



## Agenda

### PERSONNEL COMMITTEE

#### Meeting Notice

**DATE:** Tuesday, July 12, 2022, 9:00 a.m.

**LOCATION:** Legislative Chamber, Room 250, City Hall (in person)  
Watch SF Cable Channel 26 or 99 (depending on your provider)  
Watch [www.sfgovtv.org](http://www.sfgovtv.org)

**PUBLIC COMMENT CALL-IN:** 1 (415) 655-0001; Access Code: 2492 879 3483 # #  
To make public comment on an item via the public comment call-in line, when the item is called, dial '\*3' to be added to the queue to speak. Do not press \*3 again or you will be removed from the queue. When the system says your line is unmuted, the live operator will advise that you will be allowed 2 minutes to speak. When your 2 minutes are up, we will move on to the next caller. Calls will be taken in the order in which they are received.

**COMMISSIONERS:** Mandelman (Chair), Peskin (Vice Chair), and Ronen

**CLERK:** Angela Tsao

#### **Remote Access to Information and Participation:**

This meeting will be held in person at the location listed above. As authorized by California Government Code Section 54953(e), it is possible that some members of the San Francisco County Transportation Authority Board may attend this meeting remotely. In that event, those members will participate by teleconferencing. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or may watch SF Cable Channel 26 or 99 (depending on your provider) or may visit the SFGovTV website ([www.sfgovtv.org](http://www.sfgovtv.org)) to stream the live meeting or may watch them on demand.

Members of the public may comment on the meeting during public comment periods in person or remotely. In-person public comment will be taken first; remote public comment will be taken after.

Written public comment may be submitted prior to the meeting by emailing the Clerk of the Transportation Authority at [clerk@sfcta.org](mailto:clerk@sfcta.org) or sending written comments to Clerk of the Transportation Authority, 1455 Market Street, 22nd Floor, San Francisco, CA 94103. Written comments received by 5 p.m. on the day before the meeting will be distributed to Board members before the meeting begins.



	<b>Page</b>
<b>1. Roll Call</b>	
<b>2. [Final Approval on First Appearance]</b> Approve the Resolution Making Findings to Allow Teleconferenced Meetings under California Government Code Section 54953(e) - <b>ACTION*</b>	<b>3</b>
<b>3.</b> Approve the Minutes of the December 8, 2021 Meeting - <b>ACTION*</b>	<b>7</b>
<b>4.</b> Recommend Adoption of 4 New Job Classifications and a Revised Salary Structure - <b>ACTION*</b>	<b>9</b>
<b>5. Introduction of New Items – INFORMATION</b>	
During this segment of the meeting, Commissioners may make comments on items not specifically listed above or introduce or request items for future consideration.	
<b>6. Public Comment</b>	
<b>7. Adjournment</b>	

\*Additional Materials

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Items considered for final approval by the Committee shall be noticed as such with **[Final Approval]** preceding the item title.

The meeting proceedings can be viewed live or on demand after the meeting at [www.sfgovtv.org](http://www.sfgovtv.org).

The Legislative Chamber (Room 250) and the Board Room (Room 263) in City Hall are wheelchair accessible. Assistive listening devices for the Legislative Chamber and the Board Room are available upon request at the Clerk of the Board's Office, Room 244. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Transportation Authority at (415) 522-4800. Requests made at least 48 hours in advance of the meeting will help to ensure availability. Attendees at all public meetings are reminded that other attendees may be sensitive to various chemical-based products.

If any materials related to an item on this agenda have been distributed to the Committee after distribution of the meeting packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, Floor 22, San Francisco, CA 94103, during normal office hours.

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; (415) 252-3100; [www.sfethics.org](http://www.sfethics.org).



RESOLUTION MAKING FINDINGS TO ALLOW TELECONFERENCED MEETINGS OF  
THE SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY PERSONNEL  
COMMITTEE UNDER CALIFORNIA GOVERNMENT CODE SECTION 54953(E)

WHEREAS, California Government Code Section 54953(e) empowers local legislative bodies to convene by teleconferencing technology during a proclaimed state of emergency under the State Emergency Services Act so long as certain conditions are met; and

WHEREAS, In March, 2020, the Governor of the State of California proclaimed a state of emergency in California in connection with the Coronavirus Disease 2019 ("COVID-19") pandemic, and that state of emergency remains in effect; and

