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SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
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SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

BOOK OF CLASS SPECIFICATIONS

Originally Prepared and Published in November, 1960

for

Los Angeles Metropolitan Transit Authority

by

California State Personnel Board
Cooperative Personnel Services

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INTRODUCTION

SCOPE OF REPORT

This report attempts to reflect the purpose, functions, and organization of the Southern California Rapid Transit District by including, (1) the way the agency is organized, (organizational charts); (2) the arrangements within the departments showing functional purpose, (functional-descriptive charts); and (3) the breakdown of each subdivision into its work units--the individual Non-Contract positions--analyzed, evaluated, and expressed as class titles.

Organization Charts

Organization Charts, encompassing all non-contract positions, are included for all departments and for the top administrative level of the Transit District.

Functional-Descriptive Charts

The Functional-Descriptive Charts show each department separated into homogeneous functional units describing the purpose and function of these sectors. These charts are placed adjacent to the organization charts so that the structure, purposes, and functions of the departments may be more comprehensively and more readily understood.

CLASS SPECIFICATIONS

Class titles represent job descriptions on each of the individual positions and are called class specifications. Class specifications include a general description of the duties performed; class characteristics which illustrate the size and setting of the class and other factors which assist in distinguishing it from other classes by a description of processes, flow of work and working conditions; and the educational and experience qualifications.

EXCLUSIONS

There are class specifications for all non-contract positions within the Transit District except: General Manager, Manager of Operations, Chief Engineer, General Counsel, Assistant General Manager, Assistant to General Manager, Assistant Manager of Operations, Treasurer and Auditor, Secretary, Director of Public Information, and Fiscal Consultant.

HISTORY OF REPORT

The first classification and salary plan was created in accordance with a contract entered into between the California State Personnel Board, Cooperative Personnel Services and the former Los Angeles Metropolitan Transit Authority. On February 16, 1960, Cooperative Personnel Services submitted a detailed report outlining the framework for a Position Classification and Salary Plan for the Authority. This plan was accepted and approved by appropriate Authority Board action on the same day, and made retroactive to February 14, 1960. The formal

job specifications, organizational and functional charts were first submitted on December 22, 1960. Effective November 5, 1964, the Los Angeles Metropolitan Transit Authority was succeeded by the Southern California Rapid Transit District as provided under the Southern California Rapid Transit District Law (Chapter 22, Statutes of 1964).

MAINTENANCE OF THE PLAN

In order to maintain the utility of this material as a working tool, it must be kept current to reflect the changes in our organization. This responsibility has been assigned to the Director of Industrial Relations, and his office should be notified of any changes in departmental organization or in individual job content.

USES OF CHARTS AND SPECIFICATIONS

The enclosed charts and class specifications provide management with a personnel tool usable in a variety of decisions requiring personnel action:

- (1) Class specifications are an essential part of the Transit District's classification and salary plan. This plan serves as a guide enabling all positions to be more equitably compensated or given more equal treatment in other personnel decisions.
- (2) They identify job skills required and define promotional patterns thereby serving as a recruiting aid in selecting properly qualified personnel.
- (3) They provide information necessary in analyzing training needs and in developing a training program.
- (4) They define promotional patterns thereby assisting administrators in adjusting their management of human resources to meet replacement of personnel lost through attrition or to meet the demands of changing conditions.
- (5) They give a better overall understanding of the purpose, functions, and structure of the Southern California Rapid Transit District for those within, as well as those outside of the Transit District.
- (6) They provide a basis for job comparisons with private industry and other public agencies for salary administration purposes.

INTERPRETATION OF CLASS SPECIFICATIONS

CLASS TITLES

The class titles used in the classification plan are to be used as payroll titles and represent a short description of the general type of work done by persons holding positions allocated to the class. They should not be confused with or in any way prevent the proper use of organizational or "working" titles.

DEFINITION

The main purpose or function of the positions in the class is briefly described here. Most definitions end with "and to do related work as required" to cover emergency or other short term special assignments and to emphasize the fact that the specifications are descriptive and not restrictive.

CLASS CHARACTERISTICS

A broad statement showing the scope and environmental setting of the class. This section may also reflect the special training or proficiency required, flow of work, description of processes used and relationship with other classes, classes supervised by and classes supervised, the working conditions, or other factors which will assist in interpreting the skill level or level of responsibility and in an understanding of the complex, specialized functions performed within the Transit District.

EXAMPLES OF DUTIES

A list of representative or illustrative examples of work performed by incumbents is contained in this section. All duties are not covered, nor is it necessary that incumbents actually perform all duties included.

LICENSE REQUIRED

Incumbent must have any license mentioned here.

DESIRABLE QUALIFICATIONS

The following personal qualification requirements apply to all classes, though not specifically mentioned in the specification:

Good health and freedom from disabling defects and communicable diseases; good physical condition and agility and strength commensurate with the duties of the class; honesty; sobriety; industry; initiative; resourcefulness; dependability; good judgment; good moral character and reputation; loyalty; and other related qualities.

The education and experience patterns represent desirable recruitment qualifications. The District should attempt to maintain these desirable experience and educational qualification patterns in recruiting and selecting staff in the future. However, lesser qualifications may be considered, if necessary, should it be decided that the applicant could, at least, adequately perform the job. Allowable substitutions of education for experience or experience for education are stated in appropriate specifications.

The education and experience requirements normally are divided into two patterns:

Either I (Promotional Pattern)

Experience

The first section is specifically a promotional pattern for those applying from within the Transit District. This experience requirement has been established so that the greatest number of potentially qualified persons could apply for the vacant position.

and

Education

No educational requirements are shown if they are the same as the requirements of those classes eligible for the position under Section I (Promotional Pattern).

The educational requirement is included under Section I (Promotional Pattern) (1) where there is no basis for determining what education the candidate is likely to have and, (2) if the requirement is distinct in some way from the position requirements of those eligible for the promotional position.

Or II (Open Pattern)

This is the education and experience pattern representing desirable qualifications of applicants not presently employed by the Transit District. Since it is assumed that there probably will be a lack of familiarity with the procedures, structure and functions of the Transit District organization, the requirements may be more extensive and specific than those of Section I to compensate partially for this lack.

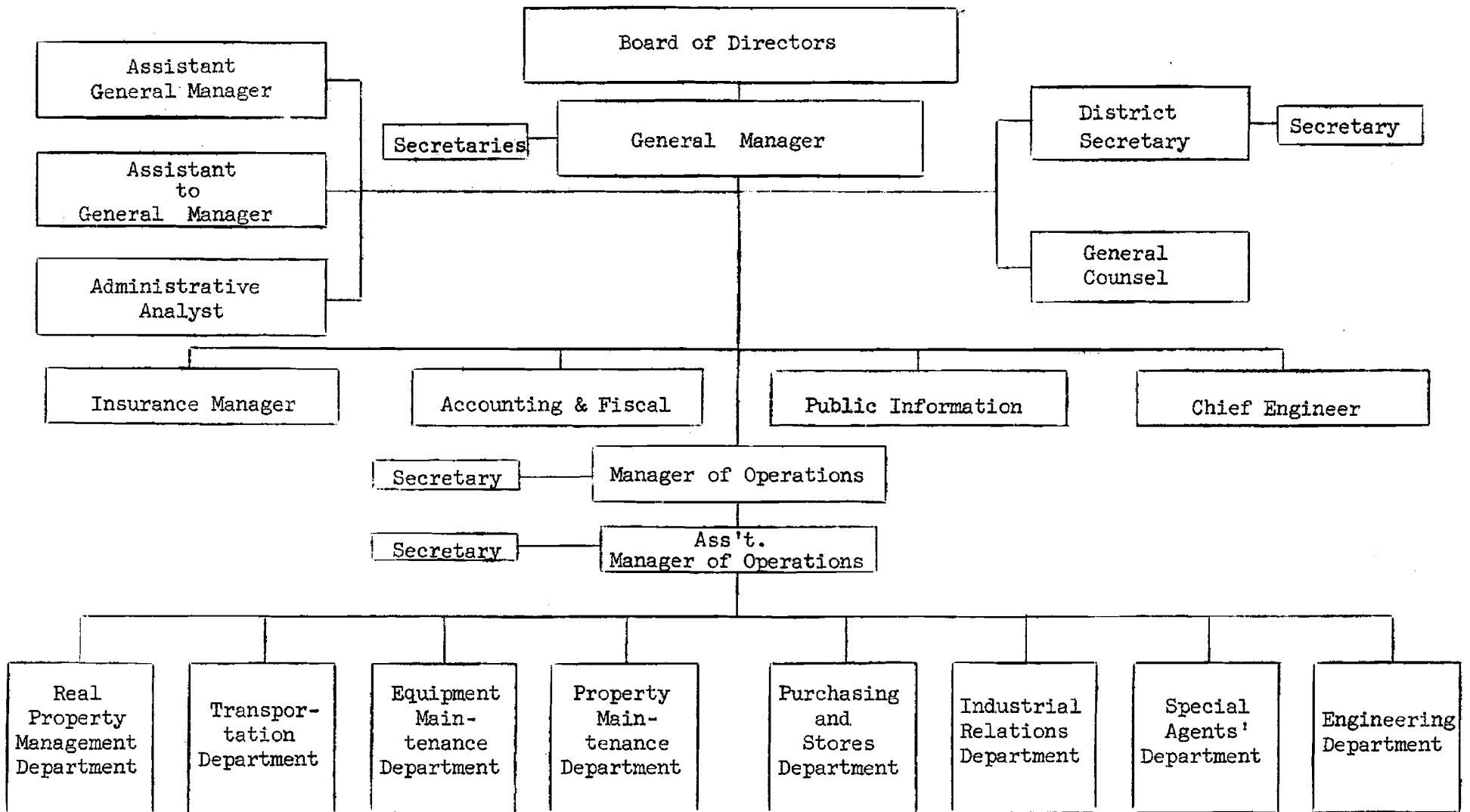
and

Education

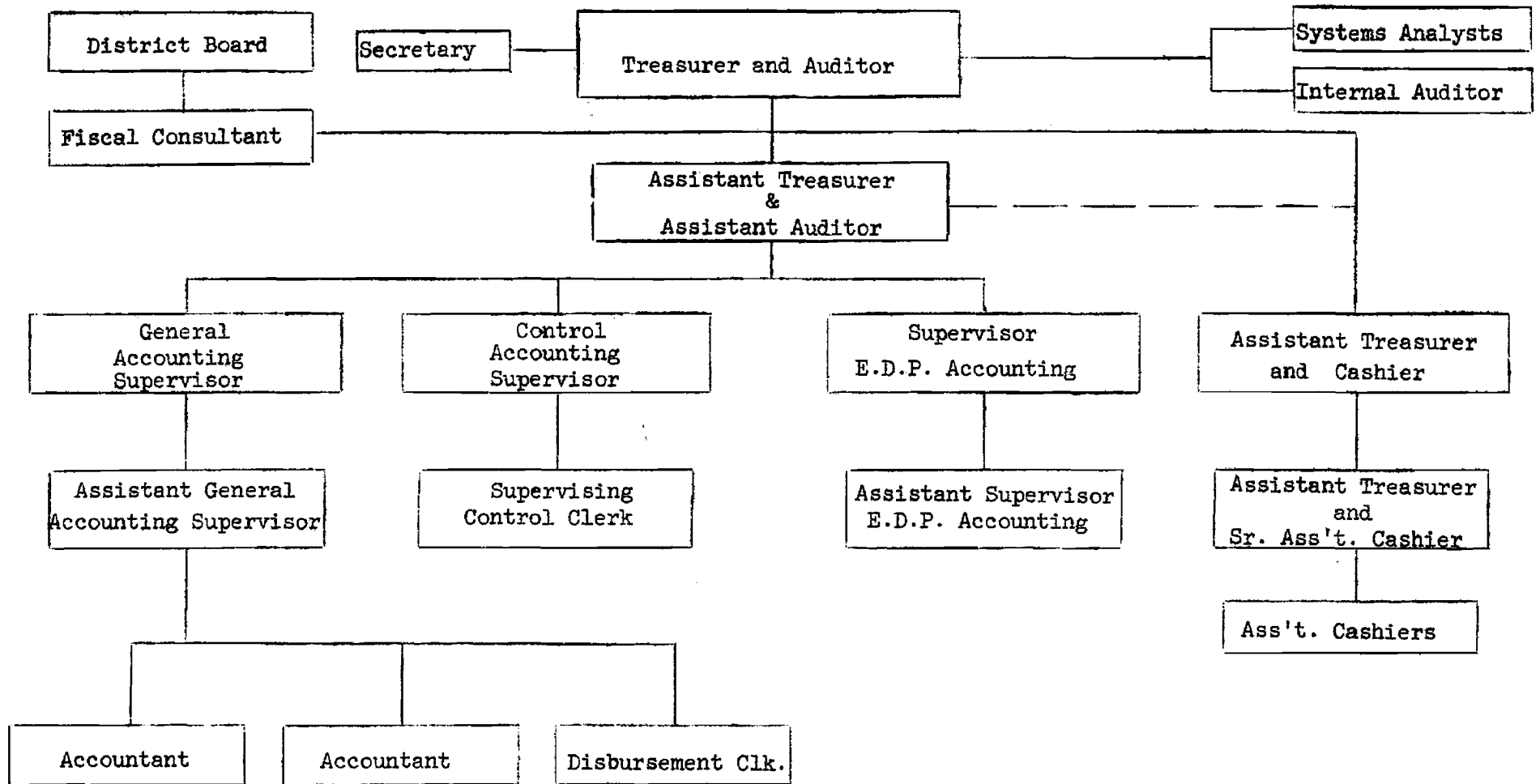
Candidates should have the education indicated, or may substitute additional education for experience or experience for education as provided.

Special Requirements

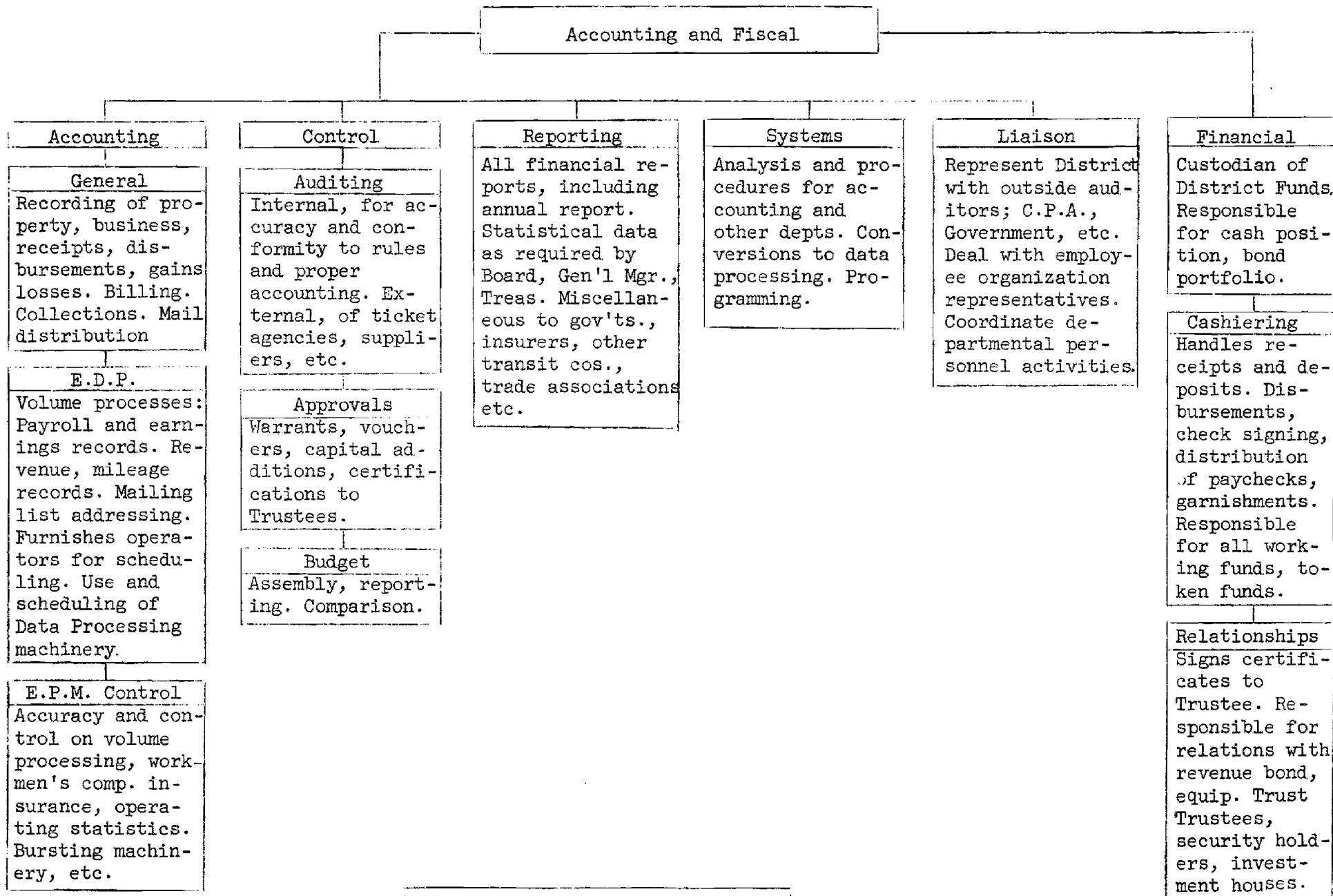
Although a Special Requirements section is not typically a part of the format of the class specification, it is included as the last part to indicate physical requirements and special knowledges and abilities where required for the job.



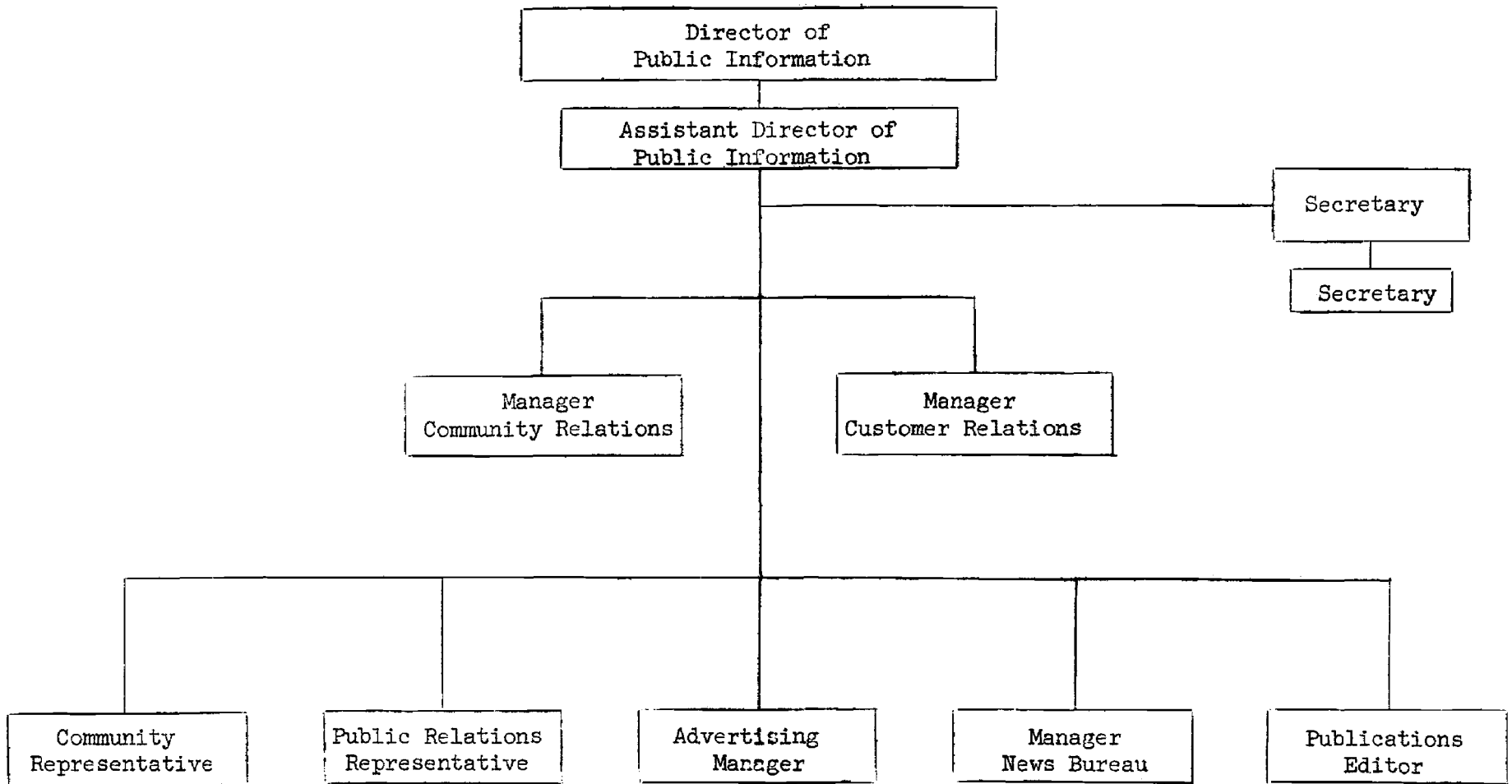
Organization Chart
Administration Department
September 1965



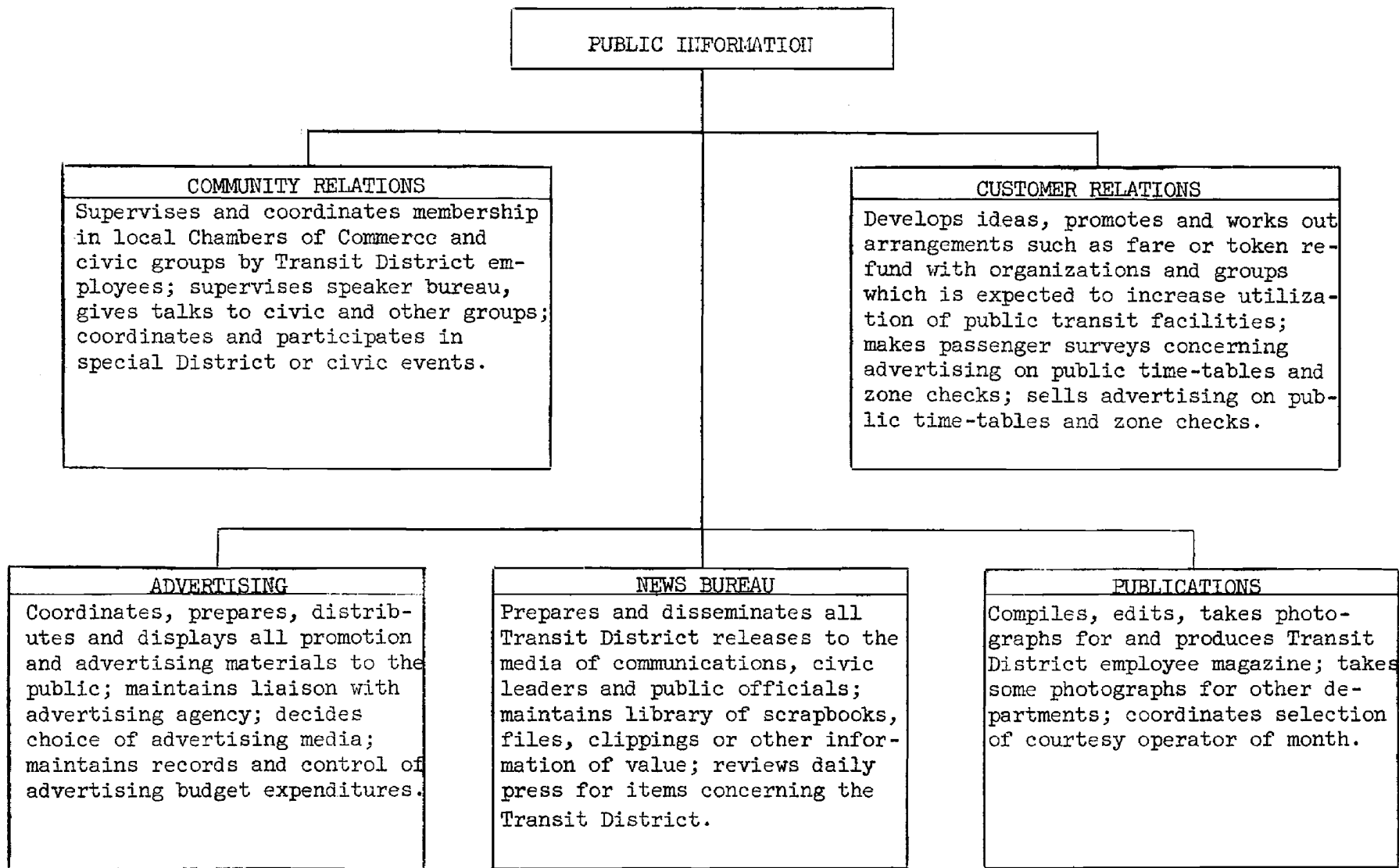
Organization Chart
Accounting and Fiscal Dept.
September 1965



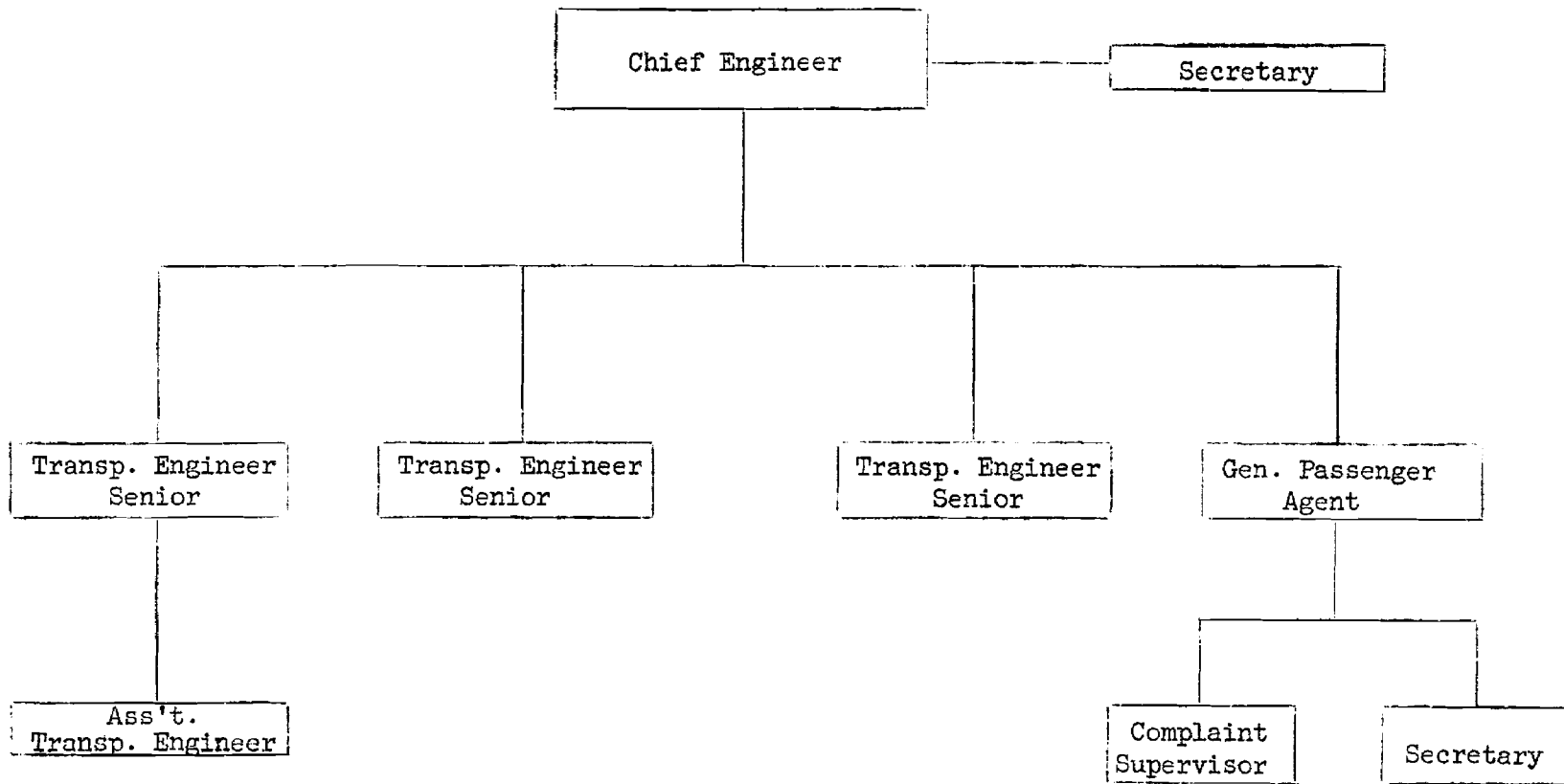
Functional-Descriptive Chart
Accounting and Fiscal Department
November 1965



