



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE AGENDA
REGULAR MEETING**

FEBRUARY 10, 2023 – 1:00 PM

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED VIA
TELECONFERENCE ONLY (NO PHYSICAL LOCATION) PURSUANT TO
ASSEMBLY BILL 361 (GOVERNMENT CODE SECTION 54953)**

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

The public may participate remotely via the Zoom website [at this link](#) and following the instructions or by calling 1-669-900-9128 Meeting ID 824 5729 9000 Passcode 872242.

Public comment may be submitted via email to boardinquiries@scmttd.com. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in the meeting packet link or minutes. Oral public comments will also be accepted during the meeting through Zoom. Should Zoom not be operational, please check online at: www.scmttd.com for any updates or further instruction.

The Personnel/Human Resources Standing Committee Meeting Agenda Packet can be found online at www.SCMTD.com.

The Committee may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

COMMITTEE ROSTER

Director Larry Pageler, 2022 Board Chair
Director Jimmy Dutra, 2022 Board Vice Chair
Director Donna Lind, Immediate Past Board Chair
Director Kristen Brown
Director Rebecca Downing

County of Santa Cruz
City of Watsonville
City of Scotts Valley
City of Capitola
County of Santa Cruz

Michael Tree
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

MEETING TIME: 1:00 PM

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 ADDITIONS/DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**
- 4 ORAL AND OTHER COMMUNICATIONS TO THE PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE**

This time is set aside for Directors and members of the public to address any item not on the Agenda, but which is within the matter jurisdiction of the Committee. If you wish to address the Committee, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Committee and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.
- 5 REVIEW REQUEST FOR AUTHORIZATION OF A PROVISIONAL HUMAN RESOURCES ANALYST I POSITION IN THE HUMAN RESOURCES DEPARTMENT**

Dawn Crummié, HR Director
- 6 ADJOURNMENT**

Accessibility for Individuals with Disabilities

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Public Comment

If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included in the official report, please include it in your email. Comments that require a response may be deferred for staff reply.



DATE: February 10, 2023
TO: Personnel/Human Resources Standing Committee
FROM: Dawn Crummié, Human Resources Director
SUBJECT: REVIEW REQUEST FOR AUTHORIZATION OF A PROVISIONAL HUMAN RESOURCES ANALYST I POSITION IN THE HUMAN RESOURCES DEPARTMENT

I. RECOMMENDED ACTION

That the Personnel/Human Resources Standing Committee review the request for authorization to fund a Provisional HR Analyst I position in the Human Resources Department and recommend approval to the full Board of Directors.

II. SUMMARY

- In order to address the needs of the Human Resources Department as it relates to recruitment and the immediate need to increase recruitment efforts of our Bus Operators and Mechanic classifications, staff have determined the need for a Provisional HR Analyst I position. A Provisional position is defined in the Personnel Rules and Regulations of the Santa Cruz Metropolitan Transit District as, "An appointment made to a classified position for a specified period of time longer than six months and less than two years."
- SEIU representatives are in support of the provisional position.

III. DISCUSSION/BACKGROUND

In order to address the needs of the department and higher demand in the recruitment of Bus Operators and Mechanics, HR has determined the need for a Provisional HR Analyst I position. This position will mainly support the recruitment efforts, but may perform a wider variety of the HR Analyst functions when needed.

This addition of this Provisional position was discussed with SEIU/SEA Chapter President, Jordan Vascones, and Vice President Holly Alcorn. Both SEIU representatives are in support of this new position.

Staff is requesting the Personnel/Human Resources Standing Committee recommend to the full Board of Directors approval of the funding for the Provisional HR Analyst I position.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This item aligns to the following Strategic Plan Priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop

V. FINANCIAL CONSIDERATIONS/IMPACT

The expected increase needed in additional funds are roughly \$39,000 for FY23 and \$119,000 for FY24 Budget for funding the Provisional HR Analyst I.

VI. ALTERNATIVES CONSIDERED

- Rejecting staff's recommendation is an alternative. Staff does not recommend this option. This position meets the immediate needs of METRO.