WHEREAS, On February 25, 2020, the Mayor of the City and County of San Francisco (the "City") declared a local emergency, and on March 6, 2020 the City's Health Officer declared a local health emergency, and both those declarations also remain in effect; and

WHEREAS, On September 16, 2021, the Governor signed AB 361, a bill that amends the Brown Act to allow local legislative bodies to continue to meet by teleconferencing during a state of emergency without complying with restrictions in State law that would otherwise apply, provided that the legislative bodies make certain findings at least once every 30 days; and

WHEREAS, While Federal, State, and local health officials emphasize the critical importance of vaccination and consistent mask-wearing, regardless of vaccination status, to prevent the spread of COVID-19, and the City's Health Officer has issued at least one order (Health Officer Order No. C19-07y, available online at [www.sfdph.org/healthorders](http://www.sfdph.org/healthorders)) and one directive (Health Officer Directive No. 2020-33i, available online at [www.sfdph.org/directives](http://www.sfdph.org/directives)) that continue to recommend measures to promote safety for indoor gatherings, such as vaccination, masking, improved ventilation, and other measures, in certain contexts; and

WHEREAS, The California Department of Industrial Relations Division of



Occupational Safety and Health (“Cal/OSHA”) has promulgated Section 3205 of Title 8 of the California Code of Regulations, which requires most employers in California, including in the City, to train and instruct employees about measures that can decrease the spread of COVID-19; and

WHEREAS, Without limiting any requirements under applicable federal, state, or local pandemic-related rules, orders, or directives, the City’s Department of Public Health, in coordination with the City’s Health Officer, has advised that for group gatherings indoors, such as meetings of boards and commissions, people can increase safety and greatly reduce risks to the health and safety of attendees from COVID-19 by maximizing ventilation, wearing well-fitting masks regardless of vaccination status (and as required for unvaccinated people by the State of California’s indoor masking order), encouraging vaccination (including a booster as soon as eligible), staying home when sick or when experiencing any COVID-19 symptom discouraging consumption of food or beverages in the meeting, following good hand hygiene practices, and making informed choices when gathering with people who vaccination status is not known; and

WHEREAS, The San Francisco County Transportation Authority Board began meeting in person on April 12, 2022, allowing members to participate by teleconferencing from a separate location for COVID-related health reasons and providing members of the public an opportunity to observe and provide public comment either in person or remotely; and

WHEREAS, The San Francisco County Transportation Authority Board is anticipated to make findings to allow teleconferenced meetings under California Government Code Section 54953(E) that will cover the Personnel Committee, but the Board has not yet had the opportunity to make such findings; now, therefore, be it

RESOLVED, That San Francisco County Transportation Authority Personnel Committee finds as follows:

1. As described above, the State of California and the City remain in a state of



emergency due to the COVID-19 pandemic. At this meeting, San Francisco County Transportation Authority Personnel Committee has considered the circumstances of the state of emergency.

2. As described above, because of the COVID-19 pandemic, conducting meetings of the Personnel Committee in person without allowing certain members of this body to attend remotely would present imminent risks to the health or safety of certain attendees due to COVID-19, and the state of emergency continues to directly impact the ability of members to meet safely in person; and, be it further

RESOLVED, That for at least the next 30 days, the San Francisco County Transportation Authority Personnel Committee will hold in-person meetings, with some members possibly appearing remotely. If all members of the San Francisco County Transportation Authority Personnel Committee are unable to attend in person for COVID-related health reasons, then the San Francisco County Transportation Authority Personnel Committee will hold the meeting remotely without providing an in-person meeting location. All meetings of the San Francisco County Transportation Authority Personnel Committee will provide an opportunity for members of the public to address this body and its committees and will otherwise occur in a manner that protects the statutory and constitutional rights of parties and the members of the public attending the meeting via teleconferencing.

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# DRAFT MINUTES

## Personnel Committee

Thursday, December 8, 2021

### 1. Roll Call

Chair Mandelman called the meeting to order at 2:01 p.m.

**Present at Roll Call:** Commissioners Peskin, Mandelman, and Ronen (3)

**Absent at Roll Call:** none

### 2. Approve the Minutes of the December 10, 2020 Meeting - ACTION

There was no public comment on the minutes.

Commissioner Mandelman moved to approve the minutes.

The minutes were approved without objection by the following vote:

Ayes: Mandelman, Peskin, and Ronen (3)

Nays: (0)

### 3. Recommend Amendment of Resolution 90-14 to Add Juneteenth as an Annual Observed Paid Holiday - ACTION

Cynthia Fong, Deputy Director for Finance and Administration presented the item per the staff memorandum.