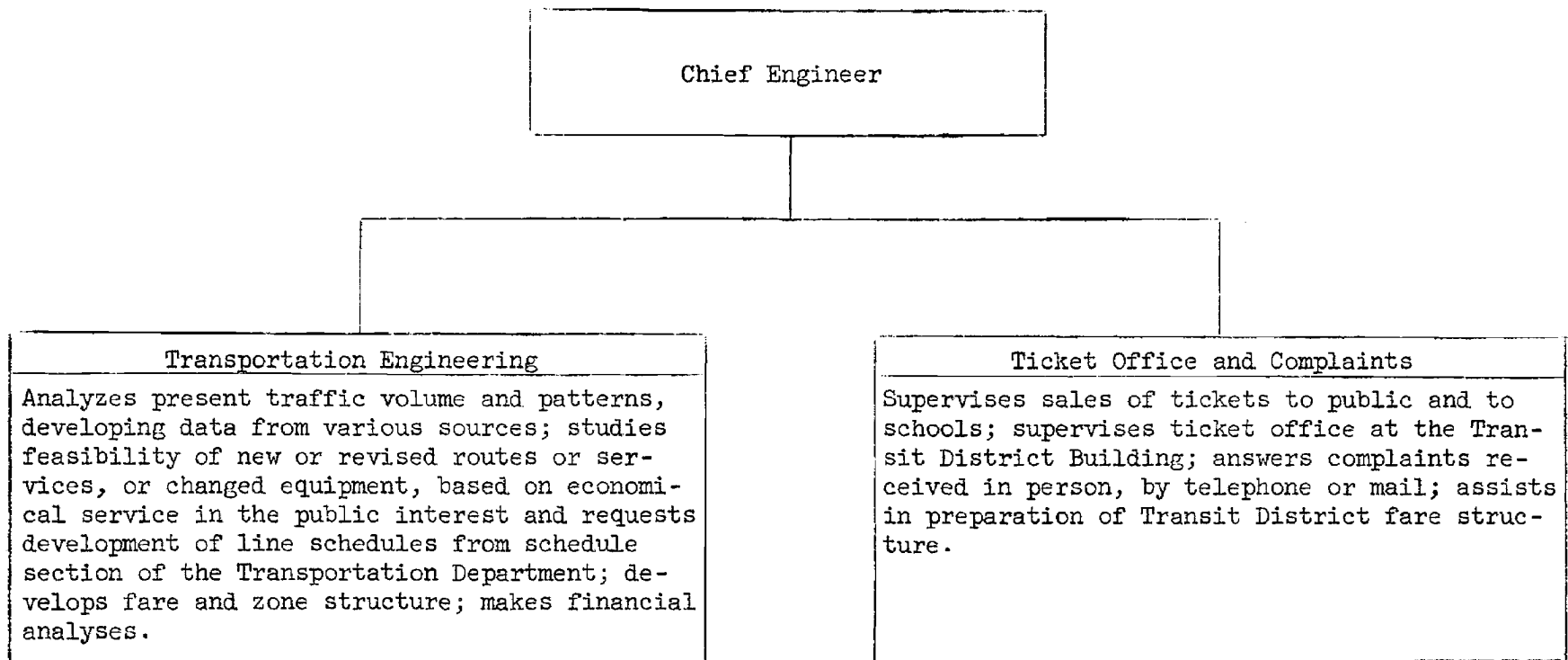
Organization Chart
Public Information Department
January, 1966



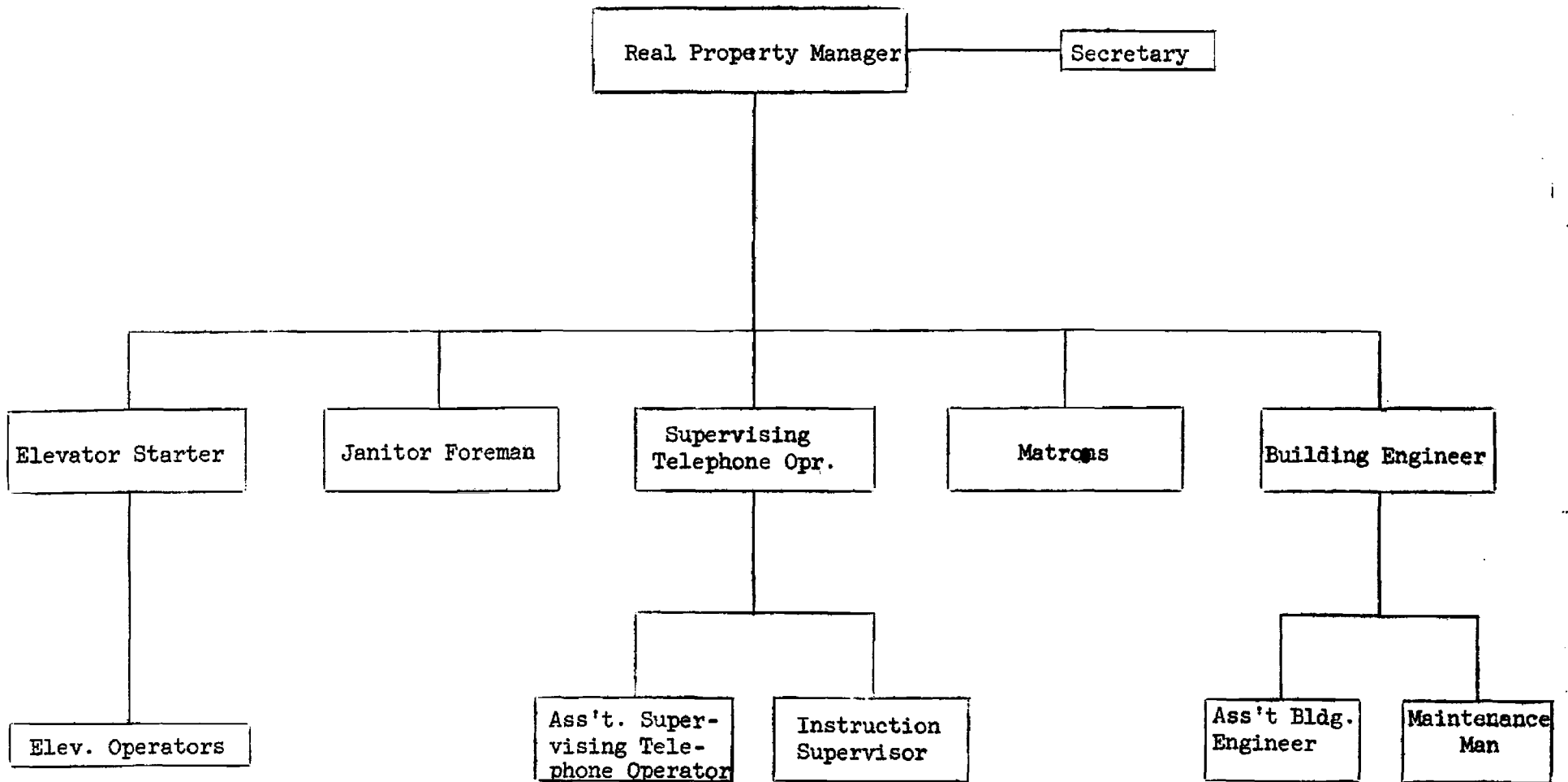
SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT	
Functional-Descriptive Chart	
PUBLIC INFORMATION	
Number 4B	September 1965



Organization Chart
 Office of Chief Engineer
 November 1965



Functional-Descriptive Chart
Office of the Chief Engineer
November, 1965



Organization Chart
 Real Property Management Dept.
 November 1965

Real Property Manager

Manages Transit District property including building services; handles or coordinates property leases, appraisals, purchases, or sales.

Elevator Service

Provides Elevator service in the Transit District Building.

Janitor Service

Provides cleaning service to the Transit District Building and the Main Street Station.

Telephone and Information Service

Receives all incoming calls to Transit District; relates transit vehicle schedule information to the public; records long distance calls.

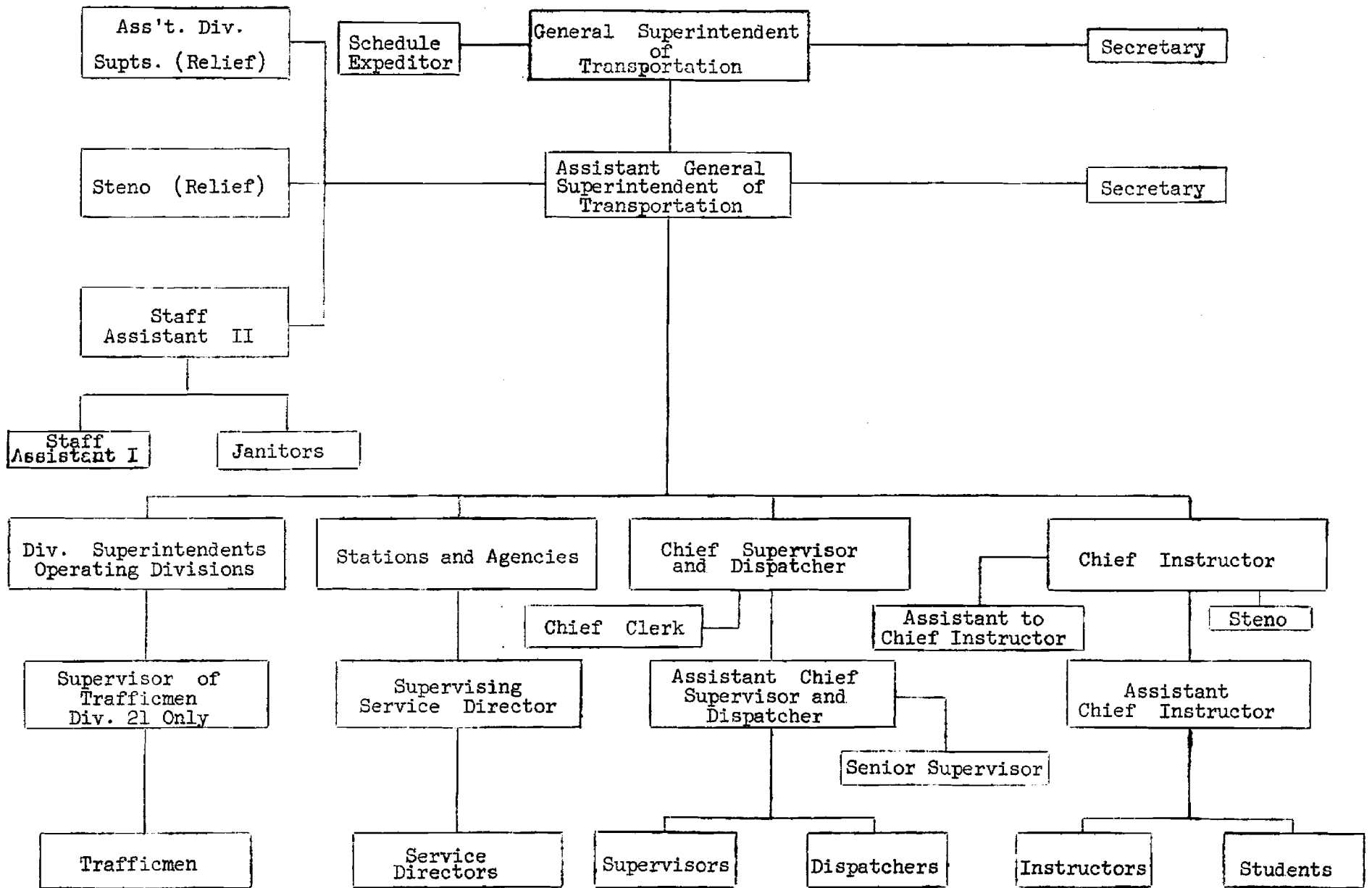
Matrons

Maintains ladies' lunch room and rest rooms; makes, serves, and distributes coffee in the Transit District Bldg.

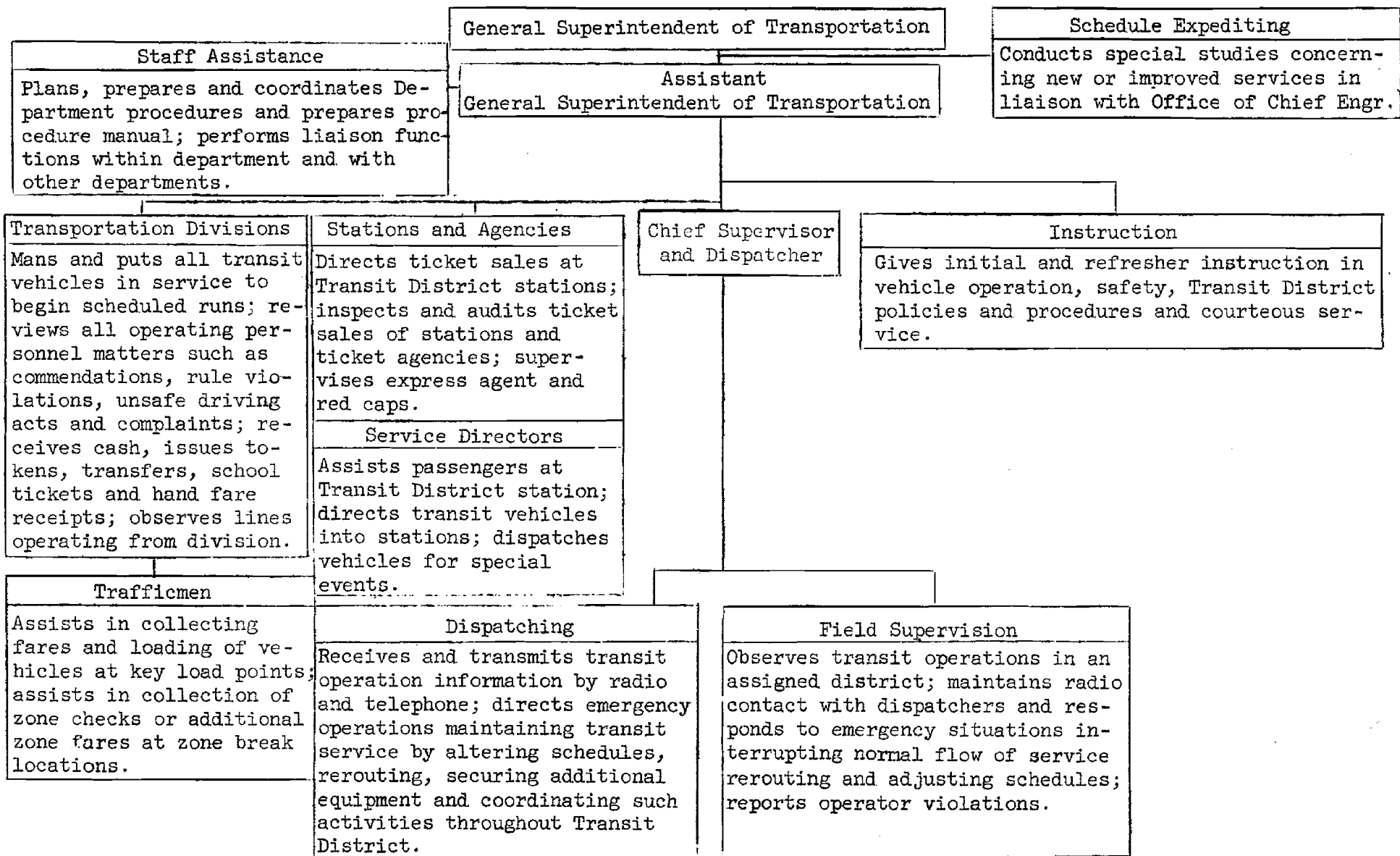
Building Engineer

Maintains steam power, heating, elevators and other utility services in Transit District Building and the Main St. Station.

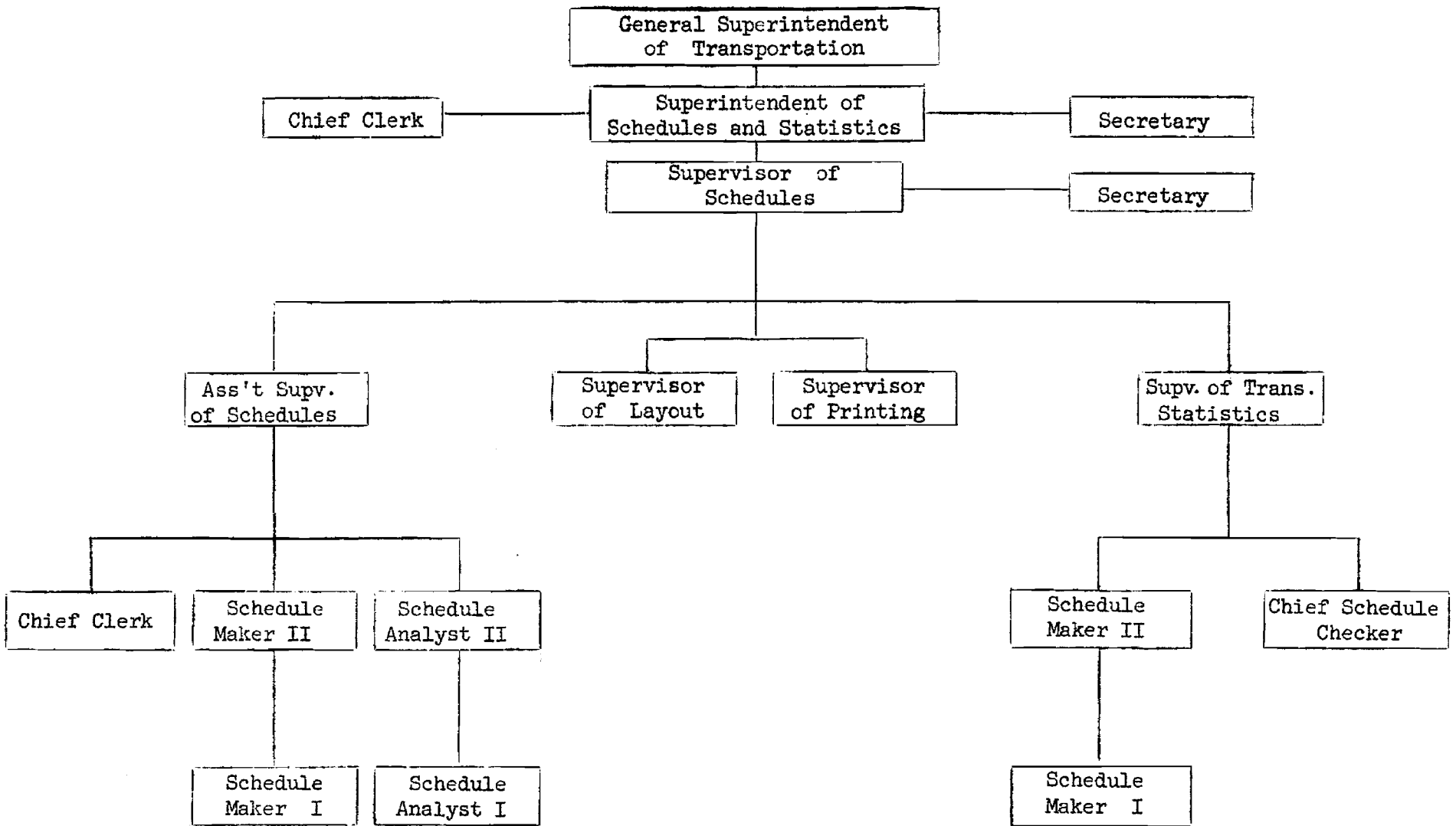
Functional-Descriptive Chart
Real Property Management Dept.
November, 1965



Organization Chart
 Transportation Department 1
 September 1965



Functional-Descriptive Chart 1A
Transportation Department
November, 1965



Organization Chart
 Transportation Department 1A
 September 1965

General Superintendent
of Transportation

Superintendent of
Schedules and Statistics

Supervisor of Schedules

Scheduling

Prepares operational and other subsidiary schedules and timetables for all transit vehicles of the Transit District; prepares schedule materials for electronic data processing; prepares punched cards, and processes through tabulating machine.

Supervisor of Layout

Preparation of schedule material and timetables for layout and varityping, sending final layout to the print shop; performs layout and varityping service for all other departments; arranges for distribution of printed material.

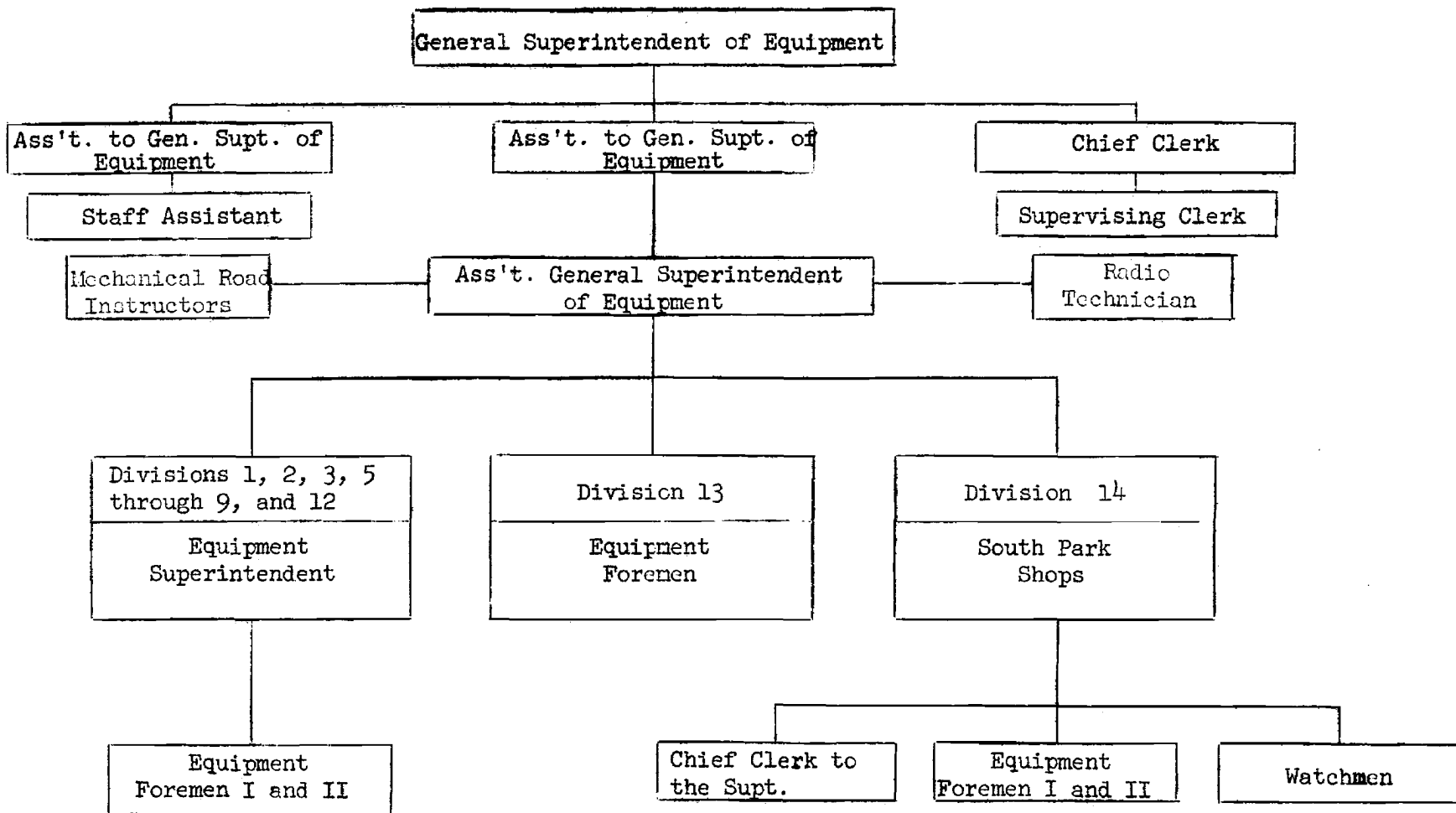
Supervisor of Printing

Production of time schedules, operators work assignments, forms and other printed matter for all departments mailing and or storage of printed material to proper destinations.

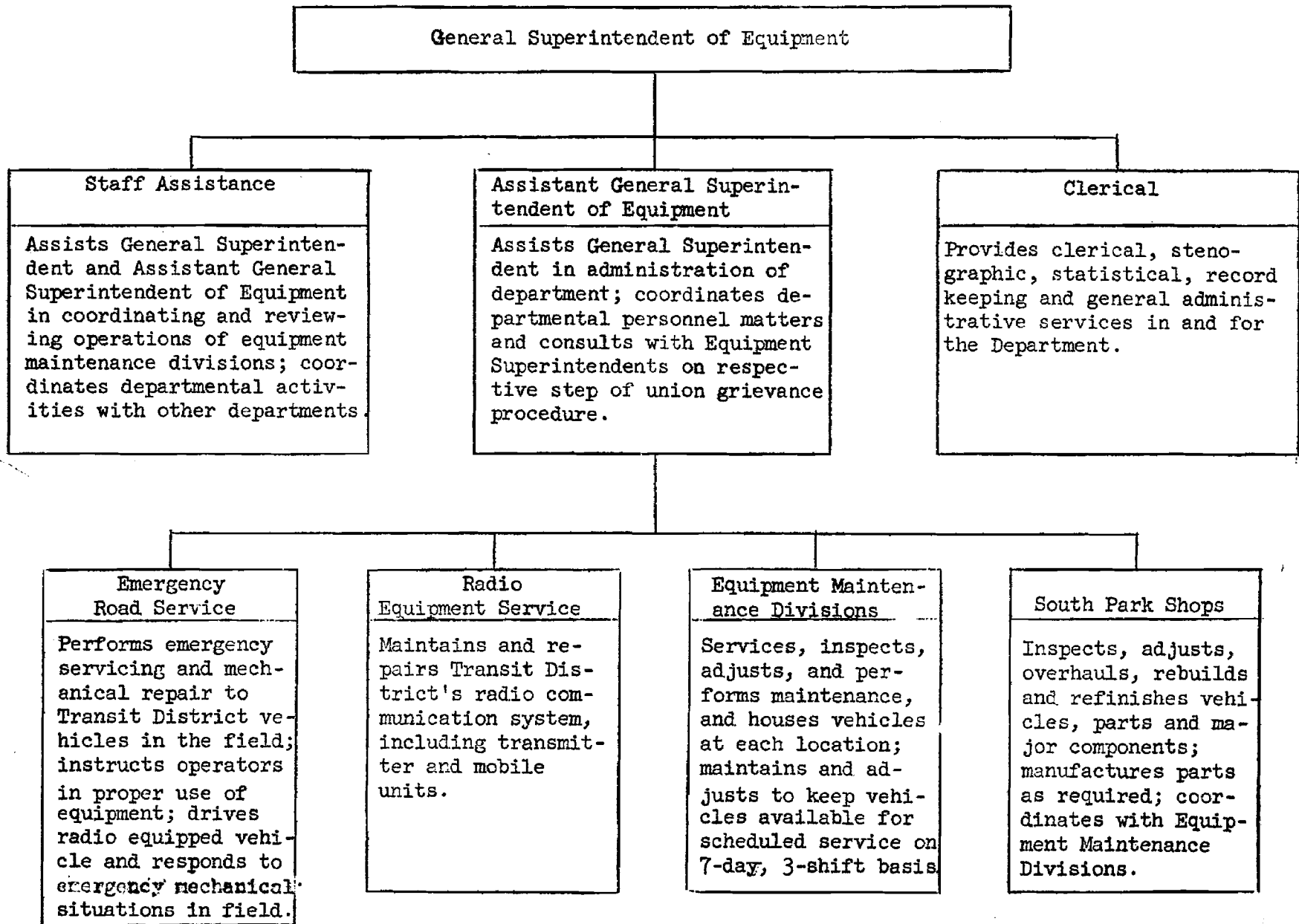
Transportation
Statistics

Assembles, analyzes and interprets data concerning Transportation Department Transit District; prepares charts, tables, diagrams and reports; conducts passenger checks and other surveys concerning Transit District operations.