VII. ATTACHMENTS

Attachment A: HR Analyst I Job Description

Attachment B: HR Analyst I Wage Scale

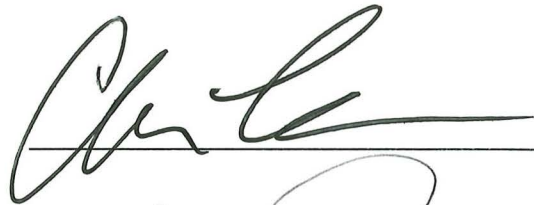
Prepared by: Dawn Crummié, HR Director

VIII. APPROVALS

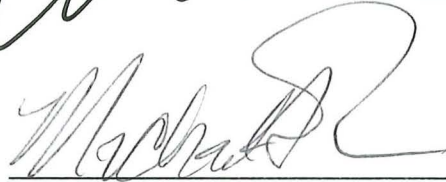
Dawn Crummié HR Director



Approved as to fiscal impact:
Chuck Farmer, Chief Financial Officer



Michael Tree CEO/General Manager



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Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

Class Code: PO218
FLSA Status: Exempt

HR Analyst I

Bargaining Unit: SEA

DEFINITION:

Under direction, an Human Resources Analyst I performs a variety of professional and analytical duties in administering human resources programs, including recruitment and selection, classification and compensation, benefits and retirement administration, leave management, training and development, employee and labor relations, workers' compensation, regulatory compliance, Human Resources Information System (HRIS) development/administration, and related human resources functions; provides professional advice and assistance to Santa Cruz METRO management on personnel-related issues; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

HR Analyst I is the journey-level in the Human Resources Analyst series. Positions at this level perform increasingly diverse, advanced and complex human resources assignments and/or tasks, receive occasional instruction, and have full knowledge of the concepts, practices, procedures, and policies of the assigned function.

This class is distinguished from the Human Resources Analyst II in that the latter is responsible for the more complex programs and projects requiring in-depth knowledge and the ability to interpret, apply, and ensure compliance with a variety of personnel related laws, regulations, and policies.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Plans and administers recruitment and selection processes; conducts job analyses and collaborates with hiring managers to establish job-related qualifications; prepares and maintains job announcements and recruitment materials; prepares interview questions; develops, schedules, and proctors various tests and assessments; develops rating criteria; reviews, screens, and tracks employment applications and related documents; chairs and facilitates panel interviews; creates and maintains eligibility lists.
- As authorized, sends offers of employment and schedules pre-employment drug screening, fingerprinting, and medical examinations; coordinates new employee onboarding processes.
- Coordinates recruitment and hiring of temporary help through outside employment agencies. Interview, and select temporary employees.
- Administers Santa Cruz METRO's multi-tiered benefits and retirement programs in accordance with plan provisions and in compliance with local, state, and federal laws, Santa Cruz METRO policies and procedures, and labor contracts, including contract review and renewal, negotiating premium rates, and ensuring vendor effectiveness and competitiveness; monitors eligibility, limitations, and restrictions of plan participation; processes enrollments and withdrawals; calculates and determines benefits; coordinates with Payroll and audits payroll reports; processes pension and insurance payments, fees, and reimbursements; researches and analyzes benefit plan changes and employee data, conducts surveys, and prepares various reports and statements;



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

develops, evaluates, and revises program components and processes; implements new benefits programs; facilitates and participates in external audits.

