	54.61	56.37	58.13	59.89	61.65	63.41	65.17
SES	Accountant II	38.77	40.71	42.65	44.59	46.53	48.47	50.41	52.35	54.29	56.23	58.17	60.11	62.05	63.99	65.93	67.87	69.81	71.75
SES	Accountant III	42.30	44.42	46.54	48.66	50.78	52.90	55.02	57.14	59.26	61.38	63.50	65.62	67.74	69.86	71.98	74.10	76.22	78.34
SES	Accounting Clerk	23.40	24.57	25.74	26.91	28.08	29.25	30.42	31.59	32.76	33.93	35.10	36.27	37.44	38.61	39.78	40.95	42.12	43.29
SES	Accounting Specialist	34.06	35.76	37.46	39.16	40.86	42.56	44.26	45.96	47.66	49.36	51.06	52.76	54.46	56.16	57.86	59.56	61.26	62.96
SES	Accounting Technician	27.87	29.26	30.65	32.04	33.43	34.82	36.21	37.60	38.99	40.38	41.77	43.16	44.55	45.94	47.33	48.72	50.11	51.50
SES	Administrative Assistant	27.12	28.48	29.84	31.20	32.56	33.92	35.28	36.64	38.00	39.36	40.72	42.08	43.44	44.80	46.16	47.52	48.88	50.24
SES	Administrative Clerk	24.41	25.68	26.95	28.22	29.49	30.76	32.03	33.30	34.57	35.84	37.11	38.38	39.65	40.92	42.19	43.46	44.73	46.00
SES	Administrative Specialist	29.80	31.29	32.78	34.27	35.76	37.25	38.74	40.23	41.72	43.21	44.70	46.19	47.68	49.17	50.66	52.15	53.64	55.13
SES	Benefits Technician	28.44	29.86	31.28	32.69	34.11	35.52	36.94	38.35	39.76	41.17	42.58	43.99	45.40	46.81	48.22	49.63	51.04	52.45
SES	Buyer	29.11	30.57	32.03	33.49	34.95	36.41	37.87	39.33	40.79	42.25	43.71	45.17	46.63	48.09	49.55	51.01	52.47	53.93
SES	Claims Technician I	25.42	26.69	27.96	29.23	30.50	31.77	33.04	34.31	35.58	36.85	38.12	39.39	40.66	41.93	43.20	44.47	45.74	47.01
SES	Claims Technician II	28.24	29.65	31.06	32.47	33.88	35.29	36.70	38.11	39.52	40.93	42.34	43.75	45.16	46.57	47.98	49.39	50.80	52.21
SES	Custodial Service Worker	19.95	20.95	21.95	22.95	23.95	24.95	25.95	26.95	27.95	28.95	29.95	30.95	31.95	32.95	33.95	34.95	35.95	36.95
SES	Customer Service Representative	23.40	24.57	25.74	26.91	28.08	29.25	30.42	31.59	32.76	33.93	35.10	36.27	37.44	38.61	39.78	40.95	42.12	43.29
SES	Customer Service Assistant	27.12	28.48	29.84	31.20	32.56	33.92	35.28	36.64	38.00	39.36	40.72	42.08	43.44	44.80	46.16	47.52	48.88	50.24
SES	Facilities Maintenance Worker I	24.63	25.86	27.09	28.32	29.55	30.78	32.01	33.24	34.47	35.70	36.93	38.16	39.39	40.62	41.85	43.08	44.31	45.54
SES	Facilities Maintenance Worker II	27.37	28.74	30.11	31.48	32.85	34.22	35.59	36.96	38.33	39.70	41.07	42.44	43.81	45.18	46.55	47.92	49.29	50.66
SES	Financial Analyst	42.66	44.79	46.92	49.05	51.18	53.31	55.44	57.57	59.70	61.83	63.96	66.09	68.22	70.35	72.48	74.61	76.74	78.87
SES	Grants/Legislative Analyst	39.53	41.51	43.49	45.47	47.45	49.43	51.41	53.39	55.37	57.35	59.33	61.31	63.29	65.27	67.25	69.23	71.21	73.19
SES	HR Analyst I	33.24	34.90	36.56	38.22	39.88	41.54	43.20	44.86	46.52	48.18	49.84	51.50	53.16	54.82	56.48	58.14	59.80	61.46
SES	HR Analyst II	36.57	38.40	40.23	42.06	43.89	45.72	47.55	49.38	51.21	53.04	54.87	56.70	58.53	60.36	62.19	64.02	65.85	67.68
SES	Human Resources Clerk	24.63	25.86	27.09	28.32	29.55	30.78	32.01	33.24	34.47	35.70	36.93	38.16	39.39	40.62	41.85	43.08	44.31	45.54
SES	Human Resources Specialist	27.09	28.44	29.79	31.14	32.49	33.84	35.19	36.54	37.89	39.24	40.59	41.94	43.29	44.64	45.99	47.34	48.69	50.04
SES	Human Resources Technician	28.44	29.86	31.28	32.69	34.11	35.52	36.94	38.35	39.76	41.17	42.58	43.99	45.40	46.81	48.22	49.63	51.04	52.45
SES	Information Technology Project Coordinator	35.10	36.86	38.62	40.38	42.14	43.90	45.66	47.42	49.18	50.94	52.70	54.46	56.22	57.98	59.74	61.50	63.26	65.02
SES	Information Technology Support Analyst I	28.74	30.18	31.62	33.06	34.50	35.94	37.38	38.82	40.26	41.70	43.14	44.58	46.02	47.46	48.90	50.34	51.78	53.22
SES	Information Technology Support Analyst II	31.91	33.51	35.11	36.71	38.31	39.91	41.51	43.11	44.71	46.31	47.91	49.51	51.11	52.71	54.31	55.91	57.51	59.11
SES	Lead Custodial Service Worker	23.84	25.03	26.22	27.41	28.60	29.79	30.98	32.17	33.36	34.55	35.74	36.93	38.12	39.31	40.50	41.69	42.88	44.07
SES	Lead Facilities Maintenance Worker	32.82	34.46	36.10	37.74	39.38	41.02	42.66	44.30	45.94	47.58	49.22	50.86	52.50	54.14	55.78	57.42	59.06	60.70
SES	Legal Secretary	24.63	25.86	27.09	28.32	29.55	30.78	32.01	33.24	34.47	35.70	36.93	38.16	39.39	40.62	41.85	43.08	44.31	45.54
SES	Mobility Training Coordinator	31.60	33.18	34.76	36.34	37.92	39.50	41.08	42.66	44.24	45.82	47.40	48.98	50.56	52.14	53.72	55.30	56.88	58.46
SES	Paralegal I	35.25	37.01	38.77	40.53	42.29	44.05	45.81	47.57	49.33	51.09	52.85	54.61	56.37	58.13	59.89	61.65	63.41	65.17
SES	Paralegal II	38.77	40.71	42.65	44.59	46.53	48.47	50.41	52.35	54.29	56.23	58.17	60.11	62.05	63.99	65.93	67.87	69.81	71.75
SES	Paratransit Eligibility Coordinator	35.25	37.01	38.77	40.53	42.29	44.05	45.81	47.57	49.33	51.09	52.85	54.61	56.37	58.13	59.89	61.65	63.41	65.17
SES	Payroll Administrator	31.51	33.09	34.67	36.25	37.83	39.41	40.99	42.57	44.15	45.73	47.31	48.89	50.47	52.05	53.63	55.21	56.79	58.37
SES	Payroll Specialist	28.44	29.86	31.28	32.69	34.11	35.52	36.94	38.35	39.76	41.17	42.58	43.99	45.40	46.81	48.22	49.63	51.04	52.45

# Attachment B

FY25: 4% wage increase, effective June 20, 2024/Adopted by the Board as of August 11, 2023

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Aide	22.70	23.84	24.98	23.84	25.03	26.22	25.03	26.28	27.53	26.28	27.59	28.90	27.59	28.97	30.35	28.97	30.42	31.87
SES	Planning Data Analyst	35.25	37.01	38.86	37.01	38.86	40.71	38.86	40.80	42.74	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48
SES	Purchasing Agent	34.93	36.68	38.43	36.68	38.51	40.34	38.51	40.44	42.37	40.44	42.46	44.48	42.46	44.58	46.70	44.58	46.81	49.04
SES	Purchasing Assistant	32.03	33.63	35.23	33.63	35.31	36.99	35.31	37.08	38.85	37.08	38.93	40.78	38.93	40.88	42.83	40.88	42.92	44.96
SES	Revenue Account Coordinator	24.55	25.78	27.01	25.78	27.07	28.36	27.07	28.42	29.77	28.42	29.84	31.26	29.84	31.33	32.82	31.33	32.90	34.47
SES	Revenue Collection Clerk	22.09	23.19	24.29	23.19	24.35	25.51	24.35	25.57	26.79	25.57	26.85	28.13	26.85	28.19	29.60	28.19	29.60	31.01
SES	Safety and Training Program Specialist I	41.13	43.19	45.25	43.19	45.35	47.51	45.35	47.62	49.89	47.62	50.00	52.38	50.00	52.50	55.00	52.50	55.13	57.76
SES	Safety and Training Program Specialist II	45.74	48.03	50.32	48.03	50.43	52.83	50.43	52.95	55.47	52.95	55.60	58.25	55.60	58.38	61.16	58.38	61.30	64.22
SES	Scheduling Analyst	35.25	37.01	38.77	37.01	38.86	40.71	38.86	40.80	42.74	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48
SES	Senior Accounting Technician	30.98	32.53	34.08	32.53	34.16	35.79	34.16	35.87	37.58	35.87	37.66	39.45	37.66	39.54	41.42	39.54	41.52	43.50
SES	Senior Customer Service Representative	28.09	29.49	30.89	29.49	30.96	32.43	30.96	32.51	34.06	32.51	34.14	35.77	34.14	35.85	37.56	35.85	37.64	39.43
SES	Senior Financial Analyst	46.91	49.26	51.61	49.26	51.72	54.18	51.72	54.31	56.90	54.31	57.03	59.75	57.03	59.88	62.73	59.88	62.87	65.86
SES	Senior Systems Administrator	52.93	55.58	58.23	55.58	58.36	61.14	58.36	61.28	64.20	61.28	64.34	67.40	64.34	67.56	70.78	67.56	70.94	74.32
SES	Senior Transportation Planner	47.46	49.83	52.20	49.83	52.32	54.81	52.32	54.94	57.56	54.94	57.69	60.44	57.69	60.57	63.45	60.57	63.60	66.63
SES	Systems Administrator	48.10	50.51	52.92	50.51	53.04	55.69	53.04	55.84	58.59	55.84	58.47	61.25	58.47	61.39	64.31	61.39	64.46	67.59
SES	Transportation Planner I	35.59	37.37	39.15	37.37	39.24	41.11	39.24	41.20	43.16	41.20	43.26	45.32	43.26	45.42	47.58	45.42	47.69	49.96
SES	Transportation Planner II	39.53	41.51	43.49	41.51	43.59	45.67	43.59	45.77	47.95	45.77	48.06	50.35	48.06	50.46	52.86	50.46	52.98	55.50
SEV	Electronic Technician	36.57	38.40	40.23	38.40	40.32	42.24	40.32	42.34	44.36	42.34	44.46	46.58	44.46	46.68	48.90	46.68	48.91	51.34
SEV	Lead Mechanic	39.44	41.41	43.38	41.41	43.48	45.55	43.48	45.65	47.82	45.65	47.93	50.21	47.93	50.33	52.73	50.33	52.85	55.37
SEV	Lead Parts and Materials Clerk	31.45	33.02	34.59	33.02	34.67	36.32	34.67	36.40	38.13	36.40	38.22	40.04	38.22	40.13	42.04	40.13	42.14	44.15
SEV	Lead Vehicle Service Worker	26.33	27.65	28.97	27.65	29.03	30.41	29.03	30.48	31.93	30.48	32.00	33.52	32.00	33.60	35.20	33.60	35.28	36.96
SEV	Mechanic I	29.58	31.06	32.54	31.06	32.61	34.16	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55	37.75	39.64	41.53
SEV	Mechanic II	32.87	34.51	36.15	34.51	36.24	37.97	36.24	38.05	39.86	38.05	39.95	41.85	39.95	41.95	43.95	41.95	44.05	46.15
SEV	Mechanic III	36.16	37.97	39.78	37.97	39.87	41.77	39.87	41.86	43.85	41.86	43.95	46.04	43.95	46.15	48.35	46.15	48.46	50.77
SEV	Parts and Materials Clerk	26.22	27.59	28.94	27.59	28.91	30.29	28.91	30.36	31.81	30.36	31.88	33.40	31.88	33.47	35.06	33.47	35.14	36.81
SEV	Upholsterer I	26.33	27.65	28.97	27.65	29.03	30.41	29.03	30.48	31.93	30.48	32.00	33.52	32.00	33.60	35.20	33.60	35.28	36.96
SEV	Upholsterer II	28.95	30.40	31.85	30.40	31.92	33.44	31.92	33.52	35.12	33.52	35.20	36.88	35.20	36.96	38.72	36.96	38.81	40.66
SEV	Vehicle Body Repair Mechanic	28.95	30.40	31.85	30.40	31.92	33.44	31.92	33.52	35.12	33.52	35.20	36.88	35.20	36.96	38.72	36.96	38.81	40.66
SEV	Vehicle Service Detailer	24.11	25.32	26.53	25.32	26.59	27.86	26.59	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87
SEV	Vehicle Service Worker I	19.73	20.72	21.71	20.72	21.76	22.80	21.76	22.85	23.94	22.85	23.99	25.13	23.99	25.19	26.39	25.19	26.45	27.71
SEV	Vehicle Service Worker II	22.00	23.10	24.20	23.10	24.26	25.42	24.26	25.47	26.68	25.47	26.74	28.01	26.74	28.08	29.42	28.08	29.48	30.88

Special Handling - filled positions as of 10/26/2019

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Data Analyst	35.72	37.51	39.30	37.51	39.39	41.27	39.39	41.36	43.33	41.36	43.43	45.50	43.43	45.60	47.77	45.60	47.88	50.16
SEV	Mechanic I	30.07	31.57	33.07	31.57	33.15	34.73	33.15	34.81	36.47	34.81	36.55	38.29	36.55	38.38	40.21	38.38	40.30	42.22
SEV	Vehicle Service Worker I	19.97	20.97	21.97	20.97	22.02	23.07	22.02	23.12	24.22	23.12	24.28	25.44	24.28	25.49	26.70	25.49	26.76	28.03

*Longevity Pay is based only on length of service.*

Notes: \* Adding Customer Service Assistant to the SEA Chapter. Position and wage approved on BOD 06.26.2020. Adding HR Analyst I to the SEA Chapter. Position and wage approved on BOD 01.28.2022. Adding IT Project Coordinator to the SEA Chapter. Position and wage approved on BOD 05.25.2022. Adding Mobility Training Coordinator. Position and wage approved on BOD 06.24.2022. Adding Accountant III. Position and wage approved on BOD 09.23.2022. Adding Maintenance Trainer. Position and wage approved on BOD 02.24.2023. Adding Payroll Administrator and Payroll Supervisor. Positions and wages approved on BOD 10.27.2023.

# Attachment B

FY26: 4% wage increase, effective June 19, 2025/Adopted by the Board as of August 11, 2023

