

STAFF REPORT

SUBJECT: LAVTA Annual Salary Band Review

FROM: Tamara Edwards, Director of Finance

DATE: June 7, 2021

---

**Action Requested**

Approve the proposed Resolution 17-2021 resulting from the annual review of the LAVTA organization and of salary bands as required by the LAVTA Human Resources Policy.

**Background**

LAVTA’s Human Resources Policy states that “As part of the annual budget approval process, salary ranges will be established in accordance with procedures in the Human Resources Manual, which includes adherence to the Executive Director Compensation Policy and an annual salary survey for all established positions within the Authority.” LAVTA also reviews the organization for any changes that have occurred over the last fiscal year or that are recommended to the Board for the next fiscal year. Last year, LAVTA’s Board approved an adjustment to the salary bands for FY2021 based on the update to the salary survey conducted by a third-party contractor.

**Discussion**

The Board of Directors is expected to approve a budget for Fiscal Year 2022 on June 7, 2021. That budget includes a new position of Senior Capital Projects Specialist which has been added to the salary band #4.

*Organization Chart*

The FY2022 budget forecast includes the positions as reflected in the attached organization chart.

*Salary Bands*

A thorough compensation study conducted by the third part contractor was completed in 2014, with an update to the survey, including any adjustments subsequent to the study, was completed each year since. The first four updates were made based on 11 comparator transit agencies. Beginning in the 2019 study staff asked that one of the comparator agencies, Foothill Transit be eliminated from comparison based on Board Discussion.

Based on the update this year, there is no indication that salaries in the transit agency labor market have fluctuated enough to warrant more than a CPI-based increase in the salary bands (Table A. San Francisco-Oakland-Hayward, CA CPI-U bi-monthly and annual percent changes).

Therefore, staff recommends 3.8% CPI increase in the salary bands in order to ensure that the bands stay competitive in the labor market. The changes are summarized below.

**Please note: Changes to the Salary Bands do not affect individual salaries which are increased based solely on performance and in accordance with the adopted budget.**

*Table of Proposed Monthly Salary Range Changes*

<b>Band</b>	<b>Current FY2021 Monthly Salary Range</b>		<b>Proposed FY2022 Monthly Salary Range</b>	
1	\$3,740	\$5,237	\$3,882	\$5,436
2	\$4,625	\$6,546	\$4,801	\$6,795
3	\$5,613	\$7,857	\$5,826	\$8,156
4	\$6,734	\$9,428	\$6,990	\$9,786
5	\$8,080	\$11,313	\$8,387	\$11,743
6	\$9,698	\$13,574	\$10,067	\$14,090

**Proposed Salary Band Ranges**

**Monthly Salary Ranges**

**Band 1** **\$3,882 - \$5,436**

Customer Service Representative

**Band 2** **\$4,801 - \$6,795**

Executive Assistant  
Customer Service Supervisor

**Band 3** **\$5,826 - \$8,156**

Accounting Analyst  
Marketing and Communications Specialist  
Paratransit Specialist

**Band 4** **\$6,990 - \$9,786**

Senior Transit Planner  
Senior Fleet & Technology Management Specialist  
Senior Grants, and Management Specialist  
Senior Operations Specialist  
Senior Capital Projects Specialist

**Band 5** **\$8,387 - \$11,743**

Manager

**Band 6** **\$10,067 - \$14,090**

Director of Finance  
Director of Planning and Marketing  
Director of Operations and Innovation

**Budget Impact**

These Salary Band Ranges and the Organizational Chart are consistent with the proposed FY2022 operating budget.

**Recommendation**

The Finance and Administration Committee recommends approval of the attached Resolution 17-2021 adjusting the salary bands for LAVTA positions.

