



## Agenda

### PERSONNEL COMMITTEE Meeting Notice

**DATE:** Wednesday, December 10, 2025, 1:00 p.m.  
**LOCATION:** Committee Room, Room 263, City Hall  
 Watch SF Cable Channel 26 or 99  
 (depending on your provider)  
 Watch [www.sfgovtv.org](http://www.sfgovtv.org)  
**COMMISSIONERS:** Melgar (Chair), Sauter (Vice Chair), and Mandelman  
**CLERK:** Amy Saeyang

### Participation

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.

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 Committee members before the meeting begins.

1. Roll Call
2. Approve the Minutes of the September 15, 2025 Meeting – **ACTION\*** **3**
3. **[CLOSED SESSION]** Evaluate Public Employee Performance and Recommend Approval of the Executive Director's Performance Objectives for 2026 – **ACTION**

The Transportation Authority will hold a closed session under California Government Code 54957 concerning the evaluation of the performance of the Executive Director.

**OPEN SESSION:** After the closed session, the Chair shall report the vote taken on motion(s) made in the closed session, if any.

4. Recommend Adoption of the Revised Salary Structure, Amendment of the Existing Employment Agreement, and Setting the Annual Compensation for the Executive Director for 2026 – **ACTION**

Per the Administrative Code, the Transportation Authority shall fix the compensation of the Executive Director. The Personnel Committee will consider the Executive Director's performance, recommend adoption of the revised salary structure, recommend amendment of the existing employment agreement, and recommend the Executive Director's compensation for 2026.

5. Recommend Adoption of 9 New Job Classifications, Revised Organization Chart, and Revised Salary Structure – **ACTION\***

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### Other Items

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

During this segment of the meeting, Commissioners may make comments on items not specifically listed above or introduce or request items for future consideration.

7. Public Comment

8. Adjournment

### \*Additional Materials

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The meeting proceedings can be viewed live or on demand after the meeting at [www.sfgovtv.org](http://www.sfgovtv.org). To know the exact cablecast times for weekend viewing, please call SFGovTV at (415) 554-4188 on Friday when the cablecast times have been determined.

The Legislative Chamber (Room 250) and the Committee Room (Room 263) in City Hall are wheelchair accessible. Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street.

Meetings are real-time captioned and are cablecast open-captioned on SFGovTV, the Government Channel 26 or 99 (depending on your provider). Assistive listening devices for the Legislative Chamber and the Committee 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 Board after distribution of the meeting packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, 22nd Floor, 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).



# DRAFT MINUTES

## **San Francisco County Transportation Authority**

Monday, September 15, 2025

### **1. Roll Call**

Chair Melgar called the meeting to order at 11:34 a.m.

**Present at Roll Call:** Commissioners Melgar and Sauter (2)

**Absent at Roll Call:** Commissioner Mandelman (entered during Item 3) (1)

### **2. Approve the Minutes of the December 19, 2025 Meeting - ACTION**

Vice Chair Sauter moved to approve the minutes.

There was no public comment.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Melgar and Sauter (2)

Absent: Commissioner Mandelman (1)

### **3. [CLOSED SESSION] Public Employee Complaint/Discipline/Dismissal/Release – INFORMATION**

There was no public comment.

Chair Melgar called the closed session to order.

Chair Melgar reconvened the meeting in open session and asked for roll call:

**Present at Roll Call:** Commissioners Melgar and Sauter (2)

**Absent at Roll Call:** Commissioner Mandelman (1)

Chair Melgar said there was no report out on the closed session discussion.

## **Other Items**

### **4. Introduction of New Items - INFORMATION**

There were no new items introduced.

### **5. Public Comment**

There was no public comment.

### **6. Adjournment**

The meeting was adjourned at 1:13 p.m.

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San Francisco  
County Transportation  
Authority



## Memorandum

### AGENDA ITEM 5

**DATE:** December 7, 2024

**TO:** Personnel Committee: Commissioners Melgar (Chair), Sauter (Vice Chair), and Mandelman

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

**SUBJECT:** 12/10/2025 Personnel Committee Meeting: Recommend Adoption of 9 New Job Classifications, Revised Organization Chart, and Revised Salary Structure

#### RECOMMENDATION ☐ Information ☒ Action

- Recommend adoption of 9 new job classifications
- Recommend adoption of revised organization chart
- Recommend adoption of revised salary structure

#### SUMMARY

Following completion of our triennial salary survey and strategic planning effort, we are recommending the subject actions to keep our labor rates competitive and to enable successful implementation of the agency's 5-year initiatives (including investment in people, succession pathways, and organizational development). The recommendations consist of: revisions to the agency's job classifications, to add 9 new classifications (Attachment 1); a revised organization chart (Attachment 2) that includes two new additional full-time equivalent staff positions (offset by removal of two positions for the Treasure Island Mobility Management Agency (TIMMA) organization, which we propose to shift to a new TIMMA organizational structure to be considered by the TIMMA Board in Spring 2026); and a revised salary structure (Attachment 3), to bring wages in line with market conditions. Hiring will take place over time, as our budget permits and as the agency's work program requires. In parallel to bringing forward these recommendations, we have begun work to assess revenue trends and budget needs over the next approximately 5 years.

- ☐ Fund Allocation
- ☐ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☐ Contract/Agreement
- ☒ Other: Job Classifications, Organization Chart, and Salary Structure



<p>To fully implement the recommended organization chart and salary structure over this period, and to achieve the agency's near-term goals, preliminary indications are that we anticipate requesting Board consideration of a modest increase to the Board-approved "off the top" funding allowance of the Prop L program in a range of an additional 0.4% to 0.6% (to a level of 8.3% to 8.5%), for a potential period of about 5 years. We will present a proposal, pending Board guidance, in Spring 2026.</p>	
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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 classifications and salary structure, as appropriate. We commissioned the last compensation study in 2022, and, in July 2022, the Board adopted four new job classifications and a revised salary structure for all positions, except for the Executive Director. In May 2023, the Board adopted three revised job classifications and a revised organization chart. In February 2024, the Board adopted five new classifications and a revised organization chart. The current Board-approved organization chart is provided as Attachment 4.

We contracted with Arthur J. Gallagher & Co. (Gallagher), a human resources consulting firm experienced in compensation and employee benefits surveys and analysis, to conduct a total compensation study for the agency. The study included a comprehensive review of our job classifications, descriptions, base compensation, and benefits.

## **DISCUSSION**

**Proposed New Job Classifications.** We have prepared 9 new job classification descriptions, in conjunction with the recommended revised organization structure discussed below. The new job classifications are intended to better align with the agency's near-term work program needs and to facilitate staff advancement or lateral moves, helping to maintain a healthy agency culture. The new position descriptions are provided in Attachment 1 and include the following:

- *Chief Financial Officer (CFO)* - reclassification of the Deputy Director for Finance and Administration position, to align with the breadth of this division's responsibilities and



create a second chief-level position with responsibility (with the Chief Deputy Director) for strategic work program leadership and coordination across divisions.

- *Director of Strategy* - responsible for helping to set and achieve agency-wide work program and strategic objectives, promoting organizational development, coordination and change management across the agency, and facilitating internal and external collaboration, on behalf of the Executive Director and executive team.
- *Partnerships and Innovation Manager* - responsible for an overall work program to advance innovative mobility policy, project finance/innovative funding partnerships, and transportation technology, including through collaborations with a wide range of groups and stakeholders.
- *Projects Reporting Manager* - responsible for developing, implementing, and maintaining tools to charter, monitor, report, and evaluate agency projects and special initiatives, ensuring they stay within budget and schedule.
- *Human Resources (HR) Specialist* - responsible for managing recruitment/hiring processes, supporting compliance with employment laws, and facilitating staff development activities.
- *Document Controls Specialist* - responsible for maintaining and updating agency records, documenting agency procedures, responding to information requests, preparing contracts, and assisting with Board and Committee processes/meetings.