UNION	TITLE	Step 1	1L	11L	Step 2	2L	21L	22L	Step 3	3L	31L	Step 4	4L	41L	Step 5	5L	51L	Step 6	6L	61L
SEP	Administrative Supervisor	35.94	37.74	39.54	37.74	39.63	41.52	39.63	39.63	41.61	43.59	41.61	43.69	45.77	43.69	45.87	48.05	45.87	48.16	50.45
SEP	Assistant Safety & Training Coordinator	39.25	41.21	43.17	41.21	43.27	45.33	43.27	43.27	45.43	47.59	45.43	47.70	49.97	47.70	50.09	52.48	50.09	52.59	55.09
SEP	Custodial Supervisor	27.88	29.27	30.66	29.27	30.73	32.19	30.73	30.73	32.27	33.81	32.27	33.88	35.49	33.88	35.57	37.26	35.57	37.35	39.13
SEP	Customer Service Supervisor	32.86	34.50	36.14	34.50	36.23	37.96	36.23	36.23	38.04	39.85	38.04	39.94	41.84	39.94	41.94	43.94	41.94	44.04	46.14
SEP	Fleet Maintenance Supervisor	38.42	40.34	42.26	40.34	42.36	44.38	42.36	42.36	44.48	46.60	44.48	46.70	48.92	46.70	49.04	51.38	49.04	51.49	53.94
SEP	Fleet Maintenance Supervisor	46.14	48.45	50.76	48.45	50.87	53.29	50.87	50.87	53.41	55.95	53.41	56.08	58.75	56.08	58.88	61.68	58.88	61.82	64.76
SEP	Maintenance Trainer	39.25	41.21	43.17	41.21	43.27	45.33	43.27	43.27	45.43	47.59	45.43	47.70	49.97	47.70	50.09	52.48	50.09	52.59	55.09
SEP	Parts and Materials Supervisor	36.81	38.65	40.49	38.65	40.58	42.51	40.58	40.58	42.61	44.64	42.61	44.74	46.98	44.74	46.98	49.22	46.98	49.33	51.68
SEP	Payroll Supervisor	41.77	43.86	45.95	43.86	46.05	48.24	46.05	46.05	48.35	50.65	48.35	50.77	53.19	50.77	53.31	55.85	53.31	55.98	58.65
SEP	Revenue Collection Supervisor	31.03	32.58	34.13	32.58	34.21	35.84	34.21	34.21	35.92	37.63	35.92	37.72	39.52	37.72	39.61	41.50	39.61	41.59	43.57
SEP	Safety & Training Coordinator	42.43	44.55	46.67	44.55	46.78	49.01	46.78	46.78	49.12	51.46	49.12	51.58	54.16	51.58	54.16	56.87	54.16	56.87	59.58
SEP	Transit Supervisor	38.03	39.93	41.83	39.93	41.93	43.93	41.93	41.93	44.03	46.13	44.03	46.23	48.43	46.23	48.54	50.85	48.54	50.97	53.40
SEP	Transportation Planning Supervisor	55.52	58.30	61.08	58.30	61.22	64.14	61.22	61.22	64.28	67.34	64.28	67.49	70.70	67.49	70.86	74.23	70.86	74.40	77.94
SES	Accountant I	36.66	38.49	40.32	38.49	40.41	42.33	40.41	40.41	42.43	44.45	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46
SES	Accountant II	40.32	42.34	44.36	42.34	44.46	46.58	44.46	44.46	46.68	48.90	46.68	49.01	51.34	49.01	51.46	53.91	51.46	54.03	56.60
SES	Accountant III	43.99	46.19	48.39	46.19	48.50	50.81	48.50	48.50	50.93	53.36	50.93	53.48	56.03	53.48	56.15	58.82	56.15	58.96	61.77
SES	Accounting Clerk	24.34	25.56	26.78	25.56	26.84	28.12	26.84	26.84	28.18	29.52	28.18	29.59	31.00	29.59	31.07	32.55	31.07	32.62	34.17
SES	Accounting Specialist	35.42	37.19	38.96	37.19	39.05	40.91	39.05	39.05	41.00	42.95	41.00	43.05	45.10	43.05	45.20	47.35	45.20	47.46	49.72
SES	Accounting Technician	28.98	30.43	31.88	30.43	31.95	33.47	31.95	31.95	33.55	35.15	33.55	35.23	36.91	35.23	36.99	38.75	36.99	38.84	40.69
SES	Administrative Assistant	28.20	29.61	31.02	29.61	31.09	32.57	31.09	31.09	32.64	34.19	32.64	34.27	35.90	34.27	35.98	37.69	35.98	37.78	39.58
SES	Administrative Clerk	25.39	26.66	27.93	26.66	27.99	29.32	27.99	27.99	29.39	30.79	29.39	30.86	32.33	30.86	32.40	33.94	32.40	34.02	35.64
SES	Administrative Specialist	30.99	32.54	34.09	32.54	34.17	35.80	34.17	34.17	35.88	37.59	35.88	37.67	39.46	37.67	39.55	41.43	39.55	41.53	43.51
SES	Benefits Technician	29.58	31.06	32.54	31.06	32.61	34.16	32.61	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55	37.75	39.64	41.55
SES	Buyer	30.27	31.78	33.29	31.78	33.37	34.96	33.37	33.37	35.04	36.71	35.04	36.79	38.54	36.79	38.63	40.47	38.63	40.56	42.49
SES	Claims Technician I	28.44	29.76	31.08	29.76	31.15	32.54	31.15	31.15	32.61	34.09	32.61	34.19	35.67	34.19	35.75	37.23	35.75	37.34	38.82
SES	Claims Technician II	29.37	30.84	32.31	30.84	32.38	33.92	32.38	32.38	34.00	35.62	34.00	35.72	37.40	35.72	37.49	39.28	37.49	39.36	41.23
SES	Custodial Service Worker	20.75	21.79	22.83	21.79	22.88	23.97	22.88	22.88	24.02	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12
SES	Customer Service Representative	24.34	25.56	26.78	25.56	26.84	28.12	26.84	26.84	28.18	29.52	28.18	29.52	31.00	29.52	31.07	32.55	31.07	32.62	34.17
SES	Customer Service Assistant	28.20	29.61	31.02	29.61	31.09	32.57	31.09	31.09	32.64	34.19	32.64	34.27	35.90	34.27	35.98	37.69	35.98	37.78	39.58
SES	Facilities Maintenance Worker I	25.62	26.90	28.18	26.90	28.25	29.60	28.25	28.25	29.66	31.07	29.66	31.14	32.62	31.14	32.70	34.26	32.70	34.34	35.98
SES	Facilities Maintenance Worker II	28.46	29.88	31.30	29.88	31.37	32.86	31.37	31.37	32.94	34.51	32.94	34.59	36.24	34.59	36.32	38.05	36.32	38.14	39.96
SES	Financial Analyst	44.37	46.59	48.81	46.59	48.82	51.25	48.82	48.82	51.37	53.82	51.37	53.94	56.51	53.94	56.64	59.34	56.64	59.47	62.30
SES	Grants/Legislative Analyst	41.11	43.17	45.23	43.17	45.33	47.49	45.33	45.33	47.60	49.87	47.60	49.98	52.36	49.98	52.48	54.98	52.48	55.10	57.72
SES	HR Analyst I	34.57	36.30	38.03	36.30	38.12	39.94	38.12	38.12	40.03	41.94	40.03	42.03	44.03	42.03	44.13	46.23	44.13	46.34	48.55
SES	HR Analyst II	28.17	29.58	30.99	29.58	31.06	32.54	31.06	31.06	32.61	34.16	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55
SES	Human Resources Clerk	25.62	26.90	28.18	26.90	28.25	29.60	28.25	28.25	29.66	31.07	29.66	31.14	32.62	31.14	32.70	34.26	32.70	34.34	35.98
SES	Human Resources Specialist	28.17	29.58	30.99	29.58	31.06	32.54	31.06	31.06	32.61	34.16	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55
SES	Human Resources Technician	29.58	31.06	32.54	31.06	32.61	34.16	32.61	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55	37.75	39.64	41.53
SES	Information Technology Project Coordinator	36.50	38.33	40.16	38.33	40.25	42.17	40.25	40.25	42.26	44.27	42.26	44.37	46.48	44.37	46.59	48.81	46.59	48.92	51.25
SES	Information Technology Support Analyst I	29.89	31.38	32.87	31.38	32.95	34.52	32.95	32.95	34.60	36.25	34.60	36.33	38.06	36.33	38.15	39.97	38.15	39.97	41.97
SES	Information Technology Support Analyst II	33.19	34.85	36.51	34.85	36.59	38.33	36.59	36.59	38.42	40.25	38.42	40.34	42.26	40.34	42.36	44.38	42.36	44.48	46.60
SES	Lead Custodial Service Worker	24.79	26.03	27.27	26.03	27.33	28.63	27.33	27.33	28.70	30.07	28.70	30.14	31.58	30.14	31.65	33.16	31.65	33.23	34.81
SES	Lead Facilities Maintenance Worker	34.13	35.84	37.55	35.84	37.63	39.42	37.63	37.63	39.51	41.39	39.51	41.49	43.47	41.49	43.56	45.63	43.56	45.74	47.92
SES	Legal Secretary	25.62	26.90	28.18	26.90	28.25	29.60	28.25	28.25	29.66	31.07	29.66	31.14	32.62	31.14	32.70	34.26	32.70	34.34	35.98
SES	Mobility Training Coordinator	32.86	34.50	36.14	34.50	36.23	37.96	36.23	36.23	38.04	39.85	38.04	39.94	41.84	39.94	41.94	43.94	41.94	44.04	46.14
SES	Paralegal I	36.66	38.49	40.32	38.49	40.41	42.33	40.41	40.41	42.43	44.45	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46
SES	Paralegal II	40.32	42.34	44.36	42.34	44.46	46.58	44.46	44.46	46.68	48.90	46.68	49.01	51.34	49.01	51.46	53.91	51.46	54.03	56.60
SES	Paratransit Eligibility Coordinator	36.66	38.49	40.32	38.49	40.41	42.33	40.41	40.41	42.43	44.45	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46
SES	Payroll Administrator	32.77	34.41	36.05	34.41	36.13	37.85	36.13	36.13	37.94	39.84	37.94	39.84	41.74	39.84	41.83	43.82	41.83	43.92	46.01
SES	Payroll Specialist	29.58	31.06	32.54	31.06	32.61	34.16	32.61	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55	37.75	39.64	41.53

# Attachment B

FY26: 4% wage increase, effective June 19, 2025 / Adopted by the Board as of August 11, 2023

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Aide	23.61	24.79	25.97	24.79	26.03	27.27	26.03	27.33	28.63	27.33	28.70	30.07	28.70	30.14	31.58	30.14	31.65	33.16
SES	Planning Data Analyst	36.66	38.49	40.32	38.49	40.41	42.33	40.41	42.43	44.45	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46
SES	Purchasing Agent	36.33	38.15	39.97	38.15	40.06	41.97	40.06	42.06	44.06	42.06	44.16	46.26	44.16	46.37	48.58	46.37	48.69	51.01
SES	Purchasing Assistant	33.31	34.98	36.65	34.98	36.73	38.48	36.73	38.57	40.41	38.57	40.50	42.43	40.50	42.59	44.56	42.59	44.66	46.79
SES	Revenue Account Coordinator	25.53	26.81	28.09	26.81	28.15	29.49	28.15	29.56	30.97	29.56	31.04	32.52	31.04	32.59	34.14	32.59	34.22	36.85
SES	Revenue Collection Clerk	22.97	24.12	25.27	24.12	25.33	26.54	25.33	26.60	27.87	26.60	27.93	29.33	27.93	29.33	30.73	29.33	30.80	32.27
SES	Safety and Training Program Specialist I	42.78	44.92	47.06	44.92	47.17	49.42	47.17	49.53	51.89	49.53	52.01	54.49	52.01	54.61	57.21	54.61	57.34	60.07
SES	Safety and Training Program Specialist II	47.57	49.95	52.33	49.95	52.45	54.95	52.45	55.07	57.69	55.07	57.82	60.57	57.82	60.71	63.60	60.71	63.75	66.79
SES	Scheduling Analyst	36.66	38.49	40.32	38.49	40.41	42.33	40.41	42.43	44.45	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46
SES	Senior Accounting Technician	32.22	33.83	35.44	33.83	35.52	37.21	35.52	37.30	39.08	37.30	39.17	41.04	39.17	41.13	43.09	41.13	43.19	45.25
SES	Senior Customer Service Representative	29.21	30.67	32.13	30.67	32.20	33.73	32.20	33.81	35.42	33.81	35.50	37.19	35.50	37.28	39.06	37.28	39.14	41.00
SES	Senior Financial Analyst	48.79	51.23	53.67	51.23	53.79	56.35	53.79	56.48	59.17	56.48	59.30	62.12	59.30	62.27	65.24	62.27	65.38	68.49
SES	Senior Systems Administrator	55.05	57.80	60.55	57.80	60.69	63.58	60.69	63.72	66.75	63.72	66.91	70.10	66.91	70.26	73.61	70.26	73.77	77.28
SES	Senior Transportation Planner	49.36	51.83	54.30	51.83	54.42	57.01	54.42	57.14	59.86	57.14	60.00	62.86	60.00	63.00	66.00	63.00	66.15	69.30
SES	Systems Administrator	50.02	52.52	55.02	52.52	55.15	57.78	55.15	57.91	60.67	57.91	60.81	63.71	60.81	63.85	66.89	63.85	67.04	70.23
SES	Transportation Planner I	37.01	38.86	40.71	38.86	40.80	42.74	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48	47.23	49.59	51.95
SES	Transportation Planner II	41.11	43.17	45.23	43.17	45.33	47.49	45.33	47.60	49.87	47.60	49.98	52.36	49.98	52.48	54.98	52.48	55.10	57.72
SEV	Electronic Technician	38.03	39.93	41.83	39.93	41.93	43.93	41.93	44.03	46.13	44.03	46.23	48.43	46.23	48.54	50.85	48.54	50.97	53.40
SEV	Lead Mechanic	41.02	43.07	45.12	43.07	45.22	47.37	45.22	47.48	49.74	47.48	49.85	52.22	49.85	52.34	54.83	52.34	54.96	57.58
SEV	Lead Parts and Materials Clerk	32.71	34.35	35.99	34.35	36.07	37.79	36.07	37.87	39.67	37.87	39.76	41.65	39.76	41.75	43.74	41.75	43.84	45.93
SEV	Lead Vehicle Service Worker	27.38	28.75	30.12	28.75	30.19	31.63	30.19	31.70	33.21	31.70	33.29	34.88	33.29	34.95	36.61	34.95	36.70	38.45
SEV	Mechanic I	30.76	32.30	33.84	32.30	33.92	35.54	33.92	35.62	37.32	35.62	37.40	39.18	37.40	39.27	41.14	39.27	41.23	43.19
SEV	Mechanic II	34.18	35.89	37.60	35.89	37.68	39.47	37.68	39.56	41.44	39.56	41.54	43.52	41.54	43.62	45.70	43.62	45.80	47.98
SEV	Mechanic III	37.61	39.49	41.37	39.49	41.46	43.43	41.46	43.53	45.60	43.53	45.71	47.89	45.71	48.00	50.29	48.00	50.40	52.80
SEV	Parts and Materials Clerk	27.27	28.63	29.99	28.63	30.06	31.49	30.06	31.56	33.06	31.56	33.14	34.72	33.14	34.80	36.46	34.80	36.54	38.28
SEV	Upholsterer I	27.38	28.75	30.12	28.75	30.19	31.63	30.19	31.70	33.21	31.70	33.29	34.88	33.29	34.95	36.61	34.95	36.70	38.45
SEV	Upholsterer II	30.11	31.62	33.13	31.62	33.20	34.78	33.20	34.86	36.52	34.86	36.60	38.34	36.60	38.43	40.26	38.43	40.35	42.27
SEV	Vehicle Body Repair Mechanic	30.11	31.62	33.13	31.62	33.20	34.78	33.20	34.86	36.52	34.86	36.60	38.34	36.60	38.43	40.26	38.43	40.35	42.27
SEV	Vehicle Service Detailer	25.07	26.32	27.57	26.32	27.64	28.96	27.64	29.02	30.40	29.02	30.47	31.92	30.47	31.99	33.51	31.99	33.59	35.19
SEV	Vehicle Service Worker I	20.52	21.55	22.58	21.55	22.63	23.71	22.63	23.76	24.89	23.76	24.95	26.14	24.95	26.20	27.45	26.20	27.51	28.82
SEV	Vehicle Service Worker II	22.88	24.02	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12	27.80	29.19	30.58	29.19	30.65	32.11

Special Handling - filled positions as of 10/26/2019

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Data Analyst	37.15	39.01	40.87	39.01	40.96	42.91	40.96	43.01	45.06	43.01	45.16	47.31	45.16	47.42	49.68	47.42	49.79	52.16
SEV	Mechanic I	31.27	32.83	34.39	32.83	34.47	36.11	34.47	36.19	37.91	36.19	38.00	39.81	38.00	39.90	41.80	39.90	41.90	43.90
SEV	Vehicle Service Worker I	20.77	21.81	22.85	21.81	22.90	23.99	22.90	24.05	25.20	24.05	25.25	26.45	25.25	26.51	27.77	26.51	27.84	29.17

*Longevity Pay is based only on length of service.*

Notes: \* Adding Customer Service Assistant to the SEA Chapter. Position and wage approved on BOD 06.26.2020. Adding HR Analyst I to the SEA Chapter. Position and wage approved on BOD 01.28.2022. Adding IT Project Coordinator to the SEA Chapter. Position and wage approved on BOD 05.25.2022. Adding Mobility Training Coordinator. Position and wage approved on BOD 06.24.2022. Adding Accountant III. Position and wage approved on BOD 09.23.2022. Adding Maintenance Trainer. Position and wage approved on BOD 02.24.2023. Adding Payroll Administrator and Payroll Supervisor. Positions and wages approved on BOD 10.27.2023.



**DATE:** October 13, 2023

**TO:** Personnel/Human Resources Standing  
Committee

**FROM:** Chuck Farmer, Chief Financial Officer

**SUBJECT: REVIEW REQUEST FOR RECLASSIFICATION RESULTS FOR PARTS  
AND MATERIALS MANAGER POSITION IN THE INVENTORY  
MANAGEMENT DEPARTMENT**

## **I. RECOMMENDED ACTION**

**That the Personnel/Human Resources Standing Committee review the request for reclassification of the Parts and Materials Supervisor to Parts and Materials Manager in the Inventory Management Department and recommend approval to the full Board of Directors**

## **II. SUMMARY**

- In order to address the needs of the Santa Cruz Metropolitan Transit District (METRO) as it relates to Inventory, a classification and compensation study was performed for the Parts and Materials Supervisor position.
- Service Employees International Union (SEIU), Local 521 and management discussed the need of the study to determine if the current position needed to be reclassified due to additional duties.
- METRO contracted with Koff & Associates (hereinafter “K&A”) to conduct a total classification and compensation study.
- HR staff worked with the Inventory Management Department to review the existing duties of the Parts and Materials Supervisor position. After reviewing the new duties for the position, changes in our business processes related to the creation of a new department, implementation of METRO’s new ERP – Workday, as well as the evolving needs of Santa Cruz METRO, staff is asking to reclassify the position to Parts and Materials Manager.
- On August 24, 2023, SEIU local 521 Regional Director Olivia Martinez and SEIU - PSA Chapter President Eduardo Montesino reviewed and approved the new job description. Both SEIU representatives are in support of METRO’s creation of this new position and current employee to be reclassified.
- HR staff presented the classification and compensation study to SEIU. SEIU is in agreement with the findings and this recommendation.

- Staff is recommending approval to reclassify the Parts and Materials Supervisor to Parts and Materials Manager.

### **III. DISCUSSION/BACKGROUND**

In order to address the needs of METRO as it relates to Inventory, we have determined the need for reclassification of the Parts and Materials Supervisor to Parts and Materials Manager.

Additionally, over the last couple of months, the duties and responsibilities of the Parts and Materials Supervisor position have significantly evolved. The position now has full departmental budget responsibility as well as inventory responsibility. Second, there will be a full turnover and learning cycle as the agency moves from diesel and CNG to electric and hydrogen. The position will be a key point of contact to manage the flow of materials in, stock levels, materials out and so forth.

Over the past few months, K&A, the Chief Financial Officer and Human Resources have evaluated the position and the new needs of the organization.

The study shows that Santa Cruz METRO is in need of a Parts and Materials Manager who can manage the day to day function of the parts inventory as well as manage the parts across a fleet diversified in diesel, electric, CNG and soon to be hydrogen.

HR staff worked to create a new Parts and Materials Manager job description (class specification). Upon approval, the current incumbent in the Parts and Materials Supervisor role will be reclassified to Parts and Materials Manager position.

Staff is requesting that the Personnel/Human Resources Standing Committee recommend to the full Board of Directors at its October 27, 2023 meeting to approve the reclassification of the Parts and Materials Supervisor to Parts and Materials Manager.

### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This item aligns to the following Strategic Plan Priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop

## **V. FINANCIAL CONSIDERATIONS/IMPACT**

The adoption of the recommendation contained in this report will require defunding and leaving vacant the Parts and Materials Supervisor position.

Funding for this position is in the FY24 Budget.

## **VI. ALTERNATIVES CONSIDERED**

- Do nothing is an alternative. Staff does not recommend this option. This position meets the needs of METRO.
- Reject the suggested classification and wage survey. Staff does not recommend this action since the new class specification and its wage survey were researched and developed based on the developing needs of METRO.