There was no public comment on the item.

Commissioner Mandelman moved to approve the item.

The motion was approved without objection by the following vote:

Ayes: Mandelman, Peskin, and Ronen (3)

Nays: (0)

### 4. [CLOSED SESSION] Evaluation of Public Employee Performance and Recommend Approval of the Executive Director's Performance Objectives for 2022 - ACTION

There was no public comment.

Chair Mandelman called the Closed Session to order.

Clerk Britney Milton called roll after Closed Session had ended.

**Present at Roll Call:** Commissioners Peskin, Mandelman, and Ronen (3)

**Absent at Roll Call:** none

Chair Mandelman motioned to not disclose information discussed during closed session.

The motion was approved without objection by the following vote:



Ayes: Mandelman, Peskin, and Ronen (3)

Nays: (0)

**5. Recommend Setting the Annual Compensation for the Executive Director for 2022 - ACTION**

Chair Mandelman reported that the committee met in closed session and recommended acceptance of the Executive Director's Performance Objectives for 2022 and found the work of Executive Director Tilly Chang had been outstanding. He continued that based on Director Chang's performance rating, the committee recommended setting her annual compensation for 2022 in the amount of \$289,231.55.

There was no public comment on the item.

Commissioner Mandelman moved to approve the item.

The motion was approved without objection by the following vote:

Ayes: Mandelman, Peskin, and Ronen (3)

Nays: (0)

**6. Introduction of New Items - INFORMATION**

There were no new items introduced.

**7. Public Comment**

There was no general public comment.

Director Chang thanked the committee for the kind and generous recommendation on her compensation and expressed appreciation of behalf of the whole staff for approving the agency's objectives and providing guidance throughout the year.

**8. Adjournment**

The meeting was adjourned at 3:52 p.m.





## Memorandum

### AGENDA ITEM 4

**DATE:** July 8, 2022

**TO:** Personnel Committee: Commissioners Mandelman (Chair), Peskin (Vice Chair) and Ronen

**FROM:** Cynthia Fong - Deputy Director for Finance & Administration

**SUBJECT:** 7/12/2022 Personnel Committee Meeting: Recommend Adoption of 4 New Job Classifications and a Revised Salary Structure

**RECOMMENDATION**  Information  Action

- Recommend adoption of the 4 new job classifications
- Recommend adoption of a revised salary structure

**SUMMARY**

The Transportation Authority's Personnel Manual calls for a periodic review of the Transportation Authority's job classification structure to benchmark our remuneration package against comparable agencies, and to recommend modifications as appropriate. The Board last approved revisions to the job classification structure in 2018. We contracted with The Cascade Employer Association (Cascade) to conduct a total compensation study for the Transportation Authority's job classifications. The study included a comprehensive review of the agency's job classifications, descriptions, base compensation and benefits. We are recommending to add 4 new jobs classifications and updating salary ranges for all job classifications, except for the Executive Director. Proposed revisions are intended to help us provide succession pathways to attract and retain high quality staff. We are not recommending changing the agency size from the current Board-approved 47 full-time equivalent staff positions. In terms of fiscal impact, adjustments are estimated to result in an increased aggregate expenditure of approximately \$311,000 to \$450,000, representing an average increase in salary expenditures of approximately 5% to 7% which can be

- Fund Allocation
- Fund Programming
- Policy/Legislation
- Plan/Study
- Capital Project Oversight/Delivery
- Budget/Finance
- Contract/Agreement
- Other: Job Classification and Salary Structure



accommodated in our budget.	
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**BACKGROUND**

Our goal is to optimize personnel recruitment and retention by making every effort to compensate employees fairly and equitably and to remain competitive with peer agencies in our compensation practices. Rather than using the “step” compensation structure found in many public agencies, with standard percentage increments established between steps and automatic salary increases based on seniority, cost of living or other indices, salary adjustments are based primarily on staff performance, market research/data, and budget considerations. Consequently, and as called for in our Personnel Manual, periodic reviews of the job classification structure are performed to benchmark the Transportation Authority’s remuneration package against comparable agencies, and to recommend modifications to our job classification structure as appropriate. We commissioned the last compensation study in 2018 that adjusted 42 job classifications, excluding the Executive Director position.