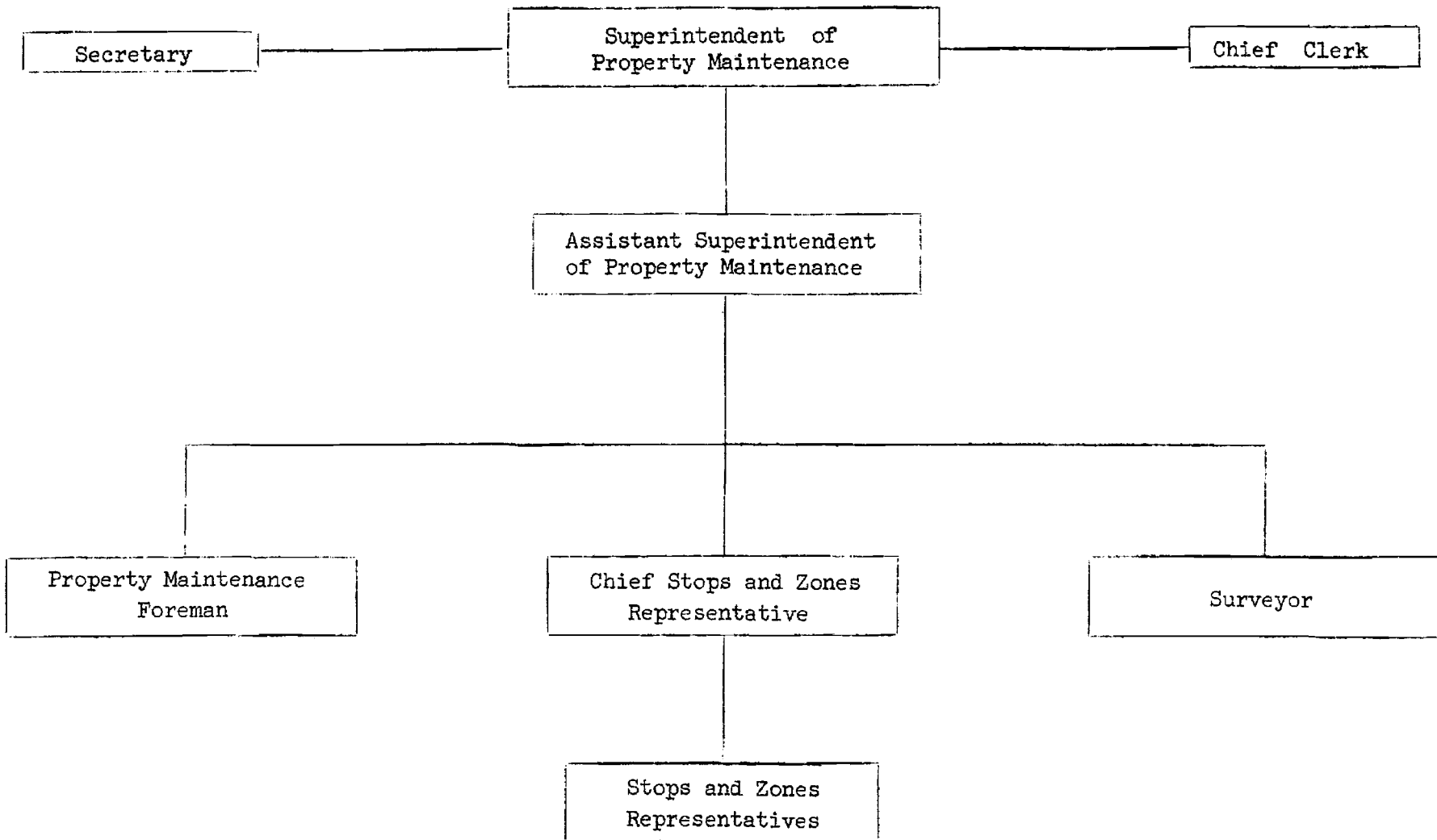
Functional-Descriptive Chart 2A
Transportation Department
September 1965



Organization Chart
 Equipment Maintenance Department
 September, 1965



Functional-Descriptive Chart
Equipment Maintenance Department
September, 1965



Organization Chart
Property Maintenance Department
September, 1965

Superintendent
of
Property Maintenance

Assistant Superintendent
of
Property Maintenance

Assists in supervising the work of the Property Maintenance Department, inspects completed projects; coordinates, plans, or designs work to be completed; reviews and recommends bidders to Purchasing and Stores Department on contracted projects, supervises phone and other utility installations or relocations.

Property Maintenance

Performs maintenance, new construction, and repairs on Transit District facilities, including carpentry and cabinet making, plumbing, painting, glass repair, and installation, concrete work, roof repairs posting bus signs and demolition work.

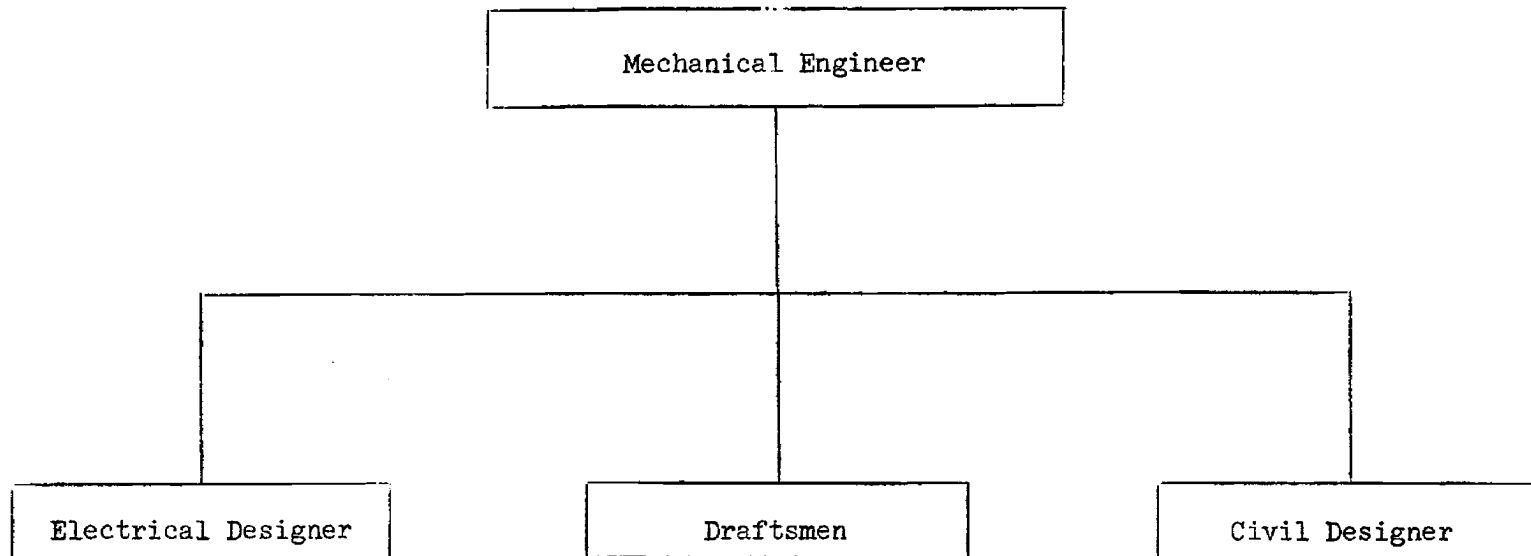
Stops and Zones

Represents the Transit District in the relocation or establishment of transit vehicle stops and zones.

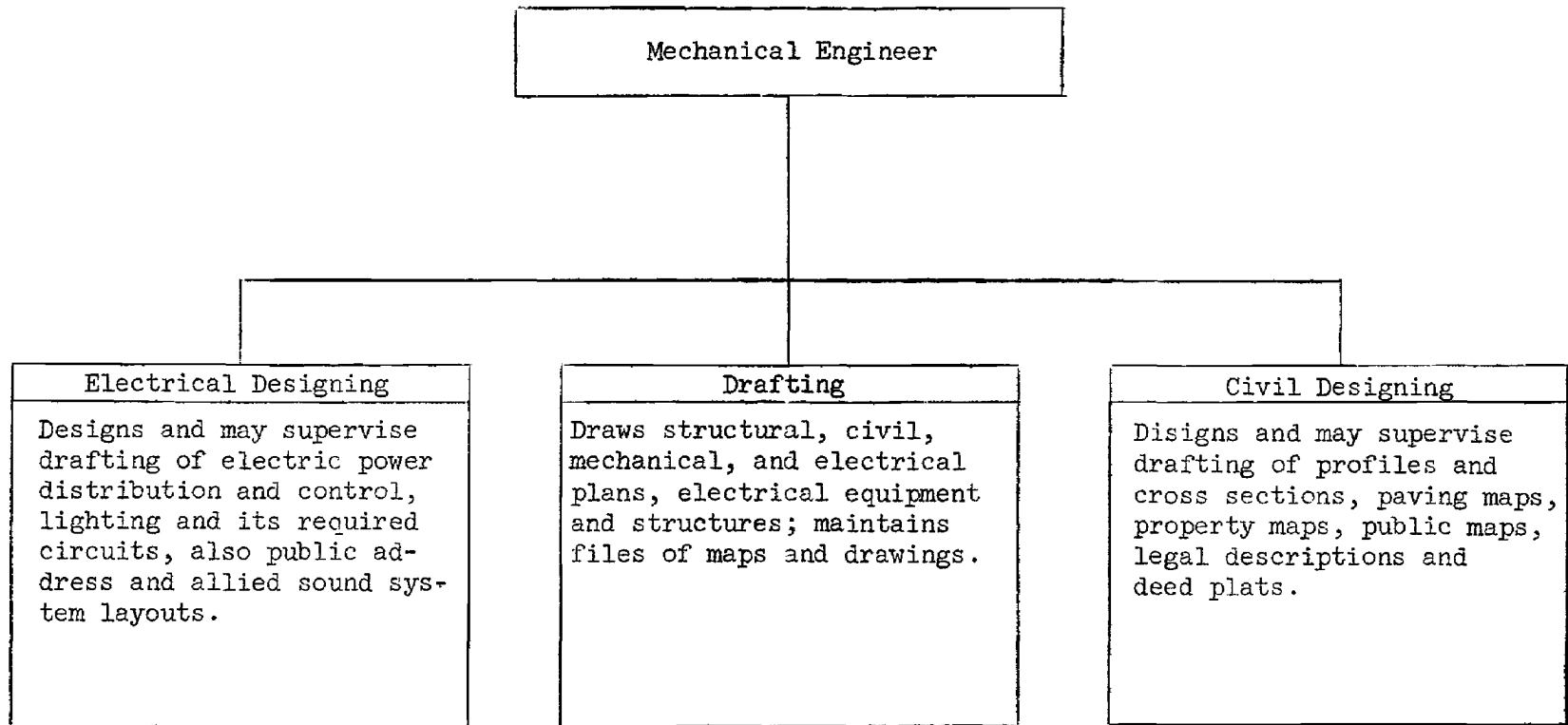
Surveying

Performs land surveys of all transit District property, on potential purchases, sales, or new construction. Coordinates and provides liaison with other public agencies on projected public improvement projects which would affect present or future transit service.

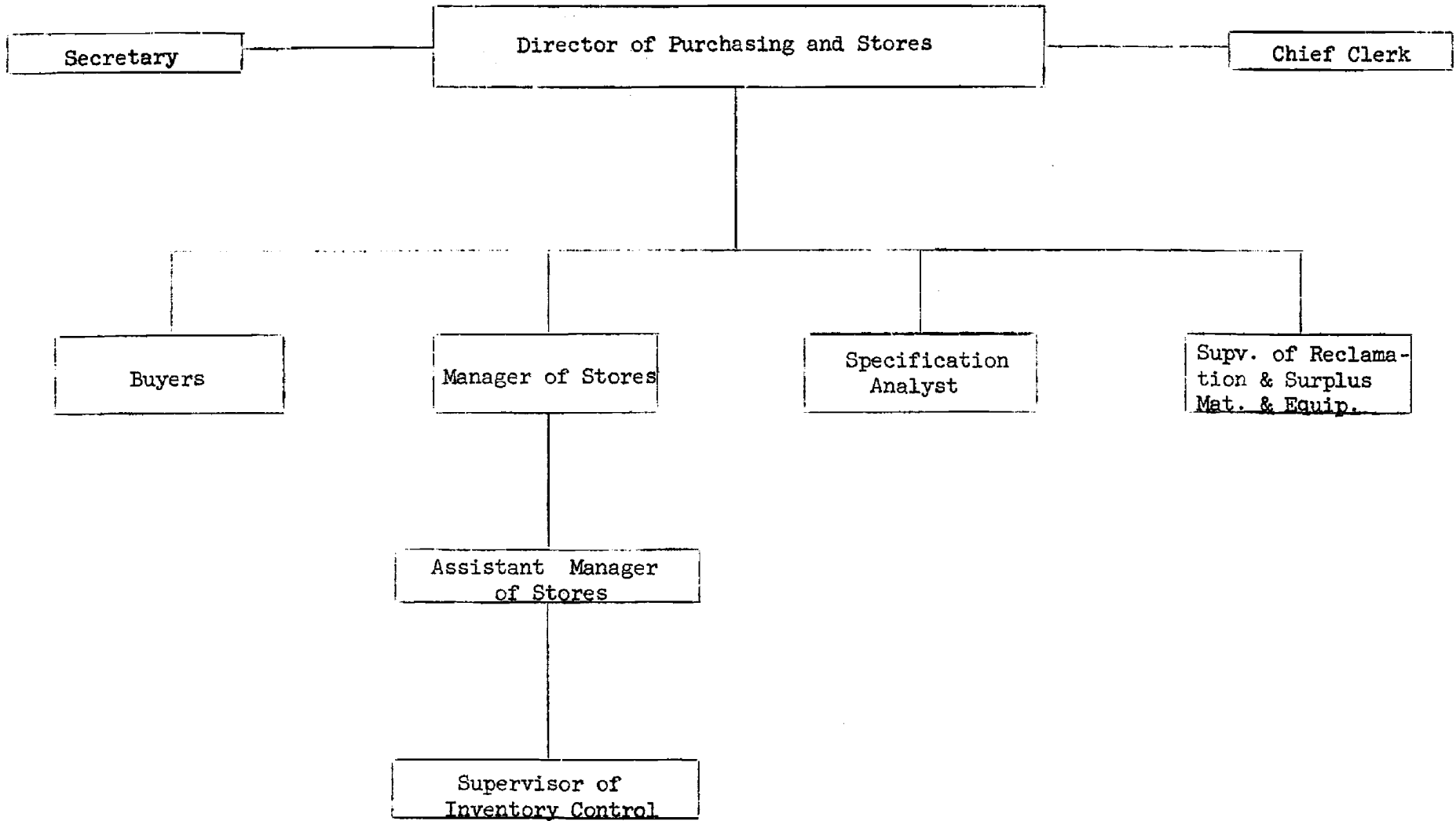
Functional-Descriptive Chart
Property Maintenance Department
September 1965



Organization Chart
Mechanical Engineering Department
September, 1965



Functional-Descriptive Chart
Mechanical Engineering Department
September, 1965



Organization Chart
 Purchasing & Stores Dept.
 September, 1965

Director of
Purchasing and Stores

Chief Clerk

Provides clerical and general administrative services for department; prepares and files bid requests, purchase orders and contracts.

Buying

Arranges for economical and adequate purchase of all goods and services for the Transit District using established procedures, policies, and item specifications as guides; maintains liaison with vendors; develops sources of supply for all materials; processes and administers all phases of sales activities of excess materials.

Stores

Requisitions, receives, accepts audits, warehouses, and issues materials and parts of all types throughout the Transit District; maintains predetermined stock levels to meet needs; receives, classifies and disposes of scrap materials.

Specifications

Reviews, develops and revises specifications and standards for materials and equipment purchased for the Transit District; maintains liaison with Department Heads for development of specifications.

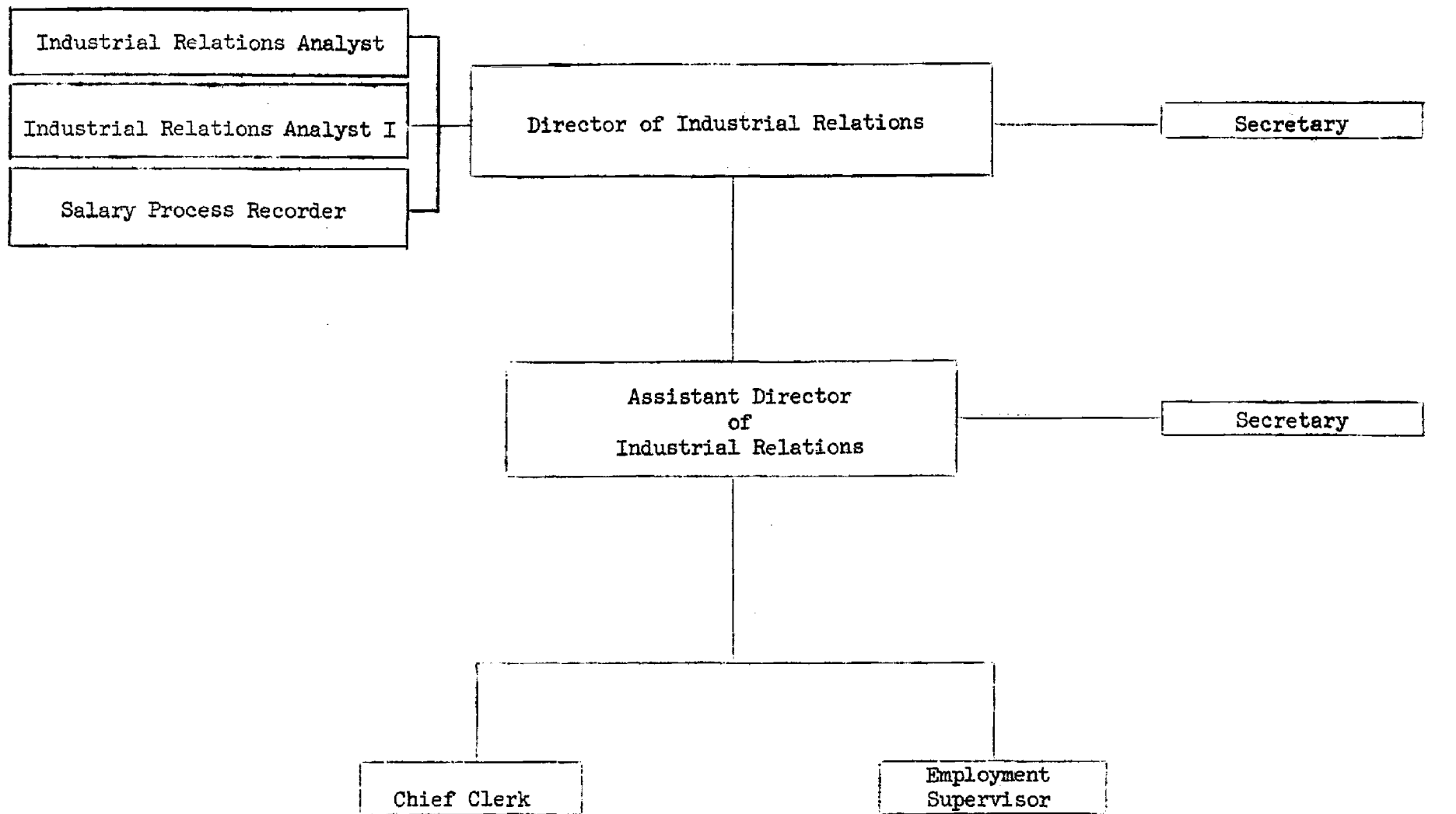
Reclamation & Surplus

Supervises program that will obtain maximum utilization of surplus material and equipment; maintains inventories of physical assets that have been or soon will be capitalized; maintains fire insurance inventory.

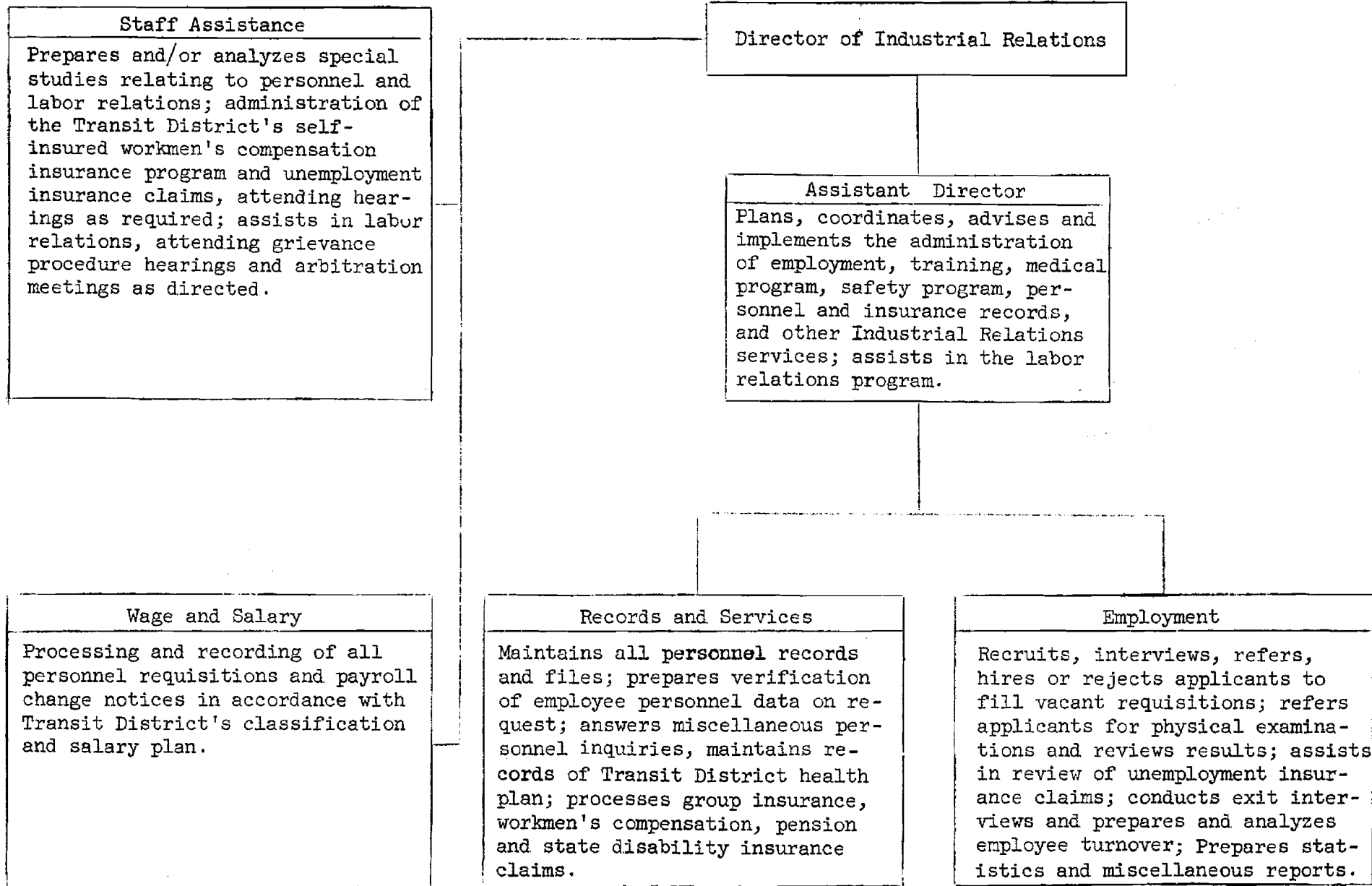
Inventory Control

Maintains records of inventory, location, usage, and stock status for all storerooms and materials; processes requisitions from store rooms prior to release to Buying; posts prices to control cards and calculates average prices for inventory purposes; utilizes addressograph machines for addressing materials for other departments.