In addition to these 6 positions, the following 3 new job classifications are proposed to provide succession pathways and flexibility for staff to progress within the agency: Assistant Deputy Director for Data and Forecasting; Principal Graphic Designer; and Executive Assistant. If the 9 new job classifications are approved, we will have a total of 58 job classifications, some of which are inactive but retained for future flexibility.

**Proposed Revised Organization Chart.** Since the last revisions to the agency's organization structure in February 2024, we have continued to monitor our work program activities, workload management, and staff development needs. Our proposed 2026 agency workplan requires a reorganization of staff resources to address work program needs, provide for staff development, and attract and retain high quality personnel. The recommended revised organization chart is provided as Attachment 2.

The recommended organization chart reflects two additional full-time equivalent Transportation Authority staff positions (Director of Strategy and HR Specialist), to be offset by the proposed transfer of two existing (and currently unfilled) positions designated for TIMMA to a forthcoming TIMMA-specific organization structure, as TIMMA prepares to become an operating agency with its own dedicated staff. The TIMMA organization chart is anticipated to be brought forward to the TIMMA Committee and TIMMA Board in Spring 2026, pending approval of funding agreements with the Treasure Island Development Authority (TIDA).



In addition, the proposed Transportation Authority organization chart reflects recommended reclassifications of certain existing positions, in order to accommodate other new job classifications, provide for title and level alignment, and facilitate staff growth pathways. The following table presents the recommended reclassifications:

Existing Position	Recommended Reclassification
1. Deputy Director for Finance & Administration	Chief Financial Officer*
2. Manager (Data & Forecasting; formerly Tech., Data & Analysis)	Partnerships & Innovation Manager*
3. Principal Management Analyst	Projects Reporting Manager*
4. Administrative Assistant	Document Controls Specialist*
5. Principal Transportation Modeler	Assistant Deputy Director for Data & Forecasting*
6. Senior Graphic Designer	Principal Graphic Designer*
7. Administrative Assistant	Executive Assistant*
8. Communications Manager	Senior Communications Specialist
9. Senior Program Analyst	Principal Program Analyst
10. Senior Transportation Planner (Policy & Programming)	Principal Transportation Planner (Policy & Programming)
11. Senior Transportation Planner (Policy & Programming)	Transportation Planner (Policy & Programming)
12. Senior Transportation Modeler	Transportation Modeler
13. Transportation Planner (Planning)	Senior Transportation Planner (Planning)
14. Staff Accountant	Senior Accountant

\* Indicates proposed new job classifications

**Compensation Study Methodology.** To determine appropriate agencies for comparison, together with Gallagher, we 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. Gallagher and Transportation Authority management agreed on the following 8 agencies to be used as comparators for the purposes of the 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 (MTC)
- Orange County Transportation Authority
- San Francisco Municipal Transportation Agency / City and County of San Francisco
- Santa Clara Valley Transportation Authority

Gallagher compiled and analyzed the results of the compensation review, which provided the basis for the proposed changes to the salary structure. Since comparators would not be 100%





equivalent to our classifications, rather than identifying possible matches by job titles at comparable agencies, Gallagher analyzed each class description before including it as a comparator. Gallagher 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.

**Salary Structure Observations and Recommendations.** Gallagher, with consultation from Transportation Authority staff, concluded that most of our salaries are below those of the comparator agencies. Salaries, overall, are between 0% to 19% below market, with the average at 13%. For example, our communication specialists in the Executive division were below by 7%, while management/program analyst staff in the Finance and Policy and Programming divisions were below by 19%.

Based on the study results and recognizing that market conditions in San Francisco are highly competitive, we consulted with Gallagher to develop the proposed salary structure detailed in Attachment 3. The revised structure is intended to provide a level of compensation reflective of the marketplace, attract and retain employees, ensure internal alignment, and support organizational development. It is important to note that it has been approximately 3.5 years since recommendations for salary range adjustments to positions were last made. Further, 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. If the Board approves the revised salary structure, we would implement it effective January 5, 2026.

Gallagher 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; retirement and deferred compensation savings plans; professional development programs; paid days off including vacation, sick leave and holidays; and policy questions relating to these benefits. Overall, our overall benefits program is competitive with other comparator agencies, and we are not recommending changes to our benefits package at this time.

**Funding and Five-Year Outlook.** Staff costs are funded through a combination of sources, including grants, regional planning funds provided by MTC, and designated funds from programs administered by the Transportation Authority, among other sources. The Board-approved Prop L Strategic Plan allows 7.9% of sales tax annual proceeds to be used "off-the-top" for planning, programming, project delivery oversight and support, and administration of the sales tax program.

Our off-the-top allowance from sales tax revenues was last modified by the Board in 2014 (at the time, for the Prop K program), in concert with a reorganization that added 8 new positions to the agency's staff team. At that time, the Board approved a one-year allowance of 8.2% in FY 2014/15 (to support one-time costs associated with implementation of a new Enterprise



Resources Planning/Accounting system), followed by a level of 7.9% thereafter, until the last 5 years of the Prop K Expenditure Plan period where it gradually decreased to 1% (in FY 2033/34). The Board-approved Prop L Strategic Plan carried forward the same 7.9% off-the-top allowance, with a gradual decrease to 1% in FY 2052/53, the last year of the Prop L Expenditure Plan period.

Since that time, cost escalation and revenue trends have impacted our agency budgets, similar to other organizations. During the 10 years preceding the COVID-19 pandemic (FY 2009/10 through FY 2018/19), sales tax revenues grew 5.1% per year on average, and this supported our budgets adequately over time. Since the onset of COVID, sales tax revenues have dropped significantly, to an average annual growth rate of -0.1% (FY 2019/20 through FY 2024/25). The 10-year average annual growth rate for the period FY 2020/21 through FY 2029/30 (combining actual revenues and our Prop L Strategic Plan projection) is 2.3%, which is an approximately 55% reduction compared with the pre-COVID period average growth rate. Reduced Prop L and other voter-approved funds we manage (i.e., Prop AA, TFCA) represent a depressed revenue estimate that may be the "new normal" for our agency budget.

In parallel to preparing the recommendations for 2026 reflected in this memorandum, we have begun an assessment of forecasted staff costs and funding sources over a medium-term horizon of approximately the next five years. As part of this work, we are considering scenarios that would modestly increase our 7.9% Prop L off-the-top allowance (to approximately 8.3% to 8.5%, or about +0.4 to +0.6%, generating an estimated \$475,000 to \$725,000 annually), potentially for an approximately 5-year period, in order to bridge the time it may take for San Francisco's economy to recover and/or for new revenue sources to be secured. Consideration of such an increase reflects several factors, including the slow pace of sales tax growth over the past approximately 3 years, the organizational structure to deliver our work program, and the need to remain competitive with our peer agencies to attract and retain high quality staff.

## **FINANCIAL IMPACT**

Salary adjustments for existing, budgeted staff positions would result in an additional salary expenditures of up to \$456,000 in FY 2025/26. Sufficient funding is available in the FY 2025/26 adopted budget to accommodate these adjustments to salaries. In FY 2026/27, the estimated impact of the recommended adjustments would be approximately \$912,000, representing an estimated 13% increase in salary expenditures, a level which exceeds our budgeted off-the-top capacity by approximately 0.4%. In order to maintain salary adjustments in future fiscal years, we would keep some existing positions vacant and reduce our work program, to the extent necessary to stay within the Prop L off-the-top allowance.



We plan to implement the recommended reorganization (positions reclassifications and new positions) over the next approximately two to three years, as our work program warrants and only as our budget allows. The reorganization will be funded by a combination of current/future regional, state, and federal grants and Prop L sales tax revenues. To support both the salary adjustments and the recommended reorganization over time, we are considering a modest increase to the Prop L off-the-top allowance in a range of an additional approximately 0.4% to 0.6% (to a level of approximately 8.3% to 8.5%) for a period of about 5 years, until such time as revenues recover and/or other/new funding sources are secured. We will plan to bring an update on this analysis and any associated recommendations to the Board in Spring 2026, in conjunction with the FY 2025/26 budget amendment and/or FY 2026/27 annual budget.