We contracted with Cascade, a human resources consulting firm experienced in compensation and employee benefits surveys and analysis, to conduct a total compensation study for filled positions, except for the Executive Director position, and those anticipated for recruitment. Salary ranges for all other positions in our organization chart are aligned to maintain consistency with directly surveyed positions. The study included a comprehensive review of our job classifications, descriptions, base compensation, and benefits.

**DISCUSSION**

**Proposed New Job Classifications.** We created four proposed new position descriptions to allow candidates to apply for the entry level transportation planner positions without a requirement of a graduate degree or to provide growth pathways and flexibility for staff to progress within the agency. This benefits the agency by helping to diversify our workforce, facilitating advancement or lateral staff moves and helping maintain a healthy agency culture. The manager series of jobs also helps the agency to meet the agency’s workload. The new position descriptions are included in Attachment 1.

If the proposed 4 new position descriptions are approved, we will have a total of 47 job classifications (some of which are inactive but retained for future flexibility) with associated salary ranges for the 46 (Executive Director excluded) full-time equivalent positions in the agency. This total agency size is the same number of positions as currently approved by the Board and we are not recommending to change that.

**Market Survey Methodology.** Cascade compiled and analyzed the results of this review, which provided the basis for the proposed changes to the salary structure (Attachment 2).



Since comparators would not be 100% equivalent to our classifications, rather than identifying possible matches by job titles at comparable agencies, Cascade analyzed each class description before including it as a comparator. Cascade evaluated comparators to our classifications considering factors such as education, experience, scope and complexity of work performed, level of authority and responsibility, and working conditions.

To determine appropriate agencies for comparison, together with Cascade, we first defined our labor market (a group of organizations with which an agency competes in terms of recruiting and retaining personnel). This included several agencies that are not in our immediate geographic vicinity but that conduct work similar to ours, and that have a similar organizational structure.

Cascade and Transportation Authority staff agreed on the following nine agencies to be used as comparators for the purposes of this study:

- Alameda County Transportation Commission
- San Francisco Bay Area Rapid Transit District
- Contra Costa Transportation Authority
- Golden Gate Bridge, Highway & Transportation District
- Metropolitan Transportation Commission
- Orange County Transportation Authority (for TIMMA positions only)
- Riverside County Transportation Commission (for TIMMA positions only)
- San Francisco Municipal Transportation Agency/ City and County of San Francisco
- Santa Clara Valley Transportation Authority

**Salary Structure Observations and Recommendations.** Cascade concluded that our salaries are below the median minimums of all other comparator agencies. Salaries, in general, are between 3% to 21% below the minimum with the average at 8% and the median at 9%. For example, staff in the Technology, Data and Analysis division were below by 3% while administrative staff in the Finance and Administration division were below by 21%.

Based on the study results and recognizing that market conditions in San Francisco are highly competitive, we worked with Cascade to develop the proposed salary structure detailed in Attachment 2. The revised structure is intended to provide a level of compensation reflective of the marketplace to attract and retain employees as well as allowing for flexibility and supporting organizational development. The Board approved organizational structure, which we are not proposing to revise, is included as Attachment 3 for reference.

It is important to note that it has been four years since recommendations for salary range adjustments to positions were last made. Escalating market conditions for labor have also become increasingly evident in our recent recruitments. This helps to account for the gap



between the Transportation Authority's currently approved salary structure and those of its comparator agencies.

Cascade also conducted an evaluation of our current benefits package and gathered benefits data from the comparator agencies. The survey was comprehensive and consisted of employee costs for group health plans; life and disability insurance; flexible spending accounts; retirement and savings plans; professional development programs; work/life benefits; paid days off including vacation, sick leave and holidays; and policy questions relating to these benefits. Overall, our benefits are generally in line with other comparator agencies, and we are not recommending any changes to our benefits package at this time.

### **FINANCIAL IMPACT**

Assuming applicable adjustments to the affected positions, we estimate an increased aggregate expenditure of approximately \$311,000 to \$450,000 per year, representing an average increase in salary expenditures of approximately 5% to 7%, which can be accommodated in our budgets. If the Board approves this item, the increase will be reflected in the Fiscal Year 22/23 Mid-Year Budget amendment.

### **CAC POSITION**

None. The CAC does not take action on personnel matters.