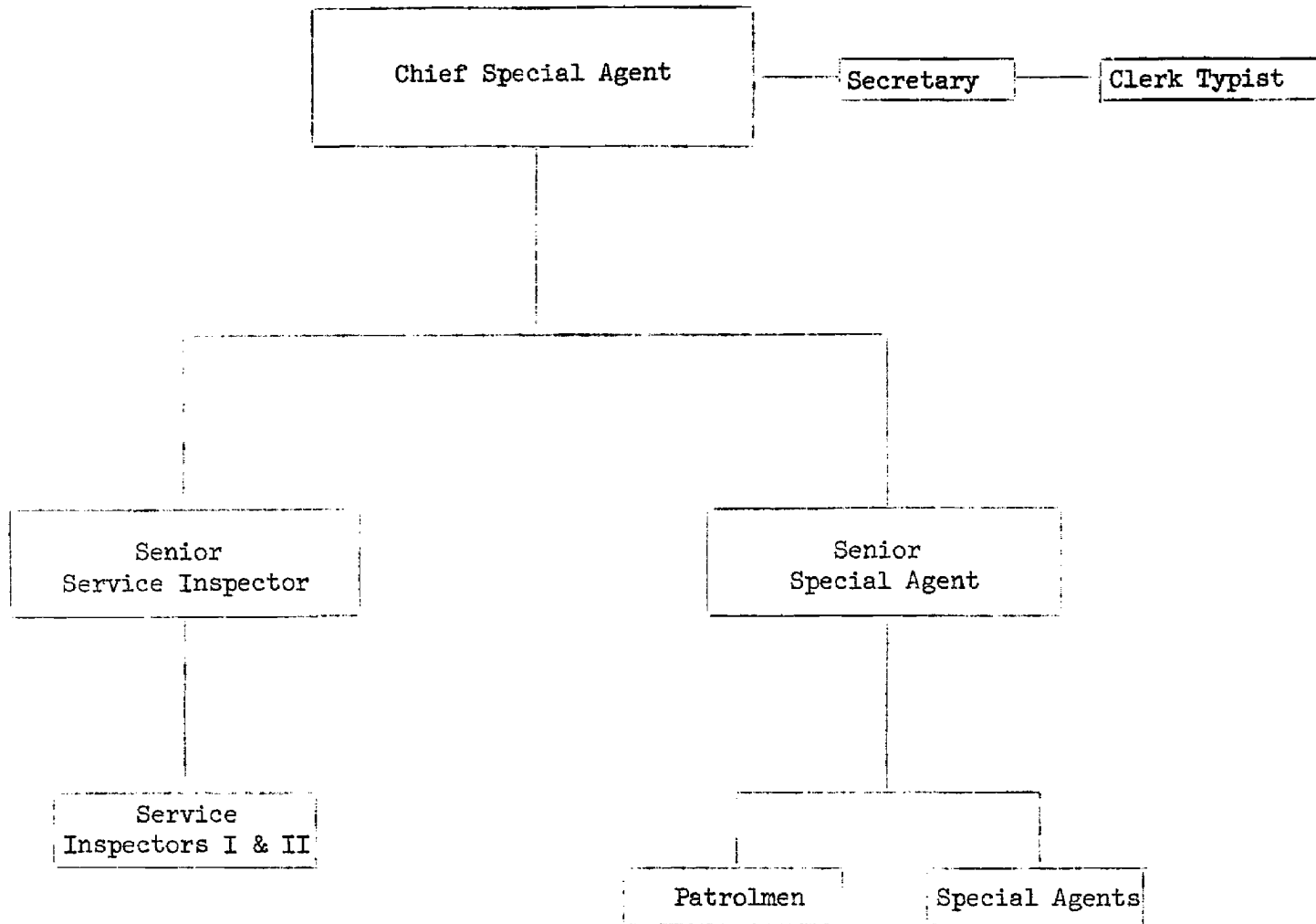
Functional-Descriptive Chart
Purchasing and Stores Dept.
September 1965



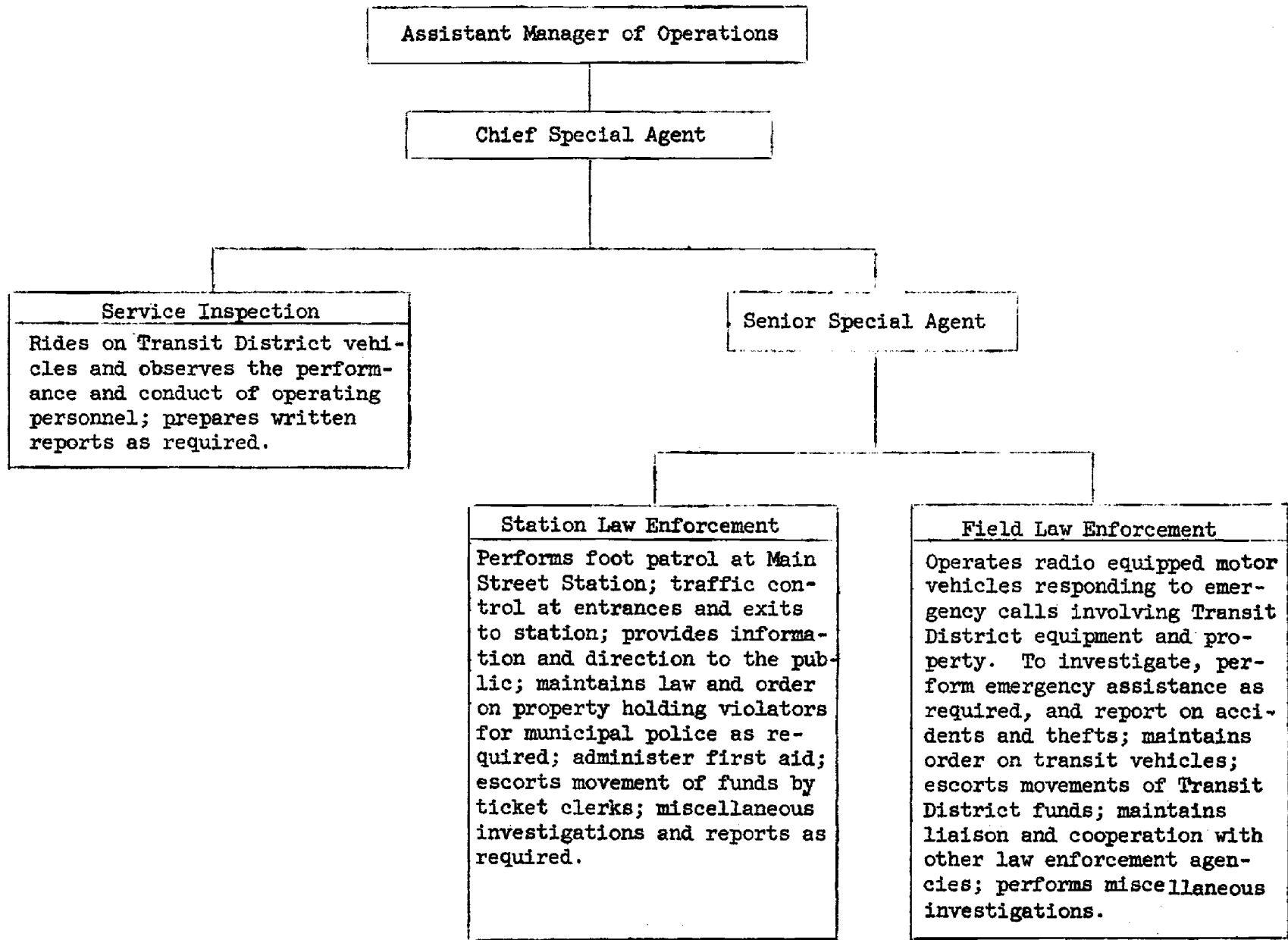
Organization Chart
Industrial Relations Department
September 1965



Functional-Descriptive Chart
Industrial Relations Dept.
September, 1965



Organization Chart
Special Agents and Protection Dept.
September 1965



Functional-Descriptive Chart
Special Agents Department
September, 1965

ALPHABETICAL LIST OF CLASSES

Accountant	Chief Instructor
Accounting Systems Analyst I	Chief Schedule Checker
Accounting Systems Analyst II	Chief Special Agent
Administrative Analyst	Chief Stops and Zones Representative
Advertising Manager	Chief Supervisor and Dispatcher
Assistant Building Engineer	Civil Designer
Assistant Cashier	Community Representative
Assistant Chief Instructor	Complaint Supervisor
Assistant Chief Supervisor and Dispatcher	Control Accounting Supervisor
Assistant Director of Industrial Relations	Director of Industrial Relations
Assistant Director of Public Information	Director of Purchasing and Stores
Assistant Division Superintendent (Transp.)	Disbursement Clerk
Assistant General Accounting Supervisor	Dispatcher
Assistant General Superintendent of Equipment	Division Clerk
Assistant General Superintendent of Transp.	Division Superintendent (Transportation)
Assistant Manager of Stores	Draftsman I
Assistant Superintendent of Property Maint.	Draftsman II
Assistant Supervising Telephone Operator	Electrical Designer
Assistant Supervisor E.D.P. Accounting	Elevator Operator
Assistant Supervisor of Schedules	Elevator Starter
Assistant Supervisor of Transportation Stat.	Employment Supervisor
Assistant to the Chief Instructor	Equipment Foreman I
Assistant to the General Supt. of Equipment	Equipment Foreman II
Assistant Treasurer and Assistant Auditor	Equipment Superintendent I
Assistant Treasurer and Cashier	General Accounting Supervisor
Assistant Treasurer and Senior Ass't. Cashier	General Passenger Agent
Building Engineer	General Superintendent of Equipment
Buyer	General Superintendent of Transportation
Chief Clerk	Industrial Relations Analyst
Chief Clerk to the Superintendent	Industrial Relations Analyst I

Instructor	Senior Special Agent
Instructor-Supervisor	Senior Supervisor and Dispatcher
Insurance Manager	Service Inspector I
Internal Auditor	Service Inspector II
Janitor Foreman	Special Agent
Maintenance Man	Specification Analyst
Manager Community Relations	Staff Assistant
Manager Customer Relations	Staff Assistant I
Manager News Bureau	Staff Assistant II
Manager of Stores	Stops and Zones Representative
Matron	Superintendent of Property Maintenance
Mechanical Engineer	Superintendent of Schedules and Statistics
Mechanical Road Instructor	Supervising Clerk
Patrolman	Supervising Telephone Operator
Property Maintenance Foreman	Supervisor
Publications Editor	Supervisor E.D.P. Accounting
Radio Technician	Supervisor of Inventory Control
Real Property Manager	Supervisor of Layout
Salary Process Recorder	Supervisor of Print Shop
Schedule Analyst I	Supervisor of Reclamation and Surplus
Schedule Analyst II	Material and Equipment
Schedule Expediter	Supervisor of Schedules
Schedule Maker I	Supervisor of Trafficmen
Schedule Maker II	Supervisor of Transportation Statistics
Secretary I	Surveyor
Secretary II	Transportation Engineer - Assistant
Secretary III	Transportation Engineer - Associate
Secretary IV	Transportation Engineer - Senior
Senior Buyer	Typist Clerk
Senior Matron	Watchman
Senior Service Inspector	

ACCOUNTANT

DEFINITION

Under direction, to maintain accounting records of the Southern California Rapid Transit District; to prepare and assist in the preparation of financial statements and reports; and to do related work as required.

CLASS CHARACTERISTICS

This is the working level class performing technical accounting work requiring the use of independent judgment in accordance with a prescribed accounting system and generally accepted principles of accounting. Positions in this class are supervised by the General Accounting Supervisor. Clerical positions in the department may be supervised.

EXAMPLES OF DUTIES

Assists in establishing and maintaining general ledger accounts and subsidiary ledgers; prepares detailed financial statements and reports, e.g., monthly statements on salary, capital outlay, and maintenance and operation accounts; may assist in preparing and compiling the annual budget; maintains payment records on contracts, utilities, and personal allowances; processes, posts and verifies purchase orders and invoices; maintains records of cash receipts and disbursements; gathers, assembles, tabulates, checks, and files financial data; operates various office machines. Knowledge of property accounts, capital expenditures, and setting up depreciation records, sales and retirements of capital assets. Should be familiar with store department accounting and procedure and time cards for correct operating charge accounts.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as Supervising Clerk or Assistant Cashier or three years as a Clerk,

and

Education:

Graduation from high school supplemented by twelve semester hours of an accounting curriculum.

Or II

Experience:

Three years of increasingly responsible fiscal record keeping experience, preferably including experience in a public agency. (College or university work with specialization or emphasis in accounting may be substituted for two years of the required experience on a year-for-year basis.)

and

Education:

Graduation from high school supplemented by twelve semester hours of an accounting curriculum.

ACCOUNTING SYSTEMS ANALYST IDEFINITION

Under general direction, to plan, develop and implement effective and efficient methods, forms and procedures for performance of the accounting and fiscal functions at all organizational levels; to study and evaluate existing manual and mechanical accounting processes; to plan and to write, test and install programs to be performed by electronic data processing and tabulating equipment; and to do related work as required.

CLASS CHARACTERISTICS

Personnel in this class share responsibility by delegation for the quality and propriety of the accounting systems, including the accounting forms, methods, procedures, etc. The individuals assigned to this position are proficient in general accounting and audit control procedures and qualified in electronic data processing and methods programming. Incumbents perform duties similar to those of an Accounting Systems Analyst II and frequently reports directly to the Auditor on subject matter with which they are concerned.

EXAMPLES OF DUTIES

Contributes to the development and implementation of manual and machine accounting procedures, forms, systems, audit controls, instruction and training; prepares programs for electronic data processing for the Accounting and Fiscal Department and other departments. As assigned, makes evaluation studies instrumental in the selection of accounting materials and equipment; may represent the Auditor in inter-departmental and other activities pertaining to accounting systems and electronic data processing; studies systems and procedures of other departments for the purpose of assisting in the preparation of data and reports for electronic data processing; performs special accounting assignments.

DESIRABLE QUALIFICATIONSEither IExperience:

One year of experience with the Southern California Rapid Transit District as an Internal Auditor or two years as an Accountant,
and

Education:

High school graduation plus successful completion of adequate data processing and programming courses plus a course in Systems and Procedures,

Or IIExperience:

Six months of technical experience in the development of procedures, forms, systems, and programming for conversion of work processes to electronic data processing, and one year of responsible professional accounting or auditing experience,
and

Education:

Equivalent to college graduation with minimum of one semester courses in elementary and advanced accounting, auditing, cost accounting, and Systems and Procedures, supplemented by data processing courses. (Additional qualifying experience in the programming of accounting materials by electronic data processing equipment may be substituted for the required college education on the basis of six months' experience being equivalent to one year of education up to a maximum of two years.)

ACCOUNTING SYSTEMS ANALYST II

DEFINITION

Under general direction of the Auditor, to participate in the initial planning of effective methods, forms and procedures, for accounting and fiscal functions, and to write difficult and complex programs for accounting and other department projects for processing by electronic data processing machines and related equipment; to study and evaluate existing manual and mechanical accounting processes; and to do related work as required.

CLASS CHARACTERISTICS

Responsibility for accounting systems programming for electronic data processing is required of this class. Personnel assigned to this position are qualified in general accounting procedures and electronic data processing and methods programming, and it is their function to assist the Accounting Department and other Transit District departments in analyzing and preparing data for conversion for electronic data processing. The incumbent reports directly to the Auditor and supervises one position in the class of Accounting Systems Analyst I.

EXAMPLES OF DUTIES

Primarily responsible for programs for electronic data processing for the accounting and other departments of the Transit District. Outlines essential operations to be performed from initial states to completion of job; develops detailed flow charts; responsible for system flexibility, better machine utilization and more dependable results; prepares operating instructions for machine operators; may train personnel in console operation; as assigned studies systems and procedures of other departments for the purpose of assisting in the preparation of data and reports usually by electronic data processing.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as an Accounting Systems Analyst I.

Or II

Experience:

Three years of progressively responsible experience in accounting systems, forms, and procedures, including programming accounting and other data processing applications for electronic data processing equipment,

and

Education:

Equivalent to graduation from college with minimum of one semester courses in elementary and advanced accounting, auditing and cost accounting, supplemented by a background of data processing courses, and a course in Systems and Procedures. Additional experience in Accounting Systems Programming may be substituted on the basis of one year being equivalent to 2 years education for not more than 2 years of the required college education.

ADMINISTRATIVE ANALYST

DEFINITION

Under direction, to assist the General Manager of the Transit District by performing varied analytical and administrative tasks; and to do related work as required.

CLASS CHARACTERISTICS

The incumbent performs administrative and staff work for the General Manager as assigned, which includes the preparing of reports, the development of procedures and other functions which will be of general administrative assistance. In performing these duties he works with other staff positions, department heads, members of the Board of Directors, and with representatives of other agencies. The incumbent is responsible for independently obtaining and analyzing information and preparing reports and recommendations for consideration by the General Manager.

EXAMPLES OF DUTIES

Assists the General Manager by relieving him of administrative detail; makes special studies and investigations and prepares administrative reports; makes studies and evaluations of operating programs and procedures and assists in the installation of new programs and procedures; develops criteria on which to evaluate the personnel needs, operating effectiveness, and budgetary requirements; prepares and revises manuals of procedures; cooperates with other agencies, groups and individuals in connection with the coordination of departmental activities; acts as staff in coordinating meetings for Committees of the Board of Directors; studies proposed legislation and advises the General Manager regarding its possible effect on the Transit District's programs; on occasion represents the Transit District at conferences, meetings, and legislative hearings; attends meetings and may present reports and recommendations to the District Board; addresses interested groups; dictates correspondence and prepares reports.

DESIRABLE QUALIFICATIONS

Experience:

Two years of experience performing administrative analysis functions for an administrator or two years of experience in an administrative or managerial capacity in an organization having at least 200 persons,

and,

Education:

Equivalent to graduation from college.

ADVERTISING MANAGER

DEFINITION

Under direction, to assist in creating and developing an advertising and sales promotion program for the Southern California Rapid Transit District; and to do related work as required.

CLASS CHARACTERISTICS

The Advertising Manager creates and prepares layouts of brochures and maps of the Transit District activities and services for the public use and maintains liaison with advertising agencies under contract. The incumbent in this class reports directly to the Assistant Director of Public Information and works independently on assigned programs, although work is reviewed by his superior. The advertising agency dealt with by the incumbent is contracted for by Transit District bid procedure.

EXAMPLES OF DUTIES

Assists in developing an advertising and sales program to achieve the objectives of the Transit District; creates and prepares copy and layouts for brochures, maps and timetables for public use of Transit District activities and services; maintains liaison with the contracted advertising agency in coordinating the advertising program of the Transit District; assists in deciding choice of advertising media such as car cards, newspapers, radio and other means; maintains liaison with the Transit District and contracted printers for correct layout and typography of materials; coordinates services necessary to procure advertising materials such as banners, printing, and other materials; prepares mailing lists for item distribution; maintains records and control of advertising budget expenditures.

DESIRABLE QUALIFICATIONS

Experience:

One year of experience in advertising work involving graphic art and liaison experience with an advertising department of an organization or with an advertising agency,

and

Education:

Equivalent to graduation from college with specialization in the graphic arts, advertising or marketing. (Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years.)

ASSISTANT BUILDING ENGINEER

DEFINITION

Under general supervision to operate and maintain the Transit District Building and the steam power and heating plant, elevators, and other utility services, such as water, power, gas, ventilation and re rigeration for the Transit District Building; and to do related work as required.

CLASS CHARACTERISTICS

The Assistant Building Engineer assists the Building Engineer in the general operation and maintenance of the Transit District Building and the operation and maintenance of the elevators, steam heating system and other utility services for the Transit District Building..

EXAMPLES OF DUTIES

Assists in the maintenance and repair of the Transit District Building and of the heating, ventilating, refrigeration, and air conditioning systems, including boilers, compressors, pumps, condensers, steam lines, water lines, gas lines, controls and meters; the water, electrical, elevator, heating, and similar equipment; the elevators in the Transit District Building; minor building and building equipment maintenance and repairs such as to walls, doors, windows, locks, electrical fixtures, venetian blinds and furniture; moving of furniture and equipment in and out of and within the Transit District Building; maintains the boiler rooms and related equipment rooms in a clean and orderly condition.

LICENSE REQUIRED

Elevator Operators license - City of Los Angeles

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a maintenance man or in an equivalent position.

Or II

Experience:

One year of experience as a building or stationary engineer or as an elevator maintenance man,

and

Education:

Equivalent to graduation from high school (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis).

ASSISTANT CASHIER

DEFINITION

Under supervision, to receive, count, balance and issue cash and tokens; to prepare bank deposits; and to do related work as required.

CLASS CHARACTERISTICS

This class is distinguished from classes in the clerical series in that it involves responsibility for receiving, verifying, and accounting for the receipt and issuance of money and tokens. The work requires extreme care, accuracy, and facility in handling money, tokens and making change. This office is responsible for all tokens issued.

EXAMPLES OF DUTIES

Receives, disburses and maintains records of cash and tokens; computes and reconciles daily receipt and disbursement totals, and prepares reports on work done; has personal accountability for cash and tokens received and disbursed; checks receipts and deposits received daily from Transportation Divisions; reviews checks received in payment of fees or bills or for deposit or cashing; reviews for correctness and completeness and makes direct cash disbursement on minor claims presented for payment; replenishes other departments' petty cash funds; prepares bank deposits; acts on wage attachments of employees; receives payments for accounts receivable, token sales, school I.D. cards, life insurance, pension funds, and medical care; originates entries to ledger accounts; makes reports.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a clerk in the Accounting and Fiscal Division,

and

Education:

Graduation from high school.

Or II

Experience:

Two years of full-time paid experience in financial record keeping work, at least one year of which shall have involved the actual handling of money,

and

Education:

Graduation from high school.

ASSISTANT CHIEF INSTRUCTOR

DEFINITION

Under direction, to assist the Chief Instructor in the training program of the Transportation Department; and to do related work as required.

CLASS CHARACTERISTICS

The Assistant Chief Instructor coordinates the activities of the Instruction Division of the Transportation Department. Instructors are assigned to Transportation Divisions and instruct at the assigned location. The Assistant Chief Instructor is located at the Transportation Department office and conducts an orientation class for newly hired operators, training them in the State Motor Vehicle Code and preparing them to secure a Chauffeur's License.

EXAMPLES OF DUTIES

Assists the Chief Instructor in the conducting of the training program of public transportation vehicle operators for the Transportation Department; conducts orientation classes for newly hired operators; instructs and prepares trainees for Chauffeur's License examination; assigns trainees to Transportation Divisions for further training; instructs trainees in the classroom on operation of all Transit District's vehicles; writes Instruction Division instructions and procedures; supervises the preparation of or prepares tariff instructional materials for instructors and operators; requisitions new trainees from Personnel Department; operates radio equipped vehicle to study special operating problems; assists in the training and development of divisional personnel.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience as an Instructor with the Southern California Rapid Transit District.

Or II

Experience:

Three years of experience as an Instructor or three years of related supervisory experience in the Transportation Department of a large urban public transportation system,

and

Education:

Equivalent to graduation from high school.

ASSISTANT CHIEF SUPERVISOR AND DISPATCHER

DEFINITION

Under direction of the Chief Supervisor and Dispatcher, to observe and be responsible for the scheduled and safe field operation of all public transportation vehicles; and to do related work as required.

CLASS CHARACTERISTICS

This is a field operation in charge of first shift Supervisors and Dispatchers in order to maintain transportation schedules at any point in the system and at special events. The incumbent also coordinates and supervises the activities of the second shift through the Senior Supervisor and Dispatcher. Radio calls are received indicating emergency situations which result in major delays to service. Major decisions are made at the scene or by radio by the incumbent directing the activities of the Supervisor re-routing vehicles and adjusting schedules. Radio contact is maintained with the Dispatchers at all times.

EXAMPLES OF DUTIES

Directs Supervisors and Dispatchers; supervises the maintenance of scheduled operations of public transportation vehicles; adjusts flow of vehicles or temporarily changes schedule or route in the case of accidents or emergencies; coordinates activities of the second shift by supervision of the Senior Supervisor and Dispatcher; maintains radio contact with Dispatchers and is notified of major delays to service; instructs Dispatchers as to course of action; assigns Supervisors and Traffic Loaders at special events; observes for safe and proper operation of vehicles; observes and reports on Supervisor performance; recommends changes of schedule to the Scheduling Division; prepares written reports of accident investigations; proposed schedule changes and changes of stops; maintains supplies in vehicle for Supervisors and Operators including fare boxes, transfers, zone checks, witness cards, refund cards, tokens and hand fare receipts; cooperates with Police and Fire Departments, street construction crews and emergency repair crews; instructs new employees; advises employees on Transit District's procedures and policies; acts for Chief Supervisor and Dispatcher in his absence; must be acquainted with the appropriate sections of labor contracts relating to transportation operations.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as Senior Supervisor and Dispatcher or two years of experience as a Dispatcher.

Or II

Experience:

Two years of supervisory experience comparable to that of Senior Supervisor and Dispatcher in the transportation department of a large urban public transportation system,

and

Education:

Equivalent to graduation from high school.

ASSISTANT DIRECTOR OF INDUSTRIAL RELATIONS

DEFINITION

Under general direction, to handle the administration and application of the District's four pension plans; to direct the Employment Section of the Industrial Relations Department; to assist in Transit District labor relations; and to do related work as required.

CLASS CHARACTERISTICS

The Assistant Director of Industrial Relations is responsible for the administration of the District's pension plans, and is in charge of the personnel records section and the Employment Section of the Transit District Industrial Relations Department, in which capacity he supervises the Employment Supervisor. Assignments and instructions, where necessary are received from the Director of Industrial Relations and difficult, controversial, or policy problems are referred to the Director for discussion and decision. The Assistant Director of Industrial Relations acts for the Director in his absence.

EXAMPLES OF DUTIES

Directs the personnel records section and the Employment Section of the Industrial Relations Department; handles the administrative work and application of the four pension plans, reviews with employees their pension rights and benefits, maintains liaison with actuaries performing this service and issues required reports to Pension Committee; administers other Transit District service programs such as blood bank and charitable campaigns; serves as Secretary of the District's charitable group; assists in the development and formulation of industrial relation policies and the administering of such policies; prepares and presents oral and written reports of investigations and studies on personnel problems; evaluates the performance of departmental personnel and takes or recommends appropriate action; participates in administrative conferences; dictates correspondence; assists in labor negotiations; prepares minutes and assists in preparation of exhibits for negotiations and arbitration.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as Personnel Analyst.

Or II

Experience:

Four years of responsible personnel management experience with a large organization (preferably one involved with public transportation) which has included one year of supervisory experience over a professional and clerical staff,

and

Education:

Equivalent to graduation from college.

ASSISTANT DIRECTOR OF PUBLIC INFORMATION

DEFINITION

Under general direction of the Director of Public Information, to promote public acceptance of the Southern California Rapid Transit District program and the use of its facilities, to assist in developing, organizing, and directing a program for disseminating information concerning the activities of the Transit District; and to do related work as required.

CLASS CHARACTERISTICS

The Assistant Director of Public Information is under the direction of the Director, and manages and coordinates the total programs of the Department.

EXAMPLES OF DUTIES

Assists in analyzing the extent of public understanding of the programs administered and determines the need for further public information and education, including advertising, promotion, community, and employee programs; establishes the objectives and goals of these programs, and determines methods and techniques for accomplishing such goals; evaluates the effectiveness of these programs and recommends changes; directs the preparation and use of news releases, magazine articles, departmental publications, reports, speeches, and radio, television, and motion picture scripts; develops and maintains widespread community understanding of Transit District activities; prepares information material adapted to the needs and interests of various groups concerned with the Transit District's program; assists in directing the preparation and placement of commercial advertising copy; organizes and conducts meetings; makes speeches before various groups; promotes the knowledge and the use of the Transit District services; establishes and maintains cooperative working relations with the press; meets with top management of the District and advises on any public relations implication of proposed actions; directs the publication of periodicals for the Transit District employees; funnels pertinent information from outside sources into department communication channels; directs the maintenance of records and press clippings, motion picture films and other visual aids; edits and supervises the preparation of special and annual reports; attends District meetings and conferences and takes notes on proceedings of public interest and importance; arranges public visits to Transit District properties.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as Manager Community Relations or Manager Customer Relations or Advertising Manager.

Or II

Experience:

Five years of broad and successful experience which has demonstrated the ability to plan and direct comprehensive information programs. This must have included two years of experience in supervising, preparing and disseminating information as well as responsibility for the entire program plus some promotional experience. The experience and training must have developed an awareness of and skill in the use of the resources and techniques appropriate in the field of public information. Writing experience, while an integral part of the above, will not be considered qualifying in itself,

and

Education:

Equivalent to graduation from college.

ASSISTANT DIVISION SUPERINTENDENT
(TRANSPORTATION)

DEFINITION

Under general supervision of a Division Superintendent (Transportation), to supervise the daily dispatching of transit vehicles from a Transportation Division; to assign extra operators to unassigned runs on the extra board; and to do related work as required.

CLASS CHARACTERISTICS

Positions in this class supervise the Transportation Division office including supervision of the Division Clerks and the daily assignment of extra operators to non-biddable runs. The Assistant Division Superintendent (Transportation) is in charge of the operation of a Transportation Division during the first half of his shift when the Division Superintendent (Transportation) is not on duty, and in his absence. The review of personnel actions with Transit Operators will normally be done only by the Division Superintendent (Transportation). However, the Assistant receives training in and occasionally will perform such personnel reviews.

EXAMPLES OF DUTIES

Assigns extra operators to non-biddable runs and marks extra board in accordance with the union contract; assigns extra operators to runs that regular operators have missed; supervises Division Clerks in the Transportation Division office receiving cash, assigning operators to vehicles as shown on the roll-out sheet, issuing transfers, making change, selling tokens, school and commutations tickets and hand fare receipts; checks operators' time sheets and mileage sheets and forwards to auditing department; supervises periodic shake-up bidding procedure, assigning operators to daily lines in accordance with provisions of the union contract; posts and maintains current schedules; may attend divisional union grievance hearings; may assist the Division Superintendent (Transportation) with divisional personnel matters including instruction, discipline and commendation; instructs new employees; advises employees on Transit District's procedures and policies, acts for Division Superintendent (Transportation) in his absence.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as an Instructor or Supervisor or two years of experience as a Division Clerk.

Or II

Experience:

Three years of supervisory experience assigning operators to runs and supervising the daily dispatching of transit vehicles with the transportation department of a large urban public transportation system,

and

Education:

Equivalent to graduation from high school.

ASSISTANT GENERAL ACCOUNTING SUPERVISOR

DEFINITION

Under general direction to assist the General Accounting Supervisor in planning, organizing and directing the activities of General Accounting section of the Accounting and Fiscal Division.

CLASS CHARACTERISTICS

This position established to insure the presence of an individual within the General Accounting section at all times that can make decisions concerning procedure and work assignments.

EXAMPLES OF DUTIES

Assists the General Accounting Supervisor and in his absence assumes control in the planning, organizing and directing the General Accounting section; usually assigned the more complex or difficult accounting problems; may be required to perform the routine duties of an Accountant; perform other functions as assigned.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as an Accountant.

Or II

Experience:

Two years of increasingly responsible assignments as an Accountant,

and

Education:

High school graduation plus college courses in accounting, auditing and business law.

