



January 7, 2015

Item # 8

TO: Board of Directors

FROM: Steve L. Rosenberg *SLR*
Director of Finance and Administration

Debbie Williams
Director of Human Resources

SUBJECT: Consider Approval of Revised Position Description for Administrative Specialist

I. Executive Summary

The Administrative Analyst position was first approved by the GCT Board of Directors in March 2012. The position description encompassed an extremely wide variety of administrative tasks, as it was at the time the first and only support position for the Administration Department. In October 2014, the Board approved the Finance Analyst position, which incorporated a cash and revenue oversight function not previously included in any Administration Department position. Additionally, the Finance Analyst position included several responsibilities previously found in the Administrative Analyst position.

With the Administrative Analyst position now vacant, this is the most appropriate time to restructure the position description. The orientation for this position going forward will be more administrative and accounting responsibilities and less analytical responsibilities. The position has been re-titled to reflect that orientation, and the position description has been edited to realign its responsibilities to complement the Finance Analyst position and incorporate tasks not previously assigned to the position.

This position description revision replaces an existing approved and budgeted position, and will not increase GCTD's headcount. The proposed salary range for the Administrative Specialist position is \$47,200 to \$66,100, the same as that of the Administrative Analyst position.

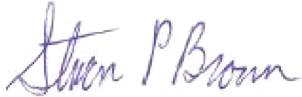
Exhibit "A" to this report is a marked-up version showing the changes made to the previously approved Administrative Analyst position description, and Exhibit "B" to this report is a clean version of the proposed new Administrative Specialist position description.

II. RECOMMENDATION

IT IS RECOMMENDED that the Board of Directors approve the revised position description for Administrative Specialist.

Attachment

General Manager's Concurrence:



Steven P. Brown

Exhibit "A"

**GOLD COAST TRANSIT
JOB DESCRIPTION**

CLASSIFICATION TITLE:	Administrative Analyst <u>Specialist</u>
REPRESENTATION:	Non-Represented
OVERTIME STATUS:	Non-Exempt
REPORTING STATUS:	Director of Administrative Services <u>Accounting Manager</u>
SUPERVISES:	None
DATE AUTHORIZED:	March 2012
<u>REVISED:</u>	<u>January 2015</u>

JOB SUMMARY

Under general and specific direction and guidance, this class may be assigned some or all of the following accounting, financial and administrative tasks in support of the Administration Department; accounts payable, accounts receivable, general ledger, payroll administration, benefit administration, fixed assets, revenue and inventory reconciliation and, audit preparation, ~~budget preparation, reporting and data analysis~~. This position will be expected to cross-train and ~~is responsible to~~ back-up mission-critical functions primarily assigned to the Accounting Manager, ~~and~~ the Payroll and Benefits Specialist or the Finance Analyst.

ESSENTIAL FUNCTIONS

The Administrative ~~Analyst~~Specialist may have responsibility for some or all of the following functions:

- Prepare billings and related correspondence for accounts receivable, including interface with fare media customers and advertising clients;
- Perform accounts payable and general ledger activities, including but not limited to invoice coding and processing, payment runs, reconciliations, general ledger entries, travel and expense processing and audit preparation in support of the Accounting Manager.
- Prepare employee payroll, process payroll taxes, garnishment payments and retirement contributions, prepare payroll input for new employees, assist in employee benefit administration as well as disability, unemployment and employment verification inquiries in support of the Payroll and Benefits Specialist

Exhibit "A"

- Support GCT Operations Support and Customer Service Center as needed, including reconciling revenue submittals, assist cash counting activities and administering bad debt collection activity.
- Administer some or all of GCT's employee benefit programs, including GCT's COBRA program.
- ~~Perform data tracking, analysis and reporting tasks, using financial and operational data, in support of all GCT departments.~~
- ~~Prepare reports tracking the work progress and financial status of state and federal grants; coordinate with all departments to gather quarterly data required for submittal of reports using on-line reporting systems; assist with the preparation of State and Federal grant applications as needed.~~
- Maintain inventory records for assets, parts and consumables
- Perform other administrative ~~or~~; accounting ~~or analytical~~ functions as assigned.

OTHER JOB FUNCTIONS

May be assigned other administrative, accounting or analytical responsibilities.