### **SUPPLEMENTAL MATERIALS**

- Attachment 1- Proposed New Job Descriptions (4)
- Attachment 2 - Proposed Revised Salary Structure (Salary Ranges)
- Attachment 3 - Organization Chart



**San Francisco  
County Transportation  
Authority**

# Job Description

## PLANNING DIVISION

### Assistant Transportation Planner

*The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.*

#### SUMMARY

The Transportation Planner Series in the Planning Division includes four levels of professional Transportation Planners who manage planning and corridor/neighborhood studies and other planning projects, facilitate community outreach efforts, and represent the Transportation Authority on technical and policy advisory groups. The Assistant Transportation Planner is an entry-level position in the Transportation Planner Series, and assists senior staff with planning studies.

**Reports to:** Principal Transportation Planner or Deputy Director for Planning

**Exemption Status:** Full-Time, Exempt

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects, analyzes and interprets transportation data, administers surveys, summarizes data and prepares reports, and reviews transportation model inputs and outputs.
- Assists with planning and corridor studies. Duties include supporting senior staff in project management, such as tracking project budget, scope and performance measures; supporting or preparing grant applications; collaborating with consultant and Transportation Authority staff teams; preparing study deliverables; corresponding with agency partners; and implement public outreach plans.
- Assists with general planning assistance to senior planning division staff and other divisions, including reviewing and commenting on studies, and providing input into the Countywide Transportation Plan, Congestion Management Program, Prop K 5-Year Prioritization Program and Strategic Plan.
- Assists with preparation of Board memoranda and official Transportation Authority correspondence, and presents before management, the Transportation Authority's Community Advisory Committee, and other external agencies.

**SUPERVISORY RESPONSIBILITIES:** None.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Training and Experience:** Completion of an undergraduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering.

**Knowledge:** Basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, and presentation software; and transportation planning principles, techniques and methods.

**Skills and Abilities:** Ability to collect, analyze and interpret data pertaining to transportation planning and programming of funds, transportation issues and related legislation; summarize and present data and prepare written reports and recommendations, and outreach materials; speak effectively and write clearly and concisely.

**Physical Demands and Work Environment:** The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Annual Compensation Range: \$XX,XXX - \$XXX,XXX.....Adopted XXX,  
Resolution XX-XX**



# Job Description

## POLICY & PROGRAMMING DIVISION

### Assistant Transportation Planner

*The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.*

#### SUMMARY

The Transportation Planner Series in the Policy & Programming Division includes four levels of professional Transportation Planners who perform complex and sensitive tasks in the areas of transportation policy, legislation, strategic financial planning, fund programming, and planning and represent the Transportation Authority on technical and policy advisory groups. The Assistant Transportation Planner is the entry level of the series.

**Reports to:** Principal Transportation Planner or Deputy Director for Policy & Programming

**Exemption Status:** Full-Time, Exempt

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with development of policies, funding strategies, and legislation to advance Transportation Authority goals and objectives, including research and analytical support, advocacy before governmental agencies and community outreach.
- Provides policy, programming and funding input into the development of the Transportation Authority's various programs and plans including, but not limited to, the Prop K 5-Year Prioritization Programs and Strategic Plan.
- Assists with Prop K, Prop AA, and TNC Tax program administration including review and preparation of grant allocation requests, project support and oversight, approval of reimbursement requests, and grant compliance.
- Assists with development of fund program guidelines, project prioritization criteria and programming recommendations for regional, state and federal fund sources.
- Provides project delivery support and oversight including monitoring timely use of fund deadlines and assisting project sponsors with technical, planning, and administrative issues intended to facilitate project implementation and preservation of discretionary funds.
- Prepares and delivers presentations for management, the Community Advisory Committee, external agencies, and public stakeholders; assists with preparation of materials to promote projects funded by the agency.
- Represents the Transportation Authority in interactions with staff at Caltrans, Metropolitan Transportation Commission, and at peer agencies within the city and across the region.
- Maintains a high level of transparency and accountability appropriate for administration of voter-approved revenue measures.

**SUPERVISORY RESPONSIBILITIES:** None.

**MINIMUM QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Training and Experience:** Completion of an undergraduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering.

**Knowledge:** Basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, and presentation software; and transportation planning principles, techniques and methods.

**Skills and Abilities:** Ability to collect, analyze and interpret data pertaining to transportation planning and programming of funds, transportation issues and related legislation; summarize and present data and prepare written reports and recommendations, and outreach materials; speak effectively and write clearly and concisely.