ASSISTANT GENERAL SUPERINTENDENT OF EQUIPMENT

DEFINITION

Under general direction, to assist the General Superintendent of Equipment in the administration of the Equipment Maintenance Department; to direct, coordinate and review the operations of the divisions within the department; to consult with and advise Equipment Maintenance Superintendents on union grievance procedure; to act for the General Superintendent of Equipment in his absence; and to do related work as required.

CLASS CHARACTERISTICS

The incumbent in this class directs the work of the Assistants to the General Superintendent of Equipment and may personally investigate the more technical or difficult equipment maintenance problems and procedures. It is the responsibility of this position to direct the personnel and labor relations activities of the department in the selection and interviewing of employees for the department, the grievance procedure with the union, and counseling of employees concerning personnel problems and disciplinary matters. This position performs the higher level public relations and contact work with other organizations such as representing the Transit District in court cases.

EXAMPLES OF DUTIES

Assists the General Superintendent of Equipment in the over-all responsibility of maintaining the Transit District's public transportation vehicles; interviews and selects all employees hired in the Equipment Maintenance Department; attends all union grievance hearings pertaining to the Department; interviews and counsels employees concerning discipline, excessive absenteeism, wage attachments and other personnel matters; assists the General Superintendent of Equipment in matters pertaining to new methods, systems and procedures for the Department; acts for the General Superintendent of Equipment in his absence; maintains contact with other departments concerning the Equipment Maintenance Department and other Transit District matters; assists in selecting and replacing tools and other equipment; assists and represents the Transit District in court cases which involve equipment and technical problems; conducts groups through the cases which involve equipment and technical problems; conducts groups through the various shops and divisions of the Department.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as an assistant to the General Superintendent of Equipment or two years of experience as an Equipment Superintendent.

or II

Experience:

Three years of responsible experience in management, planning, or administration with a large organization whose primary concern is with the maintenance, manufacture, repair and overhaul of public transportation or heavy mechanical equipment or their components,

and

Education:

Equivalent to graduation from high school.

ASSISTANT GENERAL SUPERINTENDENT OF TRANSPORTATION

DEFINITION

Under general direction of the General Superintendent of Transportation to direct, coordinate and review the transit operations of the Transportation Department; to consult with and advise Division Superintendents (Transportation) on the labor-management agreement grievance procedure; to hold formal union grievance hearings; and to do related work as required.

CLASS CHARACTERISTICS

The incumbent reports directly to the General Superintendent of Transportation and is in direct charge of all activities of the department. The Assistant General Superintendent of Transportation administers the operating Transportation Divisions, the Instruction Section, the Supervisory Division, the Station and Agents Section, and the Supervising and Dispatching Section. The incumbent coordinates and advises on disciplinary actions and attends union grievance hearings in order to maintain uniform procedures throughout the department, and spends a major portion of his time performing the latter functions. The incumbent is a member of the Transit District's labor negotiation committee on the Brotherhood of Railway and Steamship Clerks, et al, Contract.

EXAMPLES OF DUTIES

Assists the General Superintendent of Transportation by directing, coordinating and reviewing the operations of the Transportation Divisions, the Supervisory Division, the Instruction Section, and the Station and Agents Section; interviews and selects employees in the Transportation Department; attends all union grievance hearings pertaining to the department; assists the General Superintendent of Transportation in planning new departmental systems and procedures particularly relating to the Transportation Divisions; maintains contact with other departments to coordinate their activities with the Transportation Department; writes and issues department notices of rules and regulations and new methods and procedures; checks Transportation Divisions' safety records.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as Chief Supervisor and Dispatcher, or three years of experience as Staff Assistant or Division Superintendent (Transportation).

or II

Experience:

Three years of management level experience with the Transportation Department of a large urban public transportation system,

and

Education:

Equivalent to graduation from high school.

ASSISTANT MANAGER OF STORES

DEFINITION

Under direction of the Manager of Stores, to plan, organize and direct the work of the Central Stores Section of the Purchasing and Stores Department; to supervise a group of assistants engaged in storekeeping and recordkeeping activities which include the receipt, storage, and issuance of a heavy volume of varied supplies; and to do related work as required.

CLASS CHARACTERISTICS

The Assistant Manager of Stores is responsible for one central store having an average turnover of merchandise valued at approximately one-half million dollars annually. All of the stores are received at this point and then distributed to the various outlying stores of the Transit District as required. In addition, the inventory control function, pricing, key punch and addressograph operation is supervised at this location through the Supervisor of Inventory Control.

EXAMPLES OF DUTIES

Plans and supervises the central stores activities of the Purchasing and Stores Department; supervises the ordering, receiving, checking, storing and shipping of the various classes of materials and commodities warehoused; supervises the receiving of orders and the loading and distributing of supplies to the divisional stores; directs inventory control and record keeping functions located at the central stores; checks or supervises the checking of all deliveries to assure that goods received comply with standards of quality, brand, or specification; assists in the determination of the general stock level to be maintained in various classes of commodities in order that operating requirements of the Transit District Department may be adequately met at all times; checks and reviews work performed; prepares correspondence and reports;

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as Supervisor of Inventory Control, or two years as a Storekeeper.

Or II

Experience:

Two years of full-time responsible experience in charge of a large warehouse or a substantial portion of a warehouse stocking a large variety of commodities,

and

Education:

Equivalent to graduation from high school.

ASSISTANT SUPERINTENDENT OF PROPERTY MAINTENANCE

DEFINITION

Under direction of Superintendent of Property Maintenance to supervise and direct the activities of all maintenance crews, emergency men and watchmen in the Department.

CLASS CHARACTERISTICS

The Assistant Superintendent of Property Maintenance exercises direct supervision on minor construction projects and all alteration and maintenance work in the Department. Incumbent has responsibility for regular inspection and checking of all buildings and structures and recommend correction, improvement or repairs on all facilities. The Assistant Superintendent of Property Maintenance is subject to 24-hour emergency call duty.

EXAMPLES OF DUTIES

Is responsible for daily job assignments to personnel under his jurisdiction and to see that their work is done properly and in accordance with standards of the District; Orders material for construction and maintenance jobs and arranges for delivery to the job site; makes arrangements for inspection by City, County, or State regulatory bodies when required and makes sure that work is up to code requirements; makes regular inspection of all buildings and structures and files reports on the condition of roofs and paint; Instructs personnel in the proper use of tools and equipment and in their care and maintenance; enforces safety regulations and sees that proper use is made of all safety devices. The Assistant Superintendent of Property Maintenance acts for the Superintendent in his absence.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Four years of experience with the Southern California Rapid Transit District as a journeyman in one or more of the building trades, at least one year in such work as a leadman,

and

Education:

Equivalent to graduation from high school.

or II

Experience:

Five years of experience as a journeyman in one or more of the building trades, at least two years of which shall have been in a supervisory capacity,

and

Education:

Equivalent to graduation from high school.

ASSISTANT SUPERVISING TELEPHONE OPERATOR

DEFINITION

Under general supervision to supervise the work of the Telephone Operators (Information Clerks) engaged in the operation of the central telephone system and the telephone information service of the Southern California Rapid Transit District, and to do related work as required.

CLASS CHARACTERISTICS

This position works under the supervision of the Supervising Telephone Operator (Telephone Service Supervisor) and supervises the work of the on-duty telephone operators engaged in the operation of the central telephone system and the telephone information service of the Southern California Rapid Transit District, and maintains all information source material in a current condition.

EXAMPLES OF DUTIES

Supervises the work of Telephone Operators of the Transit District engaged in the operation of a multiple telephone switchboard and the Transit District's telephone information service; maintains efficient service; in the absence of the Supervising Telephone Operator reports equipment trouble to the telephone company and makes temporary emergency assignments of Telephone Operators; approves time cards; maintains supervisory schedule and other information source material in a current condition; assists Telephone Operators with difficult calls; evaluates the performance of personnel; maintains traffic records and charts, and performs routine clerical duties.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Telephone Operator (Information Clerk),

and

Education:

Equivalent to graduation from high school.

Or II

Experience:

Three years of experience on either a manual or dial multiple switchboard having two or more positions with ten or more trunk lines handling not less than 100 working stations, of which at least one year was in a supervisory position,

and

Education:

Equivalent to graduation from high school.

ASSISTANT SUPERVISOR E.D.P. ACCOUNTING

DEFINITION

Under general direction to assist the Supervisor E.D.P. Accounting in the planning, organizing and directing of the Machine Accounting section of the Accounting and Fiscal Division.

CLASS CHARACTERISTICS

This position established to insure the presence of an individual with the Machine Accounting section at all times that can make decisions concerning procedures, work assignments, machine useages, and work production.

EXAMPLES OF DUTIES

Assists the Supervisor E.D.P. Accounting, and in his absence or under his direction, coordinates the activities of the Key Punch, Tab, and Data Processor groups in relation to one another, responsible for the training and adequacy of personnel to accommodate work load; responsible for working manuals, maximum efficient use of available equipment and its proper maintenance; responsible for production of reports and data as required or that may be assigned.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Three years with Southern California Rapid Transit District as Data Processor Operator,

and

Education:

High school graduation plus IBM schooling, adequate to proper use of machinery, to include a successful completion of a basic course in programming.

Or II

Experience:

Two years of experience in IBM Tabulating Machine Work and two years in IBM Electronic Data Processing experience, at least one year of which shall have been in a supervisory capacity,

and

Education:

High school graduation plus IBM schooling, adequate to proper use of the machinery, to include successful completion of a basic course in programming.

ASSISTANT SUPERVISOR OF SCHEDULES

DEFINITION

Under direction, to assist in the supervision of schedule making operations for the Southern California Rapid Transit District's public transportation vehicles; and to do related work as required.

CLASS CHARACTERISTICS

The incumbent reports directly to the Supervisor of Schedules and personally prepares complex schedules and supervises the preparation of the Transit District operational schedules. This position is responsible for the supervision of the Schedule Analysts, Schedule Makers, the tabulating machine function incidental to handling schedules and statistics, and related clerical operations.

EXAMPLES OF DUTIES

Prepares complex operational schedules and assists in the supervision of the schedule making activities and the tabulating equipment operations in relation to schedules; assists in analyzing, reviewing and approving proposed headways and running time for individual Transit District Lines; reviews completed schedules for conformance with Transit District standards and policy and maximum efficiency and economy of operation; may participate in the analysis of and recommends operational changes such as consolidation of lines, re-routing, and establishing of new lines; assists in the planning of new systems and procedures within the scheduling section; prepares correspondence and reports; instructs new and incumbent employees; reviews work performed.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Schedule Maker II or one year as a Schedule Analyst II.

Or II

Experience:

Three years of experience as a schedule maker with a large urban public transportation system, of which at least one year shall have been in a supervisory capacity,

and

Education:

Equivalent to graduation from high school supplemented by one year of college level statistics and mathematics.

ASSISTANT SUPERVISOR OF TRANSPORTATION STATISTICSDEFINITION

Under supervision, to assemble, analyze, and interpret transportation operations data; to prepare charts, tables, and other illustrative materials; to supervise a clerical staff and the Schedule Checking Section; and to handle and assist in supervising lease coach and special services; and to do related work as required.

CLASS CHARACTERISTICS

The Assistant Supervisor of Transportation Statistics assists the Supervisor of Transportation Statistics in the preparation of statistical materials including the costs and revenues of transportation operations and other special reports. He also directly handles our lease coach operations working with our clients, charter companies, and Convention Managers, as well as preparing and analyzing the service requirements for special events. He should be a qualified Schedule Maker II with the Transit District and he supervises and directs the office of the Schedule Checking operation.

EXAMPLES OF DUTIES

Assists in gathering, compiling, and analyzing Transportation Department or other data; may determine uneconomical operation and refer to Scheduling for revision; uses statistical techniques and operates mechanical devices common to research and statistical work; prepares data for presentation in graphic, tabular, pictorial, and written form; supervises a clerical staff preparing statistical and other reports; writes analytical reports as well as descriptive non-technical summaries; makes comparative analyses of minor phases of laws, rules and procedures; may direct the Schedule Checking function and other special surveys. He makes contacts with individuals or groups involved with our lease bus or special services and prepares an outline of service to be operated and, in some instances, handles the actual supervision of these movements.

DESIRABLE QUALIFICATIONSEither IExperience:

One year of experience with the Southern California Rapid Transit District as a Schedule Maker II, or two years as a Division Clerk, or Schedule Maker I,

andEducation:

Equivalent to graduation from high school supplemented by the completion of college level courses in statistics, economics and mathematics.

or IIExperience:

Two years of statistical or research experience or two years of supervisory experience with the Transportation Department of a large urban public transportation system. (Graduation from college including courses in statistics may be substituted for one year of the required experience.)

Education:

Equivalent to graduation from high school supplemented by one year of college level statistics and mathematics.

ASSISTANT TREASURER AND ASSISTANT AUDITOR

DEFINITION

Under administrative direction of the Treasurer and Auditor to assist in the administration of the Accounting and Fiscal Division of the District in full compliance with the law, and the policy of the District; to act for the Treasurer and Auditor in his absence; to do related work as required.

CLASS CHARACTERISTICS

The Assistant Treasurer and Assistant Auditor has line responsibility immediately below the Treasurer and Auditor for administration of the functions of the Accounting and Fiscal Division.

EXAMPLES OF DUTIES

Assists in planning, organizing and directing the activities of the Accounting and Fiscal Division as required by law, rules and regulations, trust indentures and agreements, executive orders, legal opinions, etc. Area of responsibility includes custodianship of funds, District's cash position and bond portfolio, relationships with trustee, bond holders, banks, independent public auditors and others, preparation of annual and financial reports, preparation of annual budget and allocation of revenues to the various funds, maintenance of accounts of the properties, business transactions, assets, liabilities, receipts, disbursements of the District, collection of money due the District, administration of Division's personnel matters, both contract and non-contract. As an authorized officer signs orders and certificates required by Trustee, also warrants or checks drawn by the District.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as the Accounting Systems Analyst II or General Accounting Supervisor level.

Or II

Experience:

Four years of accounting, auditing or office management experience involving professional accounting, two years of which shall have been in a supervisory capacity in a governmental financial office, or a comparable private organization,

and

Education:

Graduation from a recognized college or university, or its equivalent, in a curriculum with specialization in accounting including courses in auditing and business law.

ASSISTANT TREASURER AND CASHIER

DEFINITION

Under administrative direction of the Treasurer and Assistant Treasurer, to supervise the receiving and accounting for all monies and tokens of the Transit District in the Treasurer's Department; and to do related work as required.

CLASS CHARACTERISTICS

The Assistant Treasurer and Cashier directs a department comprising one Senior Assistant Cashier and two Assistant Cashiers. This unit receives miscellaneous monies, maintains the Cashier's petty cash fund, receives miscellaneous payments to the Transit District and a major proportion of the accounts receivable payments, and is responsible for all the tokens and their divisional allocation. The Assistant Treasurer title legally qualifies the incumbent to sign all checks issued by the District.

EXAMPLES OF DUTIES

Supervises Assistant Cashiers in daily receipt and issuance of and in the balancing of cash, checks and tokens; verification of Divisions' "Daily Cash and Token Statements" and deposits; is responsible for sufficient quantities of coin and currency, replenishing cash as needed; maintains the supply of tokens used by the Transit District; processes, signs and disburses all payroll checks; signs all other checks issued by the District; instructs or advises Assistant Cashiers on erroneous payments, and other irregularities; accepts garnishments and attachments of wages of Transit District employees; disburses settlements for terminating employees; prepares "Stop Payments" as required on checks; reviews daily receipt and disbursement totals; may personally prepare special reports and recapitulations on work done. Evaluates and corrects problems that arise on the various transactions with other departments, divisions, and the Bank.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as an Accountant, one year as Senior Assistant Cashier, or two years as Assistant Cashier.

Or II

Experience:

Four years of increasingly responsible fiscal clerical experience, including two years in actual receiving or disbursing large sums of money,

and

Education:

Equivalent to the completion of two years of college, including courses in accounting, mathematics and business law.

ASSISTANT TO THE CHIEF INSTRUCTOR

DEFINITION

Under general supervision of the Assistant Chief Instructor to prepare and revise the tariff instructional materials such as fare, transfer and zone procedures for Instructors and transit vehicle operators; and to do related work as required.

CLASS CHARACTERISTICS

This is a non-supervisory position in the Instruction Section of the Transportation Department and is concerned with the fares, zones and transfer policies of the Transit District. The incumbent prepares this information for dissemination to Instructors, transit vehicle operators and other Transportation Department personnel. The Office of the Chief Engineer works on and recommends tariff policy to the Transit District and the incumbent represents the Transportation Department assisting the Office of the Chief Engineer in supplying technical information, reviewing tariff recommendation and coordinating this information with his superiors.

EXAMPLES OF DUTIES

Writes the Transit District fare, zone and transfer instructions in accordance with Transit District policies as set forth by the Transportation Department and the Office of the Chief Engineer; revises instructional materials to include changes in routes, stops, in transit vehicle status such as limited, express and flyer operations, and other line changes; coordinates tariff problems with the Office of the Chief Engineer; coordinates, assists and supplies information to the Office of the Chief Engineer in clarifying transportation functions and techniques relating to tariffs; coordinates printing of pages for manuals and distributes; arranges for distribution; maintains supply of tariff and instruction pages for manuals; processes complaints and related problems concerning fare, zone and transfer procedures; maintains office assignment, paddle and schedule summary books up to date.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Division Clerk.

Or II

Experience:

One year of experience as an instructor or in the writing of procedures and policies including instructional materials,

and

Education:

Equivalent to completion of two years of college training.

ASSISTANT TO THE GENERAL SUPERINTENDENT OF EQUIPMENT

DEFINITION

Under direction, to assist the General Superintendent of Equipment as his delegated representative; to coordinate work and to act as liaison with divisional heads on maintenance procedures and projects; and to do related work as required.

CLASS CHARACTERISTICS

Assistants to the General Superintendent of Equipment work directly for the General Superintendent of Equipment and his Assistant, performing regularly assigned administrative and technical functions for the department head. Incumbents may take the place of Equipment Superintendents in their absence. Administrative decisions concerning maintenance projects and flow of work are checked for work progress and quality of mechanical repair. These positions deal mainly with matters requiring control, coordination and liaison such as: assisting in the formulation of specifications for new equipment, supplying technical information, assisting in the design of new or improved equipment and coordinating technical matters with the Engineering Department and outside manufacturers.

EXAMPLES OF DUTIES

Inspects and checks on the work flow of units through the South Park Shops and Equipment Maintenance Divisions; assists in the formulation of specifications for new equipment or parts; communicates technical information to other public agencies or private firms; assists in the design or improvement of new or presently used equipment or parts and coordinates its production with the Engineering Department and outside manufacturers; meets with suppliers and vendors to discuss and recommend improvements to unsatisfactory equipment and supplies; checks warranties on failing equipment; investigates and checks equipment to obtain maximum use and efficiency; advises on personnel matters and disciplinary actions; coordinates leased and/or charter bus activities with other departments; meets with Transportation Department representatives and jointly assigns available public transportation vehicles for selected runs.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Staff Assistant or two years of experience as an Equipment Superintendent I.

Or II

Experience:

Six years of recent supervisory or two years of administrative experience in a large shop which manufactures or maintains, repairs and overhauls public transportation or heavy mechanical equipment or their components,

and

Education:

Equivalent to graduation from high school.

ASSISTANT TREASURER AND SENIOR ASSISTANT CASHIER

DEFINITION

Under supervision of Cashier, to receive, count, balance and issue cash and tokens; to prepare bank deposits; to perform duties of Cashier in his absence; and to do related work as required.

CLASS CHARACTERISTICS

Performs all duties of Assistant Cashier involving responsibility for receiving, verifying, and accounting for the receipt and issuance of money and tokens; and aids Cashier in supervision of Assistant Cashiers, mainly in his absence. The Assistant Treasurer title legally qualifies the incumbent to sign all checks issued by the District.

EXAMPLES OF DUTIES

Receives, disburses and maintains records of cash and tokens; computes and reconciles daily receipt and disbursement totals, and prepares special reports and recapitulations on work done; has personal accountability for cash and tokens received daily from Transportation Divisions; ascertains accuracy of payment of fees or bills; reviews for correctness and makes direct cash disbursement on minor claims presented for payment; replenishes other departments' petty cash funds; prepares bank deposit; deposits receipts at bank and settles with bank on over and shorts, mutilated money and B.O. checks; maintains ledger for cash receivers over and shorts and prepares monthly Cash Receivers Statements; receives and acts on wage attachments of employees; prepares special payrolls; receives payments for accounts receivable, token sales, school I.D. cards, life insurance, pension funds, and medical care; originates entries to ledger accounts; prepares reports, signs all machine prepared payroll checks (when not done by Cashier); assists Cashier in correcting problems that arise on transactions with other departments.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as an Assistant Cashier in the Treasurer's Department,

and

Education:

Graduation from high school.

Or II

Experience:

Two years of full-time paid experience in financial record-keeping work, at least one year of which shall have involved the actual handling of money,

and

Education:

Graduation from high school.

BUILDING ENGINEERDEFINITION

Under direction, to supervise and work with others in the general operations and maintenance of the Transit District Building and the operation and maintenance of the steam power and heating plant, elevators, and other utility services, such as water, power, gas, ventilation and refrigeration for the Transit District Building; and to do related work as required.

CLASS CHARACTERISTICS

The Building Engineer is primarily a working foreman, and is responsible for the general operation and maintenance of the Transit District Building and for the operation and maintenance of the elevators, steam heating system and other utility services for the Transit District Building. Maintenance of the elevators is a major part of the Building Engineer's responsibility. This position is distinguished from that of Assistant Building Engineer in that the latter position works with and assists the Building Engineer in the performance of his duties.

EXAMPLES OF DUTIES

Supervises the maintenance and repair of the Transit District Building and of the heating, ventilating, refrigeration, and air conditioning systems, including boilers, compressors, pumps, condensers, steam lines, water lines, gas lines, controls and meters; maintains the water, electrical, elevator, heating, and similar equipment; repairs and maintains the elevators in the Transit District Building; supervises minor building and building equipment maintenance and repairs such as to walls, doors, windows, locks, electrical fixtures, venetian blinds and furniture; supervises moving of furniture and equipment in and out of and within the Transit District Building; may supervise the maintenance of fire extinguishers and other fire protection equipment as performed by outside contractors; initiates requests for equipment and maintenance supplies; is responsible for the clean and orderly condition of boiler rooms and related equipment rooms; keeps or supervises the keeping of charts and records, and prepares reports.

LICENSE REQUIRED

Journeyman Elevator Mechanic license - City of Los Angeles

DESIRABLE QUALIFICATIONSEither IExperience:

One year of experience with the Southern California Rapid Transit District as an Assistant Building Engineer.

Or IIExperience:

Two years of experience as a building or stationary engineer, including working in elevator maintenance,

andEducation:

Equivalent to graduation from high school (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis).

BUYER

DEFINITION

Under direction, to do the routine purchasing of a complex group of materials, supplies and equipment; and to do related work as required.

CLASS CHARACTERISTICS

Positions within this class are traditionally filled with persons from the Stores section of the Purchasing Department where no outside purchasing is performed but where employees become familiar with the types and nomenclature of equipment and supplies. Persons assigned initially purchase smaller quantities and less costly items and with familiarization greater independence is exercised and more complex purchasing functions are performed.

EXAMPLES OF DUTIES

Receives and reviews requisitions; reviews specifications; invites quotations and bids; interviews vendors; investigates sources of supplies; compares and analyzes quotations, signs purchase orders, and makes awards on bids; checks vendors' compliance with legal requirements; analyzes requisitions and makes recommendations as to commodities which can be more economically purchased on contract basis; follows up purchase orders to insure receipt of proper quality and quantity on specified dates; investigates complaints and secures adjustments.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Supervisor of Inventory Control or two years as a Storekeeper,
and

Education:

Equivalent to completion of two years of college training with major work in business administration. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

Or II

Experience:

One year of recent responsible technical experience in the large-scale buying of materials, supplies, and equipment (preferably automotive), at least six months of which shall have been in purchasing for consumption rather than resale. (Experience in stores inventory control, or in acquisition of materials by requisition through a central purchasing organization is not qualifying buying experience.)
and

Education:

Equivalent to graduation from college with major work in business administration. (Additional qualifying experience may be substituted for the required college education on the basis of one year of experience being equivalent to two years of education.)

CHIEF CLERK

DEFINITION

Under direction, to have charge of the varied clerical work of an entire department or an important division of a large department; and to do related work as required.

CLASS CHARACTERISTICS

The Chief Clerk may perform or supervise the performance of the clerical functions of a department or division of a large department. Positions in this class require a thorough knowledge of the specific functions of the department or division of the department concerned and of their relation to other sub-divisions within the same department, other departments in the District, and with the general public. The Chief Clerk provides technical and clerical services directly to the departmental or divisional head relieving the administrator of detail work.

EXAMPLES OF DUTIES

Supervises the clerical staff or personally performs the clerical functions of a department or division of a large department; maintains working records and files; opens all mail and receives phone calls for the administrative head and other technical staff members; prepares attendance records for payroll purposes for part or all of divisional or departmental employees; furnishes departmental information, schedules, and charts, statistical reports and cost figures to other departments and to the administrative staff; prepares special reports and performs special assignments as assigned by the administrative head, requiring technical knowledge of the division or department; prepares work orders for equipment or structural repairs; prepares requisitions for supplies; distributes paychecks; assists in clerical preparation of departmental annual budget and maintains monthly budget figures; may type reports.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Five years of increasingly responsible experience with the Southern California Rapid Transit District performing either a combination of clerical experience or experience providing a knowledge of technical procedures or operating principles and problems of the Transit District,

and

Education:

Equivalent to graduation from high school.

Or II

Experience:

Five years of increasingly responsible, broad and varied clerical experience, at least two of which shall have been in a supervisory capacity,

and

Education:

Equivalent to graduation from high school.

CHIEF CLERK TO THE SUPERINTENDENT

DEFINITION

Under supervision of the Superintendent of South Park Shops, to provide general clerical services for the Division; to do related work as required.

CLASS CHARACTERISTICS

This position is assigned the majority of the clerical and administrative detail duties of the South Park Shops facility. The incumbent must have a comprehensive working knowledge of the various activities at South Park Shops, together with the ability to exercise initiative and independent judgment within several standardized procedures or practices. The supervision of other clerical employees is not assigned to this position.

EXAMPLES OF DUTIES

Maintains and posts personnel and attendance records for the Division; maintains inventory records of tools and machinery; draws up tentative specifications for new or replacement tools and machinery; takes and prepares minutes of meetings; maintains filing system; completes intra and inter-departmental forms as required, and types letters and reports from written or verbal instructions.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of general clerical experience with the Southern California Rapid Transit District.

Or II

Experience:

Two years of general clerical experience, preferably along related lines.

and

Education:

Equivalent to graduation from high school.

Special Requirements:

Typing speed of 45 words per minute.

CHIEF INSTRUCTOR

DEFINITION

Under general direction, to be in charge of the Instruction Division of the Transportation Department; and to do related work as required.

CLASS CHARACTERISTICS

The Chief Instructor is responsible for the training of all transit vehicle operators of the Transit District. The incumbent requisitions new operators from the Personnel Department and coordinates their training through the Assistant Chief Instructor and the Instructors at Transportation Divisions. One of the more important elements of training is imparting a knowledge of the routes, schedules, fare and transfer structure of the entire system. New procedures and instructions are written and instruction given to all operating personnel of the Transportation Department. Safe vehicle operation is of prime concern and close liaison is maintained with safety representatives of the Transit District liability insurance carrier.

EXAMPLES OF DUTIES

Plans and directs the training program of transit vehicle operators in the safe operation of all Transit District vehicles, policies and procedures of the District, routes, schedules, fare and transfer structure of the entire system, and in courtesy awareness with the public; assigns and trains Instructors and the Assistant Chief Instructor; receives information as to special events and disseminates this information to trainees and operating personnel; coordinates training activities to insure uniform training procedures at all Transportation Divisions; interviews and selects personnel to be Instructors.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as an Assistant Chief Instructor or two years of supervisory experience in the Transportation Department at least equivalent in level to an Assistant Division Superintendent (Transportation).