## **VII. ATTACHMENTS**

**Attachment A:** Parts and Materials Manager Job Description

**Attachment B:** Parts and Materials Manager Wage Scale

Prepared by: Chuck Farmer, CFO, and Monik Delfin, HR Deputy Director

**VIII. APPROVALS**

Dawn Crummié, HR Director

Mark Duffin for DC

Approved as to fiscal impact:  
Chuck Farmer, Chief Financial Officer

Personal approval for Chuck Farmer

Michael Tree, CEO/General Manager

Michael Tree for MIT



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Class Code: OA122*  
*FLSA Status: Exempt*

### **Parts and Materials Manager**

#### **Bargaining Unit: Management**

#### **DEFINITION:**

Under general direction, the Parts and Materials Manager plans, organizes, directs, develops, and coordinates the activities of the Parts and Materials Department including inventory management and distribution of supplies and parts functions; ensures compliance with applicable federal, state, and local laws and regulations; performs other duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

This is a “working” manager classification responsible for managing and participating in inventory management, storage, and distribution of supplies and parts, as well as developing and implementing policies and procedures to ensure department activities are in accordance with Santa Cruz METRO goals, developing work plans and goals, and monitoring assigned budget. This position is distinguished from the lower level of Lead Parts and Materials Clerk in that the former is responsible for developing and overseeing implementation of department goals, objectives, policies, procedures, and training programs, as well as coordinating department operations and activities with other departments and outside agencies.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Manages the daily functions, operations, and activities of the Parts and Materials Department; provides planning, support, training, and oversight of and performs inventory management, storage, and distribution of supplies and parts functions; manages cycle counts and annual physical inventories.
- Provides for the selection, training, professional development, and work evaluation of department staff and the development and implementation of the department staffing plan; authorizes discipline as required; and provides policy guidance and interpretation to staff.
- Develops and standardizes parts and materials policies, procedures, methods, and training programs to improve and continuously monitor the compliance, efficiency, and effectiveness of assigned programs, service delivery methods, and procedures and maintain accountability for inventory assets; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Chief Financial Officer.
- Establishes lists of potential suppliers; prepares and monitors contracts and agreements with vendors; negotiates and establishes pricing; integrates into inventory management system and establishes and maintains minimum threshold of parts and materials.
- Reviews and assigns requests for parts and materials received from Santa Cruz METRO departments; ensures proper and timely issuance of parts and materials.
- Reviews and analyzes materials usage and failure trends and recommends corrective action.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Manages and coordinates the delivery, collection, storage, and disposal of hazardous waste generated at maintenance facility and fuel island.
- Reviews planned and purchased buses; determines parts and materials required for initial stock orders; ensures bus components and related parts meet Santa Cruz METRO quality standards.
- Monitors bus and vehicle warranties, recalls, and related information; manages disposal of buses, vehicles, and related inventory.
- Evaluates all inventory management and hazardous materials management for compliance with federal, state, and local requirements and with Santa Cruz METRO's goals, policies, and procedures; creates and tracks Key Performance Indicators for the department.
- Reviews, responds to, and resolves complaints in a timely manner, including those escalated by lower level staff; provides assistance and advice to parts and materials staff on how to handle difficult or potentially dangerous situations as they arise.
- Participates in the preparation and administration of the Parts and Materials Department budget; forecasts additional funds needed for staffing, equipment, materials, supplies, and special customer service projects.
- Supervises the maintenance of accurate and detailed databases, spreadsheets, files, and records, including inventory management system; participates in designing, testing, and implementing new technology solutions to meet business needs.
- Confers with department representatives to determine inventory management and hazardous materials management plans and areas of standardization to meet METRO goals and objectives.
- Prepares technical and administrative reports, correspondence, written recommendations, and makes oral presentations to Santa Cruz METRO Board of Directors, management, governmental officials, and other organizations or groups as needed.
- Maintains and directs the maintenance of working and official department files.
- Monitors changes in laws, regulations, and technology that may affect departmental operations; and implements policy and procedural changes as required.
- Drives a Santa Cruz METRO vehicle to perform assignments.
- Performs related work as required.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of budget planning, organization, and administration.
- Principles and practices of procurement and contract administration related to materials, supplies, and equipment.
- Advanced inventory management principles and practices including methods and techniques of analyzing, auditing, and recording inventory.
- Supply chain management concepts and practices.
- Procurement processes and purchasing policies.
- Computerized financial systems and software applications related to inventory management.
- Occupational hazards and safety standards related to handling, storing, and disposing hazardous materials.
- Federal, State, **and** local laws **and** regulations **and** Santa Cruz METRO policies and **procedures** applicable to inventory management and hazardous materials management.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Intermediate mathematics including, addition, subtraction, multiplication, division, percentages, and basic statistics.
- The effective use of modern office equipment, personal computers, and standard business software.

#### **Ability to:**

- Recommend and implement operational goals, objectives, and practices for providing effective and efficient inventory management, storage, and distribution of supplies and parts.
- Effectively plan, organize, direct, and coordinate the functions and staff activities for the Parts and Materials Department.
- Select, supervise, train, motivate, assign, evaluate, counsel, and discipline staff within a union environment.
- Manage **and participate in the** full lifecycle of the inventory management from planning to audit.
- Safely handle, store, **and** dispose of hazardous materials.
- Analyze and evaluate complex department/operational problems and recommend and implement effective solutions.
- Prepare reports, correspondence, and written recommendations.
- Prepare departmental budgets and expenditure projections.
- Interpret, apply, explain, and ensure compliance **with** applicable federal, state, **and** local laws and regulations and Santa Cruz METRO policies and procedures.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Perform mathematical calculations quickly and accurately.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with employees, union representatives, Board members, stakeholders, elected and appointed officials, vendors, contractors, consultants, media representatives, and members of the public.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education, Training, and Experience:**

Two (2) years course work from an accredited college in supply chain management, logistics, business administration, or a related field.

AND

Five (5) years of experience in materials management, inventory management, or related field, including two (2) years of experience in a lead or supervisory role.

#### **LICENSES AND CERTIFICATES:**

A valid Driver's License will be required at the time of appointment and throughout employment.

Must be able to obtain and maintain a current, valid Class "C" Driver's License.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

#### **PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 20 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

#### **Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

#### **Work Environment:**

The employee may work in an office, shop, construction site, or bus yard environment where the noise level may be loud. May require availability to work a flexible schedule.

#### **OTHER CONDITIONS OF EMPLOYMENT:**

- Must pass a requisite background check.

\*Adopted: 10-27-2023

\*BOD Approved: 10-27-2023

\*Revised: 00-00-00

\*Job Family: Professional- Inventory

\*Confidential: No



## MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/22/23 (FY24) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 L	Step 1 LL	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL	
Chief Operating Officer	76.80	80.64	84.48	80.64	84.67	88.70	84.67	88.90	93.13	88.90	93.35	97.80	93.35	98.02	102.69	98.02	102.92	107.82	
Maintenance Manager	60.02	63.02	66.02	63.02	66.17	69.32	66.17	69.48	72.79	69.48	72.95	76.42	72.95	76.60	80.25	76.60	80.43	84.26	
Chief Financial Officer (CFO)	76.80	80.64	84.48	80.64	84.67	88.70	84.67	88.90	93.13	88.90	93.35	97.80	93.35	98.02	102.69	98.02	102.92	107.82	
Planning and Development Director	65.47	68.74	72.01	68.74	72.18	75.62	72.18	75.79	79.40	75.79	79.58	83.37	79.58	83.56	87.54	83.56	87.74	91.92	
Human Resources Director	72.03	75.63	79.23	75.63	79.41	83.19	79.41	83.38	87.35	83.38	87.55	91.72	87.55	91.93	96.31	91.93	96.53	101.13	
Information Technology and Intelligent Transportation Systems Director	72.03	75.63	79.23	75.63	79.41	83.19	79.41	83.38	87.35	83.38	87.55	91.72	87.55	91.93	96.31	91.93	96.53	101.13	
Marketing, Communications and Customer Service Director	52.68	55.31	57.94	55.31	58.08	60.85	58.08	60.98	63.88	60.98	64.03	67.08	64.03	67.23	70.43	67.23	70.59	73.95	
Purchasing and Special Projects Director	52.68	55.31	57.94	55.31	58.08	60.85	58.08	60.98	63.88	60.98	64.03	67.08	64.03	67.23	70.43	67.23	70.59	73.95	
****Senior Full Stack Developer	57.41	60.28	63.15	60.28	63.29	66.30	63.29	66.45	69.61	66.45	69.77	73.09	69.77	73.26	76.75	73.26	76.92	80.58	
Finance Deputy Director	57.58	60.46	63.34	60.46	63.48	66.50	63.48	66.65	69.82	66.65	69.98	73.31	69.98	73.48	76.98	73.48	77.15	80.82	
Human Resources Deputy Director	54.04	56.74	59.44	56.74	59.58	62.42	59.58	62.56	65.54	62.56	65.69	68.82	65.69	68.97	72.25	68.97	72.42	75.87	
Operations Manager - Fixed Route Division	47.19	49.55	51.91	49.55	52.03	54.51	52.03	54.63	57.23	54.63	57.36	60.09	57.36	60.23	63.10	60.23	63.24	66.25	
Operations Manager - Paratransit Division	47.19	49.55	51.91	49.55	52.03	54.51	52.03	54.63	57.23	54.63	57.36	60.09	57.36	60.23	63.10	60.23	63.24	66.25	
Assistant Maintenance Manager	45.02	47.27	49.52	47.27	49.63	51.99	49.63	52.11	54.59	52.11	54.72	57.33	54.72	57.46	60.20	57.46	60.33	63.20	
Facilities Maintenance Manager	51.02	53.57	56.12	53.57	56.25	58.93	56.25	59.06	61.87	59.06	62.01	64.96	62.01	65.11	68.21	65.11	68.37	71.63	
****Full Stack Developer	49.93	52.43	54.93	52.43	55.05	57.67	55.05	57.80	60.55	57.80	60.69	63.58	60.69	63.72	66.75	63.72	66.91	70.10	
Safety, Security and Risk Management Director	56.53	59.36	62.19	59.36	62.33	65.30	62.33	65.45	68.57	65.45	68.72	71.99	68.72	72.16	75.60	72.16	75.77	79.38	
Assistant Operations Manager	35.40	37.17	38.94	37.17	39.03	40.89	39.03	40.98	42.93	40.98	43.03	45.08	43.03	45.18	47.33	45.18	47.44	49.70	
Project Manager	35.40	37.17	38.94	37.17	39.03	40.89	39.03	40.98	42.93	40.98	43.03	45.08	43.03	45.18	47.33	45.18	47.44	49.70	
Purchasing Manager	45.02	47.27	49.52	47.27	49.63	51.99	49.63	52.11	54.59	52.11	54.72	57.33	54.72	57.46	60.20	57.46	60.33	63.20	
*Customer Service Manager	36.52	38.45	40.28	38.45	40.37	42.29	40.37	42.39	44.41	42.39	44.51	46.63	44.51	46.74	48.97	46.74	49.08	51.42	
**Revenue Account Program Manager	35.40	37.17	38.94	37.17	39.03	40.89	39.03	40.98	42.93	40.98	43.03	45.08	43.03	45.18	47.33	45.18	47.44	49.70	
***Capital Planning and Grants Programs Manager	51.52	54.20	56.78	54.20	56.91	59.62	56.91	59.76	62.61	59.76	62.75	65.74	62.75	65.89	69.03	65.89	69.18	72.47	
****Parts and Materials Manager	39.13	41.09	43.05	41.09	43.14	45.19	43.14	45.30	47.46	45.30	47.57	49.84	47.57	49.95	52.33	49.95	52.45	54.95	
Executive Assistant	34.44	36.16	37.88	36.16	37.97	39.78	37.97	39.87	41.77	39.87	41.86	43.85	41.86	43.95	46.04	43.95	46.15	48.35	
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)																			
*****																			
<i>Longevity Pay is based only on length of service.</i>																			
* Position added and adopted by the Board on 11-20-2020																			
* New position proposed to be added and adopted by the Board on 09-24-2021																			
* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022																			
*** New position added and adopted by the Board on 05-20-2022																			



MANAGEMENT  
MONTHLY SALARY SCHEDULE

Effective 06/22/23 (FY24) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1.L	Step 1.LL	Step 2	Step 2.L	Step 2.LL	Step 3	Step 3.L	Step 3.LL	Step 4	Step 4.L	Step 4.LL	Step 5	Step 5.L	Step 5.LL	Step 6	Step 6.L	Step 6.LL	
Chief Operating Officer	13,312	13,978	14,643	13,978	14,676	15,375	14,676	15,409	16,143	15,409	16,181	16,952	16,181	16,990	17,800	16,990	17,840	18,689	
Maintenance Manager	10,404	10,924	11,444	10,924	11,470	12,016	11,470	12,043	12,617	12,043	12,645	13,246	12,645	13,277	13,910	13,277	13,941	14,605	
Chief Financial Officer (CFO)	13,312	13,978	14,643	13,978	14,676	15,375	14,676	15,409	16,143	15,409	16,181	16,952	16,181	16,990	17,800	16,990	17,840	18,689	
Planning and Development Director	11,348	11,915	12,482	11,915	12,511	13,108	12,511	13,137	13,763	13,137	13,794	14,451	13,794	14,484	15,174	14,484	15,208	15,933	
Human Resources Director	12,485	13,109	13,733	13,109	13,764	14,420	13,764	14,453	15,141	14,453	15,175	15,898	15,175	15,935	16,694	15,935	16,732	17,529	
Information Technology and Intelligent Transportation Systems Director	12,485	13,109	13,733	13,109	13,764	14,420	13,764	14,453	15,141	14,453	15,175	15,898	15,175	15,935	16,694	15,935	16,732	17,529	
Marketing, Communications and Customer Service Director	9,131	9,587	10,043	9,587	10,067	10,547	10,067	10,570	11,073	10,570	11,099	11,627	11,099	11,653	12,208	11,653	12,236	12,818	
Purchasing and Special Projects Director	9,131	9,587	10,043	9,587	10,067	10,547	10,067	10,570	11,073	10,570	11,099	11,627	11,099	11,653	12,208	11,653	12,236	12,818	
*****Senior Full Stack Developer	9,951	10,449	10,946	10,449	10,970	11,492	10,970	11,518	12,066	11,518	12,094	12,669	12,094	12,698	13,303	12,698	13,333	13,967	
Finance Deputy Director	9,981	10,480	10,979	10,480	11,003	11,527	11,003	11,553	12,102	11,553	12,130	12,707	12,130	12,737	13,343	12,737	13,373	14,009	
Human Resources Deputy Director	9,367	9,835	10,303	9,835	10,327	10,820	10,327	10,844	11,360	10,844	11,386	11,929	11,386	11,955	12,523	11,955	12,553	13,151	
Operations Manager - Fixed Route Division	8,180	8,589	8,998	8,589	9,019	9,448	9,019	9,469	9,920	9,469	9,942	10,416	9,942	10,440	10,937	10,440	10,962	11,483	
Operations Manager - Paratransit Division	8,180	8,589	8,998	8,589	9,019	9,448	9,019	9,469	9,920	9,469	9,942	10,416	9,942	10,440	10,937	10,440	10,962	11,483	
Assistant Maintenance Manager	7,804	8,194	8,584	8,194	8,603	9,012	8,603	9,032	9,462	9,032	9,485	9,937	9,485	9,960	10,435	9,960	10,457	10,955	
Facilities Maintenance Manager	8,844	9,286	9,728	9,286	9,750	10,215	9,750	10,237	10,724	10,237	10,748	11,260	10,748	11,286	11,823	11,286	11,851	12,416	
*****Full Stack Developer	8,655	9,088	9,521	9,088	9,542	9,996	9,542	10,019	10,495	10,019	10,520	11,021	10,520	11,045	11,570	11,045	11,598	12,151	
Safety, Security and Risk Management Director	9,799	10,289	10,780	10,289	10,804	11,319	10,804	11,345	11,886	11,345	11,912	12,478	11,912	12,508	13,104	12,508	13,134	13,759	
Assistant Operations Manager	6,136	6,443	6,750	6,443	6,765	7,088	6,765	7,103	7,441	7,103	7,459	7,814	7,459	7,831	8,204	7,831	8,223	8,615	
Project Manager	6,136	6,443	6,750	6,443	6,765	7,088	6,765	7,103	7,441	7,103	7,459	7,814	7,459	7,831	8,204	7,831	8,223	8,615	
Purchasing Manager	7,804	8,194	8,584	8,194	8,603	9,012	8,603	9,032	9,462	9,032	9,485	9,937	9,485	9,960	10,435	9,960	10,457	10,955	
*Customer Service Manager	6,348	6,665	6,982	6,665	6,998	7,330	6,998	7,348	7,698	7,348	7,715	8,083	7,715	8,102	8,488	8,102	8,507	8,913	
**Revenue Account Program Manager	6,136	6,443	6,750	6,443	6,765	7,088	6,765	7,103	7,441	7,103	7,459	7,814	7,459	7,831	8,204	7,831	8,223	8,615	
*** Capital Planning and Grants Programs Manager	8,948	9,395	9,842	9,395	9,864	10,334	9,864	10,358	10,852	10,358	10,877	11,395	10,877	11,421	11,965	11,421	11,991	12,562	
****Parts and Materials Manager	6,783	7,122	7,462	7,122	7,478	7,833	7,478	7,852	8,226	7,852	8,246	8,639	8,246	8,658	9,071	8,658	9,091	9,525	
Executive Assistant	5,970	6,268	6,566	6,268	6,582	6,895	6,582	6,911	7,240	6,911	7,256	7,601	7,256	7,618	7,980	7,618	7,999	8,381	
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)	*****																		
Longevity Pay is based only on length of service.																			
* Position added and adopted by the Board on 11-20-2020																			
** New position proposed to be added and adopted by the Board on 09-24-2021																			
* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022																			
*** New position added and adopted by the Board on 05-20-2022																			



MANAGEMENT  
YEARLY SALARY SCHEDULE

Effective 06/22/23 (FY24). Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1.LL	Step 1.LL	Step 2	Step 2.LL	Step 2.LL	Step 3	Step 3.LL	Step 3.LL	Step 4	Step 4.LL	Step 5	Step 5.LL	Step 5.LL	Step 6	Step 6.LL	Step 6.LL
Chief Operating Officer	159,744	167,731	175,718	167,731	176,114	184,496	176,114	184,912	193,710	184,912	194,168	194,168	203,882	213,595	203,882	214,074	224,266
Maintenance Manager	124,842	131,082	137,322	131,082	137,634	144,186	137,634	144,518	151,403	144,518	151,736	151,736	159,328	166,920	159,328	167,294	175,261
Chief Financial Officer (CFO)	159,744	167,731	175,718	167,731	176,114	184,496	176,114	184,912	193,710	184,912	194,168	194,168	203,882	213,595	203,882	214,074	224,266
Planning and Development Director	136,178	142,979	149,781	142,979	150,134	157,290	150,134	157,643	165,152	157,643	165,526	165,526	173,410	182,104	173,805	182,499	191,194
Human Resources Director	149,822	157,310	164,798	157,310	165,173	173,035	165,173	173,430	181,688	173,430	182,104	182,104	190,778	200,325	191,214	200,782	210,350
Information Technology and Intelligent Transportation Systems Director	149,822	157,310	164,798	157,310	165,173	173,035	165,173	173,430	181,688	173,430	182,104	182,104	190,778	200,325	191,214	200,782	210,350
Marketing, Communications and Customer Service Director	109,574	115,045	120,515	115,045	120,806	126,568	120,806	126,838	132,870	126,838	133,182	133,182	139,838	146,494	139,838	146,827	153,816
Purchasing and Special Projects Director	109,574	115,045	120,515	115,045	120,806	126,568	120,806	126,838	132,870	126,838	133,182	133,182	139,838	146,494	139,838	146,827	153,816
*****Senior Full Stack Developer	119,413	125,382	131,352	125,382	131,643	137,904	131,643	138,216	144,789	138,216	145,122	145,122	152,027	159,640	152,381	159,994	167,606
Finance Deputy Director	119,766	125,757	131,747	125,757	132,038	138,320	132,038	138,632	145,226	138,632	145,558	145,558	152,485	160,118	152,838	160,472	168,106
Human Resources Deputy Director	112,403	118,019	123,635	118,019	123,926	129,934	123,926	130,125	136,323	130,125	136,635	136,635	143,146	150,280	143,468	150,634	157,810
Operations Manager - Fixed Route Division	98,155	103,064	107,973	103,064	108,222	113,381	108,222	113,630	119,038	113,630	119,309	119,309	124,987	131,248	125,278	131,559	137,800
Operations Manager - Paratransit Division	98,155	103,064	107,973	103,064	108,222	113,381	108,222	113,630	119,038	113,630	119,309	119,309	124,987	131,248	125,278	131,559	137,800
Assistant Maintenance Manager	93,642	98,322	103,002	98,322	103,230	108,139	103,230	108,389	113,547	108,389	113,818	113,818	119,246	125,216	119,517	125,486	131,456
Facilities Maintenance Manager	106,122	111,426	116,730	111,426	117,000	122,574	117,000	122,845	128,690	122,845	128,981	128,981	135,117	141,877	135,429	142,210	148,990
*****Full Stack Developer	103,854	109,054	114,254	109,054	114,504	119,954	114,504	120,224	125,944	120,224	126,235	126,235	132,246	138,840	132,538	139,173	145,808
Safety, Security and Risk Management Director	117,582	123,469	129,355	123,469	129,646	135,824	129,646	136,136	142,626	136,136	142,938	142,938	149,739	157,248	150,093	157,602	165,110
Assistant Operations Manager	73,632	77,314	80,995	77,314	81,182	85,051	81,182	85,238	89,294	85,238	89,502	89,502	93,766	98,446	93,974	98,675	103,376
Project Manager	73,632	77,314	80,995	77,314	81,182	85,051	81,182	85,238	89,294	85,238	89,502	89,502	93,766	98,446	93,974	98,675	103,376
Purchasing Manager	93,642	98,322	103,002	98,322	103,230	108,139	103,230	108,389	113,547	108,389	113,818	113,818	119,246	125,216	119,517	125,486	131,456
*Customer Service Manager	76,170	79,976	83,782	79,976	83,970	87,963	83,970	88,171	92,373	88,171	92,581	92,581	96,990	101,858	97,219	102,066	106,954
**Revenue Account Program Manager	73,632	77,314	80,995	77,314	81,182	85,051	81,182	85,238	89,294	85,238	89,502	89,502	93,766	98,446	93,974	98,675	103,376
*** Capital Planning and Grants Programs Manager	107,370	112,736	118,102	112,736	118,373	124,010	118,373	124,301	130,229	124,301	130,520	130,520	136,739	143,582	137,051	143,894	150,738
****Parts and Materials Manager	81,390	85,467	89,544	85,467	89,731	93,995	89,731	94,224	98,717	94,224	99,946	99,946	103,667	108,846	103,896	109,096	114,296
Executive Assistant	71,635	75,213	78,790	75,213	78,978	82,742	78,978	82,930	86,882	82,930	87,069	87,069	91,208	95,763	91,416	95,992	100,568
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)																	
*****																	
Longevity Pay is based only on length of service.																	
* Position added and adopted by the Board on 11-20-2020																	
** New position proposed to be added and adopted by the Board on 09-24-2021																	
* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022																	
*** New position added and adopted by the Board on 05-20-2022																	