**Physical Demands and Work Environment:** The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

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**Annual Compensation Range: \$XX,XXX-\$XXX,XXX.....Adopted XXX  
Resolution XX-XX**





# Job Description

OFFICE OF THE EXECUTIVE DIRECTOR

## Communications Manager

*The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.*

### SUMMARY

The Communications Manager leads or assist with designing, planning, and implementing the Transportation Authority's agency-wide and project-specific communications, including marketing, media relations, and public relations projects and programs.

**Reports to:** Director of Communications

**Exemption Status:** Full-Time, Exempt

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### *Strategic Communications:*

- Provides communications and messaging support to Transportation Authority's Board of Commissioners and Transportation Authority management team, in conveying the mission, goals, and role of the agency to the public.
- Collaborates with others in developing and leading implementation of the Transportation Authority's communications plans and policies, including branding, messaging, and operating standards and protocols. Provides support to Board leadership, coordinating with partner agencies and community organizations.
- Cooperates in the development and dissemination of key messages for the Transportation Authority and agency-wide communication initiatives; plans and develops paper and electronic publications and other communications, including talking points, brochures, newsletters, annual reports, press releases, social media posts, advertisements, and publications; collaborates in overseeing design, production, printing, and distribution of all print and electronic materials.
- Provides assistance in reviewing and leading quality control for key agency materials, reports, and communications.
- Aids in establishing and developing new avenues of communication with the public and community groups; support ongoing communication and cooperation with community organizations and associations, including ethnic, low-income, or other hard-to-reach groups, served by the Transportation Authority.

#### *Community and Media Relations:*

- Builds and maintains relationships with media and editorial contacts, agency partners and stakeholders, including a broad range of civic, neighborhood, and advocacy organizations.

#### *Agency Operational Support:*

- Provides communications guidance and support to Transportation Authority staff and project managers: reviewing major deliverables and outreach materials; researching and advising on emerging and innovative

outreach and public involvement techniques applicable to planning or project development activities; and facilitating staff training, as needed.

- Supports management team and Clerk of the Board in management of the Transportation Authority's Board operations, agency work program, and special projects; providing support to Clerk or project managers, in communication with the agency's various Community Advisory Committee members; and assisting with responses to public information requests and inquiries.
- Supports management team and staff with legislative and governmental affairs, as needed.

**SUPERVISORY RESPONSIBILITIES:** May supervise Communications Coordinator, interns and external consultant teams.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Training and Experience:** Completion of a bachelor's degree in appropriate disciplines, such as public relations, journalism marketing, communications, or a closely related field from an accredited university is required. Two (2) years of experience in coordinating communications and marketing, media relations, and/or community outreach programs. An equivalent combination of education and experience is acceptable.

**Knowledge:** Knowledge of principles and practices of communications and marketing, media relations, public speaking, and community engagement programs. Basic principles and practices of graphic design and print production, including an understanding of design concepts and application. Knowledge of principles, practices, and techniques in using social media tools and applications.

**Skills and Abilities:** Strong writing, public presentation skills, and public speaking for a wide variety of audiences, including elected officials, technical staff, and the public; advanced writing and editing skills for a variety of communications media, including memoranda, reports, resolutions, plans, and outreach materials; basic design and graphics expertise; strong project, program, and relationship-building skills; stakeholder and crisis management skills, including consultant contract oversight; ability to work effectively under stressful situations involving tight deadlines, as well as confrontation and conflict; plan, research, organize, coordinate, and implement a variety of communications and marketing, media relations, and community outreach related activities and programs; operation of modern office equipment, including computer equipment and specialized software applications; and proficiency with social media platforms, including Twitter, Facebook, Instagram; and basic knowledge of content management systems such as MailChimp, Drupal, etc.

**Physical Demands and Work Environment:** The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Annual Compensation Range: \$XX,XXX-XX,XXX.....Adopted XXX  
Resolution XX-XX**



**San Francisco  
County Transportation  
Authority**

# Job Description

## Manager

*The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.*

### SUMMARY

This position manages, oversees or coordinates project development and delivery efforts on numerous planning, policy or capital projects and programs funded by the Transportation Authority and/or affecting San Francisco.