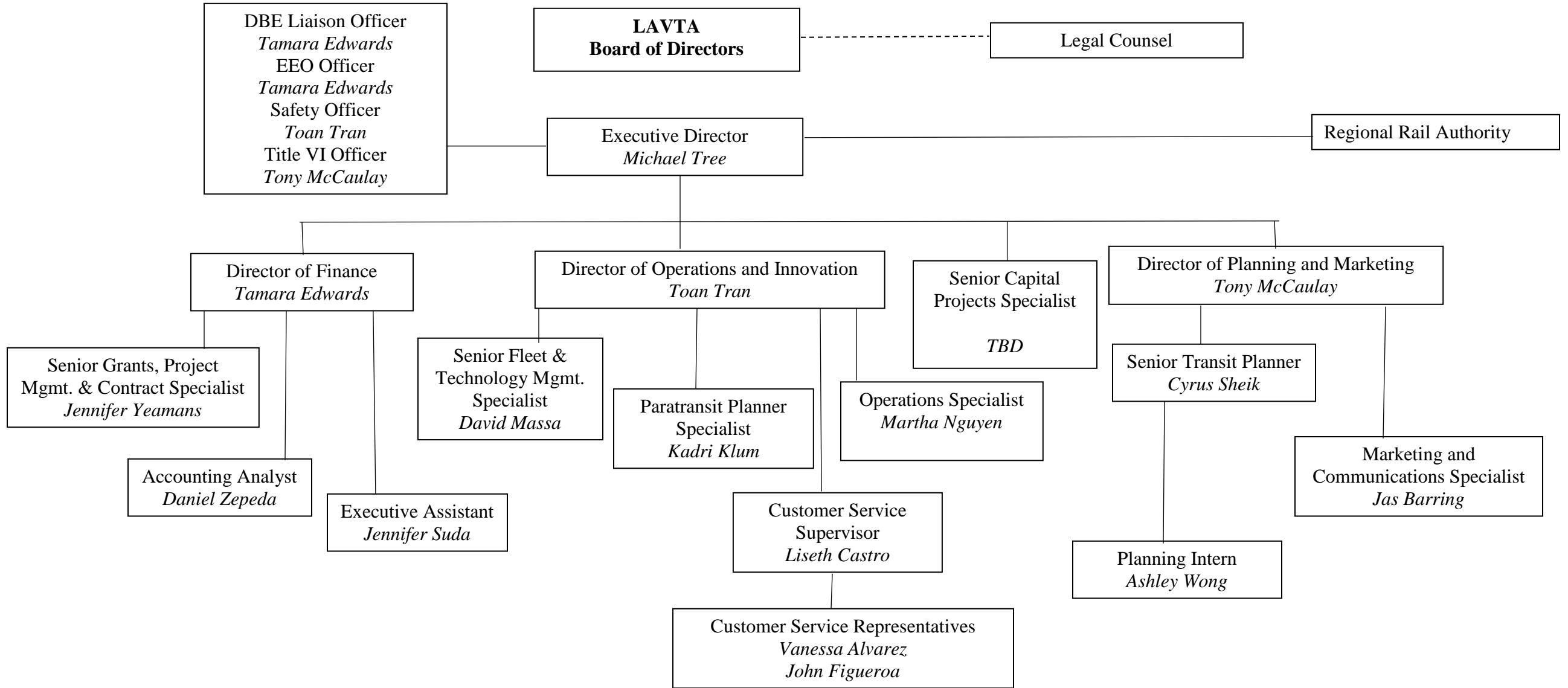
## Attachments:

1. LAVTA Organization Chart
2. Resolution 17-2021 of the Board of Directors of the Livermore Amador Valley Transit Authority Establishing FY2022 Salary Bands
3. Annual Organizational Review Results Summary
4. Bureau of Labor Statistics
5. Job Description for the Senior Capital Projects Specialist

*Approved:* \_\_\_\_\_

# LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## Organizational Chart



**RESOLUTION NO. 17-2021**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
ESTABLISHING FY2022 SALARY BANDS**

**WHEREAS**, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 03-2020 which established the current Human Resources Policy; and

**WHEREAS**, Section 4.2, Rates of Pay, of the Human Resources Policy requires an annual review of the Salary Ranges as part of the annual budget process; and

**WHEREAS**, it is desirable and necessary to revise the Salary Bands.

**NOW, THEREFORE, BE IT RESOLVED** that the Salary Bands for FY2022 are revised as follows:

**Salary Bands**

The following salary bands represent the categories of employment within the agency. Bands will be adjusted annually as part of the budget process. Periodically the Board of Directors may make additional one time adjustments to the bands based on market conditions, or other relevant factors indicating that the bands have become non-competitive. The Executive Director will have the authority to set salaries for positions within each band based on adopted budget constraints.

Monthly salary ranges as of July 1, 2022.