# Attachment B



## MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/20/24 (FY25) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
Chief Operating Officer	79.87	83.86	87.85	83.86	88.05	92.24	88.05	92.45	96.85	92.45	97.07	101.69	97.07	101.92	106.77	101.92	107.02	112.12
Maintenance Manager	62.42	65.54	68.66	65.54	68.82	72.10	68.82	72.26	75.70	72.26	75.87	79.48	75.87	79.66	83.45	79.66	83.64	87.62
Chief Financial Officer (CFO)	79.87	83.86	87.85	83.86	88.05	92.24	88.05	92.45	96.85	92.45	97.07	101.69	97.07	101.92	106.77	101.92	107.02	112.12
Planning and Development Director	68.09	71.49	74.89	71.49	75.06	78.63	75.06	78.81	82.56	78.81	82.75	86.89	82.75	86.89	91.03	86.89	91.23	95.57
Human Resources Director	74.91	78.66	82.41	78.66	82.59	86.52	82.59	86.72	90.85	86.72	91.06	95.40	91.06	95.61	100.16	95.61	100.39	105.17
Information Technology and Intelligent Transportation Systems Director	74.91	78.66	82.41	78.66	82.59	86.52	82.59	86.72	90.85	86.72	91.06	95.40	91.06	95.61	100.16	95.61	100.39	105.17
Marketing, Communications and Customer Service Director	54.79	57.53	60.27	57.53	60.41	63.29	60.41	63.43	66.45	63.43	66.60	69.77	66.60	69.93	73.26	69.93	73.43	76.93
Purchasing and Special Projects Director	54.79	57.53	60.27	57.53	60.41	63.29	60.41	63.43	66.45	63.43	66.60	69.77	66.60	69.93	73.26	69.93	73.43	76.93
*****Senior Full Stack Developer	59.71	62.70	65.69	62.70	65.84	68.98	65.84	69.13	72.42	69.13	72.59	76.05	72.59	76.22	79.85	76.22	80.03	83.84
Finance Deputy Director	59.88	62.87	65.86	62.87	66.01	69.15	66.01	69.31	72.61	69.31	72.78	76.25	72.78	76.42	80.06	76.42	80.24	84.06
Human Resources Deputy Director	56.20	59.01	61.82	59.01	61.96	64.91	61.96	65.06	68.16	65.06	68.31	71.56	68.31	71.73	75.15	71.73	75.32	78.91
Operations Manager - Fixed Route Division	49.08	51.53	53.98	51.53	54.11	56.69	54.11	56.82	59.53	56.82	59.66	62.50	59.66	62.84	65.62	62.84	65.77	68.90
Operations Manager - Paratransit Division	49.08	51.53	53.98	51.53	54.11	56.69	54.11	56.82	59.53	56.82	59.66	62.50	59.66	62.84	65.62	62.84	65.77	68.90
Assistant Maintenance Manager	46.82	49.16	51.50	49.16	51.62	54.08	51.62	54.20	56.78	54.20	56.91	59.62	56.91	59.76	62.61	59.76	62.75	65.74
Facilities Maintenance Manager	53.06	55.71	58.36	55.71	58.50	61.29	58.50	61.43	64.36	61.43	64.50	67.57	64.50	67.73	70.96	67.73	71.12	74.51
*****Full Stack Developer	51.93	54.53	57.13	54.53	57.26	59.99	57.26	60.12	62.98	60.12	63.13	66.14	63.13	66.29	69.45	66.29	69.60	72.91
Safety, Security and Risk Management Director	58.79	61.73	64.67	61.73	64.82	67.91	64.82	68.06	71.30	68.06	71.46	74.86	71.46	75.03	78.60	75.03	78.78	82.53
Assistant Operations Manager	36.82	38.66	40.50	38.66	40.59	42.52	40.59	42.62	44.65	42.62	44.75	46.88	44.75	46.99	49.23	46.99	49.34	51.69
Project Manager	36.82	38.66	40.50	38.66	40.59	42.52	40.59	42.62	44.65	42.62	44.75	46.88	44.75	46.99	49.23	46.99	49.34	51.69
Purchasing Manager	46.82	49.16	51.50	49.16	51.62	54.08	51.62	54.20	56.78	54.20	56.91	59.62	56.91	59.76	62.61	59.76	62.75	65.74
*Customer Service Manager	38.08	39.98	41.88	39.98	41.98	43.98	41.98	44.08	46.18	44.08	46.28	48.48	46.28	48.59	50.90	48.59	51.02	53.45
**Revenue Account Program Manager	36.82	38.66	40.50	38.66	40.59	42.52	40.59	42.62	44.65	42.62	44.75	46.88	44.75	46.99	49.23	46.99	49.34	51.69
*** Capital Planning and Grants Programs Manager	53.68	56.36	59.04	56.36	59.18	62.00	59.18	62.14	65.10	62.14	65.25	68.36	65.25	68.51	71.77	68.51	71.94	75.37
****Parts and Materials Manager	40.70	42.74	44.78	42.74	44.88	47.02	44.88	47.12	49.36	47.12	49.48	51.84	49.48	51.95	54.42	51.95	54.55	57.15
Executive Assistant	35.82	37.61	39.40	37.61	39.49	41.37	39.49	41.46	43.43	41.46	43.53	45.60	43.53	45.71	47.89	45.71	48.00	50.29
L = 10 Years Longevity (5%), LL = 15 Years Longevity (5%+5%)																		
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** New position proposed to be added and adopted by the Board on 09-24-2021																		
* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022																		
*** New position added and adopted by the Board on 05-20-2022																		



MANAGEMENT  
MONTHLY SALARY SCHEDULE

Effective 06/20/24 (FY25) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL
Chief Operating Officer	13,844	14,536	15,227	15,988	16,787	17,626	18,507	19,434	20,408	21,425	22,488	23,597
Maintenance Manager	10,820	11,360	11,929	12,525	13,151	13,808	14,485	15,188	15,917	16,666	17,436	18,227
Chief Financial Officer (CFO)	13,844	14,536	15,227	15,988	16,787	17,626	18,507	19,434	20,408	21,425	22,488	23,597
Planning and Development Director	11,802	12,392	12,981	13,629	14,310	15,026	15,779	16,566	17,388	18,227	19,097	19,997
Human Resources Director	12,984	13,634	14,284	14,997	15,747	16,536	17,361	18,227	19,097	19,997	20,917	21,857
Information Technology and Intelligent Transportation Systems Director	12,984	13,634	14,284	14,997	15,747	16,536	17,361	18,227	19,097	19,997	20,917	21,857
Marketing, Communications and Customer Service Director	9,497	9,972	10,447	10,970	11,518	12,094	12,698	13,328	13,983	14,663	15,368	16,098
Purchasing and Special Projects Director	9,497	9,972	10,447	10,970	11,518	12,094	12,698	13,328	13,983	14,663	15,368	16,098
****Senior Full Stack Developer	10,350	10,868	11,366	11,957	12,553	13,182	13,841	14,521	15,222	15,944	16,687	17,452
Finance Deputy Director	10,379	10,898	11,416	11,986	12,614	13,217	13,841	14,521	15,222	15,944	16,687	17,452
Human Resources Deputy Director	9,741	10,228	10,716	11,251	11,814	12,404	12,998	13,617	14,241	14,870	15,514	16,173
Operations Manager - Fixed Route Division	8,507	8,932	9,357	9,826	10,319	10,833	11,374	11,940	12,433	12,946	13,479	14,032
Operations Manager - Paratransit Division	8,507	8,932	9,357	9,826	10,319	10,833	11,374	11,940	12,433	12,946	13,479	14,032
Assistant Maintenance Manager	8,116	8,521	8,927	9,374	9,842	10,334	10,852	11,395	11,940	12,499	13,072	13,659
Facilities Maintenance Manager	9,197	9,656	10,116	10,624	11,156	11,712	12,291	12,894	13,521	14,170	14,841	15,534
****Full Stack Developer	9,001	9,452	9,903	10,398	10,917	11,464	12,038	12,638	13,264	13,915	14,588	15,282
Safety, Security and Risk Management Director	10,190	10,700	11,210	11,771	12,359	12,966	13,604	14,273	14,973	15,694	16,436	17,200
Assistant Operations Manager	6,382	6,701	7,020	7,370	7,739	8,126	8,533	8,960	9,408	9,876	10,364	10,872
Project Manager	6,382	6,701	7,020	7,370	7,739	8,126	8,533	8,960	9,408	9,876	10,364	10,872
Purchasing Manager	8,116	8,521	8,927	9,374	9,842	10,334	10,852	11,395	11,940	12,499	13,072	13,659
*Customer Service Manager	6,601	6,930	7,259	7,623	7,999	8,403	8,833	9,286	9,762	10,262	10,787	11,337
**Revenue Account Program Manager	6,382	6,701	7,020	7,370	7,739	8,126	8,533	8,960	9,408	9,876	10,364	10,872
*** Capital Planning and Grants Programs Manager	9,305	9,769	10,234	10,747	11,284	11,849	12,440	13,056	13,698	14,366	15,060	15,780
****Parts and Materials Manager	7,055	7,408	7,782	8,150	8,556	8,986	9,433	9,905	10,398	10,912	11,446	11,999
Executive Assistant	6,209	6,519	6,829	7,171	7,528	7,904	8,301	8,719	9,158	9,618	10,099	10,591
L = 10 Years Longevity (5%); LL = 15 Years Longevity (6%+5%)												
*****												
Longevity Pay is based only on length of service.												
* Position added and adopted by the Board on 11-20-2020												
** New position proposed to be added and adopted by the Board on 09-24-2021												
* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022												
*** New position added and adopted by the Board on 05-20-2022												



MANAGEMENT  
YEARLY SALARY SCHEDULE

Effective 06/20/24 (FY25) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 2 LL	Step 3	Step 3 LL	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 5 LL	Step 6	Step 6 LL	Step 6 LL
Chief Operating Officer	166,130	174,429	182,728	183,144	191,859	183,144	192,296	201,448	192,296	201,906	201,906	211,994	222,082	211,994	222,602	233,210
Maintenance Manager	129,834	136,323	142,813	143,146	149,968	143,146	150,301	157,456	150,301	157,810	157,810	165,693	173,576	165,693	173,971	182,250
Chief Financial Officer (CFO)	166,130	174,429	182,728	183,144	191,859	183,144	192,296	201,448	192,296	201,906	201,906	211,994	222,082	211,994	222,602	233,210
Planning and Development Director	141,627	148,699	155,771	156,125	163,550	156,125	163,925	171,725	163,925	172,120	172,120	180,315	189,342	180,315	189,758	198,786
Human Resources Director	155,813	163,613	171,413	171,787	179,962	171,787	180,378	188,968	180,378	189,405	189,405	198,869	208,333	198,869	208,811	218,754
Information Technology and Intelligent Transportation Systems Director	155,813	163,613	171,413	171,787	179,962	171,787	180,378	188,968	180,378	189,405	189,405	198,869	208,333	198,869	208,811	218,754
Marketing, Communications and Customer Service Director	113,963	119,662	125,362	125,653	131,643	125,653	131,934	138,216	131,934	138,528	138,528	145,122	152,381	145,122	152,734	160,014
Purchasing and Special Projects Director	113,963	119,662	125,362	125,653	131,643	125,653	131,934	138,216	131,934	138,528	138,528	145,122	152,381	145,122	152,734	160,014
*****Senior Full Stack Developer	124,197	130,416	136,635	136,947	143,478	136,947	143,790	150,634	143,790	150,987	150,987	158,184	166,068	158,184	166,462	174,387
Finance Deputy Director	124,550	130,770	136,989	137,301	143,832	137,301	144,165	151,029	144,165	151,382	151,382	158,954	166,525	158,954	166,899	174,845
Human Resources Deputy Director	116,896	122,741	128,586	128,877	135,013	128,877	135,325	141,773	135,325	142,085	142,085	149,198	156,312	149,198	156,666	164,133
Operations Manager - Fixed Route Division	102,086	107,182	112,278	112,549	117,915	112,549	118,186	123,822	118,186	124,093	124,093	130,000	136,490	130,291	136,802	143,312
Operations Manager - Paratransit Division	102,086	107,182	112,278	112,549	117,915	112,549	118,186	123,822	118,186	124,093	124,093	130,000	136,490	130,291	136,802	143,312
Assistant Maintenance Manager	97,386	102,253	107,120	107,370	112,486	107,370	112,736	118,102	112,736	118,373	118,373	124,010	130,229	124,301	130,520	136,739
Facilities Maintenance Manager	110,365	115,877	121,389	121,680	127,483	121,680	127,774	133,869	127,774	134,160	134,160	140,546	147,597	140,878	147,930	154,981
*****Full Stack Developer	108,014	113,422	118,830	119,101	124,779	119,101	125,050	130,998	125,050	131,310	131,310	137,571	144,456	137,883	144,768	151,653
Safety, Security and Risk Management Director	122,283	128,398	134,514	134,826	141,253	134,826	141,565	148,304	141,565	148,637	148,637	155,709	163,488	155,709	163,862	171,662
Assistant Operations Manager	76,586	80,413	84,240	84,427	88,442	84,427	88,650	92,872	88,650	93,080	93,080	97,739	102,398	97,739	102,627	107,515
Project Manager	76,586	80,413	84,240	84,427	88,442	84,427	88,650	92,872	88,650	93,080	93,080	97,739	102,398	97,739	102,627	107,515
Purchasing Manager	97,386	102,253	107,120	107,370	112,486	107,370	112,736	118,102	112,736	118,373	118,373	124,010	130,229	124,301	130,520	136,739
*Customer Service Manager	79,206	83,158	87,110	87,318	91,478	87,318	91,686	96,054	91,686	96,262	96,262	100,838	105,872	101,067	106,122	111,176
**Revenue Account Program Manager	76,586	80,413	84,240	84,427	88,442	84,427	88,650	92,872	88,650	93,080	93,080	97,739	102,398	97,739	102,627	107,515
*** Capital Planning and Grants Programs Manager	111,654	117,229	122,803	123,094	128,960	123,094	129,251	135,408	129,251	135,720	135,720	142,189	149,282	142,501	149,635	156,770
****Parts and Materials Manager	84,556	88,899	93,142	93,350	97,802	93,350	98,010	102,669	98,010	102,918	102,918	108,056	113,194	108,056	113,464	118,872
Executive Assistant	74,506	78,229	81,952	82,139	86,050	82,139	86,237	90,334	86,237	90,542	90,542	95,077	99,611	95,077	99,840	104,603
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)																
*****																
Longevity Pay is based only on length of service.																
* Position added and adopted by the Board on 11-20-2020																
** New position proposed to be added and adopted by the Board on 09-24-2021																
* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022																
**** New position added and adopted by the Board on 05-20-2022																

# Attachment B



## MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/19/25 (FY26) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 L	Step 1 LL	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
Chief Operating Officer	83.06	87.21	91.36	87.21	91.57	95.93	91.57	96.15	100.73	96.15	100.96	105.77	100.96	106.01	111.06	106.01	111.31	116.61
Maintenance Manager	64.92	68.17	71.42	68.17	71.58	74.99	71.58	75.16	78.74	75.16	78.92	82.68	78.92	82.87	86.82	82.87	87.01	91.15
Chief Financial Officer (CFO)	83.06	87.21	91.36	87.21	91.57	95.93	91.57	96.15	100.73	96.15	100.96	105.77	100.96	106.01	111.06	106.01	111.31	116.61
Planning and Development Director	70.81	74.35	77.89	74.35	78.07	81.79	78.07	81.97	85.87	81.97	86.07	90.17	86.07	90.37	94.67	90.37	94.89	99.41
Human Resources Director	77.91	81.81	85.71	81.81	85.90	89.99	85.90	90.20	94.50	90.20	94.71	99.22	94.71	99.45	104.19	99.45	104.42	109.39
Information Technology and Intelligent Transportation Systems Director	77.91	81.81	85.71	81.81	85.90	89.99	85.90	90.20	94.50	90.20	94.71	99.22	94.71	99.45	104.19	99.45	104.42	109.39
Marketing, Communications and Customer Service Director	56.98	59.83	62.68	59.83	62.82	65.61	62.82	65.96	69.10	65.96	69.26	72.56	69.26	72.72	76.18	72.72	76.36	80.00
Purchasing and Special Projects Director	56.98	59.83	62.68	59.83	62.82	65.61	62.82	65.96	69.10	65.96	69.26	72.56	69.26	72.72	76.18	72.72	76.36	80.00
****Senior Full Stack Developer	62.10	65.21	68.32	65.21	68.47	71.73	68.47	71.89	75.31	71.89	75.48	79.07	75.48	79.25	83.02	79.25	83.21	87.17
Finance Deputy Director	62.28	65.39	68.50	65.39	68.66	71.93	68.66	72.09	75.52	72.09	75.69	79.29	75.69	79.47	83.25	79.47	83.44	87.41
Human Resources Deputy Director	58.45	61.37	64.29	61.37	64.44	67.51	64.44	67.66	70.88	67.66	71.04	74.42	71.04	74.59	78.14	74.59	78.32	82.05
Operations Manager - Fixed Route Division	51.04	53.59	56.14	53.59	56.27	58.95	56.27	59.08	61.89	59.08	62.03	64.98	62.03	65.13	68.23	65.13	68.39	71.65
Operations Manager - Paratransit Division	51.04	53.59	56.14	53.59	56.27	58.95	56.27	59.08	61.89	59.08	62.03	64.98	62.03	65.13	68.23	65.13	68.39	71.65
Assistant Maintenance Manager	48.69	51.12	53.55	51.12	53.68	56.24	53.68	56.36	59.04	56.36	59.18	62.00	59.18	62.14	65.10	62.14	65.25	68.36
Facilities Maintenance Manager	55.18	57.94	60.70	57.94	60.84	63.74	60.84	63.88	66.92	63.88	67.07	70.26	67.07	70.42	73.77	70.42	73.94	77.46
****Full Stack Developer	54.01	56.71	59.41	56.71	59.55	62.39	59.55	62.53	65.51	62.53	65.66	68.79	65.66	68.94	72.22	68.94	72.39	75.84
Safety, Security and Risk Management Director	61.14	64.20	67.26	64.20	67.41	70.62	67.41	70.78	74.15	70.78	74.32	77.86	74.32	78.04	81.76	78.04	81.94	85.84
Assistant Operations Manager	38.29	40.20	42.11	40.20	42.21	44.22	42.21	44.32	46.43	44.32	46.54	48.76	46.54	48.87	51.20	48.87	51.31	53.75
Project Manager	38.29	40.20	42.11	40.20	42.21	44.22	42.21	44.32	46.43	44.32	46.54	48.76	46.54	48.87	51.20	48.87	51.31	53.75
Purchasing Manager	48.69	51.12	53.55	51.12	53.68	56.24	53.68	56.36	59.04	56.36	59.18	62.00	59.18	62.14	65.10	62.14	65.25	68.36
*Customer Service Manager	39.60	41.58	43.56	41.58	43.66	45.74	43.66	45.84	48.02	45.84	48.13	50.42	48.13	50.54	52.95	50.54	53.07	56.60
**Revenue Account Program Manager	38.29	40.20	42.11	40.20	42.21	44.22	42.21	44.32	46.43	44.32	46.54	48.76	46.54	48.87	51.20	48.87	51.31	53.75
*** Capital Planning and Grants Programs Manager	55.83	58.62	61.41	58.62	61.55	64.48	61.55	64.63	67.71	64.63	67.86	71.09	67.86	71.25	74.64	71.25	74.81	78.37
****Parts and Materials Manager	42.33	44.45	46.57	44.45	46.67	48.89	46.67	49.00	51.33	49.00	51.45	53.90	51.45	54.02	56.59	54.02	56.72	59.42
Executive Assistant	37.25	39.11	40.97	39.11	41.07	43.03	41.07	43.12	45.17	43.12	45.28	47.44	45.28	47.54	49.80	47.54	49.92	52.30