MINIMUM QUALIFICATIONS

Any combination equivalent to an associate degree in a related field and three years of experience in bookkeeping, accounting or financial analysis, with accounts receivable, accounts payable and/or payroll experience. Graduation from a four-year college or university with a bachelor's degree in a related field is desirable.

and

Knowledge of:

- Electronic data processing techniques related to accounting procedures and practices.
- Current computer business applications, including proficiency with spreadsheets (Excel), word processing (Word), and accounting/payroll database systems.
- Basic math, accounting and financial reporting principles
- Payroll procedures and regulations
- General cash accounting and reconciliation practices
- Inventory accounting practices
- Research techniques to prepare routine reports
- Public contact, public information and employee service practices
- General office practices

and

Ability to:

Exhibit "A"

- Learn GCT policies and procedures
- Interpret legal and contract requirements as related to payroll
- Maintain confidentiality of information
- Operate a Windows-based PC system and utilize spreadsheet and analytical software, as well as a calculator and other common office equipment
- Keep financial and statistical records
- Communicate effectively, in oral or written form
- Understand and follow oral and written instructions
- Establish and maintain cooperative working relationships
- Exercise patience, diplomacy and discretion
- Complete assignments within limited timelines
- Develop solutions for problems and procedures

LICENSES AND OTHER REQUIREMENTS:

None

WORKING CONDITIONS:

[This position may periodically be required to work outside the normal work schedule.](#)

Environment

- Office environment
- Driving a vehicle to conduct work

Physical Abilities:

- Sitting for extended periods of time.
- May involve extended periods of time at a keyboard or workstations.
- Grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard.
- Dexterity of hands and fingers to operate office equipment.
- Near vision in reading correspondence, statistical data and using a computer.
- Acute hearing when providing phone service and communicating in person.

Exhibit "B"

**GOLD COAST TRANSIT
JOB DESCRIPTION**

CLASSIFICATION TITLE:	Administrative Specialist
REPRESENTATION:	Non-Represented
OVERTIME STATUS:	Non-Exempt
REPORTING STATUS:	Accounting Manager
SUPERVISES:	None
DATE AUTHORIZED:	March 2012
REVISED:	January 2015

JOB SUMMARY

Under general and specific direction and guidance, this class may be assigned some or all of the following accounting, financial and administrative tasks in support of the Administration Department; accounts payable, accounts receivable, general ledger, payroll administration, benefit administration, fixed assets, revenue and inventory reconciliation and audit preparation. This position will be expected to cross-train and back-up mission-critical functions primarily assigned to the Accounting Manager, the Payroll and Benefits Specialist or the Finance Analyst.

ESSENTIAL FUNCTIONS

The Administrative Specialist may have responsibility for some or all of the following functions:

- Prepare billings and related correspondence for accounts receivable, including interface with fare media customers and advertising clients;
- Perform accounts payable and general ledger activities, including but not limited to invoice coding and processing, payment runs, reconciliations, general ledger entries, travel and expense processing and audit preparation in support of the Accounting Manager.
- Prepare employee payroll, process payroll taxes, garnishment payments and retirement contributions, prepare payroll input for new employees, assist in employee benefit administration as well as disability, unemployment and employment verification inquiries in support of the Payroll and Benefits Specialist
- Support GCT Operations Support and Customer Service Center as needed, including reconciling revenue submittals, assist cash counting activities and administering bad debt collection activity.

Exhibit "B"

- Administer some or all of GCT's employee benefit programs, including GCT's COBRA program.
- Maintain inventory records for assets, parts and consumables
- Perform other administrative or accounting functions as assigned.

OTHER JOB FUNCTIONS

May be assigned other administrative, accounting or analytical responsibilities.

MINIMUM QUALIFICATIONS

Any combination equivalent to an associate degree in a related field and three years of experience in bookkeeping, accounting or financial analysis, with accounts receivable, accounts payable and/or payroll experience. Graduation from a four-year college or university with a bachelor's degree in a related field is desirable.

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Knowledge of:

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- Payroll procedures and regulations
- General cash accounting and reconciliation practices
- Inventory accounting practices
- Research techniques to prepare routine reports
- Public contact, public information and employee service practices
- General office practices

and

Ability to:

- Learn GCT policies and procedures
- Interpret legal and contract requirements as related to payroll
- Maintain confidentiality of information
- Operate a Windows-based PC system and utilize spreadsheet and analytical software, as well as a calculator and other common office equipment
- Keep financial and statistical records
- Communicate effectively, in oral or written form

Exhibit "B"

- Understand and follow oral and written instructions
- Establish and maintain cooperative working relationships
- Exercise patience, diplomacy and discretion
- Complete assignments within limited timelines
- Develop solutions for problems and procedures

LICENSES AND OTHER REQUIREMENTS:

None

WORKING CONDITIONS:

This position may periodically be required to work outside the normal work schedule.

Environment

- Office environment
- Driving a vehicle to conduct work

Physical Abilities:

- Sitting for extended periods of time.
- May involve extended periods of time at a keyboard or workstations.
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- Acute hearing when providing phone service and communicating in person.