- Communicates and works with employees, supervisors, managers, retirees, insurance carriers, benefits brokers, benefits providers, and third-party administrators to resolve coverage and claim issues, respond to issues, and provide benefit program information to active and retired employees; provides guidance on policy and plan document interpretation.
- Administers comprehensive leave management program ensuring compliance with local, state, and federal laws, Santa Cruz METRO policies and procedures, and labor contracts; reviews, monitors, and tracks requests and leave usage and accrued balance; evaluates and approves or denies medical certifications; communicates and coordinates with other Santa Cruz METRO departments to ensure proper administration of salary continuance and leave programs.
- Conducts classification studies by gathering and analyzing job data, recommending proper classification, and documenting findings and results; conducts compensation and benefits studies; responds to external and internal requests for salary and benefits information.
- Assists in labor relations activities including negotiations and contract implementation.
- Assists in investigating grievances, complaints, and misconduct allegations and recommends corrective action; facilitates meetings with union representatives and management.
- Counsels and advises employees and management on human resources-related matters, policies, and procedures; provides information to other organizations and the public requiring the use of judgment and the interpretation of human resources policies and procedures and legal requirements; assists management in maintaining regulatory compliance with HR programs.
- Administers Santa Cruz METRO's training and development program including researching, creating, and conducting training, workshops, and presentations; conducts new hire orientation, open enrollment meetings, and exit interviews; coordinates external trainings.
- Participates in administering Santa Cruz METRO's workers' compensation program by monitoring cases from inception to final disposition, reviewing and processing workers' compensation claim forms and related documentation, preparing and maintaining documentation and records, and acting as a liaison with other departments, workers' compensation claims administrator, insurance carriers, contractors, and others; assists in preparing the workers' compensation budget by monitoring claim payments and other administrative expenses and auditing, reviewing, adjusting, and preparing statements from workers' compensation contractors and providers.
- Participates in the development and administration of Santa Cruz METRO human resources policies, practices, and procedures; identifies opportunities and provides recommendations for improving service delivery and procedures; participates in developing and implementing new or revised human resources programs, systems, procedures, and methods of operation.
- Participates in the maintenance of HRIS and related databases; organizes and maintains accurate and detailed databases, files, and records; verifies accuracy of information, researches discrepancies, and records information; coordinates and ensures compliance with established records retention schedules; participates in business and system process design and updates.
- Administers or assists in administering various human resources compliance programs such as Lactation Accommodation Program, Consolidated Omnibus Budget Reconciliation Act (COBRA), responding to Title II/Title VI/Americans with Disabilities Act/504 complaints, and related programs.
- Researches, analyzes, summarizes, and interprets data from various sources and prepares and presents various reports, correspondence, memoranda, and other documents.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, technologies, regulations, and new developments in the field of human resources.
- May supervise assigned clerical and/or other support staff by scheduling, assigning, directing, and evaluating their work; provides staff training as needed; may perform and/or have significant input into subordinate staff selection and disciplinary action.
- Drive a Santa Cruz METRO vehicle to perform assignments.
- Performs related work as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices, and techniques of public agency human resources administration, including recruitment and selection, classification and compensation, benefits and retirement administration, leave management, training and development, employee and labor relations, workers' compensation, regulatory compliance, Human Resource Information System (HRIS) development/administration, and related human resources functions.
- Analytical methods of researching, gathering, organizing, and reporting data.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Intermediate mathematics, including percentages and intermediate statistics.
- Principles and procedures of record-keeping.
- Business correspondence, formatting, and report writing.
- Methods of prioritizing, planning, and organizing complex projects and analytical work.
- Advanced customer service techniques.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern office practices, procedures, and the effective use of modern office equipment, personal computers, and standard business software.

Ability to:

- Administer and coordinate human resources programs.
- Learn and understand the organization and operation of Santa Cruz METRO and of outside agencies as necessary to assume assigned responsibilities.
- Conduct research on a wide variety of human resources topics.
- Collect, analyze, interpret, summarize, and present information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate mathematical and statistical computations.
- Maintain confidentiality of sensitive personal information of employees, former employees, retirees, and other matters affecting Santa Cruz METRO employee relations.
- Provide effective and responsive customer service, including in stressful situations.
- Maintain a calm demeanor in stressful situations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Learn, understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Balance multiple assignments simultaneously and effectively.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

- Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned.
- Communicate clearly and effectively in both oral and written form.
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education, Training, and Experience:

Bachelor's degree from an accredited college or university in human resources management, organizational development, business or public administration, or a related field.

AND

One (1) year of professional human resources administration experience, preferably in a public agency.

Familiarity with transit agency or transportation system activities and functions is desirable.

LICENSES AND CERTIFICATES:

A valid California Driver's License will be required at the time of appointment and throughout employment.

