

Job Levels/Grades/Pay Bands

Administrative Support Specifications	Administrative Assistant	Senior Administrative Assistant	Principal Administrative Assistant
Education	<ul style="list-style-type: none"> Requires a High School Degree or Equivalent. Associate degree or higher preferred. Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties 	<ul style="list-style-type: none"> Requires an associate degree or Equivalent. Bachelor's degree or higher preferred. Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties 	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties
Experience	<ul style="list-style-type: none"> Typically requires 0-3 years of related experience May need 0 years of experience with additional specialized training and/or certification. 	<ul style="list-style-type: none"> Typically requires 3-5 years of related experience. May need 2 years' experience with additional specialized training and/or certification. 	<ul style="list-style-type: none"> Typically requires 5-7 years of related experience. May need 2 years' experience with additional specialized training and/or certification.
Level of Supervision Needed	<ul style="list-style-type: none"> Works under moderate supervision. Handles moderately complex issues and problems and refers more complex issues to higher-level staff. 	<ul style="list-style-type: none"> Works independently within established procedures associated with the specific job function. Handles complex issues and problems and refers only the most complex issues to higher-level staff. 	<ul style="list-style-type: none"> Independently performs a wide range of complex duties under general guidance from supervisors. Performs work with a high degree of latitude. Handles the most complex issues.
Proficiency	<ul style="list-style-type: none"> Gaining or has attained full proficiency in a specific area of discipline. 	<ul style="list-style-type: none"> Has gained proficiency in multiple competencies relevant to the job. 	<ul style="list-style-type: none"> Has gained full proficiency in a broad range of activities related to the job.

Grade	Minimum	Midpoint	Maximum
8	\$43,070	\$51,480	\$59,889
9	\$49,530	\$59,200	\$68,871
10	\$57,210	\$68,675	\$80,139

Administrative Assistant
Accounts Payable Clerk
Receptionist

Job Levels/Grades/Pay Bands

Analysts Specifications			
	Analyst	Senior Analyst	Principal Analyst
Education	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties 	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties 	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties
Experience	<ul style="list-style-type: none"> Typically requires 0-5 years of related experience May need 1 year of experience with additional specialized training and/or certification. 	<ul style="list-style-type: none"> Typically requires 5-7 years of related experience. May need 3 years' experience with additional specialized training and/or certification. 	<ul style="list-style-type: none"> Typically requires 7-9 years of related experience. May need 5 years' experience with additional specialized training and/or certification.
Level of Supervision Needed	<ul style="list-style-type: none"> Works under moderate supervision. Handles moderately complex issues and problems and refers more complex issues to higher-level staff. 	<ul style="list-style-type: none"> Works independently within established procedures associated with the specific job function. Handles complex issues and problems and refers only the most complex issues to higher-level staff. 	<ul style="list-style-type: none"> Independently performs a wide range of complex duties under general guidance from supervisors. Performs work with a high degree of latitude. Handles the most complex issues.
Proficiency	<ul style="list-style-type: none"> Gaining or has attained full proficiency in a specific area of discipline. 	<ul style="list-style-type: none"> Has gained proficiency in multiple competencies relevant to the job. 	<ul style="list-style-type: none"> Has gained full proficiency in a broad range of activities related to the job.

Grade	Minimum	Midpoint	Maximum
10	\$57,210	\$68,675	\$80,139
11	\$66,650	\$80,350	\$94,049
12	\$78,315	\$94,816	\$111,317

Analyst
Budget Analyst
Data Analyst
Financial Data and Reporting Analyst
Grants Analyst
Planning & Scheduling Analyst
Programmer Analyst
Risk Management Analyst
Safety Risk Analyst
Systems Analyst

Job Levels/Grades/Pay Bands

Professionals Specifications	Entry	Senior	Principal
Education	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties 	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties 	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties
Experience	<ul style="list-style-type: none"> Typically requires 0-3 years of related experience. 	<ul style="list-style-type: none"> Typically requires 3-5 years of related experience. May need 2 years' experience with additional specialized training and/or certification. 	<ul style="list-style-type: none"> Typically requires 5-7 years of related experience May need 4 years' experience with additional specialized training and/or certification.
Level of Supervision Needed	<ul style="list-style-type: none"> Work is closely managed. Handles basic issues and problems and refers more complex issues to higher-level staff. 	<ul style="list-style-type: none"> Occasionally directed in several aspects of the work. Handles moderately complex issues and problems and refers more complex issues to higher-level staff. 	<ul style="list-style-type: none"> Work is generally independent and collaborative in nature. Handles complex issues and problems and refers only the most complex issues to higher-level staff.
Proficiency	<ul style="list-style-type: none"> Possesses beginning to working knowledge of subject matter. Works on projects/matters of limited complexity in a support role. 	<ul style="list-style-type: none"> Possesses solid working knowledge of subject matter. Gaining exposure to some of the complex tasks within the job function. 	<ul style="list-style-type: none"> Possesses comprehensive knowledge of subject matter. Contributes to moderately complex aspects of a project.

