

SIDE LETTER OF AGREEMENT
MTC and Committee for Staff Representation

RE: Classification Plan Updates

Our agency has been engaged in long-term classification and organizational design work since before 2017. The first substantial project was the consolidation of MTC and ABAG classification structures and organization design into one system.

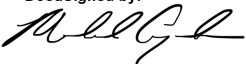
This side letter establishes agreed upon terms set forth between the Metropolitan Transportation Commission (MTC) and the Committee for Staff Representation (CSR), updating key elements of our classification plan and completing a major phase of this long-term classification study. Further details as well as specific language on the agreed upon terms between CSR and MTC are contained in following pages of this side letter.


The updates to the classification plan do not represent the completion of classification work at our agency, but rather a major milestone. In addition to changes based on the growth and evolution of our agency, this update addresses significant gaps in classifications, documentation, and policies in the current classification plan.


Going forward, we will be engaging in areas of more specific study as well as the regular maintenance of the classification plan. If there are any changes to classifications, class specifications, policies, or other items of the classification plan that are mandatory subjects of bargaining, the agency will notify labor accordingly and engage in the meet and confer process where requested.


Effective Date

The effective date of the classification plan updates is the **pay period including July 1, 2025**. Agreed upon policies will be in effect beginning this effective date and will be added to applicable agency policy documents as soon as practicable.

DocuSigned by:  02BF5CE8A326415...	4/29/2025
Mike Aycock	Date
Human Resources Director	

DocuSigned by:  867823115E18497...	4/29/2025
Nick Roethel	Date
Chief Operating Officer	

DocuSigned by:  C4D52C6D7E324E9...	4/28/2025
Alex Eisenhart	Date
Chair, CSR	

Signed by:  908B2059061B4C7	4/28/2025
Kim Chase	Date
Confidential Representative	

1. Job Families

The classification plan will be updated to consist of the following job families:

ACCOUNTING/FINANCE	<i>Combines Accounting/Auditor, Accounting/Finance, & Financial Analyst</i>
CONTRACTS/PURCHASING	<i>No Change</i>
ENGINEER	<i>New</i>
EXECUTIVE ADMIN	<i>Combines Administrative Assistant & Executive Assistant</i>
GENERAL/BUILDING SERVICES	<i>No Change</i>
HUMAN RESOURCES	<i>No Change</i>
LEGAL ASSISTANT	<i>No Change</i>
MANAGEMENT ANALYST	<i>New</i>
PLANNER/ANALYST	<i>Combines Planner/Analyst & Legislative Analyst</i>
PROGRAM COORDINATOR	<i>No Change</i>
PUBLIC COMMUNICATIONS & ENGAGEMENT	<i>Combines Graphics, Library, & Public Information</i>
TECHNOLOGY	<i>Combines Information Technology, Systems & Data, & Geographic Info Systems</i>

2. Combination of Associate and Senior Classification Levels

The classification levels and salary ranges for classifications in salary grades 8(a) and 8(b) of the salary schedule will be combined into a single advanced journey classification level and single salary grade.

A. “Senior” Working Title

Employees who are assigned to perform the more complex work of the advanced journey level, Grade 8, may be designated as “Senior” via a working title designation.

Eligibility

- Employee must be at the III level and in salary grade 8 for a minimum of two (2) years.
- No salary step requirement for eligibility.
- Employee must be capable of and be assigned more complex work within the scope of the advanced journey classification level (See #5 of this side letter).

Additional Benefits

- Upon approval of the Senior working title, the employee will receive a 4% increase effective the pay period in which the working title is implemented.

Recruitment for Senior Level

- Agency may recruit for Senior roles within the advanced journey/III classification level.

B. Salary Grades 8(a) & 8(b)

An updated salary schedule is included in Attachment B of this side letter and incorporates the following:

- Merge 8(a) and 8(b) into a single salary range to correspond to collapse of classification levels.
- Adjust the newly combined salary range to ensure each of the steps have a 2% separation, resulting in an increase to the top step of the salary range by approximately 1%.

