



Meeting Date: December 11, 2019

Agenda Item: #10

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Approval of Agency Non-Represented Job Descriptions, Classifications, and Wage Table Adjustments

SUMMARY:

During a review of the current classifications and job descriptions for MTA non-represented employees, staff became aware of the need to remove certain classifications and add/change classification titles and update job descriptions for positions that are currently filled and one new position.

Human Resources Generalist: Previous Classification: Human Resources Assistant. New job description attached. No wage changes at this time. This position is currently filled as follows: Human Resources Assistant utilizing the Administrative Assistant VI job description.

Administrative Assistant: Previous Classification: Administrative Assistant I-IV. New job description attached. No wage changes at this time. This position is not currently filled.

Accounting Technician: Previous Classification: Administrative Assistant I-III. New Classification and new Job Description. This position is currently filled and was classified as Administrative Assistant III. No wage changes at this time.

Executive Assistant: Previous Classification: Administrative Assistant IV. New Classification and new Job Description. This position is not currently filled. No wage changes at this time.

STAFF RECOMMENDATION:

Staff is requesting the Board approve the Classification changes and the associated Job Descriptions.

ATTACHMENTS:

1. Wage and Classification Table Update for Board review 12/11/19
2. Accounting Technician Job Description
3. Administrative Assistant Job Description
4. Executive Assistant Job Description
5. Human Resources Generalist Job Description

APPENDIX A - NON-REPRESENTED						
Job Title	Step A	Step B	Step C	Step D	Step E	Step F
ADMINISTRATION	104,954.14	-----by contract-----				133,952.72
(1) General Manager						
(1) Chief Fiscal Officer	34.62	36.36	38.18	40.09	42.08	45.67
(1) Human Resources Director	34.62	36.36	38.18	40.09	42.08	45.67
Finance Assistant	25.66	26.94	28.28	29.70	31.18	33.82
Human Resources Assistant Generalist	25.66	26.94	28.28	29.70	31.18	33.82
Mobility Manager	25.66	26.94	28.28	29.70	31.18	33.82
Administrative Assistant #Executive Assistant	20.93	21.98	23.08	24.23	25.44	26.71
Administrative SecretaryAccounting Technician	20.12	21.11	22.19	23.29	24.46	26.56
Bilingual Receptionist	15.81	16.60	17.42	18.30	19.21	20.86
Administrative Assistant #	16.33	17.15	18.01	18.90	19.86	20.86
Administrative Assistant I	12.74	13.38	14.04	14.74	15.48	16.26



Title of Position: Accounting Technician
Salary Range: \$20.12 per hour - \$26.56 per hour
Department: Finance Department
Reports to: Chief Financial Officer
Supervisory Responsibility: None
FLSA/IWC Status: Non-Exempt

JOB SUMMARY:

The Accounting Technician will perform assigned duties within accounts payable, accounts receivable, payroll, filing and inventory functions.

ESSENTIAL FUNCTIONS:

1. Counts bus fares from all MTA facilities.
2. Prepares Bus Fare Deposits.
3. Takes deposits to banks. Utilize MTA owned vehicle when available.
4. Reconciling of Bank Statements.
5. Reconciling Credit Card Statements.
6. Posting Credit Card Charges to General Ledger.
7. Reconciling Petty Cash.
8. Posting Deposits to General Ledger.
9. Assists Front Desk Operations.
10. Prepares Payroll Journal Entries.
11. Post Payroll Journal Entries to QuickBooks.
12. Prepares Tax/Retirement Journal Entries to QuickBooks.
13. Prepares Annual State Controller Compensation Report.
14. Performs clerical and fiscal operations unique to division/department.
15. Adherence to MTA policies and standards.
16. Reviews accounts payable invoices, assigns vendor numbers and similar identifying data, and confirms correct accounting codes were used.
17. Enters vendor information into accounting software system; verifies that invoice information is entered correctly.
18. Processes routine monthly reports as requested.
19. Generates monthly payroll reports for management.
20. Performs other duties as assigned.

COMPETENCIES:

1. Basic understanding of bookkeeping practices and procedures.
2. Excellent organizational skills and attention to detail.
3. Excellent written and verbal communication skills.
4. Ability to follow verbal and written instructions.
5. Ability to type 30 words per minute.
6. Proficient in Microsoft Office Suite, QuickBooks and/or similar software.
7. High school diploma or equivalent required.
8. bookkeeping coursework.
9. Associate degree preferred plus one year of related experience required.
10. Valid Class C Driver’s License

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS:

This is largely a sedentary role; however, some filing is required. Ability to lift objects up to to 35 pounds, move boxes, lift coin deposit bags, open filing cabinets and bend or stand as necessary. This position also requires standing for moderate periods of time while performing some of the essential functions.

HOURS OF WORK:

Days and hours of work are Monday through Friday - 8:00 a.m. to 5:00 p.m.