**Reports to:** Deputy Director or Executive Director

**Exemption Status:** Full-Time, Exempt

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, directs, and supports project development and delivery efforts in order to ensure timely and cost-effective delivery of the numerous projects/programs affecting San Francisco.
- Facilitates interagency coordination and communication between key stakeholders, including: SFMTA and the City and County of San Francisco; federal, state and regional transportation agencies; funding partners and other stakeholders.
- Engages and interacts with internal and external stakeholders including Transportation Authority employees and employees from other regional agencies, private entities, as well as, federal, state and local government officials and residents, businesses, engineers, contractors and consultants.
- Directs the preparation and maintenance of project schedules, budgets, and quality control objectives and procedures.
- Provide complex assistance to the executive team in various areas of expertise.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Directs the preparation of and reviews budgets, grants, contracts, memorandums, and correspondence.
- Prepares Board memoranda and Transportation Authority correspondence, and presents before management, the Transportation Authority Board, other external agencies, and the public.

**SUPERVISORY RESPONSIBILITIES:** May supervise staff and/or external consultant teams.

**MINIMUM QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duties satisfactorily.

**Training and Experience:** Completion of a bachelor's degree in Transportation Planning, Public Policy, Civil Engineering, Transportation Engineering or related field. Six (6) years of progressively responsible experience in transportation project and program management required, including at least two (2) years of demonstrated staff management experience. An equivalent combination of education and experience is acceptable.

**Knowledge:** Advanced knowledge of principles, practices, and techniques of project and program management;; standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services; regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for planning and/or capital projects; database management techniques; and proficiency with standard computer spreadsheet, word processing and presentation software.

**Skills and Abilities:** Ability to implement an effective project and program monitoring plan to ensure timely and cost-effective project delivery; familiarity with project scheduling applications; ability to analyze and interpret data pertaining to planning issues using appropriate methods and statistical techniques; ability to work and communicate with contractors, consultants, engineers, planners, and other internal and external stakeholders; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

**Physical Demands and Work Environment:** The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Annual Compensation Range: \$XXX,XXX-\$XXX,XXX.....Adopted XXX  
Resolution XX-XX**