L = 10 Years Longevity (5%), LL = 15 Years Longevity (5%+5%)  
 \*\*\*\*\*  
 Longevity Pay is based only on length of service.  
 \* Position added and adopted by the Board on 11-20-2020  
 \*\* New position proposed to be added and adopted by the Board on 09-24-2021  
 \*\*\* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022  
 \*\*\*\* New position added and adopted by the Board on 05-20-2022



MANAGEMENT  
MONTHLY SALARY SCHEDULE

Effective 06/19/25 (FY26) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 LL	Step 1 LL	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
Chief Operating Officer	14,397	15,116	15,836	15,116	15,872	16,628	15,872	16,666	17,460	16,666	17,500	18,334	17,500	18,375	19,250	18,375	19,294	20,212
Maintenance Manager	11,253	11,816	12,380	11,816	12,407	12,998	12,407	13,028	13,648	13,028	13,680	14,331	13,680	14,364	15,049	14,364	15,082	15,799
Chief Financial Officer (CFO)	14,397	15,116	15,836	15,116	15,872	16,628	15,872	16,666	17,460	16,666	17,500	18,334	17,500	18,375	19,250	18,375	19,294	20,212
Planning and Development Director	12,274	12,887	13,501	12,887	13,532	14,177	13,532	14,208	14,884	14,208	14,919	15,630	14,919	15,664	16,410	15,664	16,448	17,231
Human Resources Director	13,504	14,180	14,856	14,180	14,889	15,598	14,889	15,635	16,380	15,635	16,416	17,198	16,416	17,238	18,060	17,238	18,100	18,961
Information Technology and Intelligent Transportation Systems Director	13,504	14,180	14,856	14,180	14,889	15,598	14,889	15,635	16,380	15,635	16,416	17,198	16,416	17,238	18,060	17,238	18,100	18,961
Marketing, Communications and Customer Service Director	9,877	10,371	10,865	10,371	10,889	11,407	10,889	11,433	11,977	11,433	12,005	12,577	12,005	12,605	13,205	12,605	13,236	13,867
Purchasing and Special Projects Director	9,877	10,371	10,865	10,371	10,889	11,407	10,889	11,433	11,977	11,433	12,005	12,577	12,005	12,605	13,205	12,605	13,236	13,867
*****Senior Full Stack Developer	10,764	11,303	11,842	11,303	11,868	12,433	11,868	12,461	13,054	12,461	13,083	13,706	13,083	13,737	14,390	13,737	14,423	15,110
Finance Deputy Director	10,795	11,334	11,873	11,334	11,901	12,468	11,901	12,496	13,090	12,496	13,120	13,744	13,120	13,775	14,430	13,775	14,463	15,151
Human Resources Deputy Director	10,131	10,638	11,144	10,638	11,170	11,702	11,170	11,728	12,286	11,728	12,314	12,900	12,314	12,929	13,544	12,929	13,576	14,222
Operations Manager - Fixed Route Division	8,847	9,289	9,731	9,289	9,754	10,218	9,754	10,241	10,728	10,241	10,752	11,263	10,752	11,289	11,827	11,289	11,854	12,419
Operations Manager - Paratransit Division	8,847	9,289	9,731	9,289	9,754	10,218	9,754	10,241	10,728	10,241	10,752	11,263	10,752	11,289	11,827	11,289	11,854	12,419
Assistant Maintenance Manager	8,440	8,861	9,282	8,861	9,305	9,748	9,305	9,769	10,234	9,769	10,258	10,747	10,258	10,771	11,284	10,771	11,310	11,849
Facilities Maintenance Manager	9,565	10,043	10,521	10,043	10,546	11,048	10,546	11,073	11,600	11,073	11,626	12,178	11,626	12,206	12,787	12,206	12,816	13,426
*****Full Stack Developer	9,362	9,830	10,298	9,830	10,322	10,814	10,322	10,839	11,355	10,839	11,381	11,924	11,381	11,950	12,518	11,950	12,548	13,146
Safety, Security and Risk Management Director	10,598	11,128	11,658	11,128	11,684	12,241	11,684	12,269	12,853	12,269	12,882	13,496	12,882	13,527	14,172	13,527	14,203	14,879
Assistant Operations Manager	6,637	6,968	7,299	6,968	7,316	7,665	7,316	7,682	8,048	7,682	8,067	8,452	8,067	8,471	8,875	8,471	8,894	9,317
Project Manager	6,637	6,968	7,299	6,968	7,316	7,665	7,316	7,682	8,048	7,682	8,067	8,452	8,067	8,471	8,875	8,471	8,894	9,317
Purchasing Manager	8,440	8,861	9,282	8,861	9,305	9,748	9,305	9,769	10,234	9,769	10,258	10,747	10,258	10,771	11,284	10,771	11,310	11,849
*Customer Service Manager	6,864	7,207	7,550	7,207	7,568	7,928	7,568	7,946	8,324	7,946	8,343	8,740	8,343	8,760	9,178	8,760	9,199	9,637
**Revenue Account Program Manager	6,637	6,968	7,299	6,968	7,316	7,665	7,316	7,682	8,048	7,682	8,067	8,452	8,067	8,471	8,875	8,471	8,894	9,317
*** Capital Planning and Grants Programs Manager	9,677	10,161	10,644	10,161	10,669	11,177	10,669	11,203	11,736	11,203	11,762	12,322	11,762	12,350	12,938	12,350	12,967	13,584
****Parts and Materials Manager	7,337	7,705	8,072	7,705	8,090	8,474	8,090	8,493	8,897	8,493	8,918	9,343	8,918	9,364	9,809	9,364	9,832	10,300
Executive Assistant	6,457	6,779	7,102	6,779	7,119	7,459	7,119	7,474	7,830	7,474	7,849	8,223	7,849	8,240	8,632	8,240	8,653	9,065

L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)  
 \*\*\*\*\*  
 Longevity Pay is based only on length of service.  
 \* Position added and adopted by the Board on 11-20-2020  
 \*\* New position proposed to be added and adopted by the Board on 09-24-2021  
 \* Updated Schedule : CFO(General Manager Position removed, to be adopted by the Board on 03-25-2022  
 \*\*\* New position added and adopted by the Board on 05-20-2022



MANAGEMENT  
YEARLY SALARY SCHEDULE

Effective 06/19/25 (FY26) / Adopted by the Board as of August 11, 2023

Title	Step 1	Step 1 LL	Step 1 LL	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
Chief Operating Officer	172,765	181,397	190,029	181,397	190,466	199,534	190,466	199,992	209,518	199,992	209,997	220,002	209,997	220,501	231,005	220,501	231,525	242,549
Maintenance Manager	135,034	141,794	148,554	141,794	148,886	155,979	148,886	156,333	163,779	156,333	164,154	171,974	164,154	172,370	180,586	172,370	180,981	189,592
Chief Financial Officer (CFO)	172,765	181,397	190,029	181,397	190,466	199,534	190,466	199,992	209,518	199,992	209,997	220,002	209,997	220,501	231,005	220,501	231,525	242,549
Planning and Development Director	147,285	154,648	162,011	154,648	162,386	170,123	162,386	170,498	178,610	170,498	179,026	187,554	179,026	187,970	196,914	187,970	197,371	206,773
Human Resources Director	162,053	170,165	178,277	170,165	178,672	187,179	178,672	187,616	196,560	187,616	196,997	206,378	196,997	206,856	216,715	206,856	217,194	227,531
Information Technology and Intelligent Transportation Systems Director	162,053	170,165	178,277	170,165	178,672	187,179	178,672	187,616	196,560	187,616	196,997	206,378	196,997	206,856	216,715	206,856	217,194	227,531
Marketing, Communications and Customer Service Director	118,518	124,446	130,374	124,446	130,666	136,885	130,666	137,197	143,728	137,197	144,061	150,925	144,061	151,258	158,454	151,258	158,829	166,400
Purchasing and Special Projects Director	118,518	124,446	130,374	124,446	130,666	136,885	130,666	137,197	143,728	137,197	144,061	150,925	144,061	151,258	158,454	151,258	158,829	166,400
*****Senior Full Stack Developer	129,168	135,637	142,106	135,637	142,418	149,198	142,418	149,531	156,645	149,531	156,998	164,466	156,998	164,840	172,682	164,840	173,077	181,314
Finance Deputy Director	129,542	136,011	142,480	136,011	142,813	149,614	142,813	149,947	157,062	149,947	157,435	164,923	157,435	165,298	173,160	165,298	173,555	181,813
Human Resources Deputy Director	121,576	127,650	133,723	127,650	134,035	140,421	134,035	140,733	147,430	140,733	147,763	154,794	147,763	155,147	162,531	155,147	162,906	170,664
Operations Manager - Fixed Route Division	106,163	111,467	116,771	111,467	117,042	122,616	117,042	122,886	128,731	122,886	129,022	135,158	129,022	135,470	141,918	135,470	142,251	149,032
Operations Manager - Paratransit Division	106,163	111,467	116,771	111,467	117,042	122,616	117,042	122,886	128,731	122,886	129,022	135,158	129,022	135,470	141,918	135,470	142,251	149,032
Assistant Maintenance Manager	101,275	106,330	111,384	106,330	111,654	116,979	111,654	117,229	122,803	117,229	123,094	128,960	123,094	129,251	135,408	129,251	135,720	142,189
Facilities Maintenance Manager	114,774	120,515	126,256	120,515	126,547	132,579	126,547	132,870	139,194	132,870	139,506	146,141	139,506	146,474	153,442	146,474	153,795	161,117
*****Full Stack Developer	112,341	117,957	123,573	117,957	123,864	129,771	123,864	130,062	136,261	130,062	136,573	143,083	136,573	143,395	150,218	143,395	150,571	157,747
Safety, Security and Risk Management Director	127,171	133,536	139,901	133,536	140,213	146,890	140,213	147,222	154,232	147,222	154,586	161,949	154,586	162,323	170,061	162,323	170,435	178,547
Assistant Operations Manager	79,643	83,616	87,589	83,616	87,797	91,978	87,797	92,186	96,574	92,186	96,803	101,421	96,803	101,650	106,496	101,650	106,725	111,800
Project Manager	79,643	83,616	87,589	83,616	87,797	91,978	87,797	92,186	96,574	92,186	96,803	101,421	96,803	101,650	106,496	101,650	106,725	111,800
Purchasing Manager	101,275	106,330	111,384	106,330	111,654	116,979	111,654	117,229	122,803	117,229	123,094	128,960	123,094	129,251	135,408	129,251	135,720	142,189
*Customer Service Manager	82,368	86,486	90,605	86,486	90,813	95,139	90,813	95,347	99,882	95,347	100,110	104,874	100,110	105,123	110,136	105,123	110,386	115,648
**Revenue Account Program Manager	79,643	83,616	87,589	83,616	87,797	91,978	87,797	92,186	96,574	92,186	96,803	101,421	96,803	101,650	106,496	101,650	106,725	111,800
*** Capital Planning and Grants Programs Manager	116,126	121,930	127,733	121,930	128,024	134,118	128,024	134,430	140,837	134,430	141,149	147,867	141,149	148,200	155,251	148,200	155,605	163,010
****Parts and Materials Manager	88,046	92,456	96,866	92,456	97,074	101,691	97,074	101,920	106,766	101,920	107,016	112,112	107,016	112,362	117,707	112,362	117,978	123,594
Executive Assistant	77,480	81,349	85,218	81,349	85,426	89,502	85,426	89,690	93,954	89,690	94,182	98,675	94,182	98,883	103,584	98,883	103,834	108,784

L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)  
 \*\*\*\*\*  
 Longevity Pay is based only on length of service.  
 \* Position added and adopted by the Board on 11-20-2020  
 \*\* New position proposed to be added and adopted by the Board on 09-24-2021  
 \* Updated Schedule : CEO/General Manager Position removed, to be adopted by the Board on 03-25-2022  
 \*\*\* New position added and adopted by the Board on 05-20-2022

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**DATE:** October 13, 2023  
**TO:** Personnel/Human Resources Standing Committee  
**FROM:** Kristina Mihaylova, Finance Deputy Director  
**SUBJECT: REVIEW REQUEST FOR AUTHORIZATION OF PAYROLL ADMINISTRATOR POSITION IN THE FINANCE DEPARTMENT**

**I. RECOMMENDED ACTION**

**That the Personnel/Human Resources Standing Committee review the request for a Payroll Administrator position in the Finance Department and recommend approval to the full Board of Directors**

**II. SUMMARY**

- In order to address the needs of the Santa Cruz Metropolitan Transit District (METRO) as it relates to Payroll, Finance Department requested the creation of a new position to assist the department with the changes in our business processes related to the implementation of METRO's new ERP system as well as the evolving needs of the organization.
- In May 2023, Service Employees International Union Local 521 (SEIU) and Human Resources (HR) staff agreed to the creation of Payroll Administrator position to better address the needs of METRO.
- METRO contracted with Koff & Associates (hereinafter "K&A") to conduct a total classification and compensation study in May 2023.
- HR staff presented the classification and compensation study to SEIU. SEIU is in agreement with the findings and this recommendation.
- Staff is recommending approval to fund a Payroll Administrator.

**III. DISCUSSION/BACKGROUND**

In order to address the needs of METRO as it relates to Payroll, Finance Department requested the creation of a new payroll position. In May 2023, METRO contracted with K& A to evaluate the needs of the agency. A total analysis and compensation study was performed.

The study shows the need for a position (journey-level classification) responsible for performing full cycle payroll administration duties including preparing, maintaining, and processing payroll, including CalPERS and tax reporting.

HR staff worked with K& A to create a new Payroll Administrator job description (class specification) and corresponding wage scale. Upon approval, an open recruitment will be performed to fill the Payroll Administrator position.

K&A presented a total compensation study, which reflected comparison agency salaries and benefits. The ten labor market comparable agencies were:

- Alameda-Contra Costa Transit District
- Central Contra Costa Transit Authority
- City of Santa Cruz
- County of Santa Cruz
- Golden Gate Bridge, Highway and Transportation District
- Monterey-Salinas Transit District
- Riverside Transit Agency
- San Joaquin Regional Transit District
- Santa Barbara Metropolitan Transit District
- Santa Clara Valley Transportation Authority

This position was discussed with SEIU/SEA Chapter President, Jordan Vascones, SEIU/SEA Chapter Vice President, Holly Alcorn, and SEIU Regional Director Olivia Martinez. All SEIU representatives are in support of this new classification.

Staff is requesting that the Personnel/Human Resources Standing Committee recommend to the full Board of Directors at its October 27, 2023 meeting to approve the creation of Payroll Administrator position.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This item aligns to the following Strategic Plan Priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

The adoption of the recommendation contained in this report will require \$120K/fiscal year. The funding was included in the FY24 & FY25 Operating Budget, adopted on June 23, 2023, and it's available in the Finance Department.

## **VI. ALTERNATIVES CONSIDERED**

- Do nothing is an alternative. Staff does not recommend this option. This position meets the needs of METRO.
- Reject the suggested classification and wage survey. Staff does not recommend this action since the new class specification and its wage survey were researched and developed based on the developing needs of METRO.

## **VII. ATTACHMENTS**

**Attachment A:** Payroll Administrator Job Description

**Attachment B:** Payroll Administrator Wage Scale

Prepared by: Kristina Mihaylova, Deputy Finance Director and  
Monik Delfin, HR Deputy Director.