TRAVEL:

Driving required for bank deposits and general errands upon request of CFO or General Manager.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Print: _____ Date _____

Signature: _____



Title of Position: Administrative Assistant
Salary Range: \$16.33 - \$20.86 per hour
Department: Various
Reports to: Department Manager or General Manager
Supervisory Responsibility: None
FLSA/IWC Status: Non-Exempt

JOB SUMMARY:

The position under general direction performs a variety of complex administrative functions in support of a department director, or an executive level position. This position may also perform the duties of the secretary to the Board of Directors, including taking and transcribing Board minutes.

ESSENTIAL FUNCTIONS:

Duties may include but are not limited to the following:

1. Oversees the daily office procedures and workflow of the division/department.
2. Performs clerical and fiscal operations unique to division/department.
3. Relieves officials of routine administrative details.
4. Assists in resolving administrative issues; answers various inquiries, arranges appointments.
5. Processes routine and non-routine matters independently.
6. Prepares complex, routine and non-routine reports (including annual reports) as requested utilizing a variety of software.
7. Receives, sorts, and summarizes material for the preparation of reports; relays and interprets administrative decisions, policies, procedures and instructions.
8. May deal with sensitive and confidential matters at the direction of senior level staff and/or the department director.
9. Formats and types letters, memos, charts, labels, forms, reports on a word processor and proofs correspondence and related documents of staff.
10. Answers telephones utilizing a multi-line system, takes messages, screens calls, provides information to callers, receives citizen complaints, and directs calls and messages to appropriate person.
11. Interviews, screens, greets visitors and directs them to the appropriate area or individual.
12. Answer various inquiries personally; disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.
13. Photocopies reports, charts, memos, and other documents for requesting parties. Opens, stamps, sorts, and distributes incoming mail.
14. Interacts with a variety of high-level individuals, both internally and within the community to provide information, disseminate departmental information.
15. Reports administrative and/or operational problems to supervisor.

16. Coordinates and schedules appointments, meetings, or reservations at the request of staff.
17. Prepares the location, photocopies materials, prepares agendas, takes, transcribes and/or distributes minutes and agendas.
18. Performs other duties as assigned.

COMPETENCIES:

1. General knowledge of office management.
2. Proficient in Microsoft Office applications, computers and programs; including online or cloud-based software, printers, scanners and related office equipment, software and programs.
3. General knowledge of public agency operations and Brown Act requirements.
4. Ability to maintain high level of confidentiality.
5. Ability to work in a fast-paced, diverse environment.
6. Excellent written and verbal skills.
7. Ability to prioritize.

SUPERVISORY RESPONSIBILITY:

None

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

HOURS OF WORK:

Days and hours of work are Monday through Friday - 8:00 a.m. to 5:00 p.m.

TRAVEL:

Attendance may be required at monthly Board meetings.

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or GED equivalent and 2 years of experience performing administrative and office duties.

OTHER DUTIES:

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Signature _____

Print Name _____

DRAFT



Title of Position: Executive Assistant
Salary Range: \$20.93 - \$26.71 per hour
Department: Office of the General Manager
Reports to: General Manager
Supervisory Responsibility: None
FLSA/IWC Status: Non-Exempt

Under the direct supervision of the General Manager this position provides administrative and secretarial support for the General Manager. In addition to typing, filing and scheduling, performs duties such as record keeping, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects, preparation of agendas and background materials, attending Board meetings, taking and transcribing minutes. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

Knowledge of: The principles and methods of public agencies and business administration; office management principles, methods and procedures; good personnel and fiscal management practices; the organization's relationship with other governmental entities; the functions, programs and operations in the General Manager's area of responsibility; the principles and practices of supervision.

Ability to: Think clearly and analyze problems of organization and management and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; type at a speed of 45 words per minute; may supervise the work of others.

Essential Functions

1. Relieves the General Manager of day-to-day administrative detail; coordinates the flow of information to the General Manager's office as required for policy and operational decisions.
2. Schedules and organizes complex activities such as Board meetings, travel, conferences and department activities for General Manger.

3. Performs desktop publishing. Creates and develops visual presentations for the General Manager.
4. Establishes, develops, maintains and updates filing system for the General Manager. Retrieves information from files when needed.
5. Organizes and prioritizes large volumes of information and calls.
6. Sorts and distributes mail. Opens mail for the General Manager. Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information.
7. Answers phones for General Manager. Takes messages or fields/answers all routine and non-routine questions.
8. Works in cooperation with the Receptionist.
9. Acts as a liaison with other departments and outside agencies.
10. Handles confidential and non-routine information and explains policies when necessary.
11. Works independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects, at the request of the General Manager which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures.
12. Types and designs general correspondences, memos, charts, tables, graphs, business plans, periodic and special reports, informational publications, policies, procedures and other written materials; maintains accurate records and files related to work performed. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
13. Maintains General Manager's calendar.
14. Represents MTA in meetings with and presentations to other departments, governmental and community organizations and the public.
15. Schedule and attend public agency meetings in accordance with Brown Act requirements.
16. Assist in preparation and distribution of agenda and background materials for Board meetings.
17. Take and transcribe minutes of public agency meetings.
18. Upload information to MTA website as directed.
19. Other duties as assigned.