Must be able to obtain and maintain a current, valid California Class "C" Driver's License.

Certified Professional (CP) or Senior Certified Professional (SCP) from a recognized Human Resource Certification organization preferred.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to reach with hands and arms; walk, sit and stand; use finger dexterity; talk and hear, and use a keyboard. Work often requires the repetitive use of both hands to grasp and feel objects; stooping at the waist, and standing. Work may require lifting up to 20 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Work Environment:



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

The employee typically works in a standard office environment where the noise level is moderate.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass a requisite background check.
- May occasionally work extended hours or hours outside of the regular schedule.
- May require occasional travel.
- Must maintain strict confidentiality of work-related information.
- Must participate in professional development activities.

*Adopted:

*BOD Approved:

*Revised:

*Job Family: Administrative Professional

*Job Series: HR Analyst

*Job Series Level: Journey

*Confidential: Yes

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Attachment B

FY23: 3.5% wage increase, effective June 23, 2022/Adopted by the Board as of May 20, 2022

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SEP	Administrative Supervisor	31.65	33.23	34.81	33.23	34.89	36.55	34.89	36.63	38.37	36.63	38.46	40.38	42.30	40.38	42.40	44.42
SEP	Assistant Safety & Training Coordinator	34.56	36.29	38.02	36.29	38.10	39.91	38.10	40.01	41.92	40.01	42.01	44.11	46.21	44.11	46.32	48.53
SEP	Custodial Supervisor	28.93	25.78	27.01	25.78	27.07	28.36	27.07	28.42	29.77	28.42	29.84	31.33	32.82	31.33	32.90	34.64
SEP	Customer Service Supervisor	28.93	30.38	31.83	30.38	31.90	33.42	31.90	33.50	35.10	33.50	35.18	36.94	38.70	36.94	38.79	40.64
SEP	Facilities Maintenance Supervisor	33.83	35.52	37.21	35.52	37.30	39.08	37.30	39.17	41.04	39.17	41.13	43.19	45.25	43.19	45.35	47.51
SEP	Fleet Maintenance Supervisor	38.27	40.18	42.09	40.18	42.19	44.20	42.19	44.30	46.41	44.30	46.52	48.74	51.18	48.85	51.29	53.73
SEP	Parts and Materials Supervisor	32.41	34.03	35.65	34.03	35.73	37.43	35.73	37.52	39.31	37.52	39.40	41.37	43.34	41.37	43.44	45.51
SEP	Revenue Collection Supervisor	27.32	28.69	30.06	28.69	30.12	31.55	30.12	31.63	33.14	31.63	33.21	34.79	36.53	34.87	36.61	38.35
SEP	Safety & Training Coordinator	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.41	43.25	45.41	47.68	49.95	47.68	50.06	52.44
SEP	Transit Supervisor	35.49	35.16	36.83	35.16	36.92	38.77	36.92	38.77	40.62	38.77	40.71	42.75	44.79	42.75	44.89	47.03
SEP	Transportation Planning Supervisor	48.89	51.33	53.77	51.33	53.90	56.47	53.90	56.60	59.43	56.60	59.43	62.40	65.37	62.40	65.52	68.64
SES	Accountant I	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	43.15	41.10	43.25	45.31
SES	Accountant II	35.50	37.28	39.06	37.28	39.14	41.00	39.14	41.10	43.06	41.10	43.16	45.22	47.48	45.32	47.59	49.86
SES	Accountant III	38.73	40.67	42.61	40.67	42.70	44.73	42.70	44.84	46.98	44.84	47.08	49.32	51.78	49.43	51.90	54.37
SES	Accounting Clerk	21.43	22.50	23.57	22.50	23.63	24.76	23.63	24.81	25.99	24.81	26.05	27.29	28.65	27.35	28.72	30.09
SES	Accounting Specialist	31.19	32.75	34.31	32.75	34.39	36.03	34.39	36.11	37.83	36.11	37.92	39.82	41.72	39.82	41.81	43.80
SES	Accounting Technician	25.52	26.80	28.08	26.80	28.14	29.48	28.14	29.55	30.96	29.55	31.03	32.58	34.21	32.58	34.21	35.84
SES	Administrative Assistant	24.84	26.08	27.32	26.08	27.38	28.68	27.38	28.75	30.12	28.75	30.19	31.63	33.21	31.70	33.29	34.88