### **CAC POSITION**

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

### **SUPPLEMENTAL MATERIALS**

- Attachment 1 – Proposed New Job Classifications (9)
- Attachment 2 – Proposed Revised Organization Chart
- Attachment 3 – Proposed Revised Salary Structure (Salary Ranges)
- Attachment 4 – Current Organization Chart



**San Francisco  
County Transportation  
Authority**

1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

## Job Description

### EXECUTIVE DIVISION **Executive Assistant**

*The San Francisco County Transportation Authority plans, funds, and delivers transportation projects to improve travel choices for residents, commuters, and visitors throughout San Francisco. The agency is a locus of transportation planning and policy innovation, serving as the designated county Congestion Management Agency (CMA) for San Francisco and the administrator of San Francisco's transportation sales tax and other voter-approved funding programs.*

### **SUMMARY**

The Executive Assistant provides proactive support by independently handling critical administrative tasks to contribute to the overall successful day to day operations of the agency. This position provides administrative and clerical support to the Executive Director, serving as a contact to the public for the agency, and works closely with the executive team, agency staff, and external parties.

**Reports to:** Chief Deputy Director

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages complex calendars, schedules meetings, and ensures executives are prepared for them. Organizes meetings and manages logistics for both internal and external events.
- Facilitate meeting coordination or personally performs meeting room set up, orders catering, escorts guest to the meeting and enters names in the security system.
- Arranges and coordinates all aspects of business travel, including flights, hotels, and transportation. Submits expense reports, timesheets, reimbursements, manages documents (e.g. finalizing correspondence, letters of support).
- Assists with project coordination, tracking action items and providing support on special initiatives and handles various office-related tasks, as assigned by the Executive Director and Chief Deputy Director.
- Assists the Clerk of the Transportation Authority as needed with preparation and distribution of agenda packets, preparation of minutes, posting of materials on the website, clerking meetings, and other duties.
- Facilitate meeting coordination or personally performs meeting room set up, orders catering, escorts guest to the meeting and enters names in the security system.
- Supports other work program priorities as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

May supervise interns.

## MINIMUM QUALIFICATIONS:

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

**Training and Experience:** One (1) year of relevant experience.

**Knowledge:** Thorough knowledge of a broad range of administrative procedures such as office practices, systems and policies. General knowledge of personal computers in a Windows environment, and computer file maintenance. Knowledge of word processing, spreadsheet, e-mail management, virtual meeting platforms, and related software. Proficiency with standard (MS Office) computer spreadsheet, word processing, database management and other office administration software.

**Skills and Abilities:** Provide varied, responsible and confidential office administrative assistance; learn, interpret and apply policies and procedures; organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction; work in a demanding environment with changing priorities and deadlines; use discretion with confidential materials and information. Requires considerable ability to organize and carry out projects with minimal instruction; make sound work decisions in accordance with rules, regulations, policies and procedures; compose concise, factual and grammatically correct business correspondence and reports maintain a wide variety of office records and reports of some complexity; maintain a record-keeping system; operate and troubleshoot standard office equipment including but not limited to personal computers, copiers and postage machines; speak effectively and write clearly and concisely. Ability to communicate professionally and effectively with senior management, officials, other staff, vendors, other agencies, and members of the public.

**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 XX, XXX, Resolution XX-XX**



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## Job Description

### EXECUTIVE DIVISION Principal Graphic Designer

*The San Francisco County Transportation Authority plans, funds, and delivers transportation projects to improve travel choices for residents, commuters, and visitors throughout San Francisco. The agency is a locus of transportation planning and policy innovation, serving as the designated county Congestion Management Agency (CMA) for San Francisco and the administrator of San Francisco's transportation sales tax and other voter-approved funding programs.*

### SUMMARY

The Principal Graphic Designer sets the vision and influences overall product/brand direction, setting design standard and for the development, implementation, and coordination of a wide variety of creative and complex graphic artwork for public information and promotional materials, website design and maintenance, and multimedia communications.

**Reports to:** Director of Communications

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Defines the aesthetic and direction for products, ensuring alignment with agency objectives and brand identity. Serves as the go-to expert on design systems, tools, and processes, sharing knowledge across the team.
- Plans, develops, designs, art directs, implements, and coordinates a wide variety of creative and complex graphic artwork for public information and promotional materials. Organizes and designs agency publications, including reports, fact sheets, and other collateral material, and makes editorial suggestions to improve and clarify the headline/body copy.
- Coordinates design projects with vendors such as outside designers, photographers, illustrators, and other agencies; coordinates printing of publications, selecting paper stock, printing and binding methods, and print vendors; requests bids from graphics and printing companies, prepares projects for printing, and follows through for quality control (e.g., color evaluation, press checks). Designs and maintains agency website content and development of new web, social media, and multi-media capabilities in coordination.
- Recommends methods of visual presentations including theme, style, and format. Develops in-house and on-call capabilities for graphic design and multimedia materials production, for outreach and agency publications. Maintains agency photo library, obtains photography from various outside sources, photographs projects and other subjects as necessary; manipulated images as necessary.
- Maintains current knowledge of new methods, tools and equipment and related developments in the field of graphic production and design, including computer and graphics systems; provides recommendations to management on purchase of new programs and/or equipment and serves as resource to staff on topics such as uploading files to website, accessibility guidelines, and troubleshooting printing issues.

**SUPERVISORY RESPONSIBILITIES:**

May supervise 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 graphic design or a related field is required. Seven (7) years of progressively responsible experience in producing graphic design for publication and the web, including production planning or closely related experience, that demonstrates the knowledge and ability to assume responsibility for all of the graphic production cycle.

**Knowledge:** Knowledge of Adobe Creative Cloud (Photoshop, InDesign, Illustrator), Apple and Windows computers and graphic software, including Microsoft Word and PowerPoint, and printing processes for multi-color, multi-page publications is a must. Understanding of web design principles and content management systems including Drupal; email platform Mailchimp, web design principles and content management systems including Drupal; email platform Mailchimp. Knowledge of principles and practices of photography, production planning and coordination, principles and contemporary practices of the design of graphic publications and production techniques including new technology development.

**Skills and Abilities:** Exercise creative skills in preparing a wide variety of creative and complex graphic artwork for public information and promotional materials. Plan, design, lay out, and create visual elements for marketing and public information materials, requiring research and interpretation of subject matter, from concept to delivery of material. Work independently and creatively; organize and handle multiple projects simultaneously. Prepare a variety of technical art work such as map templates to illustrate planning concepts. Operate digital cameras and download, store, and manipulate images. Adhere to budgets for all design projects; estimate production costs, and determine design, colors and graphics in accordance with expenditure and scheduling limitations. Communicate clearly and effectively, both orally and in writing.

**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 XX, XXX, Resolution XX-XX**



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## Job Description

### **EXECUTIVE DIVISION Director of Strategy**

*The San Francisco County Transportation Authority plans, funds, and delivers transportation projects to improve travel choices for residents, commuters, and visitors throughout San Francisco. The agency is a locus of transportation planning and policy innovation, serving as the designated county Congestion Management Agency (CMA) for San Francisco and the administrator of San Francisco's transportation sales tax and other voter-approved funding programs.*

### **SUMMARY**

The Director of Strategy helps set and achieve agency-wide work program and strategic objectives, promotes organizational development, coordination and change management across the agency, and facilitates internal and external collaboration, on behalf of the Executive Director and executive team. This role provides management-level support to the Board and Community Advisory Committee, leads coordination of critical issues facing the agency, oversees partnerships and innovation initiatives, and acts as a liaison with a wide range of stakeholders.