**Monthly Salary Ranges**

<u>Band 1</u>	<u>\$3,882 - \$5,436</u>
Customer Service Representative	
<u>Band 2</u>	<u>\$4,801 - \$6,795</u>
Executive Assistant	
Customer Service Supervisor	
<u>Band 3</u>	<u>\$5,826 - \$8,156</u>
Accounting Analyst	
Marketing and Communications Specialist	
Paratransit Specialist	
<u>Band 4</u>	<u>\$6,990 - \$9,786</u>
Senior Transit Planner	
Senior Fleet & Technology Management Specialist	

Senior Grants, and Management Specialist  
Senior Operations Specialist  
Senior Capital Projects Specialist

Band 5 \$8,387 - \$11,743  
Manager

Band 6 \$10,067 - \$14,090  
Director of Finance  
Director of Planning and Marketing  
Director of Operations and Innovation

**PASSED AND ADOPTED** this 7th day of June 2021.

\_\_\_\_\_  
Bob Woerner, Chair

**ATTEST:**

\_\_\_\_\_  
Michael Tree, Executive Director

**Approved as to form:**

\_\_\_\_\_  
Michael Conneran, Legal Counsel

Livermore Amador Valley Transit Authority  
 Market Compensation Study - Results Summary  
 April 2021

Classification	# of Matches	Top Monthly Salary Data					Total Monthly Compensation Data						
		LAVTA	Average of Comparators	% above or below	Median of Comparators	% above or below	LAVTA	Average of Comparators	% above or below	Median of Comparators	% above or below		
Accounting Analyst	8	\$ 7,857	\$ 7,416	5.6%	\$ 7,465	5.0%	\$ 12,926	\$ 11,708	9.4%	\$ 11,741	9.2%		
Executive Assistant	9	\$ 6,546	\$ 5,987	8.5%	\$ 6,073	7.2%	\$ 11,374	\$ 9,833	13.5%	\$ 10,004	12.0%		
Customer Service Representative	4	\$ 5,237	\$ 5,328	-1.7%	\$ 5,057	3.4%	\$ 9,824	\$ 9,063	7.7%	\$ 8,890	9.5%		
Customer Service Supervisor	4	\$ 6,546	\$ 7,180	-9.7%	\$ 7,269	-11.0%	\$ 11,374	\$ 11,231	1.3%	\$ 11,079	2.6%		
Director of Finance	9	\$ 13,574	\$ 13,782	-1.5%	\$ 13,691	-0.9%	\$ 20,061	\$ 19,861	1.0%	\$ 19,692	1.8%		
Director of Operations and Innovation	7	\$ 13,574	\$ 13,086	3.6%	\$ 13,164	3.0%	\$ 20,061	\$ 18,879	5.9%	\$ 18,482	7.9%		
Director of Planning and Marketing	9	\$ 13,574	\$ 13,105	3.5%	\$ 12,538	7.6%	\$ 20,061	\$ 18,775	6.4%	\$ 18,426	8.1%		
Marketing and Communications Specialist	5	\$ 7,857	\$ 7,263	7.6%	\$ 6,758	14.0%	\$ 12,926	\$ 11,393	11.9%	\$ 11,050	14.5%		
Operations Specialist	4	\$ 9,428	\$ 8,509	9.7%	\$ 8,415	10.7%	\$ 14,786	\$ 12,918	12.6%	\$ 12,949	12.4%		
Paratransit Planner	6	\$ 7,857	\$ 7,645	2.7%	\$ 7,586	3.4%	\$ 12,926	\$ 11,905	7.9%	\$ 12,254	5.2%		
Senior Fleet and Technology Management Specialist	6	\$ 9,428	\$ 8,604	8.7%	\$ 8,751	7.2%	\$ 14,786	\$ 12,654	14.4%	\$ 12,922	12.6%		
Senior Grants, Project Management and Contract Specialist	4	\$ 9,428	\$ 9,183	2.6%	\$ 9,353	0.8%	\$ 14,786	\$ 14,182	4.1%	\$ 14,187	4.0%		
Senior Transit Planner	6	\$ 9,428	\$ 9,214	2.3%	\$ 8,773	6.9%	\$ 14,786	\$ 13,583	8.1%	\$ 13,769	6.9%		
		AVERAGE:		3.2%	AVERAGE:		4.4%	AVERAGE:		8.0%	AVERAGE:		8.2%



