

**OmniTrans****PERSONNEL POLICY MANUAL**

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**SUBJECT****Salary Ranges  
Management Confidential Classifications****APPROVED BY OMNITRANS  
BOARD OF DIRECTORS****DATE:** ~~March 6,~~ 2024 June 4, 2025**I. Purpose**

To state Omnitrans' policy on salary ranges for Management and Confidential classifications.

**II. Scope**

All Departments

**III. Procedure**

- A. The Director of Human Resources is responsible for compensation administration and will modify and issue, from time to time, pay ranges and guidelines for salary adjustments as approved by the Board of Directors.

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	Senior Director/Chief	Exempt	Bi-weekly Monthly Annual	\$5,857.96 \$12,692.25 \$152,307.00	\$7,322.44 \$15,865.29 \$190,383.48	\$8,786.92 \$19,038.33 \$228,459.96
1 A	Director of Finance Director of Human Resources Director of Information Technology Director of Maintenance Director of Marketing & Communications Director of Operations Director of Procurement Director of Safety & Regulatory Compliance Director of Strategic Development	Exempt	Bi-weekly Monthly Annual	\$5,012.11 \$10,859.58 \$130,314.96	\$6,265.12 \$13,574.43 \$162,893.16	\$7,518.17 \$16,289.37 \$195,472.44
2	Senior Manager/ Deputy Director	Exempt	Bi-weekly Monthly Annual	\$4,396.60 \$9,525.96 \$114,311.52	\$5,495.75 \$11,907.45 \$142,889.40	\$6,594.90 \$14,288.94 \$171,467.28
3	Accounting Manager Budget & Grants Manager Capital Projects Services Manager Contracts Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Marketing Manager Materials Manager Mobility Services Manager IT Infrastructure Manager Risk Manager <del>Safety &amp; Regulatory Compliance</del> <del>Environmental Health &amp; Safety</del> Manager <del>(retitled)</del> Service Planning Manager Technical Services Manager Transportation Manager	Exempt	Bi-weekly Monthly Annual	\$3,856.64 \$8,356.05 \$100,272.60	\$4,820.83 \$10,445.13 \$125,341.56	\$5,784.98 \$12,534.12 \$150,409.44

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				Minimum	Mid-Point	Maximum
4	Application Developer	Exempt	Bi-weekly	\$3,383.02	\$4,228.78	\$5,074.55
	Assistant Transportation Manager		Monthly	\$7,329.87	\$9,162.36	\$10,994.85
	Database Developer		Annual	\$87,958.44	\$109,948.32	\$131,938.20
	Senior Contract Administrator					
	Systems Coordinator					
5	Business Intelligence Analyst	Exempt	Bi-weekly	\$2,967.55	\$3,709.43	\$4,451.34
	Contract Administrator		Monthly	\$6,429.69	\$8,037.09	\$9,644.58
	Customer Service Supervisor		Annual	\$77,156.28	\$96,445.08	\$115,734.96
	<del>Dispatch Supervisor</del> (reclass to L6 Operations Analyst)					
	Facility Supervisor					
	Fleet Safety & Training Supervisor					
	Maintenance Shift Supervisor					
	Planner II					
	Mobility Services Coordinator					
	Purchased Transportation Administrator					
	Safety & Regulatory Compliance Specialist					
	Security Specialist					
	Senior Accountant					
	Sr. Executive Assistant to the CEO/Clerk of the Board					
	Sr. Human Resources Analyst					
	Senior Financial Analyst					
	Systems Engineer II (title change)					
	Systems Specialist					
	Web Developer					
6	Accountant	Exempt	Bi-weekly	\$2,603.13	\$3,253.92	\$3,904.70
	Community Outreach Coordinator		Monthly	\$5,640.12	\$7,050.15	\$8,460.18
	Dispatcher (moved from L7, Exempt)		Annual	\$67,681.44	\$84,601.80	\$101,522.16
	Executive Assistant/Deputy Clerk of the Board					
	Field Supervisor					
	Fleet Safety & Training Instructor					
	Human Resources Analyst					
	Materials Supervisor					
	Operations Analyst (reclass from L5 Dispatch Supervisor)					
	Planner I					
	Scheduling Analyst					
	Payroll Analyst (reclass from 1 Payroll Technician position L8)					
	Stops and Stations Supervisor					
	Systems Engineer I (FTE from 1 Systems Eng.II used for career ladder)					
	Transit Technical Trainer					

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				Minimum	Mid-Point	Maximum
7	<del>Dispatcher</del> (moved to L6, Exempt)	Non-Exempt	Hourly	\$28.54	\$35.68	\$42.81
	Senior Administrative Assistant		Bi-weekly	\$2,283.45	\$2,854.32	\$3,425.18
	Human Resources Technician	Exempt	Monthly	\$4,947.48	\$6,184.35	\$7,421.22
	Associate Contract Administrator		Annual	\$59,369.76	\$74,212.20	\$89,054.64
8	Marketing Specialist	Non-Exempt	Hourly	\$24.19	\$30.24	\$36.28
	Senior Fleet Analyst		Bi-weekly	\$1,935.11	\$2,418.91	\$2,902.71
	Accounting Technician	Exempt	Monthly	\$4,192.74	\$5,240.97	\$6,289.20
	Administrative Assistant		Annual	\$50,312.88	\$62,891.64	\$75,470.40
9	Community Mobility Specialist	Non-Exempt	Hourly	\$20.50	\$25.62	\$30.75
	Payroll Technician (1 FTE reclassified to L6 Payroll Analyst)		Bi-weekly	\$1,639.94	\$2,049.92	\$2,459.91
	Human Resources Assistant	Exempt	Monthly	\$3,553.20	\$4,441.50	\$5,329.80
			Annual	\$42,638.40	\$53,298.00	\$63,957.60

Range changes occur every two years.

Performance merit increases for employees who reach the maximum of their pay range will be treated as follows:

- The employee's base pay will be brought to the maximum of their pay range;
- Any amount in excess pay, over the maximum pay range, will not be included in the employee's base pay;
- The excess amount of the merit award will be paid in a one-time lump sum.

The CEO/GM has the authority for a special merit award up to 3% of an employee's salary for work outside routine responsibilities.