

# Metropolitan Transportation Commission

June 25, 2025

Agenda Item 9b - 25-0882

## MTC Resolution No. 4723. Classification Plan Update

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### **Subject:**

Approve updates to MTC's classification plan.

### **Background:**

MTC is making classification plan updates based on the growth and evolution of our agency and current best practices in the areas of classification, documentation, and policies.

### **Classification Plan Updates**

- Job Families & Classifications - Job families and their respective classifications for CSR represented classifications are being updated and/or broadened to reflect classifications currently in use by the agency and agency needs.
- Classification Levels - Our classification levels within the professional classification series will be reduced from five levels to four for greater clarity and distinction between each level in a series. In addition to moving to four classification levels, level designations will move to a numerical system (I / II / III) and remove the "junior", "assistant", and "associate" titles and we are incorporating a process to recognize senior roles within the III level.
- Class Specifications - Class specifications for classifications represented by CSR are being created/updated to correspond to the updated job families and classification levels.

Items requiring Commission approval have been submitted for your consideration. Additional classification plan updates that are under the authority provided to the Executive Director have been provided for informational purposes in Attachment C.

### **Next Steps:**

Staff will implement the approved changes and continue to maintain and administer the classification plan.

### **Issues:**

None identified.

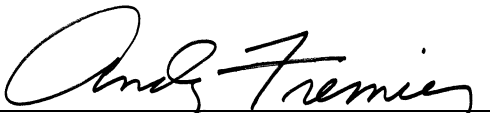
**Recommendations:**

Staff recommends that the Commission approve the following actions, effective the pay period beginning June 23, 2025:

- Approve MTC Resolution No. 4723 reflecting active MTC classifications
- Approve MTC Resolution No. 4581, Revised to update the CSR salary schedule

**Attachments:**

- Attachment A: MTC Resolution No. 4723
- Attachment B: MTC Resolution No. 4581, Revised
- Attachment C: Side Letter of Agreement (CSR) – Classification Plan Updates

  
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Andrew B. Fremier