

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

DEPARTMENT: Human Resources

AGENDA DATE: 06/12/07

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

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Resolutions for the creation of Job Specifications for Transit Data Specialist.

BACKGROUND / DISCUSSION:

The creation of these job classes was requested by the Mass Transit Director to implement the strategic reorganization for the department. No current specifications adequately describe the nature, scope and level of the assignments and requirements for these positions.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY/2007
Funding Source: 60600001-01101-51000

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on 05/24/07

*******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: _____

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 Data Specialist** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **14335**. The Grade is **GS 51**.

PASSED AND APPROVED this 12th day of June, 2007.

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: May 24, 2007

By: _____
Secretary

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JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



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SUSANNAH M. BYRD, DISTRICT 2
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STEVE ORTEGA, DISTRICT 7
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HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director
SUBJECT: New Job Specifications
DATE: May 17, 2007

The Human Resources Department recommends Civil Service Commission approval of the job classification items listed below. See attached proposed job specifications.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED Transit Customer Service Supervisor	14300	GS 51
PROPOSED Transit Data Specialist	14335	GS 51

The creation of the proposed job classes was requested by the Sun Metro Director to implement the strategic reorganization for the department. No current specifications adequately describe the nature, scope and level of the assignments and requirements for these positions.

The proposed job specifications were written in the standard style and format and were reviewed by the Sun Metro Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grades shown above establish 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 2 a & 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. If the Human Resources Director determines that no appropriate class exists, a new class shall be submitted to the Civil Service Commission for approval and then to City Council for adoption."

"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 refer the matter to the Commission for approval."



JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



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HUMAN RESOURCES DEPARTMENT

Approval of the proposed new job classes will allow Human Resources to proceed to fill the new positions through competitive recruitment and examination. The department would like to recruit for these positions as soon as possible.

Attachment (*Proposed Job Specifications*)





JOB SPECIFICATION
TRANSIT DATA SPECIALIST

Code 14335
Grade GS 51

Knowledge, Skills, and Abilities

- Application of good knowledge of principles and practices of data research and analysis.
- Application of good knowledge of personal computers and word processing software, spreadsheets, Internet, phones, faxes and copiers, and calculators.
- Application of good knowledge of data collection tasks and functions.
- Creation and interpretation of oral, written, mathematical, accounting principles, statistical and regulatory information dealing with long and short term budgets.
- Clear concise oral and written communication skills to prepare reports.
- Establish and maintain of effective working relationships with coworkers, officials, regulatory and funding agencies and the general public.
- Work under pressure to meet deadlines.

Other Job Characteristics

- Repetitive motion in the operation of computer software applications.

Minimum Qualifications

Education and Experience: Associate degree in business, public administration or related field and three (3) years experience in data research or statistical analysis.

Licenses and Certificates: None.


Human Resources Director

Department Director

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JOB SPECIFICATION
TRANSIT DATA SPECIALIST

Code 14335
Grade GS 51

General Purpose

Under general supervision, perform a wide range of activities including assists in the assembly and analysis of transit performance data, evaluate statistics and prepare technical documents and reports.

Typical Duties:

Research, process, prepare, conduct and analyze transit performance information. Includes: Process raw data collected about bus routes; analyze, perform modifications and process data into spreadsheets. Prepare and submit reports for approval and make revisions as required. Prepare and process documents and reports needed for the Mass Transit Board. Perform more technical and complex tasks including documentation and processing of transit related information to include preparation of final annual reports to the National Transit Database and the Federal Transit Administration. Maintain accurate records for yearly statistician analysis. Research computer records, the Internet and other sources to gather, analyze and report on statistical information. Finalize data analysis, statistical charts, graphs and spreadsheets.

Support grant and contract applications and administration. Involves, as required: Research, draft and submit federal and state grant applications. Research federal and state guidelines. Monitor contracts for compliance with terms. Maintain aging report or other similar technical reports.

Generate, compile and maintain tracking systems. Involves, as required: Develop data analysis systems. Identification of patterns and trends. Compile and evaluate data and develop statistical data and prepare reports. Distribute reports. Maintain and update filing system and keep records and reports.

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