SFCTA Job Title	Current Minimum Base Salary	Current Maximum Base Salary	Proposed Minimum Base Salary	Proposed Maximum Base Salary	Current vs. Proposed		Last Salary Range Adjustment Year	CLASSIFICATION STATUS (does not represent # of positions, only that at least 1 person holds this position)
					Minimum Salary Difference	Maximum Salary Difference		
1 TRANSPORTATION MODELER	86,730	119,683	89,332	123,273	3%	3%	2018	VACANT
2 SENIOR TRANSPORTATION MODELER	108,410	149,604	111,662	154,092	3%	3%	2018	FILLED
3 PRINCIPAL TRANSPORTATION MODELER	125,365	173,000	129,126	178,190	3%	3%	2018	FILLED
4 DEPUTY DIRECTOR FOR TECHNOLOGY, DATA & ANALYSIS	164,840	227,472	169,785	234,296	3%	3%	2018	FILLED
5 ADMINISTRATIVE ENGINEER	91,115	125,739	94,760	130,769	4%	4%	2018	INACTIVE
6 ASSOCIATE ENGINEER	101,690	140,328	105,758	145,941	4%	4%	2018	VACANT
7 SENIOR ENGINEER	113,425	156,528	117,962	162,789	4%	4%	2018	FILLED
8 PRINCIPAL ENGINEER	136,110	187,833	141,554	195,346	4%	4%	2018	INACTIVE
9 ASSISTANT DEPUTY DIRECTOR FOR CAPITAL PROJECTS	147,520	203,576	153,421	211,719	4%	4%	2018	FILLED
10 RAIL PROGRAM MANAGER	160,000	225,000	166,400	234,000	4%	4%	2019	FILLED
11 DEPUTY DIRECTOR FOR CAPITAL PROJECTS/TIMMA EXECUTIVE DIRECTOR	178,255	246,000	185,385	255,840	4%	4%	2018	VACANT
12 TIMMA PROGRAM MANAGER	146,740	202,500	152,610	210,600	4%	4%	2018	VACANT
13 TIMMA SYSTEMS MANAGER	135,000	186,300	140,400	193,752	4%	4%	2018	VACANT
14 ASSISTANT TRANSPORTATION PLANNER (PLANNING DIVISION)	N/A	N/A	74,152	102,332	N/A	N/A	N/A	PROPOSED
15 TRANSPORTATION PLANNER (PLANNING DIVISION)	80,035	110,450	87,238	120,391	9%	9%	2018	FILLED
16 SENIOR TRANSPORTATION PLANNER (PLANNING DIVISION)	92,820	128,090	101,174	139,618	9%	9%	2018	FILLED
17 PRINCIPAL TRANSPORTATION PLANNER (PLANNING DIVISION)	107,645	148,550	117,333	161,920	9%	9%	2018	FILLED
18 ASSISTANT DEPUTY DIRECTOR PLANNING	118,090	162,970	128,718	177,637	9%	9%	2018	FILLED
19 DEPUTY DIRECTOR FOR PLANNING	154,440	213,130	160,618	221,655	4%	4%	2018	FILLED
20 ASSISTANT TRANSPORTATION PLANNER (POLICY & PROGRAMMING DIVISION)	N/A	N/A	74,152	102,332	N/A	N/A	N/A	PROPOSED
21 TRANSPORTATION PLANNER (POLICY & PROGRAMMING DIVISION)	80,035	110,450	87,238	120,391	9%	9%	2018	FILLED
22 SENIOR TRANSPORTATION PLANNER (POLICY & PROGRAMMING DIVISION)	92,820	128,090	101,174	139,618	9%	9%	2018	FILLED
23 PRINCIPAL TRANSPORTATION PLANNER (POLICY & PROGRAMMING DIVISION)	107,645	148,550	117,333	161,920	9%	9%	2018	FILLED
24 PUBLIC POLICY MANAGER	111,030	153,223	121,022	167,013	9%	9%	2018	FILLED
25 ASSISTANT DEPUTY DIRECTOR POLICY & PROGRAMMING	118,090	162,970	128,718	177,637	9%	9%	2018	INACTIVE
26 DEPUTY DIRECTOR FOR POLICY & PROGRAMMING	154,445	213,130	160,618	221,655	4%	4%	2018	FILLED
27 PROGRAM ANALYST	65,585	90,506	72,799	100,462	11%	11%	2018	FILLED
28 SENIOR PROGRAM ANALYST	85,350	117,780	94,738	130,735	11%	11%	2018	INACTIVE
29 PRINCIPAL PROGRAM ANALYST	96,145	132,678	106,721	147,273	11%	11%	2018	INACTIVE
30 ADMINISTRATIVE ASSISTANT	51,110	70,534	61,843	85,346	21%	21%	2018	FILLED
31 OFFICE MANAGER	53,154	73,355	64,316	88,760	21%	21%	2018	INACTIVE
32 MANAGEMENT ANALYST	65,585	90,506	72,799	100,462	11%	11%	2018	FILLED
33 SENIOR MANAGEMENT ANALYST	85,350	117,780	94,738	130,735	11%	11%	2018	INACTIVE
34 PRINCIPAL MANAGEMENT ANALYST	96,145	132,678	106,721	147,273	11%	11%	2018	FILLED
35 STAFF ACCOUNTANT	59,610	82,264	66,763	92,136	12%	12%	2018	FILLED
36 SENIOR ACCOUNTANT	79,920	110,292	89,510	123,527	12%	12%	2018	INACTIVE
37 CONTROLLER	113,770	157,000	127,422	175,840	12%	12%	2018	FILLED
38 DEPUTY DIRECTOR FOR FINANCE & ADMINISTRATION	154,445	213,130	160,618	221,655	4%	4%	2018	FILLED
39 CLERK OF THE BOARD	69,665	96,140	78,025	107,677	12%	12%	2018	FILLED
40 GRAPHIC DESIGNER	61,610	85,020	65,923	90,971	7%	7%	2018	INACTIVE
41 SENIOR GRAPHIC DESIGNER	73,932	102,024	79,107	109,366	7%	7%	2018	FILLED
42 COMMUNICATIONS OFFICER	74,890	103,350	77,885	107,484	4%	4%	2018	FILLED
43 COMMUNICATIONS MANAGER	N/A	N/A	90,885	125,424	N/A	N/A	N/A	PROPOSED
44 SENIOR COMMUNICATIONS OFFICER	99,890	137,850	103,886	143,364	4%	4%	2018	FILLED
45 DIRECTOR OF COMMUNICATIONS	119,868	165,420	143,842	198,504	20%	20%	2018	FILLED
46 CHIEF DEPUTY DIRECTOR	164,840	227,472	169,785	234,296	3%	3%	2018	FILLED
47 MANAGER	N/A	N/A	121,022	167,013	N/A	N/A	N/A	PROPOSED

# Agency Structure 47 STAFF POSITIONS



**San Francisco  
County Transportation  
Authority**

Revised October 23, 2020

**TIMMA:**  
Treasure Island Mobility  
Management Agency