**Reports to:** Executive Director

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees and facilitates development of the agency's 5-year strategic initiatives and/or strategic plan; monitors and supports implementation of these guiding documents and collaborates with agency management on an ongoing basis to prioritize agency strategies and strategic initiatives. Acts as a strategic partner to the Executive Director and other senior leaders, translating vision into actionable plans.
- Identifies growth opportunities and strategic risks for the agency. Evaluates agency performance against strategic goals and objectives. Develops and maintains processes to support internal management coordination, decision making and workflows.
- Leads, motivates, and guides project teams across different divisions to ensure they are working cohesively toward shared goals. Facilitates mentorship, promotes knowledge management within the organization and conducts conflict management support as needed.
- Provides internal peer review of project studies, reports, and other deliverables. Reviews Board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committee and may represent agency externally, including on partner agency projects and initiatives and the Executive Director before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearing.
- Supports planning and preparation for monthly Board and Community Advisory Committee cycles.



- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Supports other work program priorities as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

Supervises Partnerships and Innovations Manager and Projects Reporting Manager. May supervise 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 graduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering or related field is required. Eight (8) years of progressively responsible experience in transportation planning or a related field with at least three (3) years in a management role. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience

**Knowledge:** : Advanced knowledge of principles, techniques and methods of transportation planning; public policy development, transportation systems management and conceptual design (transit, pedestrian, bicycle and parking); advance knowledge of transportation fund sources and programming processes; GIS and other database methods. Advanced proficiency with standard computer spreadsheet, word processing, database management and presentation software.

**Skills and Abilities:** Ability to develop, manage, assign, direct, review and evaluate manage scope, schedules and budget for planning and policy studies, as well as staffing and support needs for own section, including familiarity with professional procurement processes, grants management, billing and invoicing. Strong project and program management skills, including consultant contract oversight for planning and policy studies; facilitate meetings; design public workshops and other outreach strategies; review transportation model inputs and outputs; design surveys and perform data analysis; conduct policy analysis and long-range planning; summarize data and prepare written reports and recommendations. Advanced presentation, writing and editing skills for a variety of communications media, including memoranda, technical reports, resolutions, plans and outreach materials.

**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: \$XXX,XXX - \$XXX,XXX...**

**Adopted XXXX XX, XXXX, Resolution XX-XX**



**San Francisco  
County Transportation  
Authority**

1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

## Job Description

### **EXECUTIVE DIVISION Partnerships and Innovation Manager**

*The San Francisco County Transportation Authority plans, funds, and delivers transportation projects to improve travel choices for residents, commuters, and visitors throughout San Francisco. The agency is a locus of transportation planning and policy innovation, serving as the designated county Congestion Management Agency (CMA) for San Francisco and the administrator of San Francisco's transportation sales tax and other voter-approved funding programs.*

### **SUMMARY**

The Partnerships and Innovation Manager oversees or coordinates policy initiatives, strategic partnerships, and operational programs that advance San Francisco Transportation Plan goals and agency-wide objectives, under the supervision of the Director of Strategy. The Partnerships and Innovation Manager leads emerging mobility and technology policy, builds relationships and collaborates with a diverse set of internal and external stakeholders, and leads advancement of innovative funding, delivery and technology projects.

**Reports to:** Director of Strategy

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, directs, and supports policy analysis and strategy development for emerging transportation technologies, mobility initiatives, and innovative business models/funding partnerships, including for autonomous vehicles, shuttles, and mobility management.
- Serves as subject matter expert with respect to new and emerging transportation technologies, in order to provide policy analysis, apply best practices to support program development in San Francisco, and disseminate lessons learned within the agency.
- Cultivates, manages, and maintains critical relationships and partnerships to support agency goals and programs, including with academia, government and regulatory bodies, advocacy organizations, community groups, and private sector entities, among others.
- Develops, manages, and evaluates innovative projects and pilot programs, to test and demonstrate new management approaches, technologies and operational practices.
- Coordinates internally across divisions to develop integrated strategies and provide coordinated policy and technical support to the executive team.
- Assists the Director of Strategy and executive team in the development and implementation of agency-wide strategies and special initiatives.
- Prepares Board memoranda and Transportation Authority correspondence, and presents before management, the Transportation Authority Board, other external agencies, and the public.
- Supports other work program priorities, as assigned.

**SUPERVISORY RESPONSIBILITIES:**

May supervise external consultant teams or interns.

**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 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; public policy development; transportation fund sources, programming processes, and innovative finance methods; consultant contract preparation and oversight of consultant contracts for professional services; database management techniques; and proficiency with standard computer spreadsheet, word processing and presentation software.

**Skills and Abilities:** Ability to conduct policy analysis, summarize and present data and prepare written reports and recommendations; ability to develop and support grant proposals and business plans for policy initiatives or operational pilots; ability to develop and implement an effective project monitoring plan to ensure timely and cost-effective project delivery; ability to work and communicate with contractors, consultants, engineers, planners, and other internal and external stakeholders. Advanced presentation, writing and editing skills for a variety of communications media, including memoranda, technical reports, presentations to regulatory bodies, plans, and outreach materials.

**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: \$XXX,XXX - \$XXX,XXX...**

**Adopted XXXX XX, XXXX, Resolution XX-XX**



**San Francisco  
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Authority**

1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

## Job Description

### **EXECUTIVE DIVISION Projects Reporting Manager**

*The San Francisco County Transportation Authority plans, funds, and delivers transportation projects to improve travel choices for residents, commuters, and visitors throughout San Francisco. The agency is a locus of transportation planning and policy innovation, serving as the designated county Congestion Management Agency (CMA) for San Francisco and the administrator of San Francisco's transportation sales tax and other voter-approved funding programs.*

### **SUMMARY**

The Projects Reporting Manager role is responsible for developing, maintaining, and implementing tools to charter, monitor, report, and evaluate agency projects and special initiatives, ensuring they stay within budget and schedule. This role requires creating and managing project plans, leading and guiding teams, and preparing regular reports on project progress, budget, and risks for stakeholders. The position focuses heavily on communication, analysis, and strategic planning to meet business objectives and improve team performance.

**Reports to:** Director of Strategy

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develops and maintains various agencywide dashboards, program management and project reports using tools and templates.
- Tracks project performance against goals, budget, and schedule by analyzing data on progress, cost, and workload, in order to generate reports, identify insights and trends agencywide across projects, and predict potential risks and issues before they become critical, allowing for proactive problem-solving.
- Coordinates internally with Project Managers and other division staff to create key metrics (earned value) and milestones (outreach/Board presentations) for projects. Assist the Director of Strategy to evaluate agency performance against strategic goals and objectives.
- Utilizes budget and accounting software to gather real-time data and generate reports efficiently. Ensure all reporting activities comply with organizational and external requirements.
- Supports other work program priorities as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

May supervise external consultant teams and interns.

## MINIMUM QUALIFICATIONS:

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

**Training and Experience:** A bachelor's degree in public or business administration, finance, accounting, economics or related field from an accredited university, and six (6) years of progressively responsible experience in complex financial/fiscal analysis, economic analysis, contract administration, or legislative/ administrative policy analysis is required, including at least two (2) years of demonstrated staff management experience. An equivalent combination of education and experience is acceptable.

**Knowledge:** : Knowledge of principles and techniques of governmental organization and management; principles and techniques of financial/fiscal analysis; principles and techniques of economic and policy analysis; principles and techniques of generally accepted accounting principles and government accounting standards; application of statistical and other analytical methods; applicable local, state, and federal laws and regulations; principles involved in the development and implementation of complex systems and procedures; methods, procedures, and techniques needed for negotiations of contract terms, change orders, cost estimates and modifications; advanced proficiency with standard computer spreadsheet, word processing, database management and presentation software.

