



**BOARD OF DIRECTORS REPORT**

**MEETING DATE:** OCTOBER 15, 2024 **AGENDA ITEM: #12**  
**DEPARTMENT:** HUMAN RESOURCES  
**TYPE:** ACTION ITEM  
**PREPARED BY:** MARY GREGG \_\_\_\_\_  
*Signature*  
**REVIEWED BY:** GENERAL MANAGER \_\_\_\_\_  
*Signature*  
**SUBJECT:** NON-REPRESENTED STAFF POSITIONS – REPLACEMENT OF THREE  
VACANT BUDGETED POSITIONS WITH TWO NEW POSITIONS

**RECOMMENDATION:**

Staff recommends that the Board of Directors authorize the General Manager to recruit and hire two new Staff positions: Safety Manager, and Assistant Planning & Marketing Manager.

**DISCUSSION:**

Safety Manager

At the beginning of this year, the Board of Directors approved two new Staff positions, Safety Management Systems Specialist, and Assistant Fleet & Facilities Manager, to provide the additional human resources necessary to be able to meet the various impacts and requirements of MTD being designated a large UZA as a result of the 2020 Census. As previously reported to the Board, the requirements of a large UZA in terms of reporting and compliance are much greater in the areas of asset management and safety, and particularly under FTA’s Public Transportation Agency Safety Plan (PTASP).

FTA over the course of this year has added additional regulations, including in the area of assaults on transit workers, and most recently issued a General Directive 24-1 requiring additional program implementations and reporting requirements to FTA. The State of California Department of Industrial Relations has also implemented new and additional training and compliance requirements this year under Cal/OSHA.

In light of the additional regulations implemented over the course of this year, both on a federal and state level, Staff have evaluated the functions of the two previously approved and unfilled positions, and have determined that merging the two positions into the one position of Safety Manager, will provide the management level experience essential to monitor and ensure compliance with the safety and regulatory requirements.

The Safety Manager will provide highly complex support to the Chief Safety Officer (CSO), which will include management of the implementation and assessment of safety programs, monitoring compliance with all safety and regulatory requirements, and administering procurement activities

## BOARD OF DIRECTORS REPORT

to ensure State of Good Repair of agency assets related to safety. The Safety Manger will serve as a liaison to other District departments and outside agencies, including FTA and Cal/OSHA, and, will assume responsibility as acting Chief Safety Officer, reporting directly to Accountable Executive, in the absence of the CSO.

Recommendation:

Management classification at salary schedule 37 range of between \$117,533 - \$146,916 in annual compensation based on the level of responsibility, knowledge, and required experience and certifications for this position.

### Assistant Planning & Marketing Manager

Over the course of 2024, Human Resources actively recruited over several months to fill the vacant position of Transit Planner I (Analyst), a budgeted position in the Planning and Marketing Department. A few potential candidates were interviewed by Human Resources, as well as by a panel of industry peers. Unfortunately, the recruitment was unsuccessful in finding qualified candidates with the level of experience required for the position, at the budgeted compensation classification. Coming of that recruitment, Staff reevaluated the functions of the position and how they match with the needs of the Planning and Marketing Department. This included review of similar functions and positions at other peer transit agencies. Staff have determined that there is a higher level and more complex aspect to the position that fits more as a management level position, and that the position of the Assistant Planning & Marketing Manager will better support the implementation of transit planning and service delivery, as well as provide management level support to the Planning & Marketing Manager in the development and implementation of strategies to market MTD services to the public.

Under general direction, the Assistant Planning & Marketing Manager will perform supervisory and advanced professional duties in support of MTD's transportation planning and marketing functions and processes. The position will coordinate and supervise department staff in the gathering, organizing, analysis and presentation of data for transit-related studies and projects. The position will also participate in the development and implementation of marketing and communication policies and procedures. The Assistant Planning & Marketing Manager will represent MTD at public facing events, and will assume responsibility for the department in the absence of the Planning & Marketing Manager.

Recommendation:

Management classification at salary schedule 32 range, of between \$92,089 - \$115,112 in annual compensation based on the level of responsibility, knowledge, and required experience and certifications for this position.

### **BUDGET:**

The two positions, Safety Management Systems Specialist and Assistant Fleet & Facilities Manager, being rolled up into the one Safety Manager position, offset the differential increase of the compensation for the Assistant Planning & Marketing Manager position. The resulting budget impact is an overall reduction in costs of \$65,697, reflected as a total of budgeted annually salary plus benefits.