Additionally:

- Steps G1 through H1 of the revised Grade 8 are reserved for employees with approved "Senior" working title
- There are no retroactive merit adjustments for employees currently at TOR of grade 8(a) with the proposed restriction of steps G1 through H1 for "Senior" designation.
- The newly combined salary range in Attachment B does not reflect anticipated 2025 salary adjustments per the 2023-27 MOU. The salary schedule will be updated accordingly when the July 1, 2025, adjustments have been determined.

3. Classifications

With the update of job families and classification levels, the updated list of active classifications represented by CSR are presented in Attachment A of this side letter. Additionally, incumbents of the current classifications will be retitled/moved to the equivalent active classification, and salary step if needed, as of the effective date of this side letter. Incumbents in any abolished classifications will be reclassified to the appropriate active classification as well.

4. Class Specifications

Class specifications are intended to be a broad description of the classification, which can cover many positions. The language in the class specifications will include and/or be interpreted as the following:

A. Minimum Qualifications

Education and/or Experience includes the language:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

This language will be applied to allow equivalent education and/or experience to be qualifying. For example, an applicant may meet the degree requirement by possessing related experience, or vice versa.

B. Senior Language in Class Specifications

With the agreement regarding the Senior designation for the advanced journey level, the following language will be added to class specifications within the class characteristics for clarity on the Senior designation.

Positions assigned the more complex work within the scope of the advanced journey level may be designated as "Senior".

All other language and procedures regarding the Senior designation will be consistent with agreements between CSR and Management and will be found in process and policy documents maintained by Human Resources.

C. General Updates/Maintenance

All class specifications will be updated to match the new classification titles and levels. In addition, class specifications will be updated for format and consistency.

5. Classification Level Distinctions / Framework

- Agency agrees that it is beneficial to employees and supervisors to understand the expectations within their current role and for a higher level, whether a working title or promotional opportunity.
- Class specifications will be available to all employees and supervisors for their use in discussions and assessment of the type and level of work, performance conversations and development goals, and what is considered Senior work within the III level classifications.
- Employees will have access to job descriptions for their role, where available, as they provide a more detailed description of their position.

6. Policies

The following policy changes will be incorporated/updated in applicable agency policy documents as soon as practicable.

A. Career Ladder Progression

Current career ladder progression, which can also be called "sliding", does not apply equitably and consistently across classification series. Career ladder progression will now be available for all classification series from the entry level (I) through the advanced journey level (III) within a classification series.

B. Minimum Qualification Equivalencies

Language in *EDMM 235 – Position Classification* that inhibits the application of MQ equivalencies becomes obsolete as of the effective date of this side letter. The agency will ensure policy language is appropriately updated in the Employee Handbook chapter on Position Classification.

C. Reclassification Defined

Reclassifications will be more narrowly defined to distinguish career ladder progression described above from out-of-class situations warranting reclassification study. Language regarding career ladder progression and interim reclassifications (aka Acting Appointments) will be moved to their own sections of the Position Classification policy and updated accordingly.

D. Promotion w/out Examination

Promotion w/out Examination enables a non-competitive appointment to a higher level classification when specific criteria have been met:

- a. There is an available vacant position, or a new position is allocated; and
- b. There is only one employee eligible (meets MQs, regular hire) for the classification

7. Next Steps / Future Study

The next stages of this project include the review of specific positions to determine if they are appropriately classified in the updated classification plan and/or if there are other classification plan modifications necessary to reflect the roles, classifications, class specifications, and/or career paths needed for the positions studied.

It is anticipated that this work will begin by the end of September 2025 with a goal of completing this work in FY 25-26. Please note, as we discuss project scope with the consultant we will update CSR accordingly on the planned project timeline. CSR and the agency have already identified the following areas to include in the study:

- A. *Executive Assistant Classifications/Career Path* – review of career paths for the Executive Assistant job family and the appropriate classifications/levels for supervisory positions.

- B. *Data, Software & Modeling Roles* – review of positions performing these functions (primarily in Metro Planning) to determine appropriate classification (s) and/or class specification language.
- C. *Engineers* – review of Planner positions that have historically performed more engineering focused work to determine appropriate classification(s).