Grade	Minimum	Midpoint	Maximum
11	\$66,650	\$80,350	\$94,049
12	\$78,315	\$94,816	\$111,317
13	\$92,805	\$112,837	\$132,870

Buyer
Accountant
ADA Specialist
Contract Administrator
Transportation Planner
Crisis Intervention Specialist
DBE Program Administrator
Drug & Alcohol Program Administrator

Emergency Management Specialist
Executive Assistant to Board Services
Executive Assistant to Office of the CEO
Grants Accountant
Human Resources Specialist
Internal Auditor
Network Administrator
Network Engineer

Network Technician
Payroll Administrator
Public Relations Specialist
Safety Risk Analyst
Safety Specialist
Security Specialist
Systems Analyst

Job Levels/Grades/Pay Bands

Supervisors Specifications	Supervisor	Senior Supervisor	Principal Supervisor
Education	<ul style="list-style-type: none"> Requires a High School Degree or Equivalent. Associate degree or higher preferred. Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties 	<ul style="list-style-type: none"> Requires an associate degree or Equivalent. Bachelor's degree or higher preferred. Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties 	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties
Experience	<ul style="list-style-type: none"> Typically requires 3 years' experience in the related area as an individual contributor. 	<ul style="list-style-type: none"> Typically requires 3-5 years' experience in the related area as an individual contributor. May need 2 years' experience with additional specialized training and/or certification. 	<ul style="list-style-type: none"> Typically requires 4-7 years' experience in the related area as an individual contributor. May need 4 years' experience with additional specialized training and/or certification.
Scope of Responsibility	<ul style="list-style-type: none"> Supervises a small group of para-professional staff working on highly transactional or repetitive processes. Contributes to the development of processes and procedures. Has some authority for personnel actions. 	<ul style="list-style-type: none"> Supervises a group of primarily para-professional level staffs. Makes day-to-day decisions within or for a group/small department. Has some authority for personnel actions. 	<ul style="list-style-type: none"> Supervises a group of primarily para-professional level staffs in the day-to-day performance of their jobs. Ensures day-to-day decisions within or for a group/small department. Has full authority for personnel actions.
Proficiency	<ul style="list-style-type: none"> Comprehensive knowledge of functional area under supervision. 	<ul style="list-style-type: none"> Thorough knowledge of functional area and department processes. 	<ul style="list-style-type: none"> Extensive knowledge of the function and department processes.

Grade	Minimum	Midpoint	Maximum
10	\$57,210	\$68,675	\$80,139
11	\$66,650	\$80,350	\$94,049
12	\$78,315	\$94,816	\$111,317

Rideline Supervisor
Supervisor of Body Repair
Supervisor of Bus Maintenance
Supervisor of General Repair
Supervisor of Hostlers
Supervisor of MOW
Supervisor of Operations Control
Supervisor of Paratransit Reservations
Supervisor of Traction Power
Supervisor Para & Non Rev Maintenance
Transit Operations Supervisor

Job Levels/Grades/Pay Bands

Managers Specifications			
	Manager	Senior Manager	Principal Manager
Education	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties 	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties 	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred Or: An equivalent combination of education and experience that demonstrates the ability to perform the position duties
Experience	<ul style="list-style-type: none"> Typically requires 5 years' experience in the related area as an individual contributor and 1 - 3 years supervisory experience. 	<ul style="list-style-type: none"> Typically requires 8-10 years' experience in the related area as an individual contributor and 3+ years of managerial experience. May need 4 years' experience with additional specialized training and/or certification. 	<ul style="list-style-type: none"> Requires 12-14 years' experience in the related area as an individual contributor and 3+ years of managerial experience. May need 6 years' experience with additional specialized training and/or certification.
Scope of Responsibility	<ul style="list-style-type: none"> Manages subordinate staff in the day-to-day performance of their jobs. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. 	<ul style="list-style-type: none"> Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Has full authority for personnel actions. 	<ul style="list-style-type: none"> Manages subordinate managers and professionals in larger groups of moderate complexity. Makes strategic decisions that affect the functional area of responsibility. Provides input into developing the budget. Has full authority for personnel actions.
Proficiency	<ul style="list-style-type: none"> Extensive knowledge of the function and department processes. 	<ul style="list-style-type: none"> Deep knowledge of the function and department processes. 	<ul style="list-style-type: none"> Comprehensive knowledge of the function and department processes.