**Skills and Abilities:** Ability to collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; work with authority and efficiency to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; establish and maintain effective communication with senior management, officials, other staff, vendors, or other agencies; negotiate effectively; 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: \$XXX,XXX - \$XXX,XXX...**

**Adopted XXX XX, XXX, Resolution XX-XX**



**San Francisco  
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1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

## Job Description

### **DATA & FORECASTING DIVISION Assistant Deputy Director**

*The San Francisco County Transportation Authority plans, funds, and delivers transportation projects to improve travel choices for residents, commuters, and visitors throughout San Francisco. The agency is a locus of transportation planning and policy innovation, serving as the designated county Congestion Management Agency (CMA) for San Francisco and the administrator of San Francisco's transportation sales tax and other voter-approved funding programs.*

### **SUMMARY**

The Assistant Deputy Director for the Data & Forecasting Division has full responsibility for complex modeling projects and assists the Deputy Director in managing the division, including transportation modeling, data organization and forecasting, Geographic Information Systems (GIS), and general information technology support and systems planning. The Assistant Deputy Director also supports the Deputy Director's participation in planning, organizing and facilitating the activities of the Transportation Authority, and providing a wide range of professional support and executive level policy counsel.

**Reports to:** Deputy Director for Data & Forecasting

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in planning, coordination, design, development, and implementation of all data and forecasting services. Provides general information technology, modeling and GIS support to internal and external contacts.
- Leads or assists in maintenance, development and application of travel demand forecasting model and Geographic Information Systems (GIS) activities.
- Reviews project budgets, scope and performance measures; selects and manages consultants and contracts; facilitates technical and project meetings; reviews and reports on progress and deliverables; and corresponds with partnering agencies. Duties include developing proposals, grant applications, and appropriation requests.
- Negotiates and resolves complex planning and policy issues with federal, state and regional transportation agencies and San Francisco project sponsors. Leads or assists in the development and negotiation of agreements with other agencies, as required by the Deputy Director.
- Represents the Transportation Authority in federal, regional, state and local transportation task forces, professional associations and technical and policy advisory groups. Reviews and comments on relevant transportation plans and studies produced by other agencies.
- Provides recommendations on all data and forecasting related matters and assists the Deputy Director in fielding inquiries from Board members.
- Develops, negotiates and recommends to the Deputy Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private

contractors, as needed, and is responsible for monitoring their implementation.

- Reviews Board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committees and may represent the Deputy Director before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Assists in the development and management of the annual work plan for the division and establishes work activity priorities and staff assignments.
- Supports other work program priorities as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

Supervises Senior Transportation Modelers and Transportation Modelers. May supervise 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 graduate degree in an appropriate discipline such as transportation planning, data science, computer science, information systems, civil engineering, geography or related field and six (6) years of experience in transportation planning, travel demand forecasting or GIS analysis for transportation planning purposes, with at least two (2) years in a management role. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience

**Knowledge:** : Advanced knowledge of principles, techniques and methods of transportation planning; activity- based travel model concepts and structures; intensive computer system administration and maintenance; environmental impact assessment process per California Environmental Quality Act guidelines; computer programming in Python and C++ languages; ArcGIS and open GIS platforms. Advanced understanding of data analysis techniques, and data management principles. Advanced knowledge of program and project management principles and techniques used in leading and supporting multiple information technology programs and projects.

**Skills and Abilities:** Demonstrated ability to develop, manage, assign, direct, review and evaluate manage scope, schedules and budget for planning and policy studies, as well as staffing and support needs for own section, including familiarity with professional procurement processes, grants management, billing and invoicing. Strong project and program management skills, including consultant contract oversight for planning and policy studies; facilitate meetings; design public workshops and other outreach strategies; review transportation model inputs and outputs; design surveys and perform data analysis; conduct policy analysis and long-range planning; summarize data and prepare written reports and recommendations. Advanced presentation, writing and editing skills for a variety of communications media such as memoranda, technical reports, plans, and outreach materials.

**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: \$XXX,XXX - \$XXX,XXX...**

**Adopted XXXX XX, XXXX, Resolution XX-XX**



**San Francisco  
County Transportation  
Authority**

1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

## Job Description

### **FINANCE & ADMINISTRATION DIVISION Chief Financial Officer**

*The San Francisco County Transportation Authority plans, funds, and delivers transportation projects to improve travel choices for residents, commuters, and visitors throughout San Francisco. The agency is a locus of transportation planning and policy innovation, serving as the designated county Congestion Management Agency (CMA) for San Francisco and the administrator of San Francisco's transportation sales tax and other voter-approved funding programs.*

#### **SUMMARY**

The Chief Financial Officer (CFO) manages the Transportation Authority's accounting, finance and administrative support functions, including financial systems, capital finance, financial planning, budgeting, investments, risk management, procurement, contracting, technology and human resources. The CFO, working in coordination with the Chief Deputy Director, is responsible for strategic work program leadership and coordination across divisions.

**Reports to:** Executive Director

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

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees the financial management functions and accounting activities of the agency; performs risk management functions; prepares reports, audits and analytical studies on operations; reviews, develops, and implements policies and procedures for the agency's fiscal activities to ensure consistency among all divisions, and compliance with prevailing legislation and regulations.
- Oversees all human resource activities; compensation structures, personnel policies, manuals and protocols; the agency's benefits program, including advising and counseling staff, and negotiating with third-party providers; directs maintenance of personnel records and transactions. Demonstrates knowledge of equal employment opportunity policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; and builds a diverse workforce.
- Oversees all cash management and investment functions and capital finance and debt program activities; manages the development and implementation of debt issuance strategies, policies and programs; recommends updates to the investment policies as necessary; ensures compliance to optimize returns and manage risk.
- Oversees all procurement and contracting activities. Disadvantaged Business Enterprise (DBE) and Local Business Enterprise (LBE) Program; external agencies and the public, including reviewing and commenting on grant and funding submittals.
- Provides general fiscal and risk management input into the development of the agency's various programs and plans, including, but not limited to, the Countywide Transportation Plan, and the Prop L and Prop AA Strategic Plans and 5-Year Prioritization Programs.
- Develops long-term financial strategies and supports strategic work program leadership and integration, on behalf of the Executive Director and in coordination with the Chief



Deputy Director, for high-profile agency initiatives and cross-divisional projects.

- Reviews Board memoranda and official agency correspondence; makes presentations to the Board and Committees and may represent the Executive Director before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Develops and manages annual work plan for the division and establishes work activity priorities and staff assignments.
- Oversees all technology related matters and assists the Executive Director in fielding inquiries from Board members.

### **SUPERVISORY RESPONSIBILITIES:**

Supervises the Controller, Finance Manager, Human Resources Specialist, Office Manager, Document Control Specialist, 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 an appropriate discipline such as public or business administration, finance, accounting, or a closely related field from an accredited university and an active State of California certified public accounting license is required. Ten (10) years of progressively responsible experience in financial and/or administrative management is required, with government experience preferred, including directing and overseeing the maintenance of accounting and financial records, preparation of financial statements and human resources management. At least five (5) years must be in a supervisory or managerial role. An equivalent combination of education and experience is acceptable.

**Knowledge:** Knowledge of principles, techniques and methods of public sector financial management and accounting; budget development analysis and reporting techniques; command of guidelines and regulations pertaining to the appropriation and expenditure of funds and audit requirements for state and federal grants, solid understanding of investment and debt management principles and practices; command of personnel and benefits programs regulations; considerable knowledge of principles and techniques of organizational development, staffing and management, including governmental operations, budget and fiscal administration; principles of supervision, training, employee development and motivation, as well as effective discipline.

**Skills and Abilities:** Ability to effectively administer, plan, organize and direct a comprehensive business and fiscal unit in a government agency, and maintain an effective financial controls system. Analyze and evaluate complex financial and fiscal problems and recommend effective solutions. Collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; negotiate effectively; 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: \$XXX,XXX - \$XXX,XXX...**

**Adopted XXX XX, XXX, Resolution XX-XX**



**San Francisco  
County Transportation  
Authority**

1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

## Job Description

### **FINANCE & ADMINISTRATION DIVISION Document Controls Specialist**

*The San Francisco County Transportation Authority plans, funds, and delivers transportation projects to improve travel choices for residents, commuters, and visitors throughout San Francisco. The agency is a locus of transportation planning and policy innovation, serving as the designated county Congestion Management Agency (CMA) for San Francisco and the administrator of San Francisco's transportation sales tax and other voter-approved funding programs.*

### **SUMMARY**

The Executive Assistant provides proactive support by independently handling critical administrative tasks to contribute to the overall successful day-to-day operations of the agency. This position provides administrative and clerical support to the Executive Director, serving as a contact to the public for the agency, and works closely with the executive team, agency staff, and external parties.