Competencies

1. General knowledge of Transportation and Ca Public Agency Requirements.
2. General knowledge of Federal and State Transportation Funding sources.
3. Personal effectiveness/credibility.
4. Ability to prioritize.
5. Ability to conduct yourself in a professional manner.
6. Meticulousness.
7. Collaboration skills.
8. Communication proficiency.
9. Flexibility.

10. Brown Act proficient.
11. Ability to take and transcribe minutes.
12. Knowledge of WordPress.

Supervisory Responsibility

This position has supervisory responsibilities. May be called upon to assist in training of new administrative personnel.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Position Type and Expected Hours of Work

Days and hours of work are Monday through Friday - 8:00 a.m. to 5:00 p.m.

Travel

Attendance required at monthly Board meetings.

Required Education and Experience

1. Associate Degree preferred.
2. Minimum of 5 years of administrative experience.

Other Duties

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Employee _____ Date _____



Title of Position: Human Resources Generalist
Salary Range: \$25.66 - \$33.82 per hour
Department: Human Resources
Reports to: Human Resources Director/General Manager
Supervisory Responsibility: May Supervise Human Resources Department Personnel
FLSA/IWC Status: Exempt

The Human Resources Generalist is responsible for performing HR-related duties on a professional level and works closely with other members of management supporting the overall mission of Mendocino Transit Authority. This position carries out responsibilities in the following functional areas: onboarding, benefits administration, recruitment/employment, and employment law compliance, employee relations, training, performance management, policy implementation.

ESSENTIAL FUNCTIONS:

1. Conducts new employee orientations and enters new hire paperwork in HRIS.
2. Coordinate health, life and retirement enrollments and communicates with service providers concerning routine administration.
3. Coordinate annual benefit open enrollment.
4. Works closely with Mendocino Transit Authority employees and other departments such as Payroll and Operations to provide guidance on MTA policies in accordance with state and federal law.
5. Reconcile/validate data entry to ensure data integrity, and support routine reporting requests. This includes running monthly reports.
6. Keep employee records up-to-date by processing employee status changes in the HRIS system in a timely fashion.
7. Assist in recruitment process by coordinating job postings, reviewing resumes, performing reference checks and telephone interviews.
8. Maintain listing of approved positions along with assigned salary grade levels. Processes personnel action notices in a timely manner according to appropriate hire, probation, and step increase dates.
9. Support initiatives and activities form employee and manager training, which is facilitated by HR. May support company-sponsored employee events as directed.
10. Maintain compliance with federal and state regulations concerning employment.
11. Maintain TrackIt software updates and entries.
12. Reply to or route to appropriate department all Customer Service complaints/inquiries.
13. Maintain good working relationship with all benefit brokers.
14. Receive and process invoices related to Human Resources functions.
15. Maintain good working relationships with MTA employees, Board, and members of the public.
16. Research and implement MTA policies on a continual basis.

17. Process Worker's Compensation claims.
18. Coordinate on an annual basis public agency public transportation insurance such as property, vehicle, general liability, SDRMA, etc.
19. Serve as agency Designated Employer Representative for Drug & Alcohol program.
20. Coordinate and maintain all facets of MTA's Drug & Alcohol program in accordance with DOT 49 CFR Part 40 and FTA Drug & Alcohol Program as well as FMCSA rules and regulations, including annual audit preparation and compliance of the above-mentioned programs.
21. Perform other duties as required and assigned.

COMPETENCIES:

1. Associate Degree preferred plus 3 years Human Resources experience equivalent or PHR and or SHRM-CP certification.
Or combination of education and experience.
2. Experience with PayChex HR module, a plus.
3. General knowledge of public agency and business operations.
4. Computer proficiency in Outlook, Word, Excel and PowerPoint.
5. Previous experience in a union environment, a plus.
6. Ability to maintain a high level of confidentiality.
7. Must have high initiative, integrity, strong work ethic, good communication and analytical skills.
8. Excellent time management, organizational skills and enjoy working in a fast paced Environment.
9. Able and willing to work well in a diverse environment.

SUPERVISORY RESPONSIBILITY:

This position may oversee administrative assistant classification.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

HOURS OF WORK:

Days and hours of work are Monday through Friday - 8:00 a.m. to 5:00 p.m.

TRAVEL:

Attendance may be required at monthly Board meetings upon request of the HR Director or Executive Director.

OTHER DUTIES:

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