Or II

Experience:

One year of experience in charge of the Instruction Division or in an equivalent position in the Transportation Department of a large urban public transportation system,

and

Education:

Equivalent to graduation from high school.

CHIEF SCHEDULE CHECKER

DEFINITION

Under general supervision, to assign and supervise the work of Schedule Checkers in conducting passenger checks and surveys; and to do related work as required.

CLASS CHARACTERISTICS

The Chief Schedule Checker reports to the Assistant Supervisor of Transportation Statistics and is in charge of the schedule checking section which makes passenger checks at various key points of the line under study. This position supervises approximately 16 regular checkers and for special checks or surveys over a temporary period additional checkers may be used. Schedule Checkers perform their functions on two shifts and the incumbent is responsible for the operation of this section during these periods.

EXAMPLES OF DUTIES

Plans and directs the passenger check of lines as assigned; establishes the check points and assigns checkers to individual locations; supervises the performance of special surveys as assigned; trains all new checkers and extra checkers; inspects checking operations in the field; verifies checking accuracy.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Schedule Checker,

and

Education:

Equivalent to graduation from high school

or II

Experience:

One year of experience in charge of a crew performing traffic checking or survey work or in charge of passenger checking with a large urban public transportation system,

and

Education:

Equivalent to graduation from high school.

CHIEF SPECIAL AGENT

DEFINITION

Under general direction, to plan, organize, and direct the work of the law enforcement staff of the Southern California Rapid Transit District; and to do related work as required.

CLASS CHARACTERISTICS

The Chief Special Agent supervises a staff of Special Agents maintaining order in the field, Patrolmen maintaining order at Transit District Stations, and Service Inspectors observing and reporting on the performance and conduct of transit vehicle operators. The incumbent of this position reports to the Assistant Manager of Operations and coordinates the activities of his department closely with that of the Transportation Department and other departments of the Transit District. This position requires a comprehensive knowledge of the transit operations of the District in addition to public safety functions.

EXAMPLES OF DUTIES

Plans, organizes, and directs the work of the Special Agent's Department in maintaining order and providing emergency assistance on public transit vehicles and Transit District buildings and property; assigns duties to the staff and arranges for special details; establishes rules and regulations for the efficient operation of the staff; trains Special Agents, Patrolmen and Service Inspectors in the proper performance of their duties, enforces discipline and maintains efficiency records; receives complaints from other departments or the general public and sees that proper corrective measures are taken; reviews reports; interviews and hires personnel; prepares and submits annual budget for department; personally performs confidential work as required for the Transit District. Maintains liaison with Federal, State, and local law enforcement agencies.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Special Agent.

Or II

Experience:

Four full years of full-time paid police experience, preferably with a public transportation organization, two years of which shall have been in a capacity of at least comparable to a lieutenant in a city police organization,

and

Education:

Equivalent to graduation from high school. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.)

CHIEF STOPS AND ZONES REPRESENTATIVE

DEFINITION

Under general direction of the Superintendent of Property Maintenance, to represent the Transit District in the establishment of transit vehicle stops and zones; to supervise the work of the stops and zones section; and to do related work as required.

CLASS CHARACTERISTICS

The Chief Stops and Zones Representative has been officially appointed by the Transit District to designate transit vehicle stops and zones. The incumbent meets with public agency representatives and with them jointly selects stops and zones and appears before the public agency legislative and regulatory boards to so recommend. All recommended stops and zones are submitted to the Transit District Board of Directors for final approval. The Stops and Zones Representatives are assigned investigative work to prepare the drawings and work orders for stops and zones under consideration. Incumbent is subject to 24-hour call for emergencies.

EXAMPLES OF DUTIES

Plans, assigns, and directs investigative work of Stops and Zones Representatives involving the establishment of transit vehicle stops and zones; supervises the office clerical staff in the preparation of written reports and maintenance of stops and zones records; supervises and assigns the mechanics preparing and posting signs and painting zones; meets with public agency representatives to jointly discuss and establish stops and zones for transit vehicle lines; appears before public agency legislative and regulatory boards to recommend the establishment of stops and zones; proposes the adoption of the recommended stops and zones to Superintendent of Property Maintenance; personally investigates complaints or controversies concerning stops and zones; instruct new employees; advises division employees of Transit District's procedures and policies. Furnish traffic engineering advice and data to small cities and districts not having trained personnel for this type of work.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Stops and Zones Representative.

Or II

Experience:

Three years of supervisory experience with the Transportation Department of a large urban public transportation system or three years of experience comparable with that of a Stops and Zones Representative of the Southern California Rapid Transit District.

and

Education:

Equivalent to graduation from high school.

CHIEF SUPERVISOR AND DISPATCHER

DEFINITION

Under general direction, to be in charge of the activities of Supervisors and Dispatchers in maintaining the scheduled operations of the Transportation Department; and to do related work as required.

CLASS CHARACTERISTICS

The Chief Supervisor and Dispatcher is responsible for the scheduled continuity of public transportation vehicles as controlled by Supervisors and Dispatchers. The incumbent spends a greater percentage of his time in the office as compared with the Assistant Chief Supervisor and Dispatcher and is concerned with writing procedures and policies and reviewing personnel matters and reports. He maintains close contact with the Dispatcher's office and is frequently called upon to render decisions concerning complex problems and situations. The incumbent is on call 24 hours a day, seven days a week.

EXAMPLES OF DUTIES

Maintains close contact with Dispatchers to assist in decisions concerning complex emergency situations which delay transit service; prepares special assignments for special events; observes transit operations in the field, on scheduled runs and at special events; interviews operators for appointment as Supervisors; supervises maintenance of supervisory employees' personnel records; writes and maintains current Supervisor's and Dispatcher's manual of procedures; maintains contact with Property Maintenance and other departments to assist in maintaining scheduled operations where maintenance work is performed; coordinates Transit District's operational activities with other public agencies and private companies; instructs new employees and conducts instructional meetings; reviews Dispatcher's logs and Supervisor's reports; must be acquainted with the appropriate sections of labor contracts relating to transportation operations.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Transportation Department of the Southern California Rapid Transit District as Assistant Chief Supervisor and Dispatcher.

Or II

Experience:

Three years of progressively responsible supervisory experience in the transportation department of a large urban public transportation system involving the maintenance of scheduled operations of public transportation vehicles in the field or similar public transportation duties comparable to an Assistant Chief Supervisor and Dispatcher of Southern California Rapid Transit District.

and

Education:

Equivalent to graduation from high school.

CIVIL DESIGNER

DEFINITION

Under direction, to perform difficult field and office civil engineering work for the Southern California Rapid Transit District.

CLASS CHARACTERISTICS

The Civil Designer works under the direction of the Mechanical Engineer performing difficult and complex field and office Civil engineering work. The Civil designer may supervise the work of Draftsmen in the Engineering Department as assigned.

EXAMPLES OF DUTIES

Prepares designs, drawings, specifications and estimates of profiles, cross sections from Surveyor's notes and determines cuts and fills for property grading and paving; calculates by use of trigonometry and logarithms; prepares Transit District property maps and public maps showing the various Transit District lines; prepares rail and paving maps showing necessary specifications; prepares legal descriptions and deed plats of the Transit District property including easements and distances; processes and personally secures civil permits for civil construction work or prepares variances for work to be performed; may supervise the work of draftsmen in the Engineering Department; prepares complete and comprehensive reports and makes recommendations on engineering problems.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Four years of experience with the Southern California Rapid Transit District as a Draftsman II,

and

Experience:

Equivalent to graduation from high school and supplemented by twelve units of college work in civil engineering.

or II

Experience:

Three years of professional civil engineering experience, including at least one year in field work,

and

Education:

Equivalent to graduation from college with major work in civil engineering. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

COMMUNITY REPRESENTATIVE

DEFINITION

Under general supervision, to assist in distributing printed Southern California Rapid Transit District information such as timetables, maps and promotional literature, and to provide the Public Information Department personal liaison in the field with community press, local group and civic organizations.

CLASS CHARACTERISTICS

The Community Representative reports directly to the Assistant Director of Public Information. The major responsibilities of this position are to assure that current service information is available at key community points within the Southern California Rapid Transit District operation area; to act as representative for Southern California Rapid Transit District to local press, city governments, etc., and to assist as directed in activities of the Public Information Department. These responsibilities require a working knowledge of the Transit District service area, routes, schedules, programs and general policies.

EXAMPLES OF DUTIES

Distributes District timetables, maps and promotional literature to key centers of information within the community, such as Chambers of Commerce, Travel Agencies, City Hall Bureaus, and other private and public places of information; calls in person in the community to inform local publishers, Chamber managers, etc., of Southern California Rapid Transit District programs; informs the Director of Public Information of suggested needs, activities and trends developed through personal contact with organizations and groups; assists other members of the Public Information Department in special department activities and performs other duties as directed.

DESIRABLE QUALIFICATIONS

Experience:

Two years of successful experience in dealing with the general public and working knowledge of the Transit District system and operations.

and

Education:

High school graduate or equivalent.

COMPLAINT SUPERVISOR

DEFINITION

Under supervision of the General Passenger Agent, handles the receiving and processing of telephone and personal complaints from passengers; also, providing travel information to persons who call at the office.

CLASS CHARACTERISTICS

The employee in this position must be courteous and tactful in talking to complainants and must have a comprehensive knowledge of the fares, transfer privileges, routes and operating rules of the Transit District.

EXAMPLES OF DUTIES

Receive and record telephone complaints making immediate independent decisions on the best course of action within established District policy to dispose of the complaint to the satisfaction of the complainant and the District, and if necessary process the complaint with applicable departmental supervisory personnel; give in person information to patrons as to times, routes and fares as requested, prepares confidential reports concerning complaints as required; performs other clerical duties as assigned.

DESIRABLE QUALIFICATIONS

Experience:

Two years with the Southern California Rapid Transit District as Information Clerk, or qualified employee from Transportation Department who has knowledge of the Transit District's routes, fares, transfer privileges and operating rules.

and

Education:

High school graduate or equivalent.

CONTROL ACCOUNTING SUPERVISOR

DEFINITION

Under administrative direction of the Auditor and Assistant Auditor to plan, organize, and direct the activities of the Control Accounting Section of the Accounting and Fiscal Division.

CLASS CHARACTERISTICS

Supervise employees (approximately 15) engaged in establishing and maintaining accuracy of accounting records characterized by volume: payroll, revenue, mileage, etc.

EXAMPLES OF DUTIES

Coordinates the activities of the employees in this section in relation to each other and to the Accounting and Fiscal Division; responsible for training and adequacy of personnel in this section; responsibilities include daily revenue, time cards, time sheets and mileage reports, the District's payroll, quarterly and annual wage and tax reports and other reports and statistics as required and as from time to time may be assigned.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Three years of experience with the Southern California Rapid Transit District as Supervising Control Clerk,

and

Education:

High school graduation with bookkeeping training. Supplemental IBM training will be required.

Or II

Experience:

Any of the following with the Southern California Rapid Transit District:
(1) One year of experience as Machine Accounting Supervisor
(2) Or any position at staff level within the Accounting Division

and

Education:

High school graduation with bookkeeping training. Supplemental IBM training will be required.

DIRECTOR OF INDUSTRIAL RELATIONSDEFINITION

Under administrative direction, to direct the personnel management and industrial relations program of the Southern California Rapid Transit District.

CLASS CHARACTERISTICS

The Director of Industrial Relations is directly responsible for the efficient administration of the Industrial Relations Department subject to the District's rules and regulations. The incumbent recommends personnel policies and programs, formulates procedures, reviews reports and activities of subordinates, and is responsible for the results achieved. A major portion of time is spent administering the industrial relation program and in the day-to-day relations with representatives of labor organizations. Direct responsibility for labor negotiations and acting as chairman of the District's labor negotiating committee rests with the office of the Manager of Operations. The Director of Industrial Relations reports to the Assistant Manager of Operations and directly supervises the Assistant Director of Industrial Relations, Personnel Analysts, Chief Clerk, and Salary Process Recorder.

EXAMPLES OF DUTIES

Plans, organizes, directs and coordinates the personnel management program of the Transit District, including employee selection, orientation, placement, training, workmen's compensation, job analysis, counseling, discipline and health and welfare activities; reviews and makes recommendations to the Transit District concerning requests for new positions, reallocations of existing positions and changes in salary range; directs the enforcement of the Transit District rules and regulations and intra-departmental policies, rules, and regulations relating to personnel matters; directs the maintenance of complete and accurate personnel and office records and statistical data; acts as a member of the Transit District negotiating committee; advises supervisors and department heads at each step of the grievance procedure; negotiates with representatives of labor organizations concerning interpretation of the labor agreement; prepares materials and arranges for witnesses and testimony for arbitration cases; acts as a member of the arbitration board; directs handling of unemployment insurance claims; workmen's compensation procedures; prepares departmental budget; confers with department heads concerning personnel needs and interpretation of personnel and labor agreement policy; confers with the Transit District attorney concerning legal questions; is a member of the Transit District pension committee consisting of the Treasurer and Auditor, Administrative Assistant to General Manager, the Director of Industrial Relations and one member of each labor organization having a contract with the Transit District; develops and directs service rating systems, employee welfare plans, and in-service training programs; handles State FEPC Complaints; handles Federal Equal Opportunity Act; enforces Transit District requirements governing vacation, sick leave, and special leave; reviews work of subordinate personnel; prepares and presents oral and written reports of investigations and studies on personnel problems; directs the maintenance of control records necessary to keep employment within the budget and Transit District authorization; participates in administrative conferences; dictates correspondence; works with jury commissioners; supervises administrative work of employees carried on indefinite leave roll.

DESIRABLE QUALIFICATIONSEither IExperience:

Two years of experience with the Southern California Rapid Transit District as Assistant Director of Industrial Relations or four years as Personnel Analyst.

Or IIExperience:

Three years of experience as a director or assistant director of a personnel or industrial relations program of a large organization, preferably one involved with public transportation. This experience preferably should have been in a program using most of the field set forth in the Examples of Duties section of this specification and in addition should have included industrial relations with more than one union.

Education: Equivalent to graduation from college.

DIRECTOR OF PURCHASING AND STORESDEFINITION

Under administrative direction of the Assistant Manager of Operations, to plan, organize, and direct the work of the Purchasing and Stores Department in procuring materials, supplies, and other equipment for the use of the Southern California Rapid Transit District; to supervise the operation of the stores facilities; and to do related work as required.

CLASS CHARACTERISTICS

The Director of Purchasing and Stores is responsible for the purchasing and stores program of the Transit District. Purchases of materials or supplies for the Transit District stores account amount to approximately three million dollars per year. Other required purchases may reach a total of ten million dollars per year. Non-stock requisition of not more than one thousand dollars may be approved by the Purchasing Committee consisting of the Manager of Operations, General Manager, Assistant Manager of Operations, Treasurer-Auditor, Chief Engineer and Director of Purchasing and Stores. Non-stock purchases in excess of one thousand dollars must be approved by the District Board, except for regular stock and repair items which are purchased by the Director of Purchasing and Stores without additional approval.

EXAMPLES OF DUTIES

Plans and schedules purchasing operations; assigns responsibilities to the staff and determines that sound purchasing principles are being adhered to; evaluates performance of staff and takes or recommends appropriate action; establishes purchase specifications; analyzes market conditions; approves contracts and price agreements; reviews and awards unusually difficult purchases; establishes procedures and records; gives over-all direction to the operation of stores including determination of the kinds and quantities of items to be stocked; coordinates the redistribution or disposal of materials found to be surplus to the needs of individual departments; maintains effective relations with vendors; devises methods for investigating sources of supply and for obtaining competitive quotations; coordinates the inspection and testing of commodities; establishes inventory methods and procedures; consults with and advises the Transit District Departments regarding purchasing problems and requirements; prepares budget estimates for the Purchasing and Stores Department; dictates correspondence and prepares reports.

DESIRABLE QUALIFICATIONSEither IExperience:

Two years of experience with the Southern California Rapid Transit District as Manager of Stores or three years as Senior Buyer.

Or IIExperience:

Four years of responsible supervisory experience in large-scale purchasing of a wide variety of commodities,

andEducation:

Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.)

DISBURSEMENT CLERK

DEFINITION

Under general supervision, to be responsible for the receiving, auditing, and processing of invoices and claims for payment; and to do related work as required.

CLASS CHARACTERISTICS

The Disbursement Clerk reports to the General Accounting Supervisor and in turn supervises one position of Clerk in the Accounting Department. This position is distinguished from that of routine fiscal clerical work in that a major portion of the assigned duties involves the auditing of all claims for payment against the Transit District for proper authorization, legality and accuracy. The incumbent may personally assemble, check, and process the invoices before they are sent to the key punch section for check preparation by tabulating machines. Also, has physical control of all blank checks for all funds of the Transit District and accounts for all numbers used and remaining stock.

EXAMPLES OF DUTIES

Audits claims against the Transit District and checks the validity of payment; determines whether the claim is legal and is reviewed for proper authorization and distributed to proper account; computes discounts and schedules payment; receives a copy of all invoices; prepares summary of invoices grouped by accounts; reviews warrants for accuracy and forwards for final signature; answers telephone calls and written inquiries from creditors; collects phone toll charges from employees.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District, in financial record keeping and/or auditing clerical work in the Accounting Department,

and

Education:

Graduation from high school.

Or II

Experience:

Three years of experience in financial record keeping and/or auditing work, at least one year of which shall have involved the auditing of expenditures, claims, revenues or receipts of a governmental or commercial agency,

and

Education:

Graduation from high school, including courses in financial record keeping.

DISPATCHER

DEFINITION

Under general supervision, to maintain the scheduled operation of the District's transit vehicles by means of radio and telephone; and to do related work as required.

CLASS CHARACTERISTICS

Dispatchers work in a central radio transmitter room receiving information and emergency calls. Dispatchers receive radio or telephone calls from operators, Supervisors, Special Agents, and others using mobile radio units reporting vehicle malfunctions and breakdowns, accidents, or other incidents which may disrupt service. A dispatcher must have a working knowledge of all scheduled operating lines since information is received and instructions issued on a system-wide basis. On the night shifts and on week ends public calls may be directed to this office concerning complaints and other incidents as emergency medical care of employees or dependents, or employee reports of sickness or absence. Dispatchers are on duty on a three-shift continuous basis nine hours per day, five days per week, and are often the only representatives of the Transit District on duty receiving calls other than the day shift.

EXAMPLES OF DUTIES

Receives information by radio or telephone concerning emergency transit vehicle delays; maintains scheduled service by using radio and telephone in securing replacement equipment, rerouting service, or obtaining aid and directing it to the scene; receives system-wide calls concerning delays of Transit District vehicles caused by traffic accidents, sick or injured passengers, fires, floods, vehicle breakdowns, theft, and improper vehicle operation; instructs nearest Supervisor, Mechanical Road Instructor, or Special Agent, Equipment Maintenance Division, receiving hospital, or police or fire departments as necessary; prepares reports concerning details of vehicular delays; keeps a complete set of schedules for the entire Transit District system; maintains contact with all operating and maintenance departments; must be acquainted with appropriate sections of labor contract relating to transportation operations.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience as a Supervisor with the Southern California Rapid Transit District,

Or II

Experience:

One year of experience in a position comparable to that of Dispatcher with the Southern California Rapid Transit District or three years of supervisory experience in the transportation department of a large urban public transportation system,

and

Education:

Equivalent to graduation from high school.

DIVISION CLERK

DEFINITION

Under supervision of the Assistant Division Superintendent (Transportation), to check operators in and out daily; to receive and count cash from operators; to assign extra operators to next day's run by marking the extra board on Sundays and holidays; and to do related work as required.

CLASS CHARACTERISTICS

Positions in the class of Division Clerk are assigned to Transportation Division offices. Vehicles are assigned daily to operators as scheduled and cash is received and counted. A Division Clerk acts for the Division Superintendent (Transportation) Sundays and holidays when both the Division Superintendent (Transportation) and the Assistant Division Superintendent (Transportation) may not be working, or in their absence. Positions in this class assign extra operators to runs or may change the extra board in the event of short notice absence by the scheduled operator. Assignment of an operator may be withheld if he is not in proper uniform or for other reasons. The Division Clerk is usually the only supervisor operators see and speak to, on a day-to-day basis at the Transportation Division. The incumbents, although regularly scheduled, may work fluctuating days and shifts as this is a three shift, seven day operation.

EXAMPLES OF DUTIES

Checks extra board assignments and fills all open assignments for the day; assigns operators to vehicles as designated on the roll out sheet; issues transfers, makes change, sells tokens, school and commutation tickets and hand fare receipts; in the event of operator absence, assigns extra operator to the run and issues special instructions; prepares run slips with proper number of transfers; prepares fare box card and number and location of vehicle for each assignment; assigns extra operators on extra board on Sundays in the absence of the Assistant Division Superintendent (Transportation) and types names on board; receives cash from operators and checks money through money counting machine; counts currency, rolls tokens, sacks and tags coin bags and prepares for pick-up; answers phones; prepares reports; receives and sorts mail and prepares mail for pick-up; may act for the Division Superintendent (Transportation) in the event of absence of both the Assistant and Division Superintendent (Transportation) on the night shifts and on Sundays and holidays; checks operators for correct, neat and clean uniform; may suspend operator if in improper uniform or for other rule infractions; must be acquainted with appropriate sections of labor contract relating to transportation operations.

DESIRABLE QUALIFICATIONS

Experience:

One year of experience with Southern California Rapid Transit District as a transit vehicle operator,

and

Education:

Equivalent to graduation from high school.

DIVISION SUPERINTENDENT (TRANSPORTATION)

DEFINITION

Under direction, to be in charge of a Transportation Division; to review all reports of commendations, rule violations, unsafe driving acts, and complaints with transit vehicle operators; to administer disciplinary actions; and to do related work as required.

CLASS CHARACTERISTICS

A position in this class reports to the Assistant General Superintendent of Transportation and is in charge of a Transportation Division. The primary purpose of a Transportation Division is to dispatch operators and transit vehicles on their assigned runs as scheduled. Although Supervisors may control transit operations in the field, the Division Superintendent (Transportation) has direct supervisory control of the transit vehicle operators. All violations reported in the field by Supervisors are forwarded to the Division Superintendent (Transportation) for further action. Incumbents spend the greatest percentage of time reviewing personnel matters with the individuals concerned, administering discipline, extending recommendations and reviewing safety records and performance.

EXAMPLES OF DUTIES

Directs and supervises a Transportation Division of the Transit District, which involves supervision of employees engaged in public transportation vehicle operation at the Division, division clerical work and the dispatching of personnel and transit vehicles from the Division as scheduled; reviews all rule violations, complaints and commendations with the vehicle operators concerned; holds formal and informal investigations and administers discipline; holds grievance hearings with the union in accordance with the labor-management agreement; reviews all accidents with persons concerned to determine responsibility and refers individuals to instructors for further training; inspects damage to equipment; checks and observes the operation of lines operating from Division and may discuss with operator in the field; directs supervision of the Division office by the Assistant Division Superintendent (Transportation); reviews periodic shake-ups and the processing and awarding of bids; checks daily accounts of cash receipts, tokens, school ticket books and hand fare receipts; instructs new employees; advises Division employees on Transit District procedures and policies and such other work as may be assigned by the General Superintendent of Transportation.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as an Assistant Division Superintendent (Transportation).

Or II

Experience:

One year of supervisory experience in charge of a division of a large urban public transportation system, dispatching operators and transit vehicles on regularly scheduled runs,

and

Education:

Equivalent to graduation from high school.

DRAFTSMAN I

DEFINITION

Under general supervision, to do routine drafting work; to make diazo prints; and to do related work as required.

CLASS CHARACTERISTICS

The Draftsman I performs work assignments normally made on a partial rather than a complete project basis. Although work is performed with the aid of sketches or written notes, it is generally reviewed in process as well as on completion. A Draftsman I may work under the functional supervision of a Draftsman II, or under the supervision of an Electrical Designer, and is not expected to perform independently the more complex civil, mechanical and electrical drawings.

EXAMPLES OF DUTIES

Drafts plans, profiles, cross sections, details and alignments, electrical equipment, and installations and buildings and structures; converts written, sketched, or other data to precise illustration; prepares drawings and tracings in pencil or in ink; makes corrections on drawings as directed; assists Draftsmen II with checking of dimensions; may make simple arithmetical computations; does lettering; makes prints on a diazo machine.

DESIRABLE QUALIFICATIONS

Experience:

Two years of recent, paid experience in civil, electrical or mechanical engineering drafting,

and

Education:

Equivalent to graduation from high school including or supplemented by a standard course in drafting.

DRAFTSMAN II

DEFINITION

Under direction, to do skilled engineering drafting work; to assist the designers on the various projects; to find and collate a wide variety of maps, data, and other material and incorporate them into comprehensive and precise drawings; to do mathematical calculations; and to do related work as required.

CLASS CHARACTERISTICS

A Draftsman II is expected to work frequently from brief verbal directions and to lay out complex drafting work without the aid of sketches, written directions or other detailed guides. Work is normally reviewed on completion rather than in process. Although incumbents are not usually assigned duties that involve engineering design work, they do approach this level in presenting for review alternative solutions to complex drafting problems. Drafting work performed includes civil, mechanical and electrical.

EXAMPLES OF DUTIES

Performs nonprofessional drafting work such as preparing plans, profiles, cross sections, details and alignments, drawings of electrical equipment and installations, buildings and structures, mechanical and transit equipment, and other appurtenances and equipment related to public transportation; may make ink tracings on cloth and does lettering and crosshatchings; indicates buildings on plot plans; makes maps, charts, diagrams; revises elements of simple engineering designs within established limits; makes difficult arithmetical computations; prepares bills of materials which includes calculating and computing the type and quantities of materials for a variety of construction and mechanical projects; assists in training inexperienced draftsmen.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Draftsman I.

Or II

Experience:

Four years of increasingly responsible experience in engineering drafting. (Appropriate college level education may be substituted for the required experience on the basis of two years of such education being equal to one year of experience.)

and

Education:

Equivalent to graduation from high school, including or supplemented by a standard course in drafting.

ELECTRICAL DESIGNER

DEFINITION

Under direction, to perform difficult electrical engineering design, drafting, and inspection work involved in the design and construction of electrical facilities and equipment and installations of the Southern California Rapid Transit District; and to do related work as required.

CLASS CHARACTERISTICS

The Electrical Designer works under the direction of the Mechanical Engineer performing difficult and complex electric design work involving equipment used in public transportation such as power receiving, distribution, and transforming stations, power lines; the Electrical Designer may supervise the work of Draftsmen in the Engineering Department.

EXAMPLES OF DUTIES

Designs and prepares the more difficult plans, specifications and estimates for all types and classes of electrical work as required in structural or public transportation work used in the Transit District; prepares or reviews material lists and requisitions; makes field surveys and recommendations on existing electrical installations and proposed projects; inspects and tests electrical apparatus and installations; may supervise the work of draftsmen in the Engineering Department; checks contractors' drawings and shop drawings submitted for consideration; processes and personally secures electrical permits for electrical construction work or prepares variances for work to be performed; maintains records of all electrical motors in use in power transforming stations and of all transformers on distribution lines; prepares drawings and wiring diagrams; maintains records and maps of electrical distributions systems showing all connections to primary and secondary transformer windings.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Four years of experience with the Southern California Rapid Transit District as a Draftsman II,

and

Education:

Equivalent to graduation from high school and supplemented by twelve units of college work in electrical engineering.

Or II

Experience:

Three years of professional electrical engineering experience, at least two years of which shall have been in design and inspection work in power generation, conversion and transmission of electric power, or in public transportation by means of electric power,

and

Education:

Equivalent to graduation from college with major work in electrical engineering. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

ELEVATOR OPERATOR

DEFINITION

Under supervision, to operate a passenger elevator; and to do related work as required.

