

**Memorandum of Agreement  
By and Between  
King County  
and  
Professional and Technical Employees, Local 17 - Professional & Technical  
Representing Employees in the Department of Transportation, Transit Division**

**Subject: Safety & Health Administrator IV reclassifications**

**Background:**

1. The Union represents seven Safety & Health Administrator IV's in the Transit Safety Unit of the Metro Transit Division.
2. There has also been a single employee in the Transportation Compliance Administrator position.
3. King County has presented to the Union an edited and retitled job classification description for Transportation Compliance Administrator for its review. The new position has been renamed Transportation Safety Administrator. A copy, with all changes accepted, is attached hereto as Exhibit A.
4. Metro Transit Division has discussed with the Union its plan to broaden the professional range of work for the Safety & Health Administrators. The Parties have also discussed that Metro Transit intends to phase out the Safety & Health Administrator IV position in favor of a new job series, Transportation Safety Administrator. In this job series, employees will be capable of performing functions in support of all modes of transportation operated by Metro Transit Division. It is anticipated that the Transportation Safety Administrator position will be the highest position in this series, when it is developed.
5. Metro Transit has reviewed the skills and training of each individual employee in the Safety & Health Administrator IV position. It has determined that the employees listed below presently have the training and skills to perform the work of a Transportation Safety Administrator. It has also developed individualized training plans with some employees to supplement their skills.
6. Article 14.1.2 of the Master Labor Agreement states that employees who are reclassified into a position with a higher rate of pay shall receive a pay adjustment as follows: "1st Step of the pay range of the new classification or the step that is at least 5% above the former rate of pay, whichever is greater. Additional discretionary steps may not be awarded. Pay may not exceed Step 10, unless the employee is already receiving merit-over-top. If pay includes merit-over-top, pay is calculated using the merit-over-top amount and may result in merit-over-top upon reclassification."
7. The Metro Transit Division submitted an employer-sponsored reclassification request to the Human Resources Division on October 25, 2017, concerning one employee in the Transit Safety work group, Peter Lang.

8. The Union concurs with King County's changes and refitting of the Transportation Compliance Administrator position and has engaged in effects bargaining about these changes, the result of which are memorialized in this Agreement.

9. The parties enter into this Agreement in order to establish the terms of the reclassification of seven Safety & Health Administrator IV's in the Safety Unit of Metro Transit Division group.

**Agreement:**

1. This Agreement solely impacts the employees listed below. King County and the Union agrees that the employees referenced below shall be reclassified as follows, on the pay period following the effective date of this agreement.

| Employee Name and PeopleSoft #     | Current Job                      | Current Rate of Pay                                   | Reclassification                    | Reclassified Rate of Pay                            |
|------------------------------------|----------------------------------|---|-------------------------------------|---|
| Beasley, John (Scott)<br>000081864 | Safety & Health Administrator IV | (2018 w/1.75 GWI)<br>Grade 62/Step 10 & 5%<br>51,1248 | Transportation Safety Administrator | (2018 w/1.75 GWI)<br>Grade 68/Step 10<br>56,1361    |
| Dodge, Sandra<br>000083943         | Safety & Health Administrator IV | (2018 w/1.75 GWI)<br>Grade 62/Step 10 & 5%<br>51,1248 | Transportation Safety Administrator | (2018 w/1.75 GWI)<br>Grade 68/Step 10<br>56,1361    |
| Goudreau, Andrew<br>000090243      | Safety & Health Administrator IV | (2018 w/1.75 GWI)<br>Grade 62/Step 10 & 5%<br>51,1248 | Transportation Safety Administrator | (2018 w/1.75 GWI)<br>Grade 68/Step 10<br>56,1361    |
| Lang, Peter<br>000099036           | Safety & Health Administrator IV | (2018 w/1.75 GWI)<br>Grade 62/Step 10<br>48.69        | Transportation Safety Administrator | (2018 w/1.75 GWI)<br>Grade 68/Step 8<br>(\$53,5355) |
| Nuner, Daniel (Dan)<br>000046201   | Safety & Health Administrator IV | (2018 w/1.75 GWI)<br>Grade 62/Step 10 & 5%<br>51,1248 | Transportation Safety Administrator | (2018 w/1.75 GWI)<br>Grade 68/Step 10<br>56,1361    |
| Wells, James<br>000041076          | Safety & Health Administrator IV | (2018 w/1.75 GWI)<br>Grade 62/Step 10 & 5%<br>51,1248 | Transportation Safety Administrator | (2018 w/1.75 GWI)<br>Grade 68/Step 10<br>56,1361    |
| Zebley, Luke<br>000092419          | Safety & Health Administrator IV | (2018 w/1.75 GWI)<br>Grade 62/Step 10 & 5%<br>51,1248 | Transportation Safety Administrator | (2018 w/1.75 GWI)<br>Grade 68/Step 10<br>56,1361    |

2. The new pay range for Peter Lang shall be retroactive to October 25, 2017, because there is a pending reclassification process for this employee. The new pay ranges for Andrew Goudreau, James Wells, Sandra Dodge, Daniel (Dan) Nuner, John (Scott) Beasley, and Luke Zebley, shall not be retroactive and will become effective on the pay period following the date that this Agreement is fully executed.

3. Employees who previously earned merit pay shall become eligible for merit pay on January 1, 2019, provided that they meet the qualification criteria relating to their performance scores.

4. Upon implementation of the Master Labor Agreement, the employees above shall be moved to the Square Table that includes a 3.25% annual wage increase in 2018, with appropriate retroactive payments under the Master Labor Agreement.

5. The Parties agree that the newly revised and retitled Transportation Safety Analyst classification will continue to be paid at Range 68 of the King County Square Table.