**VIII. APPROVALS**

Dawn Crummié, HR Director

Mimke DeFonzo DC

Approved as to fiscal impact:  
Chuck Farmer, Chief Financial Officer

Personal Check for Chuck Farmer

Michael Tree, CEO/General Manager

Check for MT



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Class Code: AS122*  
*FLSA Status: Non-Exempt*

### **Payroll Administrator**

#### **Bargaining Unit: SEA**

#### **DEFINITION:**

Under direction, a Payroll Administrator coordinates and processes payroll in accordance with applicable state and federal laws, personnel rules and policies, California Public Employees Retirement System (CalPERS) laws and reporting rules, Board policy, and collective bargaining agreements; prepares, maintains, and distributes a variety of payroll records and reports; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

Payroll Administrator is a journey-level classification responsible for performing full cycle payroll administration duties including preparing, maintaining, and processing payroll and interpretation and implementation of accounting policies and procedures and tax and year-end reporting. The incumbent regularly works on tasks which are varied and complex, requiring considerable discretion and independent judgment. The position relies on experience and judgment to perform complex payroll duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from the Payroll Specialist series in that the latter are primarily responsible for time entry processes. This classification is further distinguished from the Payroll Supervisor in that the latter is a full supervisory level class responsible for organizing, assigning, supervising, and reviewing the work of assigned payroll staff.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Plans, coordinates, and processes District-wide biweekly payroll; transfers payroll data from timekeeping system to payroll system software; audits timekeeping data and payroll calculations for accuracy; makes correcting entries and resolves discrepancies; issues paychecks and pay statements.
- Determines payroll liabilities by calculating and reporting employee and employer federal and state income taxes, Medicare taxes, unemployment insurance, state mandated garnishments, insurance deductions, union dues for represented staff, retirement contributions, and/or loan payments.
- Prepares and balances various payroll reports including quarterly and annual federal and state tax reports, earnings, deductions, wage garnishments, and related reports; prepares and distributes W-2 forms to employees.
- Prepares, reconciles, and files payroll reports to the California Public Employees Retirement System (CalPERS); makes adjustments in the CalPERS system upon transfer of files.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Serves as system administrator of the timekeeping and payroll systems including setting up and maintaining earning codes, deductions, deduction limits and percentages, pay groups, pay periods, entities, security access, and schedules, as well as business process workflows and reports; ensures system integrity and security and quality control of data.
- Identifies, develops, recommends, and participates in implementation and testing of payroll system improvements; works with Information Technology staff to maintain system integrity, troubleshoot technical issues, and test system upgrades and/or configuration changes.
- Develops and maintains training guidelines and system user procedures; provides training to staff and management.
- Responds to audit requests by gathering and providing requested payroll documents.
- Participates in conducting new employee orientation by providing assistance and instructions related to payroll procedures, systems, and forms.
- Responds to inquiries, researches and provides information, and resolves complaints and issues regarding payroll requiring the interpretation and application of policies, rules, collective bargaining agreements, and procedures; refers complex problems and issues to the Payroll Supervisor.
- Ensures compliance with federal and state regulations and guidelines and adherence to payroll standards, District policies, internal controls, and collective bargaining agreement requirements.
- Researches and compiles data from various sources; verifies accuracy of information, researches discrepancies, and records information.
- Organizes and maintains accurate and detailed databases, spreadsheets, files, and records; ensures adherence with established records retention and information security procedures.
- Composes and edits a variety of documents, including correspondence, letters, memos, forms, and reports.
- Answers telephones, greet visitors, and provides information to employees and the public.
- Operates standard office equipment; utilizes standard business computer software in performing job tasks; may utilize specialized Santa Cruz METRO software.
- Stays abreast of current payroll laws and regulations; interprets and complies with a variety of labor and tax laws which pertain to public employers.
- Provides assistance with other accounting activities and projects as needed.
- May track occupational illnesses and injuries.
- May provide technical and functional direction to other staff performing payroll related duties.
- Drives a Santa Cruz METRO vehicle to perform assignments.
- Performs related work as required.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Principles and practices of payroll administration including payroll processing, record keeping, and reporting.
- Methods and techniques of analyzing, auditing, and recording payroll transactions.
- Requirements of payroll reporting for internal and external purposes.
- Computerized financial systems and software applications related to processing payroll.
- Taxable and non-taxable compensation principles.
- Tax liabilities, withholding requirements, and penalties for non-compliance.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Applicable federal, state, and local laws, codes, and wage orders, District policies and procedures, and collective bargaining agreement provisions relevant to area(s) of responsibility.
- Advanced methods of researching and resolving payroll issues.
- Modern office practices, procedures, and equipment.
- Business correspondence, formatting, and report writing.
- Methods of maintaining information in digital or hard copy files.
- Technical methods of researching, gathering, organizing, and reporting data.
- Methods of prioritizing, planning, and organizing work.
- Time management techniques.
- Customer service techniques.
- Basic mathematics, including percentages and basic statistics.
- Telephone techniques and etiquette.
- The effective use of modern office equipment, personal computers, and standard business software.

#### **Ability to:**

- Interpret, explain, and apply payroll-related policies, procedures, and regulations.
- Interpret and apply collective bargaining agreement provisions relating to payroll and benefits.
- Perform detailed payroll processing work accurately and in a timely manner.
- Review payroll and other financial documents for completeness and accuracy.
- Maintain confidentiality in handling and processing confidential information and data.
- Understand, interpret, explain, and apply all pertinent laws, codes, and wage orders, District policies, procedures, and internal controls, collective bargaining agreements, and standards relevant to work performed.
- Gather, record, and summarize data in a variety of formats.
- Maintain records and control systems with accuracy and attention to detail.
- Design, prepare, and compile reports and information.
- Adhere to established work schedules and timelines.
- Maintain a calm demeanor in stressful situations.
- Work independently.
- Balance multiple assignments simultaneously and effectively.
- Perform mathematical calculations quickly and accurately.
- Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned.
- Communicate clearly and effectively in both oral and written form.
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education, Training, and Experience:**

Two (2) years course work from an accredited college in accounting, business administration, or a related field.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

**AND**

Four (4) years of experience performing technical bookkeeping, payroll accounting, and financial clerical or related work, preferably in a public agency, including two (2) years of experience administering departmental or agency wide payroll activities.

#### **LICENSES AND CERTIFICATES:**

A valid Driver's License will be required at the time of appointment and throughout employment.

Must be able to obtain and maintain a current, valid Class "C" Driver's License.

#### **PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

##### **Physical Demands**

While performing the duties of this job, the employee is frequently required to reach with hands and arms; walk, sit and stand; use finger dexterity; talk and hear, and use a keyboard. Work often requires stooping at the waist and the repetitive use of both hands to grasp and feel objects. Work may require lifting up to 20 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

##### **Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information, and documents; solves problems; uses math and mathematical reasoning; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

##### **Work Environment:**

The employee typically works in a standard office environment where the noise level is moderate.

#### **OTHER CONDITIONS OF EMPLOYMENT:**

- Must pass a requisite background check.
- Must maintain strict confidentiality of work-related information.
- May occasionally work extended hours or hours outside of the regular schedule.

\*Adopted: 10-27-2023

\*BOD Approved: 10-27-2023

\*Revised: 00-00-00

\*Job Family: Payroll

\*Job Series: Payroll Series

\*Job Series Level: Journey

\*Confidential: Yes

# Attachment B

FY24: 5% wage increase, effective June 22, 2023/Adopted by the Board as of August 11, 2023

UNION	TITLE	Step 1	1L	1L1	Step 2	2L	2L1	Step 3	3L	3L1	Step 4	4L	4L1	Step 5	5L	5L1	Step 6	6L	6L1	
SEP	Administrative Supervisor	33.23	34.89	36.55	38.21	39.87	41.53	43.19	44.85	46.51	48.17	49.83	51.49	53.15	54.81	56.47	58.13	59.79	61.45	63.11
SEP	Assistant Safety & Training Coordinator	36.29	38.10	39.91	41.72	43.53	45.34	47.15	48.96	50.77	52.58	54.39	56.20	58.01	59.82	61.63	63.44	65.25	67.06	68.87
SEP	Custodial Supervisor	25.78	27.07	28.36	29.65	30.94	32.23	33.52	34.81	36.10	37.39	38.68	39.97	41.26	42.55	43.84	45.13	46.42	47.71	49.00
SEP	Customer Service Supervisor	30.38	31.90	33.42	34.94	36.46	37.98	39.50	41.02	42.54	44.06	45.58	47.10	48.62	50.14	51.66	53.18	54.70	56.22	57.74
SEP	Facilities Maintenance Supervisor	35.52	37.30	39.08	40.86	42.64	44.42	46.20	47.98	49.76	51.54	53.32	55.10	56.88	58.66	60.44	62.22	64.00	65.78	67.56
SEP	Fleet Maintenance Supervisor	41.42	43.49	45.56	47.63	49.70	51.77	53.84	55.91	57.98	60.05	62.12	64.19	66.26	68.33	70.40	72.47	74.54	76.61	78.68
SEP	Maintenance Trainer	36.29	38.10	39.91	41.72	43.53	45.34	47.15	48.96	50.77	52.58	54.39	56.20	58.01	59.82	61.63	63.44	65.25	67.06	68.87
SEP	Parts and Materials Supervisor	34.03	35.73	37.43	39.13	40.83	42.53	44.23	45.93	47.63	49.33	51.03	52.73	54.43	56.13	57.83	59.53	61.23	62.93	64.63
SEP	Payroll Supervisor	38.62	40.55	42.48	44.41	46.34	48.27	50.20	52.13	54.06	55.99	57.92	59.85	61.78	63.71	65.64	67.57	69.50	71.43	73.36
SEP	Revenue Collection Supervisor	28.69	30.12	31.55	33.00	34.43	35.86	37.29	38.72	40.15	41.58	43.01	44.44	45.87	47.30	48.73	50.16	51.59	53.02	54.45
SEP	Safety & Training Coordinator	39.23	41.19	43.15	45.11	47.07	49.03	50.99	52.95	54.91	56.87	58.83	60.79	62.75	64.71	66.67	68.63	70.59	72.55	74.51
SEP	Transit Supervisor	35.16	36.92	38.68	40.44	42.20	43.96	45.72	47.48	49.24	51.00	52.76	54.52	56.28	58.04	59.80	61.56	63.32	65.08	66.84
SEP	Transportation Planning Supervisor	51.33	53.90	56.47	59.04	61.61	64.18	66.75	69.32	71.89	74.46	77.03	79.60	82.17	84.74	87.31	89.88	92.45	95.02	97.59
SES	Accountant I	35.89	37.27	38.65	40.03	41.41	42.79	44.17	45.55	46.93	48.31	49.69	51.07	52.45	53.83	55.21	56.59	57.97	59.35	60.73
SES	Accountant II	37.28	39.14	41.00	42.86	44.72	46.58	48.44	50.30	52.16	54.02	55.88	57.74	59.60	61.46	63.32	65.18	67.04	68.90	70.76
SES	Accountant III	40.67	42.70	44.73	46.76	48.79	50.82	52.85	54.88	56.91	58.94	60.97	62.99	65.02	67.05	69.08	71.11	73.14	75.17	77.20
SES	Accounting Clerk	22.50	23.68	24.76	25.83	26.91	27.99	29.07	30.15	31.23	32.31	33.39	34.47	35.55	36.63	37.71	38.79	39.87	40.95	42.03
SES	Accounting Specialist	32.75	34.39	36.03	37.67	39.31	40.95	42.59	44.23	45.87	47.51	49.15	50.79	52.43	54.07	55.71	57.35	58.99	60.63	62.27
SES	Accounting Technician	26.80	28.14	29.48	30.82	32.16	33.50	34.84	36.18	37.52	38.86	40.20	41.54	42.88	44.22	45.56	46.90	48.24	49.58	50.92
SES	Administrative Assistant	26.08	27.36	28.68	29.96	31.24	32.52	33.80	35.08	36.36	37.64	38.92	40.20	41.48	42.76	44.04	45.32	46.60	47.88	49.16
SES	Administrative Clerk	25.47	26.64	27.81	28.98	30.15	31.32	32.49	33.66	34.83	36.00	37.17	38.34	39.51	40.68	41.85	43.02	44.19	45.36	46.53
SES	Administrative Specialist	28.65	30.08	31.51	32.94	34.37	35.80	37.23	38.66	40.09	41.52	42.95	44.38	45.81	47.24	48.67	50.10	51.53	52.96	54.39
SES	Benefits Technician	27.99	29.39	30.79	32.19	33.59	34.99	36.39	37.79	39.19	40.59	41.99	43.39	44.79	46.19	47.59	48.99	50.39	51.79	53.19
SES	Buyer	27.35	28.72	30.09	31.46	32.83	34.20	35.57	36.94	38.31	39.68	41.05	42.42	43.79	45.16	46.53	47.90	49.27	50.64	52.01
SES	Claims Technician I	24.44	25.66	26.88	28.10	29.32	30.54	31.76	32.98	34.20	35.42	36.64	37.86	39.08	40.30	41.52	42.74	43.96	45.18	46.40
SES	Claims Technician II	27.15	28.51	29.87	31.23	32.59	33.95	35.31	36.67	38.03	39.39	40.75	42.11	43.47	44.83	46.19	47.55	48.91	50.27	51.63
SES	Custodial Service Worker	19.18	20.14	21.10	22.06	23.02	23.98	24.94	25.90	26.86	27.82	28.78	29.74	30.70	31.66	32.62	33.58	34.54	35.50	36.46
SES	Customer Service Representative	22.50	23.68	24.76	25.83	26.91	27.99	29.07	30.15	31.23	32.31	33.39	34.47	35.55	36.63	37.71	38.79	39.87	40.95	42.03
SES	Customer Service Assistant	26.08	27.38	28.68	29.98	31.28	32.58	33.88	35.18	36.48	37.78	39.08	40.38	41.68	42.98	44.28	45.58	46.88	48.18	49.48
SES	Facilities Maintenance Worker I	23.68	24.86	26.04	27.22	28.40	29.58	30.76	31.94	33.12	34.30	35.48	36.66	37.84	39.02	40.20	41.38	42.56	43.74	44.92
SES	Facilities Maintenance Worker II	26.32	27.64	28.96	30.28	31.60	32.92	34.24	35.56	36.88	38.20	39.52	40.84	42.16	43.48	44.80	46.12	47.44	48.76	50.08
SES	Financial Analyst	41.02	43.07	45.12	47.17	49.22	51.27	53.32	55.37	57.42	59.47	61.52	63.57	65.62	67.67	69.72	71.77	73.82	75.87	77.92
SES	Grants/Legislative Analyst	38.01	39.91	41.81	43.71	45.61	47.51	49.41	51.31	53.21	55.11	57.01	58.91	60.81	62.71	64.61	66.51	68.41	70.31	72.21
SES	HR Analyst I	31.96	33.56	35.16	36.76	38.36	39.96	41.56	43.16	44.76	46.36	47.96	49.56	51.16	52.76	54.36	55.96	57.56	59.16	60.76
SES	HR Analyst II	35.16	36.92	38.68	40.44	42.20	43.96	45.72	47.48	49.24	51.00	52.76	54.52	56.28	58.04	59.80	61.56	63.32	65.08	66.84
SES	Human Resources Clerk	23.68	24.86	26.04	27.22	28.40	29.58	30.76	31.94	33.12	34.30	35.48	36.66	37.84	39.02	40.20	41.38	42.56	43.74	44.92
SES	Human Resources Specialist	26.05	27.35	28.65	29.95	31.25	32.55	33.85	35.15	36.45	37.75	39.05	40.35	41.65	42.95	44.25	45.55	46.85	48.15	49.45
SES	Human Resources Technician	27.35	28.72	30.09	31.46	32.83	34.20	35.57	36.94	38.31	39.68	41.05	42.42	43.79	45.16	46.53	47.90	49.27	50.64	52.01
SES	Information Technology Project Coordinator	33.75	35.44	37.13	38.82	40.50	42.19	43.88	45.57	47.26	48.95	50.64	52.33	54.02	55.71	57.40	59.09	60.78	62.47	64.16
SES	Information Technology Support Analyst I	27.63	29.01	30.39	31.77	33.15	34.53	35.91	37.29	38.67	40.05	41.43	42.81	44.19	45.57	46.95	48.33	49.71	51.09	52.47
SES	Information Technology Support Analyst II	30.68	32.21	33.74	35.27	36.80	38.33	39.86	41.39	42.92	44.45	45.98	47.51	49.04	50.57	52.10	53.63	55.16	56.69	58.22
SES	Lead Custodial Service Worker	22.92	24.07	25.22	26.37	27.52	28.67	29.82	30.97	32.12	33.27	34.42	35.57	36.72	37.87	39.02	40.17	41.32	42.47	43.62
SES	Lead Facilities Maintenance Worker	31.56	33.14	34.72	36.30	37.88	39.46	41.04	42.62	44.20	45.78	47.36	48.94	50.52	52.10	53.68	55.26	56.84	58.42	60.00
SES	Legal Secretary	23.68	24.86	26.04	27.22	28.40	29.58	30.76	31.94	33.12	34.30	35.48	36.66	37.84	39.02	40.20	41.38	42.56	43.74	44.92
SES	Mobility Training Coordinator	30.38	31.90	33.42	34.94	36.46	37.98	39.50	41.02	42.54	44.06	45.58	47.10	48.62	50.14	51.66	53.18	54.70	56.22	57.74
SES	Paralegal I	33.89	35.58	37.27	38.96	40.65	42.34	44.03	45.72	47.41	49.10	50.79	52.48	54.17	55.86	57.55	59.24	60.93	62.62	64.31
SES	Paralegal II	37.28	39.14	41.00	42.86	44.72	46.58	48.44	50.30	52.16	54.02	55.88	57.74	59.60	61.46	63.32	65.18	67.04	68.90	70.76
SES	Paratransit Eligibility Coordinator	33.89	35.58	37.27	38.96	40.65	42.34	44.03	45.72	47.41	49.10	50.79	52.48	54.17	55.86	57.55	59.24	60.93	62.62	64.31
SES	Payroll Administrator	30.30	31.82	33.34	34.86	36.38	37.90	39.42	40.94	42.46	43.98	45.50	47.02	48.54	50.06	51.58	53.10	54.62	56.14	57.66
SES	Payroll Specialist	27.35	28.72	30.09	31.46	32.83	34.20	35.57	36.94	38.31	39.68	41.05	42.42	43.79	45.16	46.53	47.90	49.27	50.64	52.01

# Attachment B

FY24: 5% wage increase, effective June 22, 2023/Adopted by the Board as of August 11, 2023

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Aide	21.83	22.92	24.01	25.92	24.07	25.22	24.07	25.27	26.47	25.27	26.53	27.79	26.53	27.86	29.19	27.86	29.25	30.64
SES	Planning Data Analyst	33.89	35.58	37.27	39.14	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.15	45.31	43.15	45.41	47.57
SES	Purchasing Agent	33.59	35.27	36.95	38.79	37.03	38.79	37.03	38.88	40.73	38.88	40.82	42.76	40.82	42.86	44.90	42.86	45.00	47.14
SES	Purchasing Assistant	30.80	32.34	33.88	35.58	33.96	35.58	33.96	35.66	37.36	35.66	37.44	39.22	37.44	39.31	41.18	39.31	41.28	43.25
SES	Revenue Account Coordinator	23.61	24.79	25.97	27.49	26.03	27.27	26.03	27.33	28.63	27.33	28.70	30.07	28.70	30.14	31.58	30.14	31.65	33.16
SES	Revenue Collection Clerk	21.24	22.30	23.36	24.79	23.42	24.54	23.42	24.59	25.76	24.59	25.82	27.11	25.82	27.11	28.40	27.11	28.47	29.83
SES	Safety and Training Program Specialist I	39.55	41.53	43.51	45.61	43.61	45.69	43.61	45.79	47.97	45.79	48.08	50.37	48.08	50.48	52.88	50.48	53.00	55.52
SES	Safety and Training Program Specialist II	43.98	46.18	48.38	50.80	48.49	50.80	48.49	50.91	53.33	50.91	53.46	56.01	53.46	56.13	58.80	56.13	58.94	61.75
SES	Scheduling Analyst	33.89	35.58	37.27	39.14	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31	43.25	45.41	47.57
SES	Senior Accounting Technician	29.79	31.28	32.77	34.28	32.84	34.40	32.84	34.48	36.12	34.48	36.20	37.92	36.20	38.01	39.82	38.01	39.91	41.81
SES	Senior Customer Service Representative	27.01	28.36	29.71	31.20	29.78	31.20	29.78	31.27	32.76	31.27	32.83	34.39	32.83	34.47	36.11	34.47	36.19	37.91
SES	Senior Financial Analyst	45.11	47.37	49.63	51.99	49.74	52.11	49.74	52.23	54.72	52.23	54.84	57.45	54.84	57.58	60.32	57.58	60.46	63.34
SES	Senior Systems Administrator	50.89	53.43	55.97	58.77	56.10	58.77	56.10	58.91	61.72	58.91	61.86	64.81	61.86	64.95	68.04	64.95	68.20	71.45
SES	Senior Transportation Planner	45.63	47.91	50.19	52.71	50.31	52.71	50.31	52.83	55.35	52.83	55.47	58.11	55.47	58.24	61.01	58.24	61.15	64.06
SES	Systems Administrator	46.25	48.56	50.87	53.42	50.99	53.42	50.99	53.54	56.09	53.54	56.22	58.90	56.22	59.03	61.84	59.03	61.98	64.93
SES	Transportation Planner I	34.22	35.93	37.64	39.53	37.73	39.53	37.73	39.62	41.51	39.62	41.60	43.58	41.60	43.68	45.76	43.68	45.86	48.04
SES	Transportation Planner II	38.01	39.91	41.81	43.91	41.91	43.91	41.91	44.01	46.11	44.01	46.21	48.41	46.21	48.52	50.83	48.52	50.95	53.38
SEV	Electronic Technician	35.16	36.92	38.77	40.62	38.77	40.62	38.77	40.71	42.65	40.71	42.75	44.79	42.75	44.89	47.03	44.89	47.13	49.37
SEV	Lead Mechanic	36.82	38.66	40.50	42.43	40.59	42.52	40.59	42.62	44.65	42.62	44.75	46.88	44.75	46.99	49.23	46.99	49.34	51.69
SEV	Lead Parts and Materials Clerk	30.24	31.75	33.26	34.75	33.34	34.93	33.34	35.01	36.68	35.01	36.76	38.51	36.76	38.60	40.44	38.60	40.53	42.46
SEV	Lead Vehicle Service Worker	25.32	26.59	27.86	29.25	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87	32.33	33.95	35.57
SEV	Mechanic I	27.61	28.99	30.37	31.89	30.44	31.96	30.44	31.96	33.48	31.96	33.56	35.16	33.56	35.24	36.92	35.24	37.00	38.76
SEV	Mechanic II	30.68	32.21	33.74	35.32	33.82	35.43	33.82	35.51	37.20	35.51	37.29	39.07	37.29	39.15	41.01	39.15	41.11	43.07
SEV	Mechanic III	33.75	35.44	37.13	38.98	37.21	39.08	37.21	39.07	40.93	39.07	41.02	42.97	41.02	43.07	45.12	43.07	45.22	47.37
SEV	Parts and Materials Clerk	25.21	26.47	27.73	29.11	27.79	29.11	27.79	29.18	30.57	29.18	30.64	32.10	30.64	32.17	33.70	32.17	33.78	35.39
SEV	Upholsterer I	25.32	26.59	27.86	29.25	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87	32.33	33.95	35.57
SEV	Upholsterer II	27.84	29.23	30.62	32.15	30.69	32.22	30.69	32.22	33.75	32.22	33.83	35.44	33.83	35.52	37.21	35.52	37.30	39.08
SEV	Vehicle Body Repair Mechanic	27.84	29.23	30.62	32.15	30.69	32.22	30.69	32.22	33.75	32.22	33.83	35.44	33.83	35.52	37.21	35.52	37.30	39.08
SEV	Vehicle Service Detailer	23.18	24.34	25.50	26.78	25.56	26.84	25.56	26.84	28.12	26.84	28.18	29.52	28.18	29.52	31.00	29.52	31.07	32.55
SEV	Vehicle Service Worker I	18.97	19.92	20.87	21.92	20.92	21.92	20.92	21.97	23.02	21.97	23.07	24.17	23.07	24.22	25.37	24.22	25.43	26.64
SEV	Vehicle Service Worker II	21.15	22.21	23.27	24.43	23.32	24.43	23.32	24.49	25.66	24.49	25.71	26.93	25.71	26.93	28.29	27.00	28.35	29.70

