



Agenda Item No. 1

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole
Meeting of February 9, 2007

From: Larry Daniel, Director of Human Resources
Teri W. Mantony, Deputy General Manager, Administration and Development
Celia G. Kupersmith, General Manager

Subject: **APPROVE TWO CAPITAL-FUNDED POSITIONS TO SUPPORT MAJOR TECHNOLOGY PROJECTS**

Recommendation

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors approve the following staffing additions, and amend the Table of Organization accordingly:

- a. Add one Senior Applications Support Specialist position to the Information Systems Department in the District Division, with a salary range of \$72,150 - \$87,224, excluding benefits;
- b. Create the classification of Communication Systems Project Manager in the Electrical Department of the Bridge Division, with a salary range of \$80,746 - \$97,594, excluding benefits;

with the understanding that for the first 12 months of these positions, they will be funded by their respective capital project budgets which include 80 percent grant funding for the Communication Systems Project Manager position and 65 percent grant funding for the Senior Applications Support Specialist position. Beyond the first 12 months, the Communication Systems Project Manager will continue to be funded in the capital budget by the project grant funds and their local match dollars for the life of the Communication Systems project which is anticipated to last three to five budget years. The Senior Applications Support Specialist position, however, will ultimately be transitioned to the ongoing operating budget and be funded by District funds as the position is critical to ongoing implementation and maintenance of the maintenance management system.

This matter will be presented to the Board of Directors at its February 9, 2007, meeting for same day action.

Background

Senior Applications Support Specialist

In 2003, the District purchased a complex and robust software product called Spear which is designed for use in the transit industry to manage maintenance systems and purchasing and inventory control. The various Spear applications allow preventive maintenance planning, enhanced productivity, detailed tracking and record keeping, standardization of practices, inventory control and streamlined purchasing practices. The Spear technology application is currently used by Purchasing staff in the managing of purchasing and inventory functions, and was implemented as part of the financial management systems project (IFAS) in 2005. The additional Spear applications will be used by Bridge, Bus and Ferry staff to assist in managing their maintenance activities for buses, ferries and bridge vehicle maintenance. A facilities maintenance function is also planned. Today these functions are managed either through spreadsheets, manual systems, or by a computer system that is obsolete and is no longer supported by the manufacturer in the event of system failure. Currently, there is no facilities maintenance system in place. These new components also will automatically interface with the existing purchasing components when the maintenance activity requires parts or supplies.

Previous efforts to proceed with Spear system implementation were delayed due to other staff commitments and insufficient resources to make the project actually happen. A general technology implementation oversight position was approved with the FY 06/07 budget (Business Systems Implementation Manager), but a project-specific position is also needed to complete project implementation and then support the system once fully implemented. This need for an ongoing additional support person has been confirmed by other transit operators that use this system. The position would be classified at the same level as the position which supports the IFAS financial, human resources and payroll systems. During the initial project implementation, expected to last at least 12 months, the position can be funded through the project's grant.

Communication Systems Project Manager

The approved District capital plan includes a \$10 million project to replace the existing radio system used by Bridge, Bus and Ferry Divisions for daily communications. The state-of-the-art radio system will provide computer-aided-dispatching and an automated vehicle location system (AVL) supported by a global positioning system.

Currently, the District has contracted with Booz Allen Hamilton, Inc. to develop the scope and preliminary design of the radio replacement and automated vehicle location system. Once this is done (expected by the end of March 2007), the District and its consultant will develop detailed project specifications and will then be ready to initiate the procurement, installation, and operation of the new system. The new system will replace a radio system that is currently more than 14 years old, partially obsolete and not maintainable and inadequate to meet current information and communication needs of the District.

Within the total project budget is funding for staff support to lead the project implementation. By adding the position now, the individual can be involved with all aspects of acquisition and

implementation of this project. Additionally, due to the complexity, specialization and depth of this system; and the expansion of its functionality to include information systems supporting bus scheduling, customer service and security; qualified and experienced staff is needed to coordinate the development, installation, training, and initial operation and maintenance of the various components of the system. The position is proposed to be housed in the Electrical Department of the Bridge Division since that is where current radio communication maintenance functions reside.

Fiscal Impact

The annualized cost of these two positions would be approximately \$260,000 at Step 5 including the cost of benefits. Funds for FY 06/07 are included in the current capital budgets for these projects. Future year capital budgets will be adjusted, as necessary, during the yearly budget process to fund these positions until the projects are completed. At that time, the Senior Applications Support Specialist position will be transferred to the operating budget.

For the first 12 months of these positions, it is expected that both will be funded by their respective capital project budgets which include 80 percent grant funding for the Communication Systems Project Manager position and 65 percent grant funding for the Senior Applications Support Specialist position. Beyond the first 12 months, the Communication Systems Project Manager will continue to be funded in the capital budget for the life of the Communication Systems project which is anticipated to last a minimum of three to five budget years. The Senior Applications Support Specialist position, however, will ultimately be transitioned to the ongoing operating budget and be funded by District funds since the position will be fulfilling critical maintenance and upgrades of the maintenance management system even while additional implementation is underway.