



Item #: F1

**DATE:** June 4, 2025  
**TO:** Board Chair Frank J. Navarro and Members of the Omnitrans Board of Directors  
**THROUGH:** Erin Rogers, CEO/General Manager  
**FROM:** Christine Glass, Director of Human Resources  
**SUBJECT:** **Update Policy 402: Salary Ranges Management and Confidential Classifications**

### **Form Motion**

Approve updates to Policy 402.

### **Strategic Plan Alignment**

This item aligns with the Goal 3: Organizational and Workforce Development - *Develop an adaptable organization focused on employees that adjusts to changing conditions and promotes a culture of success and collaboration.*

Initiative c) Explore updates to compensation and related policies to make us a more competitive employer and increase employee retention

Initiative e) Create clear pathways for promotions to provide stability and awareness of opportunities for staff

### **Background**

*This item was reviewed by the Administrative & Finance Committee at its May 15, 2025 meeting and recommended to the Board of Directors for approval.*

The Board last approved recommended changes to Policy 402 on March 6, 2024, which addressed market range movement. Following its approval by the Board of Directors, an annual review of vacant positions and organizational structure is completed in conjunction with budget preparation. To address business needs, provide opportunities for growth and succession planning, and address employee retention, staff is proposing the following additional changes:

1. Change in title for the Safety & Regulatory Compliance Manager to Environmental Health & Safety Manager to better align with duties and market titles.
2. Reclassify and retitle Dispatch Supervisor level 5 to Operations Analyst level 6.

3. Change Systems Engineer to Systems Engineer II level 5 add the Systems Engineer I level 6 position using available FTE to provide for career growth and advancement.
4. Reclassify and retitle Payroll Technician to Payroll Analyst level 5 to better align with role and responsibilities.
5. Add Community Outreach Coordinator level 6 position back to Policy 402 as it was inadvertently removed previously.
6. Reclassify Dispatcher position from level 7 to level 6 and make exempt to better align with business needs and the roles and responsibilities.

Salary increases are administered separately, under Policy 404, are merit-based and provided with the annual performance evaluation process. The recommended changes to Policy 402 will only impact any employees who may fall below the new recommended minimum salary range. Omnitrans Personnel Policies do not provide for step increases or cost of living adjustments unless approved separately by the Board of Directors.

### **Conclusion**

Approving these proposed changes to Policy 402 will better align Omnitrans' salary ranges with the market and positively impact Omnitrans' ability to attract and retain an experienced and skilled workforce.

ER:CG

### **Attachments**

- A. Policy 402 - Redline Version
- B. Policy 402 - Clean Version
- C. Operations Analyst Job Description
- D. Systems Engineer I Job Description
- E. Systems Engineer II Job Description
- F. Payroll Analyst Job Description
- G. Dispatcher Job Description