# Western Information Office

[Bureau of Labor Statistics](#) > [Geographic Information](#) > [Western](#) > News Release

## Consumer Price Index, San Francisco Area — April 2021

**Area prices were up 1.7 percent over the past two months, up 3.8 percent from a year ago**

Prices in the San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 1.7 percent for the two months ending in April 2021, the U.S. Bureau of Labor Statistics reported today. (See [table A.](#)) Regional Commissioner Chris Rosenlund noted that the April increase was influenced by higher prices for shelter and gasoline. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U increased 3.8 percent. (See [chart 1](#) and [table A.](#)) Food prices increased 3.4 percent. Energy prices jumped 23.4 percent, largely the result of an increase in the price of gasoline. The index for all items less food and energy rose 2.9 percent over the year. (See [table 1.](#))

### News Release Information

21-872-SAN  
Wednesday, May 12, 2021

### Contacts

**Technical information:**  
(415) 625-2270  
[BL.SinfoSF@bls.gov](mailto:BL.SinfoSF@bls.gov)  
[www.bls.gov/regions/west](http://www.bls.gov/regions/west)

**Media contact:**  
(415) 625-2270

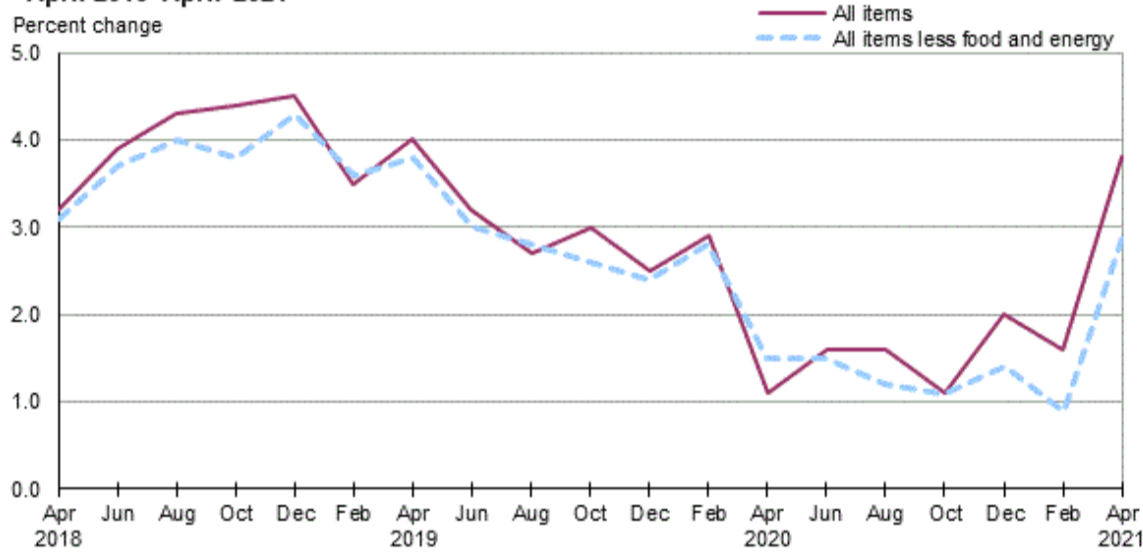
### PDF

[PDF version](#)

### Related Links

[CPI historical databases](#)

**Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, April 2018–April 2021**



Source: U.S. Bureau of Labor Statistics.

### Food

Food prices inched up 0.1 percent for the two months ending in April. (See [table 1.](#)) Prices for food away from home edged up 0.1 percent, while prices for food at home were unchanged for the same period.

Over the year, food prices increased 3.4 percent. Prices for food away from home increased 5.8 percent. Prices for food at home rose 1.2 percent since a year ago, largely due to a price rise in fruits and vegetables (5.3 percent) and meat, poultry, fish, and eggs (4.8 percent).

### Energy

The energy index rose 9.9 percent for the two months ending in April. The increase was mainly due to higher prices for gasoline (14.0 percent). Prices for electricity advanced 6.0 percent, and prices for natural gas service rose 5.6 percent for the same period.