This list is not exhaustive of all positions that will be studied. Specific positions for study will be identified through internal agency discussions and review and in partnership with the external classification consultant. As noted in the opening language of this side letter, the agency will notice and engage with labor on any changes that are mandatory subjects of bargaining.

8. Other

A. Principal Recruitments

In the interest of increasing flexibility in how we recruit for Principal positions, MTC will remove the practice that Principal positions are recruited externally only. This provides flexibility in recruitment planning based on the nature of a vacancy and the needs in a role. As such:

- The agency may choose to recruit internally for Principal positions, exclusively or as an internal-first recruitment; or
- The agency may choose to recruit externally for Principal positions

ATTACHMENT A

Classification Listing

JOB FAMILY	TITLE	SALARY RANGE
ACCOUNTING/FINANCE	FINANCE TECHNICIAN	5
ACCOUNTING/FINANCE	FINANCIAL ANALYST/ACCOUNTANT I	6
ACCOUNTING/FINANCE	FINANCIAL ANALYST/ACCOUNTANT II	7
ACCOUNTING/FINANCE	FINANCIAL ANALYST/ACCOUNTANT III	8
ACCOUNTING/FINANCE	PRINCIPAL FINANCIAL ANALYST/ACCOUNTANT	9
BUILDING SERVICES	GSU ASSISTANT I	2
BUILDING SERVICES	GSU ASSISTANT II	3
BUILDING SERVICES	BUILDING SERVICES ASSISTANT I	4
BUILDING SERVICES	GSU ASSISTANT III	4
BUILDING SERVICES	BUILDING SERVICES ASSISTANT II	5
BUILDING SERVICES	ASSISTANT BUILDING ENGINEER/BUILDING SUPERVISOR	6
BUILDING SERVICES	BUILDING ENGINEER	7
BUILDING SERVICES	BUILDING ADMINISTRATOR	8
BUILDING SERVICES	BUILDING MANAGER	9
COMMUNICATIONS	COMMUNICATIONS SPECIALIST I	6
COMMUNICATIONS	COMMUNICATIONS SPECIALIST II	7
COMMUNICATIONS	COMMUNICATIONS SPECIALIST III	8
COMMUNICATIONS	PRINCIPAL COMMUNICATIONS SPECIALIST	9
CONTRACTS/PURCHASING	CONTRACTS SPECIALIST I	6
CONTRACTS/PURCHASING	CONTRACTS SPECIALIST II	7
CONTRACTS/PURCHASING	CONTRACTS SPECIALIST III	8
CONTRACTS/PURCHASING	PRINCIPAL CONTRACTS SPECIALIST	9
ENGINEERING	ENGINEER I	6
ENGINEERING	ENGINEER II	7
ENGINEERING	ENGINEER III	8
ENGINEERING	PRINCIPAL ENGINEER	9
EXECUTIVE ADMIN	EXECUTIVE ASSISTANT I	5
EXECUTIVE ADMIN	EXECUTIVE ASSISTANT II	6
EXECUTIVE ADMIN	EXECUTIVE ASSISTANT III	7
HUMAN RESOURCES	HUMAN RESOURCES ANALYST I	6
HUMAN RESOURCES	HUMAN RESOURCES ANALYST II	7
HUMAN RESOURCES	HUMAN RESOURCES ANALYST III	8
HUMAN RESOURCES	PRINCIPAL HUMAN RESOURCES ANALYST	9
LEGAL ASSISTANT	LEGAL ASSISTANT I	5