**Reports to:** Deputy Director for Finance and Administration      **Exemption Status:** Full-Time, Exempt

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Creates, receives, processes, files, stores, retrieves, maintains and archives electronic and hard copy documents. Responds to requests for information from internal and external sources, such as the public or other agencies.
- Reviews and documents agency-wide procedures, collaborating with subject matter experts to gather information for documentation.
- Prepares, edits new contracts, amendments, and task orders and other procurement-related documents.
- Performs front office duties, including greeting visitors, responding to general inquiries from the public and other agencies, answering telephones, handling the Transportation Authority's general email account and maintaining common room areas.
- Assists the Clerk of the Transportation Authority as needed with preparation and distribution of agenda packets, preparation of minutes, posting of materials on the website, clerking meetings, and other duties.
- Facilitate meeting coordination or personally performs meeting room set up, orders catering, escorts guests to the meeting and enters names in the security system.
- Acts as an assistant to one or more Deputy Director(s) fielding calls and coordinating activities for their division and managing appointment schedules including meeting set-up and logistics.
- Supports other work program priorities as assigned.

## **SUPERVISORY RESPONSIBILITIES:**

May supervise interns.

## **MINIMUM QUALIFICATIONS:**

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

**Training and Experience:** One (1) year of relevant experience.

**Knowledge:** Thorough knowledge of a broad range of administrative procedures such as office practices, systems and policies. General knowledge of personal computers in a Windows environment, and computer file maintenance. Knowledge of word processing, spreadsheet, e-mail management, presentation software, virtual meeting platforms, and related software. Proficiency with standard (MS Office) computer spreadsheet, word processing, database management and other office administration software.

**Skills and Abilities:** Provide varied, responsible and confidential office administrative assistance; learn, interpret and apply policies and procedures; organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction; work in a demanding environment with changing priorities and deadlines; use discretion with confidential materials and information. Requires considerable ability to organize and carry out projects with minimal instruction; make sound work decisions in accordance with rules, regulations, policies and procedures; compose concise, factual and grammatically correct business correspondence and reports maintain a wide variety of office records and reports of some complexity; maintain a record-keeping system; operate and troubleshoot standard office equipment including but not limited to personal computers, copiers and postage machines; speak effectively and write clearly and concisely. Ability to communicate professionally and effectively with senior management, officials, other staff, vendors, other agencies, and members of the public.

**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: \$XXX,XXX - \$XXX,XXX...**

**Adopted XXX XX, XXX, Resolution XX-XX**



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Authority**

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## Job Description

### **FINANCE & ADMINISTRATION DIVISION Human Resources Specialist**

*The San Francisco County Transportation Authority plans, funds, and delivers transportation projects to improve travel choices for residents, commuters, and visitors throughout San Francisco. The agency is a locus of transportation planning and policy innovation, serving as the designated county Congestion Management Agency (CMA) for San Francisco and the administrator of San Francisco's transportation sales tax and other voter-approved funding programs.*

### **SUMMARY**

The Human Resources (HR) Specialist plays a key role in supporting strategic HR initiatives that enhance organizational effectiveness. This position conducts research, analyzes workforce data, streamlines HR processes, and provides guidance on policies and programs that support employee recruitment, development, engagement, and compliance.

**Reports to:** Deputy Director for Finance and Administration **Exemption Status:** Full-Time, Exempt

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develops job descriptions, screens applicants, conducts interviews, and assists with the hiring decision to attract and retain talent and exit processes. Administers employee benefits, evaluates requests for leave and ADA accommodation. Acts as a bridge between management and employees, addressing conflicts, and ensuring a positive and productive work environment.
- Identifies training needs, designing programs and monitoring employee progress to help them improve their skills. Develops and manages organizational development initiatives, such as staff trainings, knowledge sharing, mentorship, and other efforts.
- Conducts salary and benefit surveys and manages processes such as performance reviews and feedback, updating information and protocols, ensuring consistency in application agencywide and other processes.
- Organizes and maintains relevant organizational documents and resources, including employee handbooks, organizational procedures, and other staff resources. Ensures the agency complies with federal, state, and local employment laws and updates agency policies.
- Implement diversity, equity and inclusion efforts by developing employee resources and training, leads diversity recruitment efforts, coaching management, mediating workplace conflict; and creating and monitoring DEI benchmarks.
- Supports other work program priorities as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

May supervise interns.

## MINIMUM QUALIFICATIONS:

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

**Training and Experience:** A bachelor's degree from an accredited college or university. Two (2) years of verifiable professional human resources work experience in one or more of the following areas may substitute for up to two years of the required education; recruitment and selection; classification and compensation; employee and/or labor relations; benefits administration; human resources operations; diversity, equity, and inclusion; and personnel training.

**Knowledge:** Strong understanding of HR laws, policies, and programs, along with the ability to analyze workforce data to support decision-making. Knowledge of reporting tools, and process improvement methods is important for optimizing HR operations. This role also requires familiarity with organizational structures, compensation and recruitment practices, contract negotiations and the ethical management of sensitive information.

**Skills and Abilities:** Provide varied, responsible and confidential office administrative assistance; learn, interpret and apply policies and procedures; organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction; work in a demanding environment with changing priorities and deadlines; use discretion with confidential materials and information. Requires considerable ability to organize and carry out projects with minimal instruction; make sound work decisions in accordance with rules, regulations, policies and procedures; compose concise, factual and grammatically correct business correspondence and reports; maintain a wide variety of office records and reports of some complexity; maintain a record-keeping system; advanced proficiency with standard computer spreadsheet, word process, database management and presentation software; speak effectively and write clearly and concisely. Strong communication skills and the ability to collaborate with stakeholders across the organization are essential.

**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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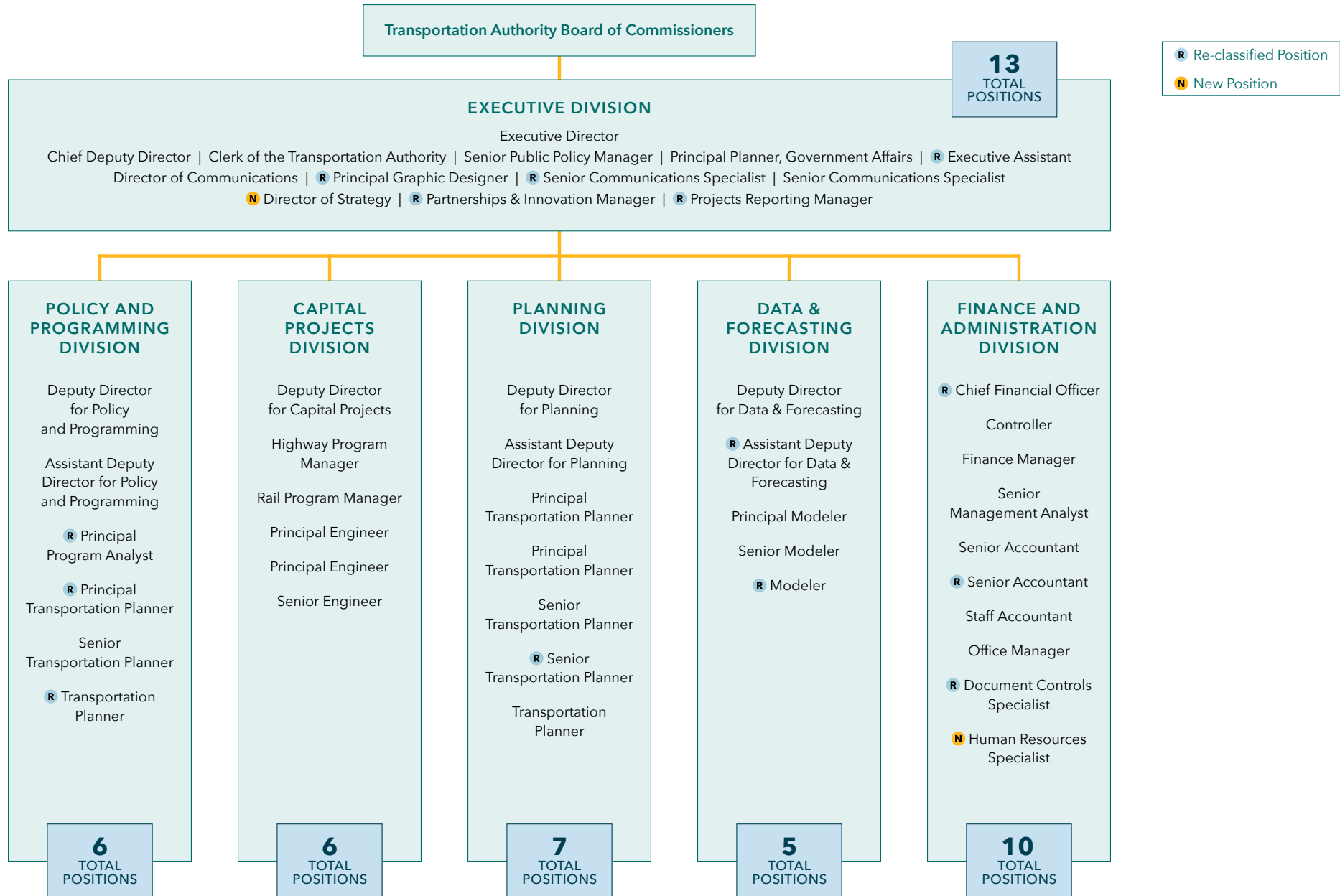
**Annual Compensation Range: \$XXX,XXX - \$XXX,XXX...**