Energy prices jumped 23.4 percent over the year, largely due to higher prices for gasoline (38.0 percent). Prices paid for electricity jumped 12.8 percent, and prices for natural gas service rose 4.5 percent during the past year.

### All items less food and energy

The index for all items less food and energy increased 1.4 percent in the latest two-month period. Higher prices for used cars and trucks (11.8 percent), shelter (1.7 percent), and household furnishings and operations (1.4 percent) were partially offset by lower prices for recreation (-1.4 percent) and motor vehicle insurance (-1.3 percent).

Over the year, the index for all items less food and energy rose 2.9 percent. Components contributing to the increase included used cars and trucks (20.2 percent), household furnishings and operations (6.6 percent), and shelter (2.5 percent). Partly offsetting the increases was a price decrease in tuition, other school fees, and childcare (-1.2 percent).

**Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted**

Month	2017		2018		2019		2020		2021	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February	0.8	3.4	1.4	3.6	0.5	3.5	0.9	2.9	0.5	1.6
April	1.1	3.8	0.8	3.2	1.2	4.0	-0.5	1.1	1.7	3.8
June	0.3	3.5	0.9	3.9	0.2	3.2	0.7	1.6		
August	0.2	3.0	0.6	4.3	0.1	2.7	0.0	1.6		
October	0.6	2.7	0.7	4.4	1.0	3.0	0.5	1.1		
December	-0.1	2.9	0.1	4.5	-0.5	2.5	0.4	2.0		

The June 2021 Consumer Price Index for the San Francisco area is scheduled to be released on July 13, 2021.

**Coronavirus (COVID-19) Pandemic Impact on April 2021 Consumer Price Index Data**



Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in April was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed.

While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month. Additional information is available at <https://www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm>.

### Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the internet at [www.bls.gov/cpi](http://www.bls.gov/cpi) and the CPI section of the BLS Handbook of Methods available on the internet at [www.bls.gov/opub/hom/cpi/](http://www.bls.gov/opub/hom/cpi/).

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The San Francisco-Oakland-Hayward, CA. metropolitan area covered in this release is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California.

Information in this release will be made available to individuals with sensory impairments upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

**Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods**

**San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted)**

Item and Group	Indexes			Percent change from-		
	Feb. 2021	Mar. 2021	Apr. 2021	Apr. 2020	Feb. 2021	Mar. 2021
<b>Expenditure category</b>						
<b>All items</b>	304.387	-	309.419	3.8	1.7	-
<b>All items (1967=100)</b>	935.771	-	951.239	-	-	-
<b>Food and beverages</b>	308.572	-	308.790	3.1	0.1	-
<b>Food</b>	308.589	-	308.788	3.4	0.1	-
<b>Food at home</b>	272.623	271.136	272.702	1.2	0.0	0.6
<b>Cereals and bakery products</b>	271.126	-	268.268	-1.2	-1.1	-
<b>Meats, poultry, fish, and eggs</b>	301.538	-	300.295	4.8	-0.4	-
<b>Dairy and related products</b>	278.438	-	286.643	0.0	2.9	-
<b>Fruits and vegetables</b>	371.388	-	368.829	5.3	-0.7	-
<b>Nonalcoholic beverages and beverage materials<sup>(1)</sup></b>	203.766	-	202.257	-6.0	-0.7	-
<b>Other food at home</b>	220.791	-	222.654	-0.7	0.8	-
<b>Food away from home</b>	349.922	-	350.276	5.8	0.1	-
<b>Alcoholic beverages</b>	311.778	-	312.228	-0.7	0.1	-
<b>Housing</b>	361.955	-	368.394	3.3	1.8	-
<b>Shelter</b>	409.850	411.202	416.798	2.5	1.7	1.4
<b>Rent of primary residence<sup>(2)</sup></b>	468.807	468.231	467.758	0.3	-0.2	-0.1
<b>Owners' equiv. rent of residences<sup>(2)(3)</sup></b>	439.058	438.879	438.336	1.2	-0.2	-0.1
<b>Owners' equiv. rent of primary residence<sup>(1)(2)</sup></b>	439.058	438.879	438.336	1.2	-0.2	-0.1
<b>Fuels and utilities</b>	455.265	-	469.885	8.4	3.2	-
<b>Household energy</b>	395.975	409.316	419.376	11.3	5.9	2.5
<b>Energy services<sup>(2)</sup></b>	397.337	410.870	420.836	11.1	5.9	2.4
<b>Electricity<sup>(2)</sup></b>	428.380	444.009	454.073	12.8	6.0	2.3

**Footnotes**

(1) Indexes on a December 1977=100 base.