SES	Administrative Clerk	22.85	23.47	24.59	23.47	24.64	25.81	24.64	25.87	27.10	25.87	27.16	28.45	29.88	28.52	29.95	31.38
SES	Administrative Specialist	27.29	28.65	30.01	28.65	30.08	31.51	30.08	31.58	33.08	31.58	33.16	34.74	36.48	34.82	36.56	38.30
SES	Benefits Technician	26.05	27.35	28.65	27.35	28.72	30.09	28.72	30.16	31.60	30.16	31.67	33.25	34.83	33.25	34.91	36.57
SES	Buyer	26.66	27.99	29.32	27.99	29.39	30.79	29.39	30.86	32.33	30.86	32.40	34.02	35.64	34.02	35.72	37.42
SES	Claims Technician I	23.28	24.44	25.60	24.44	25.66	26.88	25.66	26.94	28.22	26.94	28.29	29.70	31.11	29.70	31.19	32.68
SES	Claims Technician II	25.86	27.15	28.44	27.15	28.51	29.87	28.51	29.94	31.37	29.94	31.44	33.01	34.58	33.01	34.66	36.31
SES	Custodial Service Worker	18.27	19.18	20.09	19.18	20.14	21.10	20.14	21.15	22.16	21.15	22.21	23.27	24.43	23.32	24.49	25.66
SES	Customer Service Representative	21.43	22.50	23.57	22.50	23.63	24.76	23.63	24.81	25.99	24.81	26.05	27.29	28.65	27.35	28.72	30.09
SES	Customer Service Assistant	24.84	26.08	27.32	26.08	27.38	28.68	27.38	28.75	30.12	28.75	30.19	31.63	33.21	31.70	33.29	34.88
SES	Facilities Maintenance Worker I	22.55	23.68	24.81	23.68	24.86	26.04	24.86	26.10	27.34	26.10	27.41	28.72	30.15	28.78	30.22	31.66
SES	Facilities Maintenance Worker II	25.07	26.32	27.57	26.32	27.64	28.96	27.64	29.02	30.40	29.02	30.47	31.99	33.51	31.99	33.59	35.19
SES	Financial Analyst	39.07	41.02	42.97	41.02	43.07	45.12	43.07	45.22	47.37	45.22	47.48	49.74	52.22	49.85	52.34	54.83
SES	Grants/Legislative Analyst	36.20	38.01	39.82	38.01	39.91	41.81	39.91	41.91	43.91	41.91	44.01	46.21	48.41	46.21	48.52	50.83
SES	HR Analyst I	30.44	31.96	33.48	31.96	33.56	35.16	33.56	35.24	36.92	35.24	37.00	38.76	40.70	38.85	40.79	42.73
SES	HR Analyst II	33.49	35.16	36.83	35.16	36.92	38.68	36.92	38.77	40.62	38.77	40.71	42.65	44.79	42.75	44.89	47.03
SES	Human Resources Clerk	22.55	23.68	24.81	23.68	24.86	26.04	24.86	26.10	27.34	26.10	27.41	28.72	30.15	28.78	30.22	31.66
SES	Human Resources Specialist	24.81	26.05	27.29	26.05	27.35	28.72	27.35	28.65	30.09	28.72	30.16	31.67	33.18	31.67	33.25	34.83
SES	Human Resources Technician	26.05	27.35	28.65	27.35	28.72	30.09	28.72	30.16	31.60	30.16	31.67	33.25	34.83	33.25	34.91	36.57
SES	Information Technology Project Coordinator	32.14	33.75	35.36	33.75	35.44	37.13	35.44	37.21	38.98	37.21	39.07	40.93	42.97	41.02	43.07	45.12
SES	Information Technology Support Analyst I	26.31	27.63	28.95	27.63	29.01	30.39	29.01	30.46	31.91	30.46	31.98	33.58	35.18	33.58	35.26	36.94
SES	Information Technology Support Analyst II	29.22	30.68	32.14	30.68	32.21	33.74	32.21	33.82	35.43	33.82	35.51	37.20	38.91	37.29	39.15	41.01
SES	Lead Custodial Service Worker	21.83	22.92	24.01	22.92	24.07	25.22	24.07	25.27	26.47	25.27	26.53	27.79	29.19	27.86	29.25	30.64
SES	Lead Facilities Maintenance Worker	30.06	31.56	33.06	31.56	33.14	34.72	33.14	34.80	36.46	34.80	36.54	38.28	40.20	38.37	40.29	42.21
SES	Legal Secretary	22.55	23.68	24.81	23.68	24.86	26.04	24.86	26.10	27.34	26.10	27.41	28.72	30.15	28.78	30.22	31.66
SES	Mobility Training Coordinator	28.93	30.38	31.83	30.38	31.90	33.42	31.90	33.50	35.10	33.50	35.18	36.94	38.70	36.94	38.79	40.64
SES	Paralegal I	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	43.15	41.10	43.25	45.31
SES	Paralegal II	35.50	37.28	39.06	37.28	39.14	41.00	39.14	41.10	43.06	41.10	43.16	45.22	47.48	45.32	47.59	49.86
SES	Paratransit Eligibility Coordinator	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	43.15	41.10	43.25	45.31
SES	Payroll Specialist	26.05	27.35	28.65	27.35	28.72	30.09	28.72	30.16	31.60	30.16	31.67	33.25	34.83	33.25	34.91	36.57