JOB FAMILY	TITLE	SALARY RANGE
LEGAL ASSISTANT	LEGAL ASSISTANT II	6
LEGAL ASSISTANT	LEGAL ASSISTANT III	7
MANAGEMENT ANALYST	MANAGEMENT ANALYST I	6
MANAGEMENT ANALYST	MANAGEMENT ANALYST II	7
MANAGEMENT ANALYST	MANAGEMENT ANALYST III	8
MANAGEMENT ANALYST	PRINCIPAL MANAGEMENT ANALYST	9
PLANNER/ANALYST	PLANNER/ANALYST I	6
PLANNER/ANALYST	PLANNER/ANALYST II	7
PLANNER/ANALYST	PLANNER/ANALYST III	8
PLANNER/ANALYST	PRINCIPAL PLANNER/ANALYST	9
PROGRAM COORDINATOR	PROGRAM COORDINATOR I	6
PROGRAM COORDINATOR	PROGRAM COORDINATOR II	7
PROGRAM COORDINATOR	PROGRAM COORDINATOR III	8
PROGRAM COORDINATOR	PRINCIPAL PROGRAM COORDINATOR	9
TECHNOLOGY	TECHNOLOGY SPECIALIST	6
TECHNOLOGY	TECHNOLOGY ADMINISTRATOR	7
TECHNOLOGY	TECHNOLOGY ANALYST	8
TECHNOLOGY	PRINCIPAL TECHNOLOGY ANALYST	9

ATTACHMENT B
Revised Salary Schedule

GRADE	STEP A HOURLY RATE	STEP A1 HOURLY RATE	STEP B HOURLY RATE	STEP B1 HOURLY RATE	STEP C HOURLY RATE	STEP C1 HOURLY RATE	STEP D HOURLY RATE	STEP D1 HOURLY RATE	STEP E HOURLY RATE	STEP E1 HOURLY RATE	STEP F HOURLY RATE	STEP F1 HOURLY RATE	STEP G HOURLY RATE	STEP G1 HOURLY RATE	STEP H HOURLY RATE	STEP H1 HOURLY RATE
I	\$26.2310	\$26.7558	\$27.2909	\$27.8367	\$28.3933	\$28.9612	\$29.5404	\$30.1313	\$30.7339	\$31.3485	\$31.9756	\$32.6152	\$33.2674	N/A	N/A	N/A
II	\$29.7952	\$30.3910	\$30.9987	\$31.6187	\$32.2512	\$32.8961	\$33.5540	\$34.2252	\$34.9097	\$35.6079	\$36.3199	\$37.0463	\$37.7874	N/A	N/A	N/A
III	\$32.8316	\$33.4884	\$34.1581	\$34.8413	\$35.5381	\$36.2488	\$36.9739	\$37.7133	\$38.4677	\$39.2369	\$40.0216	\$40.8220	\$41.6385	N/A	N/A	N/A
IV	\$36.1049	\$36.8271	\$37.5636	\$38.3147	\$39.0811	\$39.8627	\$40.6599	\$41.4731	\$42.3027	\$43.1487	\$44.0116	\$44.8919	\$45.7896	N/A	N/A	N/A
V	\$39.7255	\$40.5201	\$41.3305	\$42.1570	\$43.0002	\$43.8602	\$44.7375	\$45.6321	\$46.5448	\$47.4758	\$48.4254	\$49.3936	\$50.3815	N/A	N/A	N/A
VI	\$43.8199	\$44.6964	\$45.5902	\$46.5021	\$47.4321	\$48.3808	\$49.3485	\$50.3353	\$51.3420	\$52.3690	\$53.4162	\$54.4845	\$55.5742	N/A	N/A	N/A
VII	\$50.5250	\$51.5354	\$52.5660	\$53.6175	\$54.6896	\$55.7836	\$56.8992	\$58.0372	\$59.1981	\$60.3818	\$61.5895	\$62.8213	\$64.0778	N/A	N/A	N/A
VIII	\$58.2511	\$59.4162	\$60.6045	\$61.8166	\$63.0530	\$64.3140	\$65.6003	\$66.9123	\$68.2505	\$69.6156	\$71.0078	\$72.4280	\$73.8765	\$75.3540	\$76.8611	\$78.3983
IX	\$71.3213	\$72.7477	\$74.2025	\$75.6867	\$77.2004	\$78.7444	\$80.3192	\$81.9258	\$83.5642	\$85.2355	\$86.9402	\$88.6790	\$90.4526	N/A	N/A	N/A

Annual Pay = Hourly Rate x 2080 hours
Biweekly Rate = Annual Pay / 26 pay periods
Monthly Rate = Annual Pay / 12 months