(2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.

(3) Indexes on a December 1982=100 base.

(4) Special index based on a substantially smaller sample.

(5) Indexes on a December 1993=100 base.

(6) Indexes on a December 1997=100 base.

- Data not available

NOTE: Index applies to a month as a whole, not to any specific date.

Item and Group	Indexes			Percent change from-		
	Feb. 2021	Mar. 2021	Apr. 2021	Apr. 2020	Feb. 2021	Mar. 2021
Utility (piped) gas service <sup>(2)</sup>	319.675	327.293	337.454	4.5	5.6	3.1
Household furnishings and operations	154.126	-	156.336	6.6	1.4	-
Apparel	105.422	-	107.007	3.7	1.5	-
Transportation	204.673	-	216.498	11.4	5.8	-
Private transportation	203.631	-	213.824	13.7	5.0	-
New and used motor vehicles <sup>(4)</sup>	97.889	-	-	-	-	-
New vehicles <sup>(1)</sup>	161.204	-	-	-	-	-
Used cars and trucks <sup>(1)</sup>	269.617	-	301.321	20.2	11.8	-
Motor fuel	253.600	277.844	289.079	37.7	14.0	4.0
Gasoline (all types)	252.663	276.891	288.146	38.0	14.0	4.1
Gasoline, unleaded regular <sup>(4)</sup>	251.951	276.602	287.968	38.8	14.3	4.1
Gasoline, unleaded midgrade <sup>(4)(5)</sup>	237.199	257.507	268.466	32.2	13.2	4.3
Gasoline, unleaded premium <sup>(4)</sup>	242.198	263.736	273.887	35.3	13.1	3.8
Motor vehicle insurance <sup>(1)</sup>	528.598	-	521.662	5.0	-1.3	-
Medical care	555.065	-	555.675	1.4	0.1	-
Recreation <sup>(6)</sup>	126.052	-	124.335	3.7	-1.4	-
Education and communication <sup>(6)</sup>	150.882	-	152.099	0.3	0.8	-
Tuition, other school fees, and child care <sup>(1)</sup>	1,815.339	-	1,819.305	-1.2	0.2	-
Other goods and services	524.717	-	535.942	4.8	2.1	-
<b>Commodity and service group</b>						
All items	304.387	-	309.419	3.8	1.7	-
Commodities	199.185	-	202.736	5.5	1.8	-
Commodities less food & beverages	141.375	-	146.358	7.9	3.5	-
Nondurables less food & beverages	184.904	-	194.869	11.9	5.4	-
Durables	98.949	-	-	-	-	-
Services	392.055	-	398.340	3.2	1.6	-
<b>Special aggregate indexes</b>						
All items less medical care	294.117	-	299.283	4.0	1.8	-
All items less shelter	260.943	-	265.166	4.9	1.6	-
Commodities less food	148.669	-	153.548	7.3	3.3	-
Nondurables	248.289	-	253.206	6.2	2.0	-
Nondurables less food	194.803	-	204.083	10.3	4.8	-
Services less rent of shelter <sup>(3)</sup>	387.224	-	392.789	4.2	1.4	-
Services less medical care services	380.732	-	387.364	3.2	1.7	-
Energy	311.817	331.861	342.694	23.4	9.9	3.3
All items less energy	307.721	-	311.595	3.0	1.3	-
All items less food and energy	308.432	-	312.894	2.9	1.4	-
<b>Footnotes</b>						
(1) Indexes on a December 1977=100 base.						
(2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.						
(3) Indexes on a December 1982=100 base.						
(4) Special index based on a substantially smaller sample.						
(5) Indexes on a December 1993=100 base.						
(6) Indexes on a December 1997=100 base.						
- Data not available						
NOTE: Index applies to a month as a whole, not to any specific date.						