Grade	Minimum	Midpoint	Maximum
11	\$66,650	\$80,350	\$94,049
12	\$78,315	\$94,816	\$111,317
13	\$92,805	\$112,837	\$132,870

CAD/AVL Manager
Capital Projects Manager
Community Outreach Manager
Customer Experience Manager
Facilities Manager
Fleet Asset Manager
Fleet Technology Manager
Infrastructure Project Manager
Maintenance Manager

Manager of Accounts Payable
Manager of Audit Compliance
Manager of General Accounting
Manager of Grants Administration
Manager of Inventory Control
Manager of Mobility & Alternative Modes
Manager of Operations Control
Manager of Operations Support
Manager of Operations Training

Manager of Rail Maintenance for MOW
Manager of Revenue Collection
Manager of Service Development
Manager of Traction Power
Marketing and Sales Manager
Project Manager of Information Technology
Service Delivery Manager
Transit Stops Manager

Job Levels/Grades/Pay Bands

Directors			
Specifications	Director	Senior Director	Principal Director
Education	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred 	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred 	<ul style="list-style-type: none"> Requires Bachelor's Degree in Business Administration, Public Administration, or a related field. Master's Degree preferred
Experience	<ul style="list-style-type: none"> Typically requires 10+ years' experience in the related area and 5+ years of managerial experience. 	<ul style="list-style-type: none"> Typically requires 12+ years' experience in the related area and 8+ years of managerial experience. May need 4 years' experience with additional specialized training and/or certification. 	<ul style="list-style-type: none"> Requires 14+ years' experience in the related area and 8+ years of managerial experience. May need 5 years' experience with additional specialized training and/or certification.
Scope of Responsibility	<ul style="list-style-type: none"> Manages a departmental sub-function within a broader departmental function. Establishes departmental policies, practices, and procedures that have a significant impact on the organization. Contributes to strategic planning, direction, and goal setting for the department or function. Has responsibility for personnel actions including hiring, performance management, and termination. 	<ul style="list-style-type: none"> Manages a departmental function within a broader corporate function. Develops major goals to support broad functional objectives. Approves policies developed within various sub-functions and departments. Primarily responsible for strategic planning, direction, and goal setting for the department or function in alignment with organizational objectives. Has responsibility for personnel actions including hiring, performance management, and termination. 	<ul style="list-style-type: none"> Manages a departmental function within a primary corporate function. Develops and implements major goals to support broad functional objectives. Approves and implements policies developed within various sub-functions and departments. Responsible for strategic planning, direction, and goal setting for the department or function in alignment with organizational objectives. Has responsibility for personnel actions including hiring, performance management, and termination.
Proficiency	<ul style="list-style-type: none"> Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function. 	<ul style="list-style-type: none"> Comprehensive knowledge of the overall departmental function. 	<ul style="list-style-type: none"> Comprehensive knowledge of the overall departmental function.

Grade	Minimum	Midpoint	Maximum
14	\$110,900	\$135,409	\$159,918
15	\$133,080	\$165,917	\$198,754
16	\$166,350	\$203,780	\$241,210

Director of Accounting
DBE/SBE Liaison Officer
Director of Audit Compliance
Director of Board Affairs (Board Secretary)
Director of Bus Maintenance
Director of Capital Projects
Director of Workforce Development
Director of Communications
Director of Emergency Management
Director of Employee & Labor Relations

Director of Employee Engagement
Director of Facilities
Director of Fare Collection Systems
Director of Fleet Advancement
Director of Information Technology
Director of Marine Operations
Director of Marketing
Director of Mobility Services & Alternative Modes
Director of Occupational Safety & Health
Director of Operations Bus & Rail

Director of Physical Security
Director of Procurement & Grants
Director of Professional Standards & Training
Director of Rail Maintenance
Director of Scheduling & Service Planning
Director of System Safety
Director of Talent Acquisition & Leave Management

Job Levels/Grades/Pay Bands

Executives		
Specifications	Chiefs	Chief Executive Officer
Education	<ul style="list-style-type: none"> Typically requires a bachelor degree. Advanced degree preferred. 	<ul style="list-style-type: none"> Typically requires an advanced Degree.
Experience	<ul style="list-style-type: none"> Typically requires 15+ years' experience in the related area and 10+ years of managerial experience. 	<ul style="list-style-type: none"> Typically requires 15+ years' experience in the related area and 10+ years of managerial experience.
Scope of Responsibility	<ul style="list-style-type: none"> Manages a business unit, division, or corporate function with major organizational impact. Establishes overall direction and strategic initiatives for the given major function or line of business. Has responsibility for personnel actions including hiring, performance management, and termination. 	<ul style="list-style-type: none"> In conjunction with the Board of Directors and the organization's senior executive team, develops the organization' short- and long-term goals and strategies. Responsible for the development of functional or business unit strategy for the entire organization Oversees the organization's leadership team in the deployment of policies and procedures meant to help the organization meet its stated business objectives. Defines corporate vision and strategy establishes company direction and focus. Has responsibility for personnel actions including hiring, performance management, and termination.
Proficiency	<ul style="list-style-type: none"> Has acquired the business acumen and leadership experience to become a top function or division head. 	<ul style="list-style-type: none"> Can execute multiple high impact initiatives to achieve overall corporate goals.

Grade	Minimum	Midpoint	Maximum
16	\$166,350	\$203,780	\$241,210
17	\$209,485	\$261,858	\$314,230
18	\$272,330	\$340,410	\$408,495

Chief Executive Officer
Deputy Chief Executive Officer
Chief Asset Manager Officer
Chief Safety, Security, and Emergency Management Officer
Chief Financial Officer
Chief Customer Service Officer
Chief Human Resources Officer
Chief of Planning & Capital Projects Officer
Chief Administrator Officer
Chief of Staff
Chief Transit Officer