**Adopted XXX XX, XXX, Resolution XX-XX**

# Agency Structure 47 STAFF POSITIONS



San Francisco  
County Transportation  
Authority



SFCTA Job Title	Current Minimum Base Salary	Current Maximum Base Salary	Proposed Minimum Base Salary	Proposed Maximum Base Salary	Agency Match	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 GRAPHIC DESIGNER	65,923	90,971	70,538	97,584	San Francisco Municipal Transportation Agency	7%	7%	2022	INACTIVE
2 SENIOR GRAPHIC DESIGNER	79,107	109,366	84,644	117,022	Internal Alignment	7%	7%	2022	FILLED
3 PRINCIPAL GRAPHIC DESIGNER	N/A	N/A	100,833	140,426	Internal Alignment	N/A	N/A	PROPOSED	PROPOSED
4 COMMUNICATIONS SPECIALIST (formally Communications Manager)	90,885	125,424	99,065	136,712	San Francisco Municipal Transportation Agency	9%	9%	2024	FILLED
5 SENIOR COMMUNICATIONS SPECIALIST (formally Senior Comm. Manager)	103,886	143,364	113,236	156,267	Internal Alignment	9%	9%	2022	FILLED
6 DIRECTOR OF COMMUNICATIONS	143,842	198,504	154,424	211,476	Golden Gate Bridge, Highway & Transportation District	7%	7%	2022	FILLED
7 PARTNERSHIPS & INNOVATIONS MANAGER	N/A	N/A	139,124	192,361	Internal Alignment	N/A	N/A	PROPOSED	PROPOSED
8 PROJECTS REPORTING MANAGER	N/A	N/A	151,632	209,250	Internal Alignment	N/A	N/A	PROPOSED	PROPOSED
9 DIRECTOR OF STRATEGY	N/A	N/A	174,787	245,794	Internal Alignment	N/A	N/A	PROPOSED	PROPOSED
10 CLERK OF THE BOARD	78,025	107,677	88,952	122,752	Internal Alignment	14%	14%	2022	FILLED
11 SENIOR TRANSPORTATION PLANNER (GOVERNMENT AFFAIRS)	101,174	139,618	109,268	150,787	Internal Alignment	8%	8%	2024	INACTIVE
12 PRINCIPAL TRANSPORTATION PLANNER (GOVERNMENT AFFAIRS)	117,333	161,920	126,720	174,874	Internal Alignment	8%	8%	2024	FILLED
13 PUBLIC POLICY MANAGER	121,022	167,013	139,124	192,361	Internal Alignment	15%	15%	2022	INACTIVE
14 SENIOR PUBLIC POLICY MANAGER	128,718	177,637	153,174	211,388	Internal Alignment	19%	19%	2024	FILLED
15 CHIEF DEPUTY DIRECTOR	169,785	234,296	201,147	275,770	City and County of San Francisco	18%	18%	2022	FILLED
16 PROGRAM ANALYST	72,799	100,462	86,904	119,392	Bay Area Rapid Transit	19%	19%	2022	INACTIVE
17 SENIOR PROGRAM ANALYST	94,738	130,735	112,738	155,575	Internal Alignment	19%	19%	2022	FILLED
18 PRINCIPAL PROGRAM ANALYST	106,721	147,273	126,998	175,255	Internal Alignment	19%	19%	2022	INACTIVE
19 ASSISTANT TRANSPORTATION PLANNER (POLICY & PROGRAMMING)	74,152	102,332	80,084	110,519	Internal Alignment	8%	8%	2022	INACTIVE
20 TRANSPORTATION PLANNER (POLICY & PROGRAMMING)	87,238	120,391	93,860	129,840	San Francisco Municipal Transportation Agency	8%	8%	2022	FILLED
21 SENIOR TRANSPORTATION PLANNER (POLICY & PROGRAMMING)	101,174	139,618	109,268	150,787	Internal Alignment	8%	8%	2022	FILLED
22 PRINCIPAL TRANSPORTATION PLANNER (POLICY & PROGRAMMING)	117,333	161,920	126,720	174,874	Internal Alignment	8%	8%	2022	FILLED
23 ASSISTANT DEPUTY DIRECTOR FOR POLICY & PROGRAMMING	128,718	177,637	153,174	211,067	Internal Alignment	19%	19%	2022	INACTIVE
24 DEPUTY DIRECTOR FOR POLICY & PROGRAMMING	160,618	221,655	179,700	247,260	City and County of San Francisco	12%	12%	2022	FILLED
25 ADMINISTRATIVE ENGINEER	94,760	130,769	108,026	149,077	Internal Alignment	14%	14%	2022	INACTIVE
26 ASSOCIATE ENGINEER	105,758	145,941	120,120	166,164	Santa Clara Valley Transportation Authority	14%	14%	2022	INACTIVE
27 SENIOR ENGINEER	117,962	162,789	134,477	185,579	Internal Alignment	14%	14%	2022	VACANT
28 PRINCIPAL ENGINEER	141,554	195,346	161,372	222,694	Internal Alignment	14%	14%	2022	FILLED
29 HIGHWAY PROGRAM MANAGER	166,400	234,000	173,056	243,360	Internal Alignment	4%	4%	2024	FILLED
30 RAIL PROGRAM MANAGER	166,400	234,000	173,056	243,360	Internal Alignment	4%	4%	2022	FILLED
31 ASSISTANT DEPUTY DIRECTOR FOR CAPITAL PROJECTS	153,421	211,719	182,571	251,360	Internal Alignment	19%	19%	2022	INACTIVE
32 DEPUTY DIRECTOR FOR CAPITAL PROJECTS	185,385	255,840	210,695	290,511	San Francisco Municipal Transportation Agency	14%	14%	2022	FILLED
33 ASSISTANT TRANSPORTATION PLANNER (PLANNING DIVISION)	74,152	102,332	80,084	110,519	Internal Alignment	14%	14%	N/A	INACTIVE
34 TRANSPORTATION PLANNER (PLANNING DIVISION)	87,238	120,391	93,860	129,840	San Francisco Municipal Transportation Agency	8%	8%	2022	FILLED
35 SENIOR TRANSPORTATION PLANNER (PLANNING DIVISION)	101,174	139,618	109,268	150,787	Internal Alignment	8%	8%	2022	FILLED
36 PRINCIPAL TRANSPORTATION PLANNER (PLANNING DIVISION)	117,333	161,920	126,720	174,874	Internal Alignment	8%	8%	2022	FILLED
37 ASSISTANT DEPUTY DIRECTOR FOR PLANNING	128,718	177,637	153,174	211,067	Internal Alignment	19%	19%	2022	FILLED
38 DEPUTY DIRECTOR FOR PLANNING	160,618	221,655	179,700	247,260	City and County of San Francisco	12%	12%	2022	FILLED
39 MANAGER	121,022	167,013	139,124	192,361	Internal Alignment	15%	15%	2022	INACTIVE
40 TRANSPORTATION MODELER	89,332	123,273	100,866	139,168	Santa Clara Valley Transportation Authority	13%	13%	2022	FILLED
41 SENIOR TRANSPORTATION MODELER	111,662	154,092	126,178	174,124	Internal Alignment	13%	13%	2022	INACTIVE
42 PRINCIPAL TRANSPORTATION MODELER	129,126	178,190	145,912	201,355	Internal Alignment	13%	13%	2022	FILLED
43 ASSISTANT DEPUTY DIRECTOR FOR DATA & FORECASTING	N/A	N/A	168,117	232,898	Internal Alignment	N/A	N/A	PROPOSED	PROPOSED
44 DEPUTY DIRECTOR FOR DATA & FORECASTING (formally Technology, Data & Analysis)	169,785	234,296	190,322	262,096	Internal Alignment	12%	12%	2022	VACANT
45 ADMINISTRATIVE ASSISTANT	61,843	85,346	70,284	97,428	Bay Area Rapid Transit	14%	14%	2022	FILLED
46 EXECUTIVE ASSISTANT	N/A	N/A	70,284	97,428	Internal Alignment	N/A	N/A	PROPOSED	PROPOSED
47 DOCUMENT CONTROLS SPECIALIST	N/A	N/A	70,284	97,428	Internal Alignment	N/A	N/A	PROPOSED	PROPOSED
48 OFFICE MANAGER	64,316	88,760	73,320	101,186	Internal Alignment	14%	14%	2022	INACTIVE
49 HUMAN RESOURCES SPECIALIST	N/A	N/A	95,524	140,660	City and County of San Francisco	N/A	N/A	PROPOSED	PROPOSED
50 MANAGEMENT ANALYST	72,799	100,462	86,904	119,392	Bay Area Rapid Transit	19%	19%	2022	FILLED