Last Modified Date: Wednesday, May 12, 2021

U.S. BUREAU OF LABOR STATISTICS Western Information Office Attn: EA & I, 90 Seventh Street Suite 14-100 San Francisco, CA 94103-6715

Telephone: 1-415-625-2270 [www.bls.gov/regions/west](http://www.bls.gov/regions/west) [Contact Western Region](#)

**LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY****POSITION DESCRIPTION**

**POSITION** Senior Capital Projects Specialist

**CLASSIFICATION** Non-Exempt

**POSITION DESCRIPTION**

Under the direction of the Executive Director, this at will, non-exempt position assists in the procurement and management of capital projects such as vehicles, capital infrastructure, capital maintenance projects, new construction and assists in the coordination of many other aspects of transit operations.

The ideal candidate for this position will have experience with capital project delivery, excellent computer and communication skills, proven project management skills, and knowledge of, or ability to learn, state and federal procurement regulations. Placement salary will be determined by relevant work experience, education, skills and credentials.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- Directs, manages, and coordinates all phases of capital projects by leading the planning and implementation of projects, analyzing, implementing, and monitoring goals and objectives to achieve assigned priorities, performing project evaluations and assessments, and reporting out results.
- Facilitates and oversees the preparation of project specifications; works with subject matter experts and stakeholders to gather requirements and develop project tasks, deliverables, timelines, cost estimates, scope of work, resource allocation, and acquisition.
- Negotiates, prepares, and makes recommendations regarding change orders; implements project changes to achieve project goals and outputs.
- Evaluates all project management activities for compliance with Federal, State, and local requirements and LAVTA's policies and procedures; creates and tracks project management Key Performance Indicators.
- Creates, maintains, and executes a comprehensive Project Management Plan for each special project, relative to size and scope, including, but not limited to overall project objectives, schedule, roles and responsibilities, budget control, document control, and closeout procedures.
- Develops contract documents to secure design and engineering services for construction projects and obtain Right of Way acquisition and relocation services.
- Manages major or complex capital projects from program planning through construction and project turnover.
- Develops and reviews project schedules and ensures projects meet scope, cost and schedule benchmarks.

- Leads project delivery process by overseeing all project phases from project initiation through warranty closeout, managing project budgets and schedules, experience with programming, selection and management of appropriate design professionals, value engineering, bidding, project award, permitting, overseeing construction, and project closeout.
- Tracks and monitors all project activities; reviews work under construction to ensure that all new construction and alteration work complies with plans, specifications, codes, budgets and schedules; and coordinates the work of multi-disciplinary staff across organizational boundaries
- Represents the department in meetings and conferences related to construction, materials, or work standards.
- Ensuring proper maintenance of facilities through contract services
- Giving presentations before boards, commissions, community groups, and stakeholder agencies involved with transportation or transit planning and operations.
- Develops DBE goals, and ensures that DBE requirements are met, provides DBE reports to the FTA.
- Performs other duties as assigned.

### ***Behavior***

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

## **KNOWLEDGE/SKILLS REQUIRED BY POSITION**

### **Skills & Abilities:**

Ability to think strategically and proactively;

Ability to lead and coordinate projects;

Ability to make effective public presentations;

Ability to communicate effectively, both orally and in writing;

Ability to recognize problems, develop alternatives, and implement viable solutions;

Ability to assist in preparing and monitor the capital budget.

Ability to quickly evaluate competing priorities and make adjustments in workflow to meet deadlines.

Ability to manage vendors and contractors.

### **Knowledge of:**

Construction management that includes documentation and contract administration and negotiation.

Project Management principles and demonstrated experience in project delivery, meeting scope, schedule, budget, and quality requirements

Cost and budget analysis relating to funding of transit system infrastructure; applicable federal, state, and local laws, codes, rules, regulations, specifically pertaining to transit grants and funding

Methods of research and data analysis

Capital improvement project management and process

State and federal procurement regulations

## **ORGANIZATIONAL RELATIONSHIPS**

### **Position reports directly to:**

Executive Director

### **Position coordinates with:**

All Authority staff, particularly other department directors

Maintenance and Operations Contractor staff

Representatives of federal, state, regional, county and city agencies

Vendors

The public

## **QUALIFICATIONS**

Bachelor's Degree in engineering, construction management, accounting or related field. 4 years' experience in project management, construction, project control, or public works administration. A relevant master's degree or graduate level course work may be substituted for 1 year of required work experience. Six (6) years experience can substitute the education requirement.