CLASS CHARACTERISTICS

An employee in this class performs functions of a routine nature and ordinarily exercises no supervision. Incumbents must be alert to see that the equipment is in safe operating condition at all times. The Elevator Operator is in a position to influence public attitude toward the Transit District by courtesy and carefulness.

EXAMPLES OF DUTIES

Transports passengers between floors of a building by manipulating control levers or other starting and stopping devices to regulate movement of elevator cars; opens and closes safety doors at each floor where a stop is made; makes trial runs with the car before passengers are taken to see that elevator and doors are operating properly; gives information to the public as to the function and location of various offices in the building; reports defects in the mechanical operation of the elevator.

LICENSE REQUIRED

Elevator Operator's license - City of Los Angeles.

DESIRABLE QUALIFICATIONS

Experience:

Six months of experience as an Elevator Operator,

and

Education:

Equivalent to graduation from high school (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis).

ELEVATOR STARTER

DEFINITION

Under general supervision of the Real Property Manager, to direct and be responsible for the elevator service in the Transit District Building; to relieve elevator operators; and to do related work as required.

CLASS CHARACTERISTICS

The Elevator Starter has the responsibility for coordinating the operating pattern and loading of elevators in providing freight and passenger elevator service in the Transit District Building for the public, Transit District employees and tenants.

EXAMPLES OF DUTIES

Coordinates the operating pattern and loading of manual elevators; gives elevator operators hand or oral signals to start elevators; informs inquirers of the location of various offices, departments, and Transit District officials and employees; operates elevators as relief operator during rest and meal periods, the absence of regular operators, and in emergencies; notifies Building Engineer in case of mechanical trouble; reassigns elevator operators from regular schedule to special or emergency schedules; arranges for handling of freight in and out of the building; may train new employees in the duties of Elevator Operator or Elevator Starter.

LICENSE REQUIRED

Elevator Operator's license - City of Los Angeles.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as an Elevator Operator.

Or II

Experience:

Two years of experience as an Elevator Operator on automatic or hand-controlled passenger elevators,

and

Education:

Equivalent to graduation from high school (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis).

EMPLOYMENT SUPERVISORDEFINITION

Under general supervision, to supervise the employment section of the Southern California Rapid Transit District Industrial Relations Department; to perform final interviews of candidates for transit vehicle operators or refer other candidates to respective department head; and to do related work as required.

CLASS CHARACTERISTICS

The Employment Supervisor reports to the Assistant Director of Industrial Relations and supervises an Interviewer and two Typist Clerks. The Interviewer performs preliminary interviews whereas the incumbent performs all final interviews prior to hiring of new employees and personally interviews all terminating employees of the Transit District. This position may be assigned the review of unemployment insurance claims and attend hearings, but primary responsibility for this function is assigned to the Personnel Analyst

EXAMPLES OF DUTIES

Supervises the employment office, hiring and arranging placement for applicants who qualify for employment under the provisions of the Transit District rules and regulations; performs final interview of transit vehicle operator applicants; refers other applicants to respective department heads; refers acceptable applicants for physical examination; assigns final processing of applicants for appointment as District employees; coordinates number of transit vehicle operator candidates with Transportation Department needs; supervises an active recruitment program to supply the personnel needs of the District; prepares reports of employee turnover and analyzes results; may review unemployment insurance claims and represent Transit District at hearings; prepares reports; corresponds with applicants; administers loyalty oaths.

DESIRABLE QUALIFICATIONSEither IExperience:

One year of experience with the Southern California Rapid Transit District as an Interviewer,

and

Education:

Completion of two years of college.

Or IIExperience:

One year of experience as an interviewer or comparable personnel function with private industry or a public agency,

and

Education:

Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.)

EQUIPMENT FOREMAN I

DEFINITION

Under general supervision of an Equipment Superintendent I, to supervise the activities of an Equipment Maintenance Division on other than the day shift; and to do related work as required.

CLASS CHARACTERISTICS

Positions in the class of Equipment Foreman I may be distinguished from those in the next higher class of Equipment Foreman II, by the type of work performed and size of staff supervised. Equipment Foremen I normally supervise a crew of approximately 12 mechanics and utility men on the second and third shifts. Their primary functions include the completion of inspection repairs begun on the day shift and other minor repairs as reported by operators and the cleaning and servicing of the vehicles and their preparation for the next day's runs.

EXAMPLES OF DUTIES

Assigns and supervises the servicing, cleaning and minor repair and maintenance of public transportation vehicles on the second and third shifts; places vehicles in yard for morning runs and charts location for the appropriate Transportation Division by means of a written report; checks all time cards of employees on his shift; requisitions materials; prepares reports for his divisional Equipment Superintendent and the Equipment Maintenance Department; instructs new employees; advises repairmen on work and repair procedures and methods; reviews work performed.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Three years of experience with the Southern California Rapid Transit District as a journeyman mechanic on public transportation vehicles and one year of experience as a leadman or two years as Mechanical Road Instructor,

and

Education:

Equivalent to graduation from high school.

Or II

Experience:

One year of recent supervisory experience in the maintenance, repair and overhaul of public transportation or heavy mechanical equipment.

and

Education:

Equivalent to graduation from high school.

EQUIPMENT FOREMAN II

DEFINITION

Under general supervision, to supervise the activities of an Equipment Maintenance Division on the day shift or of an overhaul and repair section of the South Park Shops; and to do related work as required.

CLASS CHARACTERISTICS

Equipment Foremen II in the Equipment Maintenance Divisions are in charge of the day shift employees and coordinate the activities of the second and third shifts. The day shift performs the inspection and repair work requiring greater skill and technical knowledge than the work on the other shifts. Equipment Foremen II at the South Park Shops are each in charge of a repair section involving major overhaul, repair and manufacture. Positions in this class require greater skill and technical knowledge and supervise larger groups of employees than Equipment Foremen I.

EXAMPLES OF DUTIES

Assigns and supervises the inspection, repair, and servicing of public transportation vehicles or components thereof on the day shift; may make estimates of repairs because of accidents or other damage; coordinates the orderly continuance of work with the second and third shifts; requisitions materials and supplies from the Purchasing and Stores Department; makes decisions as to type of repairs and their scheduling; checks and inspects equipment on a mileage basis; instructs new employees; advises repairmen on work and repair procedures and methods; reviews work performed; checks all time cards for work hours and proper accounting; coordinates vehicle tire condition and replacement with tire company on District property at an Equipment Maintenance Division.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Six years of experience with the Southern California Rapid Transit District as an Equipment Foreman I,

and,

Education:

Equivalent to graduation from high school.

Or II

Experience:

Two years of recent, supervisory experience in the maintenance, repair and overhaul of public transportation or heavy mechanical equipment,

and,

Education:

Equivalent to graduation from high school.

EQUIPMENT SUPERINTENDENT I

DEFINITION

Under general direction of the Assistant Superintendent of Equipment, to plan and direct the servicing and repair work on public transportation vehicles in an Equipment Maintenance Division; and to do related work as required.

CLASS CHARACTERISTICS

An Equipment Superintendent I is in charge of an Equipment Maintenance Division which is in operation for three shifts daily, seven days a week. Incumbents usually work a scheduled 40-hour week from Monday through Friday, but are subject to call at any time. The responsibility of an Equipment Maintenance Division includes servicing and preparation of public transportation vehicles for their daily runs as scheduled, periodic inspections and the subsequent repairs and modifications as required, repair of malfunctions as noted by operators, and notification of the Transportation Division of the vehicles available for runs as scheduled. The major responsibilities of the shifts are usually as follows: the first shift performs the inspections and major repairs; the second shift, the completion of repairs and cleaning and servicing of vehicles; the third shift, preparation of vehicles for next day's run, including cleaning and servicing and completion of minor repairs.

EXAMPLES OF DUTIES

Plans, coordinates, inspects, and gives advice on the cleaning, servicing and repair of public transportation vehicles in an Equipment Maintenance Division in operation three shifts a day, seven days a week; consults with Equipment Foremen, leadmen and mechanics regarding repairs and modifications as needed; inspects and determines whether vehicle requires major overhaul; keeps record of all repairs, mileage inspections and other functions as required; personally counsels individuals concerning disciplinary problems and other related matters; estimates repairs needed and cost involved for repairs to damaged public transportation vehicles; performs repairs to damaged coaches and paints; directs shift supervisors and assigns work schedule; checks and signs time cards; maintains contract employee records and enters appropriate comments.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as an Equipment Foreman II or two years of experience as an Equipment Foreman I.

Or II

Experience:

Four years of recent supervisory experience in the maintenance, repair and overhaul of public transportation or heavy mechanical equipment,

and

Education:

Equivalent to graduation from high school.

GENERAL PASSENGER AGENT

DEFINITION

Under general supervision, to supervise the ticket office in the Transit District Building; to supervise the complaint section; and to do related work as required.

CLASS CHARACTERISTICS

The General Passenger Agent reports to a Transportation Engineer - Senior and supervises several clerical positions in the ticket office and in the complaint section. This position requires a comprehensive knowledge of the transportation operations of the Transit District in order to answer complaints meaningfully and tactfully and from these complaints, make suggestions for improvement to the respective departments.

EXAMPLES OF DUTIES

Supervises the ticket office and lost article section in the Transit District Building; supervises the answering and review of complaint letters; discusses complaints with individuals who personally come to the Transit District Building; supplies the public, schools and ticket agencies with school tickets and maintains related records and prepares reports; orders transfer forms, school ticket books, cash fare receipts, and zone checks; delivers tokens to governmental agencies and business firms who order in large quantities; prepares fare schedules; assists instruction section of the Transportation Department in setting up fare and transfer instructions; reviews and signs complaint letters; instructs clerical employees supervised.

DESIRABLE QUALIFICATIONS

Experience:

One year of experience with Southern California Rapid Transit District as Assistant Transportation Engineer, Supervisor or Instructor, or two years as Division Clerk,

and

Education:

Equivalent to graduation from high school.

MFM

GENERAL ACCOUNTING SUPERVISORDEFINITION

Under administrative direction of the Auditor and Assistant Auditor to direct the performance of the technical and complex accounting and financial reporting work of the Southern California Rapid Transit District; to supervise the maintenance of the general accounts and records of the Transit District activities; to prepare financial reports and their analysis; and to do related work as required.

CLASS CHARACTERISTICS

The General Accounting Supervisor is in charge of the general accounting section of the Transit District performing central accounting control activities. The incumbent supervises approximately three positions in the class of Accountant, one of whom is Assistant General Accounting Supervisor, the Disbursement Clerk, seven account clerks, and two mail clerks. The work performed encompasses the fiscal record keeping involved in cash receipts and revenues, the disbursement of funds, and statements and reports, some of which involve data which are processed through the use of electronic data processing equipment.

EXAMPLES OF DUTIES

Plans, assigns, and reviews the work of a staff engaged in establishing and maintaining the general accounts and records of the Transit District; supervises accountants preparing a variety of financial reports; personally performs highly technical or complex accounting work in compiling financial reports and in developing and maintaining the general accounting records; supervises the internal mail pick-up and delivery system and the reproduction unit; trains staff, evaluates their performance and takes or recommends appropriate action; supervises the analysis and verification of financial reports and statements and of a variety of accounts and records; supervises the gathering, classifying, and summarizing of data and the compilation of financial reports, in relation to prescribed Transit District and other legal requirements; sets up control accounts where required; develops new and improves existing procedures to facilitate the work of the staff.

DESIRABLE QUALIFICATIONSEither IExperience:

Two years of experience with the Southern California Rapid Transit District as Assistant General Accounting Supervisor, or Internal Auditor.

Or IIExperience:

Three years of increasingly responsible professional accounting or auditing experience, at least one year of which shall have been in supervisory capacity,

andEducation:

Equivalent to graduation from a recognized college or university, supplemented by or including completion of courses in elementary and advanced accounting, auditing, and business law. (Additional qualifying experience may be substituted for two years of the required general education on a year-for-year basis.)

GENERAL SUPERINTENDENT OF EQUIPMENT

DEFINITION

Under administrative direction of the Manager of Operations and the Assistant Manager of Operations, to plan, coordinate, and direct the maintenance and repair of all public transportation and other vehicles of the Transit District; to recommend on procurement and disposal of public transportation and other vehicles; and to do related work as required.

CLASS CHARACTERISTICS

The General Superintendent of Equipment is assigned responsibility for preparing tentative specifications, analyzing bids on, recommending on the purchase and disposal of all public transportation vehicles, and for providing for their maintenance and repair through the South Park Shops and the Equipment Maintenance Divisions. Through a Chief Clerk and subordinate clerks he maintains fuel, mileage, personnel and other records. He assists the labor contract negotiating committee in matters concerning the Equipment Maintenance Department. In coordination with the Engineering Department he is responsible for planning and recommending on maintenance and construction of equipment maintenance buildings and yards.

EXAMPLES OF DUTIES

Gives over-all direction to the operation of the Equipment Maintenance Divisions and Shops; coordinates activities with other department heads and equipment maintenance supervisory personnel to effect repairs to public transportation vehicles in order to maintain the established operating schedules of the Transit District; conducts hearings on labor union grievances appealed from the department level; develops departmental policies and procedures.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as the Assistant General Superintendent of Equipment.

or

Experience:

Two years of recent experience in administrative charge of the mechanical operations of, or four years of recent experience in management, planning or administration with a large organization whose primary concern is the maintenance, manufacture, repair and overhaul of public transportation or heavy mechanical equipment or their components,

and,

Education:

Equivalent to graduation from high school.

GENERAL SUPERINTENDENT OF TRANSPORTATION

DEFINITION

Under administrative direction of the Manager of Operations and the Assistant Manager of Operations of the Southern California Rapid Transit District, to plan, coordinate and direct the activities of the Transportation Department; and to do related work as required.

CLASS CHARACTERISTICS

The General Superintendent of Transportation is assigned responsibility for the operation of the Transportation Department which includes the following sections: transportation operations, field supervision, dispatching, scheduling and statistics, transit vehicle operator instruction, charter and/or leased coach scheduling, and stations and agents. The incumbent is a member of the Transit District's labor negotiation committee on the Brotherhood of Railroad Trainmen Contract.

EXAMPLES OF DUTIES

Gives over-all direction to the operation of the Transportation Department; coordinates departmental activities with other department heads and Transportation Department sectional heads to maintain or adjust transit operations; conducts hearings on labor union grievances appealed from the section level; reviews the activities of Transportation Department sections; reviews sectional reports and daily operational logs; checks Transportation Divisions' safe operating records; initiates, supervises and checks on safe operating programs; analyzes the departmental budget; conducts departmental staff meetings; attends inter-departmental staff and policy meetings; plans, develops and recommends the building of new transportation facilities; inspects transportation vehicle operations.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as the Assistant General Superintendent of Transportation or the Superintendent of Schedules and Statistics.

Or II

Experience:

Two years of recent experience as Superintendent of the Transportation Department of a large urban public transportation system,

and

Education:

Equivalent to graduation from high school.

INDUSTRIAL RELATIONS ANALYST

DEFINITION

Under general direction, analyze, prepare and interpret special reports concerning personnel practices, procedures and labor agreements; administer Transit District's self-insurance programs for Workmen's Compensation Insurance; prepare and maintain industry surveys; perform related work as assigned.

CLASS CHARACTERISTICS

The Personnel Analyst reports directly to the Director of Industrial Relations and has no supervisory functions assigned. Work performed is of a complex nature requiring a comprehensive knowledge of the personnel structure of the District, familiarity with the District Labor Agreements, Unemployment Insurance Code, Workmen's Compensation and Insurance Division 4 of the Labor Code, Title 8 of the California Administrative Code, and with the history of personnel practices and procedures, Labor Agreements and contract interpretations.

EXAMPLES OF DUTIES

Compiles necessary reports and is responsible for, within established District procedure, the Industrial Relations Department's administration of the Transit District's self-insured Workmen's Compensation Insurance Program under direction of the Director of Industrial Relations; prepare and maintain necessary statistical reports and records for bidding of various employee benefit programs; establishment and revision of administrative procedures for benefit programs; prepare and maintain industry surveys concerning wages and personnel practices; interprets District Labor Agreements as requested; assists as required in preparation of departmental budget; labor negotiations, arbitration cases and grievance procedure; prepares special analyses and reports as assigned.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as Personnel Analyst I.

Or II

Experience:

Five years of responsible Industrial Relations or Personnel administrative experience with a public or private organization.

and

Education:

College graduate or equivalent.

INDUSTRIAL RELATIONS ANALYST I

DEFINITION

Under general direction, analyze, prepare and interpret special reports; responsible for Unemployment Insurance; Physical Re-exam Program; perform related work as required.

CLASS CHARACTERISTICS

The Personnel Analyst I reports directly to the Director of Industrial Relations and has no supervisory functions assigned. Work performed is of a complex nature requiring a comprehensive knowledge of the personnel structure of the District and with District Labor Agreements, policies, and a comprehensive knowledge of the Unemployment Insurance Code.

EXAMPLES OF DUTIES

Receive process and represent the District in all matters relating to Unemployment Insurance claims; maintain Physical Re-examination Program administered in accordance with Regulations of California Highway Patrol and District policy; control the production and distribution of Departmental Organizational Charts; upon assignment by Industrial Relations Director, works with Personnel Analyst in review of claims relating to Workmen's Compensation Insurance; assist Director in preparation for labor negotiations; answers inquiries relating to Transit District personnel practices and procedures; prepares and maintains industry surveys; attends court proceedings and/or prepares responses to subpoenas duces tecum as required; performs related work as directed.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District, as Employment Supervisor.

Or II

Experience:

Two years of responsible Industrial Relations or Personnel Administration experience with a large public or private organization.

and

Education:

College graduate or equivalent.

INSTRUCTORDEFINITION

Under general supervision, to train new and regular transit vehicle operators in the operation of public transportation vehicles, in a knowledge of the fare structure, in effective accident prevention techniques, and in the Transit District's policies and procedures; and to do related work as required.

CLASS CHARACTERISTICS

Instructors are stationed in and work from Transportation Division offices. They are responsible for acquainting the operators with all of the lines operating from the incumbent's assigned Transportation Division. They supervise and train Line Instructors (i.e., a regular operator performing extra duties under the supervision of the Instruction Division for training purposes only); break in new operators on their regular runs in the operation of the vehicle and on the line schedule and fare structure. Instructors spend the major portion of their time observing, and checking the performance of new operators.

EXAMPLES OF DUTIES

Trains new and present transit vehicle operators in the proper and safe use of public transportation vehicles and in the Transit District's policies and procedures; trains trafficmen in fare and zone check collection; maintains current file of all bulletins and notices of schedule changes, changes in routes or special movements, fare structure and transfer policy, and analyzes for instructional purposes; instructs operating personnel on special events which will affect the transit system; recommends suspension or discharge of trainees and operators during probationary period for unsatisfactory vehicle operation or other disqualifying reports; checks and observes driving techniques of operators who have had accidents to analyze faults and correct unsatisfactory and unsafe operating habits; meets with safety representative of liability insurance carrier and discusses accidents and accident preventative measures.

DESIRABLE QUALIFICATIONSEither IExperience:

One year of experience with the Southern California Rapid Transit District as a Division Clerk or three years of experience as a transit vehicle operator,

and

Education:

Equivalent to graduation from high school.

Or IIExperience:

One year of experience in a position comparable to that of Instructor with the Southern California Rapid Transit District or two years of supervisory experience in the transportation department of a large urban public transportation system.

and

Education:

Equivalent to graduation from high school.

INSTRUCTOR-SUPERVISOR

DEFINITION

Under general supervision to supervise, instruct and train Telephone Operators (Information Clerks) who operate the central telephone system and the public information service of the Southern California Rapid Transit District, and to do related work as required.

CLASS CHARACTERISTICS

This position works under the supervision of the Supervising Telephone Operator (Telephone Service Supervisor) and supervises the classroom instruction of new employees in the knowledge of the Transit District's operations and the operation of the telephone equipment. Also serves in the position of Supervisor in the PAX and Information Operating Department.

EXAMPLES OF DUTIES

Instructs and trains new Telephone Operators concerning schedules, routes, zones and tariffs of the Transit District's public transit service and inter-connecting lines; instructs in the use of the Transit District's schedules and other information source material so that correct information may be promptly related to the public; instructs in the use and operation of the telephone equipment; re-instructs other Telephone Operators as required whenever major service changes occur; evaluates the performance of student personnel; and performs all of the duties of the position of Assistant Supervising Telephone Operator (Supervisor).

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Telephone Operator (Information Clerk),

and

Education:

Equivalent to graduation from high school.

Or II

Experience:

Three years of experience on either a manual or dial multiple switchboard having two or more positions with ten or more trunk lines handling not less than 100 working stations, of which at least one year was in a supervisory or instructor position,

and

Education:

Equivalent to graduation from high school.

INSURANCE MANAGER

DEFINITION

Under general direction, to analyze property and casualty insurance needs of the Southern California Rapid Transit District and to recommend and procure such insurance policies and official bonds as authorized by law; to periodically review investigation and settlement of claims as performed by the District's various insurance carriers; and to do related work as required.

CLASS CHARACTERISTICS

The Insurance Manager reports to the General Manager and is responsible for all property and casualty insurance activities of the Transit District. The liability insurance cost of the Transit District is approximately two and one-half million dollars annually and a close liaison must be maintained with the insurance carriers for cost control.

EXAMPLES OF DUTIES

Procures property and casualty insurance for the Transit District's public transportation and other vehicles; drafts specifications for competitive insurance quotations; approves policy forms and premium rates for fire, burglary, robbery, forgery, and other insurance; places insurance coverage; makes recommendations to the General Manager and the Transit District on insurance matters; issues bulletins and interpretations of coverages; advises regarding surety bonds, motor vehicle insurance, general liability insurance and reporting of accidents; procures and approves as to form and content insurance policies and faithful performance bonds on officers and employees of the Transit District; corresponds with insurers and reviews investigations and settlements of claims; periodically consults with insurers in respect to operating and case reserves, settlement values and litigation of claim cases; consults with insurers and makes recommendations for action to be taken in recovering District property damage losses caused by third parties; participates in accident prevention activities; classifies, collects, and analyzes loss data and reports thereon; supervises the work of clerical assistants; dictates correspondence and prepares reports.

DESIRABLE QUALIFICATIONS

Experience:

Five years of full-time responsible experience in work requiring a wide technical knowledge of liability and property insurance coverages and supervision of casualty claims adjustments with duties involving the investigation, examining, evaluating, negotiating, or adjusting of heavy personal injury and property damage claims, preferably in the public transit field,

and

Education:

Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required college education on a year for year basis).

INTERNAL AUDITOR

DEFINITION

Under general direction of the Auditor, to perform financial audits and review accounting methods and practices of the Southern California Rapid Transit District departments, stations, and authorized ticket agencies; to plan and direct audits of the various departments; and do related work as required.

CLASS CHARACTERISTICS

This position is assigned the responsibility for conducting a continuous audit program for the various departments of the Transit District. The number and frequency of audits is determined, and the procedure planned by the incumbent. The completed reports and recommendations are prepared and submitted to the Auditor.

EXAMPLES OF DUTIES

Conducts audits and accounting studies of the departments of the Transit District, its stations and ticket agencies; for these purposes, reviews past audits, fiscal records, and applicable rules and regulations of Transit District; examines and analyzes fiscal records and systems; prepares accounting and narrative reports and recommendations on findings; verifies the accuracy and effectiveness of fiscal records and transactions of departments under study.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as an Accountant,

and

Education:

Equivalent to the completion of two years of college including or supplemented by twelve semester hours in accounting and auditing. (Additional accounting experience with Southern California Rapid Transit District may be substituted on a year-for-year basis for the educational requirement.)

Or II

Experience:

Two years of responsible professional auditing or accounting experience,

and

Education:

Equivalent to the completion of two years of college including or supplemented by twelve semester hours in accounting and auditing.

JANITOR FOREMANDEFINITION

Under general supervision, to direct and supervise the janitorial maintenance in the Transit District Building and the Transit District operated station facilities; and to do related work as required.

CLASS CHARACTERISTICS

This is a supervisory position and is not a working level foreman. This position reports to the Real Property Manager and supervises positions in the classes of Lead Janitor, Janitor and Janitress. This position is responsible for the janitorial maintenance and security (outside normal office hours) of the Transit District Building and the janitorial maintenance of the Transit District operated station facilities. This position works various shifts, approximating 40 hours per week, and is subject to call 24 hours a day, 7 days a week.

EXAMPLES OF DUTIES

Supervises and coordinates the work of janitorial personnel in the Transit District Building and the Transit District operated station facilities; makes daily routine and special project work assignments; supervises such work as off-hour building security, elevator operation, moving of furniture and equipment, light replacement, and general cleaning of offices, halls, stairways, lobbies, elevators, rest rooms, public stations, conference rooms, board rooms, and dining areas; directs such activities as sweeping, mopping, washing, dusting, polishing, stripping, waxing, buffing, disinfecting, security checks, elevator service, furniture and equipment moving, light replacement, and similar tasks; inspects building, reporting unsatisfactory or dangerous situations; supervises vacation and job assignment bids and makes temporary reassignment of personnel as required; maintains attendance records and approves time cards; keeps records and submits reports on activities; orders cleaning and janitorial maintenance supplies; instructs and directs employees in proper and most efficient cleaning methods; evaluates the performance of janitorial personnel and recommends action; and operates passenger elevator.

LICENSE REQUIRED

Elevator Operator's license - City of Los Angeles

DESIRABLE QUALIFICATIONSEither IExperience:

One year of experience with the Southern California Rapid Transit District in building cleaning and maintenance work,

andEducation:

Equivalent to graduation from high school.

Or IIExperience:

Two years of experience in building cleaning and maintenance work, at least one year of which shall have included supervisory responsibility,

andEducation:

Equivalent to graduation from high school.

MAINTENANCE MAN

DEFINITION

Under supervision, to assist in the operation and maintenance of the Transit District Building and perform day time building services and to do related work as required.

CLASS CHARACTERISTICS

This position works under the supervision of the Building Engineer and assists the Building Engineer and Assistant Building Engineer in the general operation and maintenance of the Transit District Building. This position also operates passenger and freight elevators and performs day time building services.

EXAMPLE OF DUTIES

Lights boiler and observes operation during pressure build-up period; acts as helper to the Building Engineer and Assistant Building Engineer in the repair of flush valves, radiators, plumbing, lighting and other building appurtenances; repairs venetian blinds; replaces lights; operates elevators as required; services men's rest room facilities and administrative and general office lavatories; sets up board meeting and conference rooms; performs emergency janitorial services; moves furniture and equipment in and out of and within Transit District building; handles the distribution of drinking water, telephone directories and other building services; and maintains the boiler and equipment rooms of the Transit District Building in a clean and orderly condition.

LICENSE REQUIRED

Elevator Operators license - City of Los Angeles

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District in a janitorial or maintenance position.

Or II

Experience:

One year of recent experience in the general operation and maintenance of a large office building,

and

Education:

Equivalent to graduation from high school (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis.)

MANAGER COMMUNITY RELATIONS

DEFINITION

Under general direction, to coordinate representation in the several chambers of Commerce by authorized Southern California Rapid Transit District employees; to supervise the Transit District Speakers' Bureau and gives talks to civic groups; to organize, coordinate and conduct tours of special groups through the Transit District facilities; to coordinate and participate in special Transit District and/or civic events; and to do related work as required.

CLASS CHARACTERISTICS

The Manager Community Relations, is primarily concerned with public contacts, public officials and civic organizations in order to provide information and keep the public informed of the Southern California Rapid Transit District services provided, and proposed and future plans concerning improved public transportation services. The incumbent reports to the Assistant Director of Public Information but maintains direct responsibility for assigned duties.

EXAMPLES OF DUTIES

Supervises and coordinates individual membership of authorized Transit District personnel in the various Chambers of Commerce in cities serviced by the Transit District; maintains a file of Transit District speakers and coordinates speaker programs with interested civic groups; makes speeches to civic groups; clubs and other interested organizations; attends meetings of civic organizations; maintains contact with civic leaders and officials; coordinates and organizes group tours through the Transit District facilities; arranges Transit District participation in local special events; answers inquiries; prepares reports and correspondence.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as Community Representative, or Manager News Bureau.