6. Employees' Union seniority dates shall not be impacted by this Agreement.

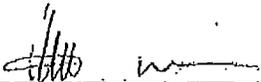
7. The layoff groupings in Article 22, Section 7 of the CBA are hereby edited as follows:

| <b>Safety</b>  |
|--|
| <b><u>Layoff by</u></b>  |
| <b><u>Classification</u></b>                                   |
| • Administrator I  |
| • Safety & Health Administrator I                              |
| • Safety & Health Administrator II                             |
| • Safety & Health Administrator III                            |
| • Safety & Health Administrator IV                             |
| • Transportation <b><u>Compliance Safety</u></b> Administrator |
| • Project/Program Manager IV                                   |

8. The Union understands that employees listed above shall be required to continue to follow the individualized training plans that they have been provided. They will also be required to participate in additional training or obtain new certifications in the future. Employees shall not serve a probationary period; however, this Agreement does not guarantee that employees may remain in the Transportation Safety Administrator position if they cannot successfully perform their jobs.

9. This Agreement only covers the individuals identified herein, and impacts no other positions or employees in or out of the bargaining unit in similar classifications. This agreement shall not establish a practice or set a precedent regarding bargaining unit positions that are reallocated to a different classification.

For Professional and Technical Employees, Local 17:

  
\_\_\_\_\_  
Cecilia Mena  
Union Representative

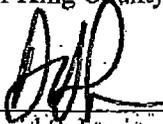
04-20-18  
Date

For King County Metro Transit:

  
\_\_\_\_\_  
Geoffrey Miller  
Manager of Labor & Employee Relations  
Transit Labor & Employee Relations

04-24-18  
Date

For King County:

  
\_\_\_\_\_  
David S. Levin  
Labor Relations Negotiator - Sr.  
Office of Labor Relations  
King County Executive Office

04/20/2018  
Date



## **Class Summary**

The responsibilities of this classification include developing, implementing, and maintaining all safety programs and policies required to achieve and maintain regulatory compliance for the operation of public transportation services. Incumbents ensure compliance with state and federal requirements, ensure reduction of loss and risk to King County, and promote a safe environment for employees and customers.

## **Distinguishing Characteristics**

This is a single level classification. Incumbents are responsible for ensuring a public transportation service is fully-compliant with a broad scope of state and federal regulations and fulfills the safety certification requirements unique to that service. It is a fully proficient safety professional classification and work is performed on an independent basis. It is distinguished from the Safety and Health Administrator series in that incumbents within the Transportation Safety Administrator serve as the key advisor and technical expert in all elements of the agency's safety systems.

## **Examples of Duties**

1. Develop all safety programs and policies for the agency necessary to achieve safety certification. Certify the safety of specific agency programs, projects, and construction plans by conducting hazard analyses, creating conformance checklists, and additional measures.
2. Perform Internal Safety Audits and investigations, including entrance/exit meetings, records review, interviews, field verification, report writing, presentation of results, and corrective action tracking.
3. Coordinate with other agencies and internal stakeholders in order to comply with the System Safety Program Plan, Accident Prevention Plan, State Safety Oversight Program Standard, and related regulatory requirements; develop comprehensive safety and regulatory compliance programs for agency service expansions, projects, and programs.
4. Serve as the system safety subject matter expert for capital projects. Conduct audits of existing system configurations to ensure compliance with design specifications, safety standards, and industry best practices.
5. Investigate incidents, perform root-cause analyses, make recommendations for mitigations, and track and assist in the development of corrective action plans; coordinate emergency services with first responders at incident scenes.
6. Ensure effectiveness of safety programs and policies; ensure the enforcement of regulations; implement "stop work" orders as necessary.
7. Represent King County Metro in litigation and testify regarding investigative results in criminal or civil proceedings; make reasonable suspicion and fitness-for-duty determinations; interview and take statements from principals and witnesses.
8. Represent King County on inter- and intra-agency panels and committees; work with community members and groups on safety issues and concerns; communicate program, procedural information, and operating policies to employees and external stakeholders.
9. Coordinate and monitor the work of outside agencies, contractors and vendors to ensure their compliance with established processes, protocols, and policies.
10. Prepare technical reports and analysis.
11. May supervise professional and support staff; establish performance standards and assessment criteria, and coach staff as required.

12. Participate in on-call rotation responsibilities for all transportation modes.

13. Perform other duties as assigned.

## **Knowledge/Skills**

Knowledge of local, state and federal regulations, including Washington Department of Transportation, Washington Administrative Code, Department of Homeland Security, and Federal Transit Administration

Knowledge of program development, implementation, management, and evaluation practices

Knowledge of emergency management, disaster preparedness operations, and techniques

Knowledge of accident and incident investigation practices, techniques, protocols, and hazard analysis

Knowledge of training principles and adult learning styles

Knowledge of industrial, environmental, and operating hazards

Knowledge of medical and legal terminology, practices, and procedures

Knowledge of occupational health risks and interventions

Knowledge of the requirements within the Americans with Disabilities Act (ADA)

Skill in project management and program design

Skill in effective verbal and written communication

Skill in problem-solving and analytical thinking

Skill in developing and implementing policies and procedures

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

## **Education and Experience Requirements**

Previous safety program experience

AND/OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

## **Licensing, Certification and Other Requirements**

Valid Washington State driver's license or the ability to obtain one within one month of employment

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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|----------------------------------|--|
| <b>FLSA Designation</b>          | Exempt (Administrative)  |
| <b>Service Status</b>            | Career Service   |
| <b>EEO Code</b>                  | 2  |
| <b>Levels within same series</b> | None   |
| <b>Class History</b>             | 10/2009 – Created<br>1/2018 – Title changed from Transportation Compliance Administrator to Transportation Safety Administrator; content and format revised. |