Special Handling - filled positions as of 10/26/2019

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Data Analyst	34.35	36.07	37.79	39.67	37.87	39.67	37.87	39.76	41.65	39.76	41.75	43.74	41.75	43.84	45.93	43.84	46.03	48.22
SEV	Mechanic I	28.07	29.47	30.87	32.41	30.94	32.41	30.94	32.49	34.04	32.49	34.11	35.73	34.11	35.82	37.53	35.82	37.61	39.40
SEV	Vehicle Service Worker I	19.20	20.15	21.12	22.18	21.17	22.18	21.17	22.23	23.29	22.23	23.34	24.45	23.34	24.51	25.68	24.51	25.74	26.97

*Longevity Pay is based only on length of service.*

Notes: \* Adding Customer Service Assistant to the SEA Chapter. Position and wage approved on BOD 06.26.2020. Adding HR Analyst I to the SEA Chapter. Position and wage approved on BOD 01.28.2022. Adding IT Project Coordinator to the SEA Chapter. Position and wage approved on BOD 03.25.2022. Adding Mobility Training Coordinator. Position and wage approved on BOD 06.24.2022. Adding Accountant III. Position and wage approved on BOD 09.23.2022. Adding Maintenance Trainer. Position and wage approved on BOD 02.24.2023. Adding Payroll Administrator and Payroll Supervisor. Positions and wages approved on BOD 10.27.2023.

# Attachment B

FY25: 4% wage increase, effective June 20, 2024/Adopted by the Board as of August 11, 2023

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SEP	Administrative Supervisor	34.56	36.29	38.02	36.29	38.10	39.91	38.10	40.01	41.92	40.01	42.01	44.01	42.01	44.11	46.21	44.11	46.32	48.53
SEP	Assistant Safety & Training Coordinator	37.74	39.63	41.52	39.63	41.61	43.59	41.61	43.69	45.77	43.69	45.87	48.05	45.87	48.16	50.45	48.16	50.57	52.98
SEP	Custodial Supervisor	26.81	28.15	29.49	28.15	29.56	30.97	29.56	31.04	32.52	31.04	32.59	34.14	32.59	34.22	35.93	34.22	35.93	37.64
SEP	Customer Service Supervisor	31.60	33.18	34.76	33.18	34.84	36.50	34.84	36.58	38.32	36.58	38.41	40.24	38.41	40.33	42.35	40.33	42.35	44.37
SEP	Facilities Maintenance Supervisor	36.94	38.79	40.64	38.79	40.73	42.67	40.73	42.77	44.81	42.77	44.91	47.05	44.91	47.16	49.41	47.16	49.52	51.88
SEP	Fleet Maintenance Supervisor	44.37	46.59	48.81	46.59	48.92	51.25	48.92	51.37	53.82	51.37	53.94	56.51	53.94	56.64	59.34	56.64	59.47	62.30
SEP	Maintenance Trainer	37.74	39.69	41.52	39.69	41.61	43.59	41.61	43.69	45.77	43.69	45.87	48.05	45.87	48.16	50.45	48.16	50.57	52.98
SEP	Parts and Materials Supervisor	35.39	37.16	38.93	37.16	39.02	40.88	39.02	40.97	42.92	40.97	43.02	45.17	43.02	45.17	47.32	45.17	47.43	49.69
SEP	Payroll Supervisor	40.16	42.17	44.18	42.17	44.18	46.39	44.18	46.49	48.70	46.49	48.81	51.13	48.81	51.25	53.69	51.25	53.81	56.37
SEP	Revenue Collection Supervisor	29.84	31.33	32.82	31.33	32.90	34.47	32.90	34.55	36.20	34.55	36.28	38.01	36.28	38.09	39.90	38.09	39.99	41.89
SEP	Safety & Training Coordinator	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48	47.23	49.59	51.95	49.59	52.07	54.55	52.07	54.67	57.27
SEP	Transit Supervisor	36.57	38.40	40.23	38.40	40.32	42.24	40.32	42.34	44.36	42.34	44.46	46.58	44.46	46.68	48.90	46.68	48.91	51.34
SEP	Transportation Planning Supervisor	53.38	56.05	58.72	56.05	58.85	61.65	58.85	61.79	64.73	61.79	64.88	67.97	64.88	68.12	71.36	68.12	71.53	74.94
SES	Accountant I	35.25	37.01	38.77	37.01	38.86	40.71	38.86	40.80	42.74	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48
SES	Accountant II	38.77	40.71	42.65	40.71	42.75	44.79	42.75	44.89	47.03	44.89	47.13	49.37	47.13	49.49	51.85	49.49	51.96	54.43
SES	Accountant III	42.30	44.42	46.54	44.42	46.64	48.86	46.64	48.97	51.30	48.97	51.42	53.87	51.42	53.99	56.56	53.99	56.69	59.39
SES	Accounting Clerk	23.40	24.57	25.74	24.57	25.80	27.03	25.80	27.09	28.38	27.09	28.44	29.79	28.44	29.86	31.28	29.86	31.35	32.84
SES	Accounting Specialist	34.06	35.76	37.46	35.76	37.55	39.34	37.55	39.43	41.31	39.43	41.40	43.37	41.40	43.47	45.54	43.47	45.64	47.81
SES	Accounting Technician	27.87	29.26	30.65	29.26	30.72	32.18	30.72	32.26	33.80	32.26	33.87	35.48	33.87	35.56	37.25	35.56	37.34	39.12
SES	Administrative Assistant	27.12	28.48	29.84	28.48	29.90	31.32	29.90	31.40	32.90	31.40	32.97	34.54	32.97	34.62	36.27	34.62	36.35	38.08
SES	Administrative Clerk	24.41	25.68	26.85	25.68	26.91	28.19	26.91	28.26	29.61	28.26	29.67	31.08	29.67	31.15	32.63	31.15	32.71	34.27
SES	Administrative Specialist	29.80	31.29	32.78	31.29	32.85	34.41	32.85	34.49	36.13	34.49	36.21	37.93	36.21	38.02	39.83	38.02	39.92	41.82
SES	Benefits Technician	28.44	29.86	31.28	29.86	31.33	32.84	31.33	32.92	34.49	32.92	34.57	36.22	34.57	36.30	38.12	36.30	38.12	39.94
SES	Buyer	29.11	30.57	32.03	30.57	32.10	33.63	32.10	33.71	35.32	33.71	35.40	37.09	35.40	37.17	38.94	37.17	39.03	40.89
SES	Claims Technician I	25.42	26.69	27.96	26.69	28.02	29.35	28.02	29.42	30.82	29.42	30.89	32.36	30.89	32.43	34.05	32.43	34.05	35.67
SES	Claims Technician II	28.24	29.65	31.06	29.65	31.13	32.61	31.13	32.69	34.25	32.69	34.32	35.95	34.32	36.04	37.76	36.04	37.84	39.64
SES	Custodial Service Worker	19.95	20.95	21.95	20.95	22.00	23.05	22.00	23.10	24.20	23.10	24.26	25.42	24.26	25.47	26.68	25.47	26.74	28.01
SES	Customer Service Representative	23.40	24.57	25.74	24.57	25.80	27.03	25.80	27.09	28.38	27.09	28.44	29.79	28.44	29.86	31.28	29.86	31.35	32.84
SES	Customer Service Assistant	27.12	28.48	29.84	28.48	29.90	31.32	29.90	31.40	32.90	31.40	32.97	34.54	32.97	34.62	36.27	34.62	36.35	38.08
SES	Facilities Maintenance Worker I	24.63	25.86	27.09	25.86	27.15	28.44	27.15	28.51	29.87	28.51	29.94	31.37	29.94	31.44	32.94	31.44	33.01	34.58
SES	Facilities Maintenance Worker II	27.37	28.74	30.11	28.74	30.18	31.62	30.18	31.69	33.20	31.69	33.27	34.85	33.27	34.93	36.59	34.93	36.68	38.43
SES	Financial Analyst	42.66	44.79	46.92	44.79	46.92	49.27	47.03	49.38	51.73	49.38	51.85	54.32	51.85	54.44	57.03	54.44	57.16	59.88
SES	Grants/Legislative Analyst	39.53	41.51	43.49	41.51	43.59	45.67	43.59	45.77	47.95	45.77	48.06	50.35	48.06	50.46	52.86	50.46	52.98	55.50
SES	HR Analyst I	33.24	34.90	36.56	34.90	36.65	38.40	36.65	38.48	40.31	38.48	40.40	42.32	40.40	42.42	44.44	42.42	44.54	46.66
SES	HR Analyst II	36.57	38.40	40.23	38.40	40.32	42.24	40.32	42.34	44.36	42.34	44.46	46.58	44.46	46.68	48.90	46.68	48.91	51.34
SES	Human Resources Clerk	24.63	25.86	27.09	25.86	27.15	28.44	27.15	28.51	29.87	28.51	29.94	31.37	29.94	31.44	32.94	31.44	33.01	34.58
SES	Human Resources Specialist	27.09	28.44	29.86	28.44	29.86	31.28	29.86	31.35	32.84	31.35	32.92	34.49	32.92	34.57	36.22	34.57	36.30	38.03
SES	Human Resources Technician	28.44	29.86	31.28	29.86	31.35	32.84	31.35	32.92	34.49	32.92	34.57	36.22	34.57	36.30	38.03	36.30	38.12	39.94
SES	Information Technology Project Coordinator	35.10	36.86	38.62	36.86	38.70	40.54	38.70	40.64	42.58	40.64	42.67	44.70	42.67	44.80	46.93	44.80	47.04	49.28
SES	Information Technology Support Analyst I	28.74	30.18	31.62	30.18	31.69	33.20	31.69	33.27	34.85	33.27	34.93	36.59	34.93	36.68	38.43	36.68	38.51	40.34
SES	Information Technology Support Analyst II	31.91	33.51	35.11	33.51	35.19	36.87	35.19	36.95	38.71	36.95	39.00	40.65	39.00	40.74	42.68	40.74	42.78	44.82
SES	Lead Custodial Service Worker	23.84	25.03	26.22	25.03	26.28	27.53	26.28	27.59	28.90	27.59	28.97	30.35	28.97	30.42	31.87	30.42	31.94	33.46
SES	Lead Facilities Maintenance Worker	32.82	34.46	36.10	34.46	36.18	37.90	36.18	37.99	39.80	37.99	39.89	41.79	39.89	41.88	43.87	41.88	43.97	46.06
SES	Legal Secretary	24.63	25.86	27.09	25.86	27.15	28.44	27.15	28.51	29.87	28.51	29.94	31.37	29.94	31.44	32.94	31.44	33.01	34.58
SES	Mobility Training Coordinator	31.60	33.18	34.76	33.18	34.84	36.50	34.84	36.58	38.32	36.58	38.41	40.24	38.41	40.33	42.25	40.33	42.35	44.37
SES	Paralegal I	35.25	37.01	38.77	37.01	38.86	40.71	38.86	40.80	42.74	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48
SES	Paralegal II	38.77	40.71	42.65	40.71	42.75	44.79	42.75	44.89	47.03	44.89	47.13	49.37	47.13	49.49	51.85	49.49	51.96	54.43
SES	Paratransit Eligibility Coordinator	35.25	37.01	38.77	37.01	38.86	40.71	38.86	40.80	42.74	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48
SES	Payroll Administrator	31.51	33.09	34.67	33.09	34.74	36.39	34.74	36.48	38.22	36.48	38.30	40.12	38.30	40.22	42.14	40.22	42.23	44.24
SES	Payroll Specialist	28.44	29.86	31.28	29.86	31.35	32.84	31.35	32.92	34.49	32.92	34.57	36.22	34.57	36.30	38.03	36.30	38.12	39.94

# Attachment B

FY25: 4% wage increase, effective June 20, 2024/Adopted by the Board as of August 11, 2023

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Aide	22.70	23.84	24.98	23.84	25.03	26.22	25.03	26.28	27.53	26.28	27.59	28.90	27.59	28.97	30.35	28.97	30.42	31.87
SES	Planning Data Analyst	35.25	37.01	38.86	37.01	38.86	40.71	38.86	40.80	42.74	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48
SES	Purchasing Agent	34.93	36.68	38.43	36.68	38.51	40.34	38.51	40.44	42.37	40.44	42.46	44.48	42.46	44.58	46.70	44.58	46.81	49.04
SES	Purchasing Assistant	32.03	33.63	35.23	33.63	35.31	36.99	35.31	37.08	38.85	37.08	38.93	40.78	38.93	40.88	42.83	40.88	42.92	44.96
SES	Revenue Account Coordinator	24.55	25.78	27.01	25.78	27.07	28.36	27.07	28.42	29.77	28.42	29.84	31.26	29.84	31.33	32.82	31.33	32.90	34.47
SES	Revenue Collection Clerk	22.09	23.19	24.29	23.19	24.35	25.51	24.35	25.57	26.79	25.57	26.85	28.13	26.85	28.19	29.60	28.19	29.60	31.01
SES	Safety and Training Program Specialist I	41.13	43.19	45.25	43.19	45.35	47.51	45.35	47.62	49.89	47.62	49.89	52.38	50.00	52.50	55.00	52.50	55.13	57.76
SES	Safety and Training Program Specialist II	45.74	48.03	50.32	48.03	50.43	52.83	50.43	52.83	55.47	52.95	55.60	58.25	55.60	58.38	61.16	58.38	61.30	64.22
SES	Scheduling Analyst	35.25	37.01	38.77	37.01	38.86	40.71	38.86	40.80	42.74	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48
SES	Senior Accounting Technician	30.98	32.53	34.08	32.53	34.16	35.79	34.16	35.87	37.58	35.87	37.66	39.45	37.66	39.54	41.42	39.54	41.52	43.50
SES	Senior Customer Service Representative	28.09	29.49	30.89	29.49	30.96	32.43	30.96	32.51	34.06	32.51	34.14	35.77	34.14	35.85	37.56	35.85	37.64	39.43
SES	Senior Financial Analyst	46.91	49.26	51.61	49.26	51.72	54.18	51.72	54.31	56.90	54.31	57.03	59.75	57.03	59.88	62.73	59.88	62.87	65.86
SES	Senior Systems Administrator	52.93	55.58	58.23	55.58	58.36	61.14	58.36	61.28	64.20	61.28	64.34	67.40	64.34	67.56	70.78	67.56	70.94	74.32
SES	Senior Transportation Planner	47.46	49.83	52.20	49.83	52.32	54.81	52.32	54.94	57.56	54.94	57.69	60.44	57.69	60.57	63.45	60.57	63.60	66.63
SES	Systems Administrator	48.10	50.51	52.92	50.51	53.04	55.57	53.04	55.69	58.34	55.69	58.47	61.25	58.47	61.39	64.31	61.39	64.46	67.59
SES	Transportation Planner I	35.59	37.37	39.15	37.37	39.24	41.11	39.24	41.20	43.16	41.20	43.26	45.32	43.26	45.42	47.58	45.42	47.69	49.96
SES	Transportation Planner II	39.53	41.51	43.49	41.51	43.59	45.67	43.59	45.77	47.95	45.77	48.06	50.35	48.06	50.46	52.86	50.46	52.98	55.50
SEV	Electronic Technician	36.57	38.40	40.23	38.40	40.32	42.24	40.32	42.34	44.36	42.34	44.46	46.58	44.46	46.68	48.90	46.68	48.91	51.34
SEV	Lead Mechanic	39.44	41.41	43.38	41.41	43.48	45.55	43.48	45.65	47.82	45.65	47.93	50.21	47.93	50.33	52.73	50.33	52.85	55.37
SEV	Lead Parts and Materials Clerk	31.45	33.02	34.59	33.02	34.59	36.32	34.67	36.40	38.13	36.40	38.22	40.04	38.22	40.13	42.04	40.13	42.14	44.15
SEV	Lead Vehicle Service Worker	26.33	27.65	28.97	27.65	29.03	30.41	29.03	30.48	31.93	30.48	32.00	33.52	32.00	33.60	35.20	33.60	35.28	36.96
SEV	Mechanic I	29.58	31.06	32.54	31.06	32.61	34.16	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55	37.75	39.64	41.53
SEV	Mechanic II	32.87	34.51	36.15	34.51	36.24	37.97	36.24	38.05	39.86	38.05	39.95	41.85	39.95	41.95	43.95	41.95	44.05	46.15
SEV	Mechanic III	36.16	37.97	39.78	37.97	39.87	41.77	39.87	41.86	43.85	41.86	43.95	46.04	43.95	46.15	48.35	46.15	48.46	50.77
SEV	Parts and Materials Clerk	26.22	27.59	28.94	27.59	28.91	30.29	28.91	30.36	31.81	30.36	31.88	33.40	31.88	33.47	35.14	33.47	35.14	36.81
SEV	Upholsterer I	26.33	27.65	28.97	27.65	29.03	30.41	29.03	30.48	31.93	30.48	32.00	33.52	32.00	33.60	35.20	33.60	35.28	36.96
SEV	Upholsterer II	28.95	30.40	31.85	30.40	31.92	33.44	31.92	33.52	35.12	33.52	35.20	36.88	35.20	36.96	38.72	36.96	38.81	40.66
SEV	Vehicle Body Repair Mechanic	28.95	30.40	31.85	30.40	31.92	33.44	31.92	33.52	35.12	33.52	35.20	36.88	35.20	36.96	38.72	36.96	38.81	40.66
SEV	Vehicle Service Detailer	24.11	25.32	26.53	25.32	26.59	27.86	26.59	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87
SEV	Vehicle Service Worker I	19.73	20.72	21.71	20.72	21.76	22.80	21.76	22.85	23.94	22.85	23.99	25.13	23.99	25.19	26.39	25.19	26.45	27.71
SEV	Vehicle Service Worker II	22.00	23.10	24.20	23.10	24.26	25.42	24.26	25.47	26.68	25.47	26.74	28.01	26.74	28.08	29.42	28.08	29.48	30.88

Special Handling - filled positions as of 10/26/2019

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Data Analyst	35.72	37.51	39.30	37.51	39.39	41.27	39.39	41.36	43.33	41.36	43.43	45.50	43.43	45.60	47.77	45.60	47.88	50.16
SEV	Mechanic I	30.07	31.57	33.07	31.57	33.15	34.73	33.15	34.81	36.47	34.81	36.55	38.29	36.55	38.38	40.21	38.38	40.30	42.22
SEV	Vehicle Service Worker I	19.97	20.97	21.97	20.97	22.02	23.07	22.02	23.12	24.22	23.12	24.28	25.44	24.28	25.49	26.70	25.49	26.76	28.03

*Longevity Pay is based only on length of service.*

Notes: \* Adding Customer Service Assistant to the SEA Chapter. Position and wage approved on BOD 06.26.2020. Adding HR Analyst I to the SEA Chapter. Position and wage approved on BOD 01.28.2022. Adding IT Project Coordinator to the SEA Chapter. Position and wage approved on BOD 05.25.2022. Adding Mobility Training Coordinator. Position and wage approved on BOD 06.24.2022. Adding Accountant III. Position and wage approved on BOD 09.23.2022. Adding Maintenance Trainer. Position and wage approved on BOD 02.24.2023. Adding Payroll Administrator and Payroll Supervisor. Positions and wages approved on BOD 10.27.2023.