Attachment B

FY23: 3.5% wage increase, effective June 23, 2022/Adopted by the Board as of May 20, 2022

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	20.79	21.83	22.87	21.83	22.92	24.01	22.92	24.07	25.22	24.07	25.27	26.47	25.27	26.53	27.79	26.53	27.86	29.19
SES	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31
SES	31.99	33.59	35.19	33.59	35.27	36.95	35.27	37.03	38.79	37.03	38.88	40.73	38.88	40.82	42.76	40.82	42.86	44.90
SES	29.33	30.80	32.27	30.80	32.34	33.88	32.34	33.96	35.58	33.96	35.66	37.33	35.66	37.44	39.22	37.44	39.31	41.18
SES	22.49	23.61	24.73	23.61	24.79	25.97	24.79	26.03	27.27	26.03	27.33	28.63	27.33	28.70	30.07	28.70	30.14	31.58
SES	20.23	21.24	22.25	21.24	22.30	23.36	22.30	23.42	24.54	23.42	24.59	25.76	24.59	25.82	27.05	25.82	27.11	28.40
SES	37.67	39.55	41.43	39.55	41.53	43.51	41.53	43.61	45.69	43.61	45.79	47.97	45.79	48.08	50.37	48.08	50.48	52.88
SES	41.89	43.98	46.07	43.98	46.18	48.38	46.18	48.49	50.80	48.49	50.91	53.33	50.91	53.46	56.01	53.46	56.13	58.80
SES	32.28	33.89	35.50	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31
SES	28.37	29.79	31.21	29.79	31.28	32.77	31.28	32.84	34.40	32.84	34.48	36.12	34.48	36.20	37.92	36.20	38.01	39.82
SES	25.72	27.01	28.30	27.01	28.36	29.71	28.36	29.78	31.20	29.78	31.27	32.76	31.27	32.83	34.39	32.83	34.47	36.11
SES	42.96	45.11	47.26	45.11	47.37	49.63	47.37	49.74	52.11	49.74	52.23	54.72	52.23	54.84	57.45	54.84	57.58	60.32
SES	31.29	32.85	34.41	32.85	34.49	36.13	34.49	36.21	37.93	36.21	38.02	39.83	38.02	39.92	41.82	39.92	41.92	43.92
SES	48.47	50.89	53.31	50.89	53.43	55.97	53.43	56.10	58.77	56.10	58.91	61.72	58.91	61.86	64.81	61.86	64.95	68.04
SES	43.46	45.63	47.80	45.63	47.91	50.19	47.91	50.31	52.71	50.31	52.83	55.35	52.83	55.47	58.11	55.47	58.24	61.01
SES	44.05	46.25	48.45	46.25	48.56	50.87	48.56	50.99	53.42	50.99	53.54	56.09	53.54	56.22	58.90	56.22	59.03	61.84
SES	32.59	34.22	35.85	34.22	35.93	37.64	35.93	37.73	39.53	37.73	39.62	41.51	39.62	41.60	43.58	41.60	43.68	45.76
SES	36.20	38.01	39.82	38.01	39.91	41.81	39.91	41.91	43.91	41.91	44.01	46.11	44.01	46.21	48.41	46.21	48.52	50.83
SEV	33.49	35.16	36.83	35.16	36.92	38.68	36.92	38.77	40.62	38.77	40.71	42.65	40.71	42.75	44.79	42.75	44.89	47.03
