



Agenda Item No. 1

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole
Meeting of November 21, 2008

From: Janet Tarantino, District Secretary
Teri W. Mantony, Deputy General Manager, Bus Transit Division
Celia G. Kupersmith, General Manager

Subject: **APPROVE AMENDMENTS TO THE TABLE OF ORGANIZATION
WITHIN THE DISTRICT AND BUS DIVISIONS**

Recommendation

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors approve the following actions relative to the Table of Organization:

District Secretary's Office

1. Authorize a new position of Senior Clerk of the Board in the District Secretary's Office, with a Step 5 annual salary of \$89,856, plus associated benefits; and
2. Eliminate one position of Office Specialist in the District Secretary's Office ; and
3. Amend the Table of Organization accordingly.

Bus Division

1. Authorize a new position of Director of Bus Administration, Bus Transit Division, with a Step 5 annual salary of \$128,419, plus associated benefits; and
2. Authorize a new Transportation Supervisor position, Bus Transit Division, with a Step 5 annual salary of \$84,745.80, plus associated benefits; and
3. Amend the Table of Organization accordingly.

Background

District Secretary's Office

In response to two upcoming vacancies in the District Secretary's Office, staff reviewed the current responsibilities of the Office and considered ideas for ways to further enhance the Office's operational efficiency and effectiveness. Based on that review, it is recommended that a new position of Senior Clerk of the Board be approved, and that the current position of Office Specialist be eliminated. Based on review of the increasing workload and level of responsibilities required from the District Secretary's office, it has been determined that a higher-level position is necessary. The new position will provide a higher level of technical support to the management of the departmental work and allow the District Secretary to focus on managing the varied high-level activities related to supporting a 19 member Board of Directors. In addition

to Board-related work, this position will allow the District Secretary to address deadline and compliance driven activities in the areas of Public Records Act Requests, contract administration, as well as move forward key projects in a timely manner such as the District-wide Records Retention Program.

Bus Division

The new Deputy General Manager of the Bus Division, Teri Mantony, brings a renewed focus to measuring and managing operating performance throughout the Division. The goal is see additional improvements in the quality of service, an enhanced customer experience, improved overall safety, and a general increase in operating efficiency. During the 2003/2004 layoffs, several positions in the Bus Division were either eliminated or left vacant as a means of meeting savings targets. While many of the line functions have been restored or reassigned, the Division continues to struggle with the many administrative functions that support the on-street operations and maintenance areas.

The new position of Director of Bus Administration would provide administrative program management for both operations and maintenance. Currently, many administrative functions are not performed as thoroughly as in the past, or in some instances, at all. Creation of this position would allow a consolidated administrative staff for the Division so that individuals could work as a team rather than performing discrete tasks. Cross-training would be facilitated and more efficient processes could be established. The person would be responsible for labor relations functions such as conducting grievance hearings relative to pay issues, non-operating policy violations, and attendance programs. The Scheduling Department function would report to this position, and would be responsible for coordination of service planning with Bus Operator interest groups and the Planning Department. Customer service systems and processes would fall under this individual's responsibility to assure that Bus Division complaints/commendations are tracked and responded to in a timely manner. Additionally, many project management functions which are currently dispersed among various people in the division, and even in other divisions, would fall under this person's purview. Departmental budget preparation and oversight would lie with this position as well.

Funding for the new position would be made available by shifting funds from the currently vacant Transportation Manager position. After meeting with Superintendants in the Operations Department, it has been decided that the creation and staffing of the proposed Bus Administration Director is the higher priority. Once this position is filled and work is fully transferred to this position, it can then be determined what further changes to the Operations Department might be needed.

Additionally, it is recommended that another Transportation Supervisor position be approved. This new position would be funded by savings in overtime expenses which have run approximately \$150,000 per year for the past two years due to the existing Memorandum of Understanding with the Transportation Supervisors which requires a minimal level of staffing at all times. It is preferable to meet this requirement through adequate staffing levels rather than continued excessive overtime requirements.

Fiscal Impact

The fiscal impact of the new Senior Clerk of the Board position will be offset by savings accrued through the elimination of the Office Specialist position. The remaining funds will be from savings accrued throughout the District during the remainder of the fiscal year.

Sufficient funds are available in the current Bus Division budget for the two positions requested.