# Attachment B

FY26: 4% wage increase, effective June 19, 2025/Adopted by the Board as of August 11, 2023

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SEP	Administrative Supervisor	35.94	37.74	39.54	37.74	39.63	41.52	39.63	41.61	43.59	41.61	43.69	45.77	43.69	45.87	48.05	45.87	48.16	50.45
SEP	Assistant Safety & Training Coordinator	39.25	41.21	43.17	41.21	43.27	45.33	43.27	45.43	47.59	45.43	47.70	49.97	47.70	50.09	52.48	50.09	52.59	55.09
SEP	Custodial Supervisor	27.88	29.27	30.66	29.27	30.73	32.19	30.73	32.27	33.81	32.27	33.88	35.49	33.88	35.57	37.26	35.57	37.35	39.13
SEP	Customer Service Supervisor	32.86	34.50	36.14	34.50	36.23	37.96	36.23	38.04	39.85	38.04	39.94	41.84	39.94	41.94	43.94	41.94	44.04	46.14
SEP	Fleet Maintenance Supervisor	38.42	40.34	42.26	40.34	42.36	44.38	42.36	44.48	46.60	44.48	46.70	48.92	46.70	49.04	51.38	49.04	51.49	53.94
SEP	Fleet Maintenance Supervisor	46.14	48.45	50.76	48.45	50.87	53.29	50.87	53.41	55.95	53.41	56.08	58.75	56.08	58.88	61.82	58.88	61.82	64.76
SEP	Maintenance Trainer	39.25	41.21	43.17	41.21	43.27	45.33	43.27	45.43	47.59	45.43	47.70	49.97	47.70	50.09	52.48	50.09	52.59	55.09
SEP	Parts and Materials Supervisor	36.81	38.65	40.49	38.65	40.58	42.51	40.58	42.61	44.64	42.61	44.74	46.98	44.74	46.98	49.22	46.98	49.33	51.68
SEP	Payroll Supervisor	41.77	43.86	45.95	43.86	46.05	48.24	46.05	48.35	50.65	48.35	50.77	53.19	50.77	53.31	55.85	53.31	55.98	58.65
SEP	Revenue Collection Supervisor	31.03	32.58	34.13	32.58	34.21	35.84	34.21	35.92	37.63	35.92	37.72	39.52	37.72	39.61	41.50	39.61	41.59	43.57
SEP	Safety & Training Coordinator	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46	49.12	51.58	54.16	51.58	54.16	56.87	54.16	56.87	59.58
SEP	Transit Supervisor	38.03	39.93	41.83	39.93	41.93	43.93	41.93	44.03	46.13	44.03	46.23	48.43	46.23	48.54	50.85	48.54	50.97	53.40
SEP	Transportation Planning Supervisor	55.52	58.30	61.08	58.30	61.22	64.14	61.22	64.28	67.34	64.28	67.49	70.70	67.49	70.86	74.23	70.86	74.40	77.94
SES	Accountant I	36.66	38.49	40.32	38.49	40.41	42.33	40.41	42.43	44.45	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46
SES	Accountant II	40.32	42.34	44.36	42.34	44.46	46.58	44.46	46.68	48.90	46.68	48.90	51.34	48.90	51.46	53.91	51.46	54.03	56.60
SES	Accountant III	43.99	46.19	48.39	46.19	48.50	50.81	48.50	50.93	53.36	50.93	53.48	56.03	53.48	56.15	58.82	56.15	58.96	61.77
SES	Accounting Clerk	24.34	25.56	26.78	25.56	26.84	28.12	26.84	28.18	29.52	28.18	29.59	31.00	29.59	31.07	32.55	31.07	32.62	34.17
SES	Accounting Specialist	35.42	37.19	38.96	37.19	39.05	40.91	39.05	41.00	42.95	41.00	43.05	45.10	43.05	45.20	47.35	45.20	47.46	49.72
SES	Accounting Technician	28.98	30.43	31.88	30.43	31.95	33.47	31.95	33.55	35.15	33.55	35.23	36.91	35.23	36.99	38.75	36.99	38.84	40.69
SES	Administrative Assistant	28.20	29.61	31.02	29.61	31.09	32.57	31.09	32.64	34.19	32.64	34.27	35.90	34.27	35.98	37.69	35.98	37.78	39.58
SES	Administrative Clerk	25.39	26.66	27.93	26.66	27.99	29.32	27.99	29.39	30.79	29.39	30.86	32.33	30.86	32.40	33.94	32.40	34.02	35.64
SES	Administrative Specialist	30.99	32.54	34.09	32.54	34.17	35.80	34.17	35.88	37.59	35.88	37.67	39.46	37.67	39.55	41.43	39.55	41.53	43.51
SES	Benefits Technician	29.58	31.06	32.54	31.06	32.61	34.16	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55	37.75	39.64	41.55
SES	Buyer	30.27	31.78	33.29	31.78	33.37	34.96	33.37	35.04	36.71	35.04	36.79	38.54	36.79	38.63	40.47	38.63	40.56	42.49
SES	Claims Technician I	28.44	29.76	31.08	29.76	31.15	32.54	31.15	32.61	34.09	32.61	34.19	35.76	34.19	35.84	37.51	35.84	37.60	39.36
SES	Claims Technician II	29.37	30.84	32.31	30.84	32.38	33.92	32.38	34.00	35.62	34.00	35.72	37.40	35.72	37.49	39.28	37.49	39.36	41.23
SES	Custodial Service Worker	20.75	21.79	22.83	21.79	22.88	23.97	22.88	24.02	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12
SES	Customer Service Representative	24.34	25.56	26.78	25.56	26.84	28.12	26.84	28.18	29.52	28.18	29.52	31.00	29.52	31.07	32.55	31.07	32.62	34.17
SES	Customer Service Assistant	28.20	29.61	31.02	29.61	31.09	32.57	31.09	32.64	34.19	32.64	34.27	35.90	34.27	35.98	37.69	35.98	37.78	39.58
SES	Facilities Maintenance Worker I	25.62	26.90	28.18	26.90	28.25	29.60	28.25	29.66	31.07	29.66	31.14	32.62	31.14	32.70	34.26	32.70	34.34	35.98
SES	Facilities Maintenance Worker II	28.46	29.88	31.30	29.88	31.37	32.86	31.37	32.94	34.51	32.94	34.59	36.24	34.59	36.32	38.05	36.32	38.14	39.96
SES	Financial Analyst	44.37	46.59	48.81	46.59	48.82	51.25	48.82	51.37	53.82	51.37	53.94	56.51	53.94	56.64	59.34	56.64	59.47	62.30
SES	Grants/Legislative Analyst	41.11	43.17	45.23	43.17	45.33	47.49	45.33	47.60	49.87	47.60	49.98	52.36	49.98	52.48	54.98	52.48	55.10	57.72
SES	HR Analyst I	34.57	36.30	38.03	36.30	38.12	39.94	38.12	40.03	41.94	40.03	42.03	44.03	42.03	44.13	46.23	44.13	46.34	48.55
SES	HR Analyst II	28.17	29.58	30.99	29.58	31.06	32.54	31.06	32.61	34.16	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55
SES	Human Resources Clerk	25.62	26.90	28.18	26.90	28.25	29.60	28.25	29.66	31.07	29.66	31.14	32.62	31.14	32.70	34.26	32.70	34.34	35.98
SES	Human Resources Specialist	28.17	29.58	30.99	29.58	31.06	32.54	31.06	32.61	34.16	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55
SES	Human Resources Technician	29.58	31.06	32.54	31.06	32.61	34.16	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55	37.75	39.64	41.53
SES	Information Technology Project Coordinator	36.50	38.33	40.16	38.33	40.25	42.17	40.25	42.26	44.27	42.26	44.37	46.48	44.37	46.59	48.81	46.59	48.92	51.25
SES	Information Technology Support Analyst I	29.89	31.38	32.87	31.38	32.95	34.52	32.95	34.60	36.25	34.60	36.33	38.06	36.33	38.15	39.97	38.15	40.06	41.97
SES	Information Technology Support Analyst II	33.19	34.85	36.51	34.85	36.59	38.33	36.59	38.42	40.25	38.42	40.34	42.26	40.34	42.36	44.38	42.36	44.48	46.60
SES	Lead Custodial Service Worker	24.79	26.03	27.27	26.03	27.33	28.63	27.33	28.70	30.07	28.70	30.14	31.58	30.14	31.65	33.16	31.65	33.23	34.81
SES	Lead Facilities Maintenance Worker	34.13	35.84	37.55	35.84	37.63	39.42	37.63	39.51	41.39	39.51	41.49	43.47	41.49	43.56	45.63	43.56	45.74	47.92
SES	Legal Secretary	25.62	26.90	28.18	26.90	28.25	29.60	28.25	29.66	31.07	29.66	31.14	32.62	31.14	32.70	34.26	32.70	34.34	35.98
SES	Mobility Training Coordinator	32.86	34.50	36.14	34.50	36.23	37.96	36.23	38.04	39.85	38.04	39.94	41.84	39.94	41.94	43.94	41.94	44.04	46.14
SES	Paralegal I	36.66	38.49	40.32	38.49	40.41	42.33	40.41	42.43	44.45	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46
SES	Paralegal II	40.32	42.34	44.36	42.34	44.45	46.58	44.45	46.68	48.90	46.68	48.90	51.34	48.90	51.46	53.91	51.46	54.03	56.60
SES	Paratransit Eligibility Coordinator	36.66	38.49	40.32	38.49	40.41	42.33	40.41	42.43	44.45	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46
SES	Payroll Administrator	32.77	34.41	36.05	34.41	36.13	37.85	36.13	37.94	39.75	37.94	39.84	41.74	39.84	41.83	43.82	41.83	43.92	46.01
SES	Payroll Specialist	29.58	31.06	32.54	31.06	32.61	34.16	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55	37.75	39.64	41.53

# Attachment B

FY26: 4% wage increase, effective June 19, 2025 / Adopted by the Board as of August 11, 2023

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Aide	23.61	24.79	25.97	24.79	26.03	27.27	26.03	27.33	28.63	27.33	28.70	30.07	28.70	30.14	31.58	30.14	31.65	33.16
SES	Planning Data Analyst	36.66	38.49	40.32	38.49	40.41	42.33	40.41	42.43	44.45	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46
SES	Purchasing Agent	36.33	38.15	39.97	38.15	40.06	41.97	40.06	42.06	44.06	42.06	44.16	46.26	44.16	46.37	48.58	46.37	48.69	51.01
SES	Purchasing Assistant	33.31	34.98	36.65	34.98	36.73	38.48	36.73	38.57	40.41	38.57	40.50	42.43	40.50	42.59	44.56	42.59	44.66	46.79
SES	Revenue Account Coordinator	25.53	26.81	28.09	26.81	28.15	29.49	28.15	29.56	30.97	29.56	31.04	32.52	31.04	32.59	34.14	32.59	34.22	36.85
SES	Revenue Collection Clerk	22.97	24.12	25.27	24.12	25.33	26.54	25.33	26.60	27.87	26.60	27.93	29.33	27.93	29.33	30.73	29.33	30.80	32.27
SES	Safety and Training Program Specialist I	42.78	44.92	47.06	44.92	47.17	49.42	47.17	49.53	51.89	49.53	52.01	54.49	52.01	54.61	57.21	54.61	57.34	60.07
SES	Safety and Training Program Specialist II	47.57	49.95	52.33	49.95	52.45	54.95	52.45	55.07	57.69	55.07	57.82	60.57	57.82	60.71	63.60	60.71	63.75	66.79
SES	Scheduling Analyst	36.66	38.49	40.32	38.49	40.41	42.33	40.41	42.43	44.45	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46
SES	Senior Accounting Technician	32.22	33.83	35.44	33.83	35.52	37.21	35.52	37.30	39.08	37.30	39.17	41.04	39.17	41.13	43.09	41.13	43.19	45.25
SES	Senior Customer Service Representative	29.21	30.67	32.13	30.67	32.20	33.73	32.20	33.81	35.42	33.81	35.50	37.19	35.50	37.28	39.06	37.28	39.14	41.00
SES	Senior Financial Analyst	48.79	51.23	53.67	51.23	53.79	56.35	53.79	56.48	59.17	56.48	59.30	62.12	59.30	62.27	65.24	62.27	65.38	68.49
SES	Senior Systems Administrator	55.05	57.80	60.55	57.80	60.69	63.58	60.69	63.72	66.75	63.72	66.91	70.10	66.91	70.26	73.61	70.26	73.77	77.28
SES	Senior Transportation Planner	49.36	51.83	54.30	51.83	54.42	57.01	54.42	57.14	59.86	57.14	60.00	62.86	60.00	63.00	66.00	63.00	66.15	69.30
SES	Systems Administrator	50.02	52.52	55.02	52.52	55.15	57.78	55.15	57.91	60.67	57.91	60.81	63.71	60.81	63.85	66.89	63.85	67.04	70.23
SES	Transportation Planner I	37.01	38.86	40.71	38.86	40.80	42.74	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48	47.23	49.59	51.95
SES	Transportation Planner II	41.11	43.17	45.23	43.17	45.33	47.49	45.33	47.60	49.87	47.60	49.98	52.36	49.98	52.48	54.98	52.48	55.10	57.72
SEV	Electronic Technician	38.03	39.93	41.83	39.93	41.93	43.93	41.93	44.03	46.13	44.03	46.23	48.43	46.23	48.54	50.85	48.54	50.97	53.40
SEV	Lead Mechanic	41.02	43.07	45.12	43.07	45.22	47.37	45.22	47.48	49.74	47.48	49.85	52.22	49.85	52.34	54.83	52.34	54.96	57.58
SEV	Lead Parts and Materials Clerk	32.71	34.35	35.99	34.35	36.07	37.79	36.07	37.87	39.67	37.87	39.76	41.65	39.76	41.75	43.74	41.75	43.84	45.93
SEV	Lead Vehicle Service Worker	27.38	28.75	30.12	28.75	30.19	31.63	30.19	31.70	33.21	31.70	33.29	34.88	33.29	34.95	36.61	34.95	36.70	38.45
SEV	Mechanic I	30.76	32.30	33.84	32.30	33.92	35.54	33.92	35.62	37.32	35.62	37.40	39.18	37.40	39.27	41.14	39.27	41.23	43.19
SEV	Mechanic II	34.18	35.89	37.60	35.89	37.68	39.47	37.68	39.56	41.44	39.56	41.54	43.52	41.54	43.62	45.70	43.62	45.80	47.98
SEV	Mechanic III	37.61	39.49	41.37	39.49	41.46	43.43	41.46	43.53	45.60	43.53	45.71	47.89	45.71	48.00	50.29	48.00	50.40	52.80
SEV	Parts and Materials Clerk	27.27	28.69	29.99	28.69	30.06	31.49	30.06	31.56	33.06	31.56	33.14	34.72	33.14	34.80	36.46	34.80	36.54	38.28
SEV	Upholsterer I	27.38	28.75	30.12	28.75	30.19	31.63	30.19	31.70	33.21	31.70	33.29	34.88	33.29	34.95	36.61	34.95	36.70	38.45
SEV	Upholsterer II	30.11	31.62	33.13	31.62	33.20	34.78	33.20	34.86	36.52	34.86	36.60	38.34	36.60	38.43	40.26	38.43	40.35	42.27
SEV	Vehicle Body Repair Mechanic	30.11	31.62	33.13	31.62	33.20	34.78	33.20	34.86	36.52	34.86	36.60	38.34	36.60	38.43	40.26	38.43	40.35	42.27
SEV	Vehicle Service Detailer	25.07	26.32	27.57	26.32	27.64	28.96	27.64	29.02	30.40	29.02	30.47	31.92	30.47	31.99	33.51	31.99	33.59	35.19
SEV	Vehicle Service Worker I	20.52	21.55	22.58	21.55	22.63	23.71	22.63	23.76	24.89	23.76	24.95	26.14	24.95	26.20	27.45	26.20	27.51	28.82
SEV	Vehicle Service Worker II	22.88	24.02	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12	27.80	29.19	30.58	29.19	30.65	32.11

Special Handling - filled positions as of 10/26/2019

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Data Analyst	37.15	39.01	40.87	39.01	40.96	42.91	40.96	43.01	45.06	43.01	45.16	47.31	45.16	47.42	49.68	47.42	49.79	52.16
SEV	Mechanic I	31.27	32.83	34.39	32.83	34.47	36.11	34.47	36.19	37.91	36.19	38.00	39.81	38.00	39.90	41.80	39.90	41.90	43.90
SEV	Vehicle Service Worker I	20.77	21.81	22.85	21.81	22.90	23.99	22.90	24.05	25.20	24.05	25.25	26.45	25.25	26.51	27.77	26.51	27.84	29.17

*Longevity Pay is based only on length of service.*

Notes: \* Adding Customer Service Assistant to the SEA Chapter. Position and wage approved on BOD 06.26.2020. Adding HR Analyst I to the SEA Chapter. Position and wage approved on BOD 01.28.2022. Adding IT Project Coordinator to the SEA Chapter. Position and wage approved on BOD 05.25.2022. Adding Mobility Training Coordinator. Position and wage approved on BOD 06.24.2022. Adding Accountant III. Position and wage approved on BOD 09.23.2022. Adding Maintenance Trainer. Position and wage approved on BOD 02.24.2023. Adding Payroll Administrator and Payroll Supervisor. Positions and wages approved on BOD 10.27.2023.