	SFCTA Job Title	Current Minimum Base Salary	Current Maximum Base Salary	Proposed Minimum Base Salary	Proposed Maximum Base Salary	Agency Match	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		
51	SENIOR MANAGEMENT ANALYST	94,738	130,735	112,738	155,575	Internal Alignment	19%	19%	2022	INACTIVE
52	PRINCIPAL MANAGEMENT ANALYST	106,721	147,273	126,998	175,255	Internal Alignment	19%	19%	2022	FILLED
53	FINANCE MANAGER	127,422	175,840	151,632	209,250	Internal Alignment	19%	19%	2024	FILLED
54	STAFF ACCOUNTANT	66,763	92,136	74,198	102,698	City and County of San Francisco	11%	11%	2022	FILLED
55	SENIOR ACCOUNTANT	89,510	123,527	99,356	137,115	Internal Alignment	11%	11%	2022	FILLED
56	CONTROLLER	127,422	175,840	141,438	195,182	Internal Alignment	11%	11%	2022	FILLED
57	DEPUTY DIRECTOR FOR FINANCE & ADMINISTRATION	160,618	221,655	190,322	262,096	Internal Alignment	18%	18%	2022	FILLED
58	CHIEF FINANCIAL OFFICER	N/A	N/A	195,735	268,933	Internal Alignment	N/A	N/A	PROPOSED	PROPOSED

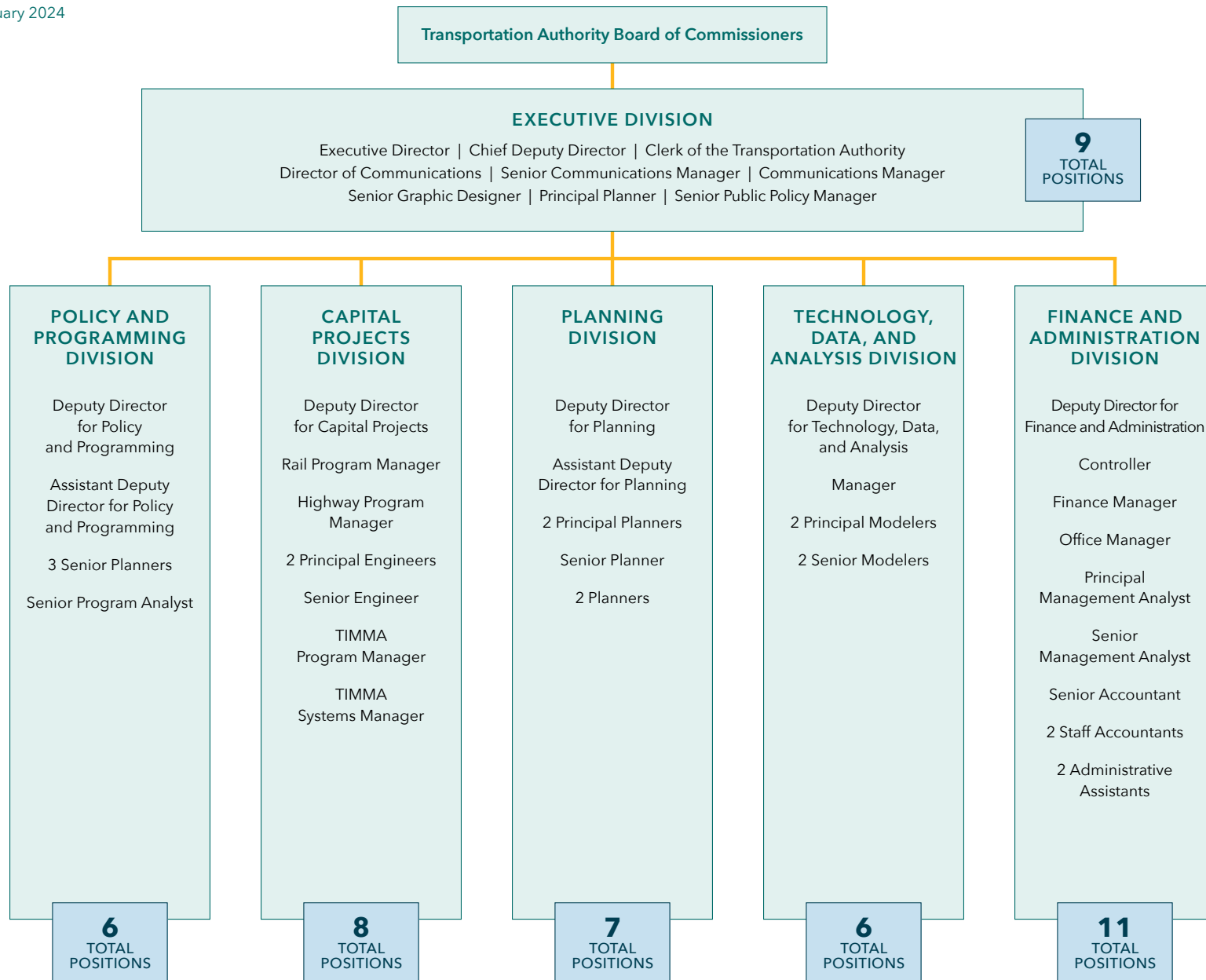


# Agency Structure 47 STAFF POSITIONS



**San Francisco  
County Transportation  
Authority**

Approved February 2024



**TIMMA:**  
Treasure  
Island Mobility  
Management  
Agency