

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Human Resources

**AGENDA DATE:** 04/22/08

**CONTACT PERSON/PHONE:** Human Resources, Linda Ball Thomas, (915) 541-4509

**DISTRICT(S) AFFECTED:** City Wide

**SUBJECT:**

**APPROVE:** Resolution for the creation of the proposed Job Specification for Transit Safety Manager

**BACKGROUND / DISCUSSION:**

The creation of the proposed job class for **Transit Safety Manager** was requested by the Mass Transit Director to implement strategic and operational efficiencies. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Budgeted for FY/2008

**BOARD / COMMISSION ACTION:**

Per Civil Service Commission approval on 4/10/08

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

CITY CLERK DEPT.  
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**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Transit Safety Manager** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **14345**. The Grade is **PM 132**.

**PASSED AND APPROVED** this \_\_\_ day of April, 2008.

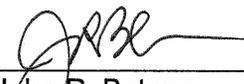
THE CITY OF EL PASO

\_\_\_\_\_  
John F. Cook  
Mayor

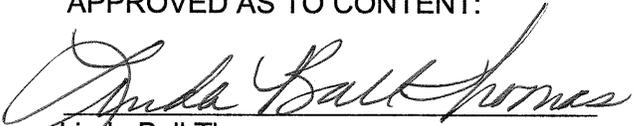
ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
John R. Batoon  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Linda Ball Thomas  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: April 10, 2008

By:   
\_\_\_\_\_  
Secretary

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ITEM 4A

JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
VACANT, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
RACHEL QUINTANA, DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

DATE: April 3, 2008  
TO: Civil Service Commission  
FROM: Linda Ball Thomas, Human Resources Director *LBT*  
SUBJECT: Proposed Changes to the Classification and Compensation Plan: New/Revised Job Specifications

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

PROPOSED	TITLE	CODE	GRADE
	Transit Safety Manager	14345	PM 132

The creation of the proposed job class was requested by Sun Metro to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Mr. Omick of Sun Metro and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

Attachment (*Proposed* Job Specification)



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**JOB SPECIFICATION**  
**TRANSIT SAFETY MANAGER**

Code 14345  
Grade PM 132

**General Purpose**

Under general direction, develop, manage, and evaluate transit safety prevention and inspection activities, risk management, and environmental requirements.

**Typical Duties:**

Manages the activities of the division and establishes policies and procedures. Involves: oversee departmental compliance with federal, state and City safety ordinances and laws. Administer safety policies and procedures. Plan and conduct research and prepare technical transit safety research and analysis. Evaluate findings, identify significant issues, determine options and develop recommendations on complex transit safety projects. Evaluate project compliance with safety requirements. Manage claim litigation and coordination of accidents and incidents involving transit personnel and/or property. Draft, review and recommend revisions to departmental insurance policies. Write specifications for insurance quotations. Oversees the cost of insurance, accidents, and claim settlements to initiate cost containment programs and prepare management reports outlining cost reduction strategies. Oversee safety training classes and safety meetings of subordinate personnel.

Manage environmental compliance activities. Involves: oversee the compliance activities related to environmental protection. Recommend corrective action related to environmental protection. Direct federal safety audits and respond to external agencies' audit findings. Complete and submit safety reports to regulatory agencies. Liaison with federal, state and City agencies and departments. Perform preliminary assessments such as identifying environmental conditions. Oversee and coordinate environmental assessments performed by outside consultants. Review environmental impact statements completed by consultants. Evaluate project compliance with environmental requirements.

Represent the City at various meetings, conferences and formal proceedings and interact with a wide range of officials, regulatory agencies, civic and professional organizations, the media, department directors, coworkers and the public. Involves: Testify in formal proceedings regarding insurance related matters, subrogation, litigation, and accident/injury investigation. Conduct presentations pertaining to the status of operational plans to elected officials, steering and policy advisory committees, civic and business groups and the public. Serve as technical adviser to contractors and City officials. Advise higher level supervisor in a timely manner of situations or issues that have or could lead to deviation from expected results, and recommend appropriate solutions or options.

Perform division general and fiscal administration and miscellaneous professional and managerial functions as required. Involves: Participate in setting performance goals and priorities that contribute to departmental mission. Monitor and approve allocation of operational expenses for area of responsibility. Prepare recommendations and justify division program and capital funding to assist in preparation of department budget and control expenditures. Plan, develop, implement and administer components of information system to establish and maintain timely and accurate reporting and recording pertaining to functions managed. Perform duties of higher level supervisor, peers or subordinates to ensure continuity of operations. Ride transit vehicles as a passenger periodically to observe operations. Oversee preparation of activity reports.

Supervise assigned personnel. Involves: Schedule, assign and check work. Appraise employee performance and review evaluations by subordinate supervisors. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Meet with staff on a regularly scheduled basis. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, and merit pay or other employee status changes.



**JOB SPECIFICATION**  
**TRANSIT SAFETY MANAGER**

Code 14345  
Grade PM 132

***Knowledge, Skills, and Abilities***

- Application of considerable knowledge of federal, state and local safety standards, laws and regulations.
- Application of considerable knowledge of safety and environmental regulations related to the transit industry.
- Application of considerable knowledge of environmental protection rules, laws, regulations, policies and guidelines governing environmental compliance.
- Application of good knowledge of costs, data, trends and other problematic areas related to insurance plans and accidents.
- Application of good knowledge of overseeing the implementation of accident prevention, occupational hazards and safety standards training programs.
- Application of good knowledge of overseeing accident investigating, information preservation and reporting procedures.
- Application of good knowledge of supervisory techniques.
- Application of good knowledge of public speaking and public relations methods to persuade, negotiate, and/or mediate issues.
- Application of good knowledge of budgeting systems and procedures.
- Application of some knowledge of negotiating insurance contracts.
- Prepare, administer and monitor section budget.
- Interpret complex documents, regulations, professional standards and specifications.
- Clear, concise oral and written communication to develop reports, present technical and general training and direction to supervisors and employees.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and community entities and the public.
- Operation of video and digital camera and other test equipment utilized in safety training, investigating and gathering evidence for public records and files.

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***Other Job Characteristics***

- Frequent exposure to inclement weather, hazardous chemicals and materials, rough terrain, traffic, moving equipment and machinery during on-site investigations and inspections.
- Occasional lifting and carrying of video and digital camera equipment and other personal safety equipment when conducting and overseeing safety audits, inspections and investigations.
- Occasional exposure to irate members of the public.
- Frequent driving through City traffic.
- On call for emergencies.

Effective

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*As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.*



**JOB SPECIFICATION**  
**TRANSIT SAFETY MANAGER**

Code 14345  
Grade PM 132

***Minimum Qualifications***

Education and Experience: A Bachelor's degree in risk management, occupational safety, business or public administration, engineering, social/behavioral science or related field, and six (6) years professional experience in risk reduction, occupational health and safety programs, or environmental compliance including two (2) years in a managerial capacity.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Special Requirements: Positions requiring a CDL or positions of a safety sensitive are subject to drug and alcohol testing in accordance with federal regulations.