SEV	34.02	35.72	37.42	35.72	37.51	39.30	37.51	39.39	41.27	39.39	41.36	43.33	41.36	43.43	45.50	43.43	45.60	47.77
SEV	28.80	30.24	31.68	30.24	31.75	33.26	31.75	33.34	34.93	33.34	35.01	36.68	35.01	36.76	38.51	36.76	38.60	40.44
SEV	24.11	25.32	26.53	25.32	26.59	27.86	26.59	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87
SEV	25.52	26.80	28.08	26.80	28.14	29.48	28.14	29.55	30.96	29.55	31.03	32.51	31.03	32.58	34.13	32.58	34.21	35.84
SEV	28.37	29.79	31.21	29.79	31.28	32.77	31.28	32.84	34.40	32.84	34.48	36.12	34.48	36.20	37.92	36.20	38.01	39.82
SEV	31.19	32.75	34.31	32.75	34.39	36.03	34.39	36.11	37.83	36.11	37.92	39.73	37.92	39.82	41.72	39.82	41.81	43.80
SEV	24.01	25.21	26.41	25.21	26.47	27.73	26.47	27.79	29.11	27.79	29.18	30.72	29.18	30.64	32.10	30.64	32.17	33.70
SEV	24.11	25.32	26.53	25.32	26.59	27.86	26.59	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87
SEV	26.51	27.84	29.17	27.84	29.23	30.62	29.23	30.69	32.15	30.69	32.22	33.75	32.22	33.83	35.44	33.83	35.52	37.21
SEV	22.08	23.18	24.28	23.18	24.34	25.50	24.34	25.56	26.78	25.56	26.84	28.12	26.84	28.18	29.52	28.18	29.59	31.00
SEV	18.07	18.97	19.87	18.97	19.92	20.87	19.92	20.92	21.92	20.92	21.97	23.02	21.97	23.07	24.17	23.07	24.22	25.37
SEV	20.14	21.15	22.16	21.15	22.21	23.27	22.21	23.32	24.43	23.32	24.49	25.66	24.49	25.71	26.93	25.71	27.00	28.29

Special Handling - filled positions as of 10/26/2019

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	32.71	34.35	35.99	34.35	36.07	37.79	36.07	37.87	39.67	37.87	39.76	41.65	39.76	41.75	43.74	41.75	43.84	45.93
SEV	25.95	27.25	28.55	27.25	28.61	29.97	28.61	30.04	31.47	30.04	31.54	33.04	31.54	33.12	34.70	33.12	34.78	36.44
SEV	18.29	19.20	20.11	19.20	20.16	21.12	20.16	21.17	22.18	21.17	22.23	23.29	22.23	23.34	24.45	23.34	24.51	25.68

Longevity Pay is based only on length of service.

Notes: * Adding Customer Service Assistant to the SEA Chapter. Position and wage approved on BOD 06.26.2020. Adding HR Analyst I to the SEA Chapter. Position and wage approved on BOD 01.28.2022. Adding IT Project Coordinator to the SEA Chapter. Position and wage approved on BOD 03.25.2022. Adding Mobility Training Coordinator. Position and wage approved on BOD 06.24.2022. Adding Accountant III. Position and wage approved on BOD 09.23.2022.