Or II

Experience:

Four years of responsible public relations, journalistic, editorial, or publicity experience, preferably with a large public transportation organization,

and

Education:

Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.)

MANAGER CUSTOMER RELATIONS

DEFINITION

Under general direction, to develop promotional programs arranging for the use of special transit services of the Southern California Rapid Transit District; and to do related work as required.

CLASS CHARACTERISTICS

The Manager Customer Relations, develops ideas and promotes and works out the arrangement with the respective organizations which, it is estimated, should increase the utilization of Transit District public transit facilities. The ideas developed are approved, prior to further promotional development, by the incumbent's superior, the Director of Public Information. This position requires the ability to promote these ideas and to maintain satisfactory relations with the respective organizations.

EXAMPLES OF DUTIES

Develops promotional programs which require the use of special public transit services of the Transit District, such as at sports events, fairs, conventions, recreational and amusement areas and others; develops fare and admission package promotional arrangements; promotes ideas and maintains contact with the organization involved; makes arrangements and maintains contact with large organizations on fare refund plans; makes passenger surveys concerning advertising on public timetables; establishes selling formula for advertising on public timetables; sells advertising space on public timetables and zone checks; assists in the development of new business for charter service; prepares reports and correspondence.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as Advertising Manager, Manager News Bureau, General Passenger Agent, Stations and Agents Supervisor or Assistant Transportation Engineer.

Or II

Experience:

Three years of recent full-time experience performing contact promotional work on a manager level with fairs, conventions, chambers of commerce or other organizations of a similar nature,

and

Education:

Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required college education on a year-for-year basis.)

MANAGER NEWS BUREAU

DEFINITION

Under direction, to assist in the preparing and disseminating of information concerning the activities of the Southern California Rapid Transit District to the public through mass media; and to do related work as required.

CLASS CHARACTERISTICS

The public information program and policies are developed in conjunction with top management of the Transit District by the Director of Public Information. The routine responsibilities of the public information program involving the actual preparing and disseminating of public information to mass media are performed by the Manager News Bureau.

EXAMPLES OF DUTIES

Assists in preparing and disseminating public information through mass media and performs the following activities; prepares news releases, magazine articles, teaching aids, reports, speeches and radio, television, and motion picture scripts; establishes and maintains cooperative working relations with the press; arranges for handling news releases or other information material through various mass media channels; prepares articles for and edits Transit District publications, bulletins and articles; maintains a library of files, clippings, statistics, reference material and other information of value; gives information concerning the Transit District by phone and correspondence; reviews the daily press and other media for pertinent information concerning the Transit District and assists in analyzing same; contacts Department Heads of the Transit District for information concerning the District operations.

DESIRABLE QUALIFICATIONS

Experience:

Three years of successful experience, within the past ten years, in journalism, wire service, editorial work, or public relations,

and

Education:

Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.)

MFM

MANAGER OF STORES

DEFINITION

Under general direction of the Director of Purchasing and Stores, to plan, organize, and direct the work of the Stores Section of the Purchasing and Stores Department; to supervise assistants engaged in storekeeping activities; and to do related work as required.

CLASS CHARACTERISTICS

The Manager of Stores is in charge of the Stores Section of the Purchasing and Stores Department which serves all the departments of the Transit District. These stores have an average turnover of merchandise valued at three million dollars annually, with an inventory value on hand as high as one million dollars. The stores supervised include the central stores and approximately 22 outlying stores locations, operating on a three-shift basis.

EXAMPLES OF DUTIES

Supervises the operations of the stores activities within the general policies established by the Director of Purchasing and Stores; determines the detailed policies and procedures to be followed in ordering, receiving, checking, storing, and shipping of the various classes of materials and commodities housed; directs all personnel and activities of the Stores Section; in conjunction with the buyers of the Purchasing and Stores Department, determines the desirability of adding to the types and classes of commodities to be warehoused, and the quality, brand or specifications of standard stock items, referring only the most important policy decisions to higher authority; determines the general stock level and distribution to be maintained in various classes of commodities in order that the operating requirements of the various Transit District departments may be adequately met at all times; acts as custodian of all obsolete, surplus and scrap materials.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as Assistant Manager of Stores.

Or II

Experience:

Three years of full-time responsible, varied storekeeping and purchasing experience,

and

Education:

Equivalent to graduation from high school.

MATRON

DEFINITION

Under supervision, to assist the Senior Matron in the operation of the employees' lunch room and the employees' lounge, special services to administrative offices and meetings, and perform the general day time maintenance and service of the women's rest room facilities in the Transit District Building, and to do related work as required.

CLASS CHARACTERISTICS

Works under the supervision of the Senior Matron and assists in the operation of the employees' lunch room and the employees' lounge in the Transit District Building, special services to administrative offices and meetings, and performs the general day time maintenance and service of the women's rest room facilities of the Transit District Building, and works with other Transit District Building employees in the day time operation and maintenance of the Transit District Building. Also, serves as emergency relief passenger elevator operator.

EXAMPLES OF DUTIES

Assists in the maintenance and operation of the employees' lunch room and employees' lounge, special services to administrative offices and meetings; maintains and services the women's rest room facilities; prepares and serves coffee to employees in the employees' lunch room and employees' lounge and to administrative offices and meetings; cleans tables, chairs, food containers, serving containers and other kitchen equipment; washes trays, plates, silverware and serving equipment; maintains employees' lunch room and employees' lounge in a clean and orderly condition; operates passenger elevators; and assists in the day time janitorial maintenance of the Transit District Building.

LICENSE REQUIRED

Elevator Operator's License - City of Los Angeles

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year experience with the Southern California Rapid Transit District as a Janitress,

Or II

Experience:

One year experience as a Matron or Janitress,

and

Education:

Equivalent to graduation from high school (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis).

MECHANICAL ENGINEER

DEFINITION

Under general direction of the Assistant Manager of Operations, to direct the activities of the Mechanical Engineering Department; to prepare the difficult structural design of buildings and other structures of the Southern California Rapid Transit District; and to do related work as required.

CLASS CHARACTERISTICS

The Mechanical Engineer is in charge of the Mechanical Engineering Department and supervises an Electrical Designer, and two Draftsmen. The incumbent personally performs the mechanical design work and supervises the electrical and civil designers.

EXAMPLES OF DUTIES

Plans, organizes, assigns and checks work, gives instructions and assistance, evaluates performance, and makes technical decisions in connection with the supervision of the work of a group of designers and draftsmen engaged in making complete designs, construction drawings, and specifications for major structural mechanical and electrical installations; refers structural designs to a registered Structural Engineer; writes technical specifications; checks drawings and makes cost estimates of mechanical, electrical or civil systems; makes detailed inspections of construction operations in the field; makes independent surveys covering installation, repair, and recommended improvements to mechanical systems; prepares departmental budget; secures necessary construction permits; writes construction specifications; prepares correspondence and reports.

LICENSE REQUIRED

Registration with the State of California as a civil or professional engineer.

DESIRABLE QUALIFICATIONS

Experience:

Five years of increasingly responsible professional engineering experience, at least two years of which shall have been in a supervisory position in design and inspection work with a large public transportation system,

and

Education:

Equivalent to graduation from college with major work in engineering. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

MFM

MECHANICAL ROAD INSTRUCTOR

DEFINITION

Under general supervision, to perform emergency servicing and mechanical repair to Transit District vehicles in the field; to instruct operators in the proper use of equipment in the field; and to do related work as required.

CLASS CHARACTERISTICS

Employees in this class respond to emergency calls by means of a radio equipped automobile to render emergency service to transportation buses, and vehicular equipment which may be temporarily disabled. These functions are performed on a split shift which are the peak transportation hours, 6:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. If breakdowns occur during other hours, mechanics are dispatched from an Equipment Maintenance Division. Employees may work overtime if emergency situations extend beyond these hours. They may also perform duties similar to those of a Supervisor in the Transportation Department in supplying operators with tokens, transfers, fare boxes and other items consistent with the transportation function, although positions in this class are all in the Equipment Maintenance Department.

EXAMPLES OF DUTIES

Operates a radio equipped motor vehicle and responds to calls from the Dispatcher; makes emergency mechanical adjustments and minor repairs to Transit District public transportation and other vehicles in the field; evaluates situation and decides whether vehicle can resume normal operation, can return to the Equipment Maintenance Division under its own power for repairs, or must be towed; arranges for replacement vehicle if necessary; maintains two-way radio contact with Transportation Department Supervisors and Dispatcher; instructs operators in the proper use and handling of equipment when difficulty is encountered; maintains a supply of tokens and fare boxes in his vehicle and issues to operators as required; writes daily activity reports to Superintendent of Equipment.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Three years of experience with the Southern California Rapid Transit District as a journeyman mechanic on public transportation vehicles,

and

Education:

Equivalent to graduation from high school.

Or II

Experience:

Four years of recent, full-time, journeyman level experience in the maintenance, repair and overhaul of public transportation or heavy mechanical equipment,

and

Education:

Equivalent to graduation from high school.

PATROLMAN

DEFINITION

Under direction, during an assigned shift, to police the Southern California Rapid Transit District Stations and adjoining properties; to maintain order and to apprehend law violators; to direct and give information to the public; and to do related work as required.

CLASS CHARACTERISTICS

Patrolmen are assigned to Main Street Station on a three-shift basis and are supervised by the Chief Special Agent. Their main function is to keep the station patrolled and in an orderly condition so that patrons may wait for transit vehicles in a desirable environment. They do patrol work on foot, and are armed, and uniformed.

EXAMPLES OF DUTIES

Patrols and guards the Transit District Stations and adjoining properties and grounds; maintains order on the premises; takes violators into custody when necessary, holds for municipal police, and appears in court as required; investigates and makes written reports on accidents, property damage, fires, law violations and similar matters; takes charge of situation in case of emergencies and accidents; may notify Special Agents for assistance; administers first aid to injured persons; gives information and directs the public; guards stations against admission of undesirable or unauthorized persons; notes and reports accidents, suspicious circumstances, and dangerous or defective conditions on Transit District property; escorts ticket-clerks and cashiers with large amounts of cash; traffic control at entrance and exit to Main Street Station; record-keeping, collection of storage fees, and control of American Storage Lockers.

DESIRABLE QUALIFICATIONS

Experience:

Some security guard experience with a public or private organization.

and

Education:

Equivalent to graduation from high school. (experience in police work for a public jurisdiction may be substituted for two years of the required education on a year-for-year basis.)

PROPERTY MAINTENANCE FOREMAN

DEFINITION

Under direction of Superintendent of Property Maintenance to supervise and direct the activities of all maintenance crews, emergency men and watchmen in the Department.

CLASS CHARACTERISTICS

The Property Maintenance Foreman exercises direct supervision on minor construction projects and all alteration and maintenance work in the Department. Incumbent has responsibility for regular inspection and checking of all buildings and structures and recommend correction, improvement or repairs on all facilities. The Property Maintenance Foreman is subject to 24-hour emergency call duty.

EXAMPLES OF DUTIES

Is responsible for daily job assignments to personnel under his jurisdiction and to see that their work is done properly and in accordance with standards of the District; Orders material for construction and maintenance jobs and arranges for delivery to the job site; makes arrangements for inspection by City, County, or State regulatory bodies when required and makes sure that work is up to code requirements; makes regular inspection of all buildings and structures and files reports on the condition of roofs and paint; Instructs personnel in the proper use of tools and equipment and in their care and maintenance; enforces safety regulations and sees that proper use is made of all safety devices.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Four years of experience with the Southern California Rapid Transit District as a journeyman in one or more of the building trades, at least one year in such work as a leadman,

and

Education:

Equivalent to graduation from high school.

Or II

Experience:

Five years of experience as a journeyman in one or more of the building trades, at least two years of which shall have been in a supervisory capacity,

and

Education:

Equivalent to graduation from high school.

PUBLICATIONS EDITOR

DEFINITION

Under direction, to edit, write articles, take photographs for, and distribute the Southern California Rapid Transit District's employee magazine; and to do related work as required.

CLASS CHARACTERISTICS

The Publications Editor is responsible for the employee magazine and spends the greatest portion of time performing related functions. He is guided by general policies as set forth by the Transit District and directly supervised by the Assistant Director of Public Information. All copy and photographs for the magazine are reviewed monthly by his superior prior to publication.

EXAMPLES OF DUTIES

Develops ideas for articles in the employee publication; does research in Transit District departments to obtain information or develop ideas for articles; writes articles and takes photographs; decides on photographs to be used and maintains negative file; prepares captions for photographs; prepares layout of materials for employee magazine; prepares copy for printer; corrects proofs; arranges for distribution of employee magazine; selects courtesy operator of the month with a committee of persons not connected with the Transit District; selects committee to serve as judge from prominent civic organizations; prepares news releases concerning operator of the month and coordinates printing and posting of car cards for public transportation vehicles concerning such award; takes photographs for other departments of the Transit District.

DESIRABLE QUALIFICATIONS

Experience:

Two years of recent successful experience writing and editing an employee or other comparable publications,

and

Education:

Equivalent to graduation from college. (Additional qualifying experience may be substituted for required education on a year-for-year basis up to a maximum of two years.)

RADIO TECHNICIAN

DEFINITION

Under general supervision, to maintain and repair the Southern California Rapid Transit District radio communication system; to operate and maintain the main transmitter; and to do related work as required.

CLASS CHARACTERISTICS

The Radio Technician is in charge of the maintenance and repair of the Transit District's radio communication system and in this capacity he personally installs, removes, maintains and repairs the equipment.

EXAMPLES OF DUTIES

Maintaining the Transit District's radio communication system, comprised of the main transmitter, two-way mobile units, and Transportation Department station transmitters and receivers; operates and maintains the main transmitter; installs and maintains public address systems, tests and locates cause of failure or malfunction in radio equipment, using existing diagnostic and testing equipment; installs, repairs, checks operation, and measures frequency of mobile units and base radio station; when the volume of work requires additional assistance, supervises other radio technicians specially employed in the repair of equipment.

LICENSE REQUIRED

Radio-Telephone First Class Operator's License.

DESIRABLE QUALIFICATIONS

Experience:

Three years of recent, paid experience in the maintenance, construction, and repair of radio transmission and receiving apparatus including shortwave, AM, and VHF-FM equipment,

and

Education:

Equivalent to graduation from high school supplemented by completion of a recognized course in radio repair and installation.

REAL PROPERTY MANAGERDEFINITION

Under direction, to serve as real estate agent for the Transit District in the management, use, maintenance, development, acquisition and disposal of corporate properties and leased premises; to manage and direct the operation, maintenance, repair, cleaning and other building services of the Transit District Building; to manage and direct the janitorial maintenance and cleaning of the Transit District's station facilities; and to do related work as required.

CLASS CHARACTERISTICS

The Real Property Manager serves as agent for the Transit District in all matters relating to the management, use, maintenance, development, acquisition and disposal of the corporate real properties and leased premises; serves as Building Manager of the tenant and owner occupied Transit District Building; manages the janitorial maintenance and cleaning of the Transit District operated station facilities; and manages and directs the Transit District's telephone and public station schedule, service, fare, and routing information service. This position requires a broad background of experience and knowledge in leasing, appraising, condemnation, escrow, insurance, maintenance, construction, alterations, purchasing, Real Estate Practice, Legal Aspects of Real Estate, and business administration. This position directs and supervises the staff group heads of the Transit District Building and the telephone and public information service and group heads and persons performing maintenance, repairs, alterations, or construction work in the Transit District Building, whether company employees or otherwise.

EXAMPLES OF DUTIES

Develops and recommends standards and proposals for economic space and property utilization; negotiates with brokers, agents, governmental agencies and principals in the sale and purchase of real property, assemblage of real property, and employment of professional services in connection therewith; negotiates leases of property and space to and from others; drafts contracts, agreements, leases and escrow instructions; designs and recommends office layouts and space utilization for tenants and company departments; manages and directs the operation, maintenance, security, repairs, construction, alterations and other building services of the Transit District Building; develops routine operating schedules and practices; supplies labor and assistance as required by tenants and company departments for moving, repairs and matters other than building operation; develops an adequate civilian defense, fire prevention and safety program; submits modernization programs to management; provides coordination and direction in alterations to the premises; keeps currently informed on pertinent technical aspects relating to renting, management and maintenance of buildings; supervises the maintenance of contract, lease data, personnel and other records; exchanges through proper channels with other departments such information, advice and assistance as may be appropriate; develops and maintains company and tenant occupied space allocation records and maintains records of charges relating thereto; participates in the annual preparation of the budget covering all areas of section responsibility and directs and controls the expenditure for wages, materials, equipment and supplies within the area of section responsibility; participates in public affairs and outside activities; directs the operation of the employees' lounge and lunch room; directs the scheduling of conference rooms and meeting rooms; directs and manages the operation of the Transit District's telephone service and schedule, service, fare and routing information service; directs the preparation of work assignments within the area of section responsibility; evaluates the performance of staff employees; determines appropriate promotions and recommends appropriate compensation within the salary administration plan.

DESIRABLE QUALIFICATIONS

Experience: Two years of Building Management or Property Management experience involving the management and supervision of a large office building or groups of buildings with diversified operating and building maintenance requirements,
Education: Equivalent to graduation from high school.

SALARY PROCESS RECORDER

DEFINITION

Under supervision, to receive, process and record all salary adjustments for non-contract and clerical personnel employed by the Southern California Rapid Transit District; and to do related work as required.

CLASS CHARACTERISTICS

The Salary Process Recorder works under the supervision of the Director of Industrial Relations. The incumbent must have a comprehensive knowledge of the Transit District classification and salary plan and understand the Transit District rules and regulations in order to properly control and check the salary adjustment request for conformance with the Transit District classification and salary plan.

EXAMPLES OF DUTIES

Receives payroll or class changes or adjustments; reviews for proper class titles, job identification numbers, and assignment to the appropriate salary range and step; checks completed form for accuracy and correct authorizing signatures; posts all changes to employee records; maintains employee salary history files; assists other departmental personnel by referring them to sources of information, giving out standard forms and explaining how to complete them and answering requests for factual information by consulting various available sources; inserts and extracts materials from subject matter and personnel files; lists, abstracts, or summarizes data; compiles routine reports from a small number of established sources for review by Director of Industrial Relations; types correspondence, reports, and stencils from various rough draft materials; operates office machines and devices. Prepares and distributes position classification and salary plan and amendments.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Clerk or a Clerk Typist with the Industrial Relations Department,

and

Education:

Equivalent to graduation from high school.

Or II

Experience:

Two years of experience in processing changes and maintaining employee records in conformity with a wage and salary plan of a large public or private organization,

and

Education:

Equivalent to graduation from high school.

SCHEDULE ANALYST IDEFINITION

Under general supervision, to assist in programming and coding operational sequences of schedules and other materials for data processing; to supervise the operation of IBM tabulating machines; to wire control panels for complex tabulating operations.

CLASS CHARACTERISTICS

This position is assigned a dual responsibility, (1) assisting the Schedule Analyst II in programming and coding operation sequences concerning transit schedules and other materials for electronic data processing and (2) to supervise key punch operators and tabulating machine operators on the second shift converting the data for input and processing into electronic data processing machines.

EXAMPLES OF DUTIES

Assists in analyzing the Transit District's operating schedules for conversion into data for input into electronic data processing machines; assists in arranging data involving simple operating schedules with minimal headway variations for electronic data processing and machine computation to produce a printed complete basic schedule; reviews final schedule information from schedule makers for format prior to data conversion; prepares code and detail operating instructions; prepares routine plugboard diagrams; wires plugboard to make circuit connects; develops procedures and prepares instructions for tabulating equipment operators; supervises the processing of punched cards and tapes through a considerable number of machine operations in the preparation of schedule and transportation information and reports; applies understanding of advanced wiring principles in making adjustments to permanently wired control panels; tests tabulating machines for specific jobs following established testing procedures; performs mathematical calculations in balancing results of tabulating operations against previously established control figures; supervises and checks the work of key punch and tabulating machine operators; instructs key punch and tabulating equipment operators in specific operations; reviews work performed.

DESIRABLE QUALIFICATIONSEither IExperience:

One year of experience as a Schedule Maker I with the Southern California Rapid Transit District or two years of experience as a Tabulating Equipment Operator,

and

Education: Equivalent to graduation from high school.

Or IIExperience:

Two years of experience in the operation of tabulating equipment, at least six months of which shall have been in a supervisory position supplemented by one year of experience in programming and coding operations for electronic data processing. (Completion of a recognized on-the-job training course of at least one year's duration in the analysis, programming and coding of operations for electronic data processing may be substituted for the required programming and coding experience on a year-for-year basis.)

and

Education: Equivalent to completion of two years in an accredited college or university including courses in statistics, college algebra, trigonometry, analytical geometry and business administration.

SCHEDULE ANALYST II

DEFINITION

Under direction, to program and code operational sequences for electronic data processing; to supervise the processing of schedules and other materials by means of electronic data processing equipment; and to do related work as required.

CLASS CHARACTERISTICS

This position reports to the Assistant Supervisor of Schedules and requires a comprehensive understanding and knowledge of the Transit District's schedule making procedure. Schedules are analyzed and prepared for processing into electronic data processing machines. Basic data, involving simple schedules, may be prepared for processing and computation with the final output being a completed basic schedule. Ordinarily however, completed basic schedules will be prepared by Schedule Makers II and then programmed for machine conversion so that selected schedule tables such as individual operator schedules (paddles), pull-out pull-in recaps (subdivisions), public timetables, supervisor summaries and public display cards may be readily machine prepared and printed. The Schedule Analyst II supervises and trains others in the performance of these functions and in the operations of the data processing machines.

EXAMPLES OF DUTIES

Supervises and personally analyzes the Transit District's operating schedules for conversion into data for input into electronic data processing machines; prepares data involving simple schedules with minimal headway variations for electronic data processing and machine computation to produce a printed completed basic schedule; prepares code and detail operating instructions; tests coded programs and revises to eliminate errors and excess machine time; prepares plugboard diagrams; wires plugboard to make circuit connects; designs forms; supervises the operation of and personally operates the computer and auxiliary equipment; may analyze machine stoppage and initiates or recommends needed changes; prepares procedures and instructions for equipment operators; trains new and incumbent personnel; reviews work performed.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as Schedule Analyst I.

Or II

Experience:

Two years of experience in programming and coding operations for electronic data processing,

and

Education:

Equivalent to completion of two years in an accredited college or university including courses in statistics, college algebra, trigonometry, analytical geometry and business administration.

SCHEDULE EXPEDITER

DEFINITION

Under direction, to plan and conduct special schedule studies; to coordinate schedule activities with the Office of the Chief Engineer; and to do related work as required.

CLASS CHARACTERISTICS

The Schedule Expediter reports directly to the General Superintendent of Transportation and plans and conducts special studies concerning proposed routes, consolidation of lines and other difficult and complex procedures relating to operating schedules of the Transportation Department. In this capacity, a close working relationship is maintained with the Office of the Chief Engineer. The incumbent supervises the Schedule Division employees located at Location 30 during the absence of the Supervisor of Schedules.

EXAMPLES OF DUTIES

Assists the General Superintendent of Transportation in developing new services; plans and conducts studies where there appear to be special problems; determines where it is appropriate to consolidate, split, or add new lines; investigates and plans expedited schedules for peak period operations such as expresses, freeway flyers and limiteds; studies and may recommend the substitution of one type of public transportation vehicle for others on specific lines; works to improve service in general; investigates complaints concerning scheduling and service; obtains information to answer complaints; studies requests for new routings; meets with civic groups regarding proposed changes in service; plans travel checks and running time checks and may construct schedules; coordinates major planning and schedule changes with the Office of the Chief Engineer; prepares reports and recommendations.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Schedule Maker II.

or II

Experience:

Three years of experience in a position comparable to Schedule Maker II with a large urban public transportation system,

and

Education:

Equivalent to graduation from high school supplemented by two years of college level statistics and mathematics.

SCHEDULE MAKER I

DEFINITION

Under supervision, to assist in the preparation of the Transit District's operating schedules; and to do related work as required.

CLASS CHARACTERISTICS

A Schedule Maker I summarizes and tabulates passenger checks, running time checks and related data for evaluation by Schedule Makers II who prepare the operating schedules for the Transit District's vehicles. In addition, incumbents extract and prepare, from the schedules, various types of tables such as individual operator schedules (paddles), pull-out and pull-in recaps (subdivisions) public time tables, supervisor summaries and public display cards for reproduction.

EXAMPLES OF DUTIES

Assists Schedule Makers II in the processing and evaluation of data such as passenger and running time checks and vehicle headway for determination of the basic operating schedule; from newly developed operating schedules, extracts and prepares schedule charts such as subdivisions, paddles, supervisor summaries and public time tables; dictates or sets up tables for typing or varityping; prepares public display cards of time tables for stations and bus stops; proof-reads schedules and other schedule subdivisions prior to reproduction; calculates operators' daily and weekly hours and pay time; calculates vehicle hours and pay time; calculates vehicle hours and miles; may calculate line cost, may prepare minor schedules.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a transit vehicle operator,

and

Education:

Equivalent to graduation from high school.

Or II

Experience:

Six months of experience as a Schedule Maker in a large urban public transportation system,

and

Education:

Equivalent to graduation from high school.

SCHEDULE MAKER II

DEFINITION

Under general supervision, to prepare the operating schedules of Transit District public transportation vehicles; and to do related work as required.

CLASS CHARACTERISTICS

Schedule Makers II analyze data illustrating passenger riding habits, traffic conditions, vehicle running time, union contract provisions, and other circumstances affecting the operation of transit vehicles. From this information an efficient, basic schedule is developed to meet the passengers' needs. Individual runs are then prepared from the basic schedule consistent with union contract provisions (run cutting) utilizing each operator to the maximum, and minimizing overtime. Incumbents in these positions perform complex functions requiring the use of individual judgment such as evaluating data and developing the basic schedules whereas Schedule Makers I do routine work preparing special tables from the basic schedules such as individual operator schedules (paddles), pullout and pullin recap (subdivisions), public timetables, supervisor summaries and public display cards and dictate and otherwise prepare them for reproduction. In addition they may process data into workable form for the use of Schedule Makers II. Incumbents in this class are usually assigned lines of a particular geographical area.

EXAMPLES OF DUTIES

Prepares operating schedules for the Transit District's public transportation vehicles defining trips made, routes traversed, departure, intermediate points, and arrival times, and develops the runs for individual operators and vehicles; evaluates passenger complaints; may request passenger check of line under study; analyzes passenger check and determines number of trips necessary to carry passenger load as per the established load factor; determines service changes as needed; determines running time and proper headway; prepares runs for operators consistent with the union contract and Transit District policy (run cutting); considers wages, cost of operations per coach and other cost and investment factors in preparing schedules; may estimate revenue and non-revenue mileage in the operation of the proposed schedule and the number of vehicles required; may make physical inspection of problem lines.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Schedule Maker I or a Division Clerk.

Or II

Experience:

One year of experience in a position comparable to Schedule Maker II with a large urban public transportation system,

and

Education:

Equivalent to graduation from high school supplemented by one year of college level statistics and mathematics.

SECRETARY I

DEFINITION

Under general direction, to perform secretarial and stenographic work of average difficulty; and to do related work as required.

CLASS CHARACTERISTICS

This is the beginning level class in the secretarial series. Positions in this class are distinguished by their assignment to an administrative official and performance of duties requiring a working knowledge of the technical subject matter and the functions of the office. Some positions are assigned under the direction of a Secretary II, III, or IV and take dictation from several administrators.

EXAMPLES OF DUTIES

Takes shorthand notes from one or more administrators and accurately transcribes them; composes correspondence and memorandums from brief verbal instructions or notes; handles routine correspondence on procedural or informational matters; filing; assists the public and employees answering questions involving an understanding of policies, procedures, and regulations; acts as a receptionist, making appointments, arranging meetings, and transmitting information; compiles reports from a wide variety of sources, and transmits to other offices or agencies.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a stenographer.

and

Education:

Equivalent to graduation from high school.

Or II

Experience:

One year of varied general clerical and stenographic experience.

and

Education:

Equivalent to graduation from high school, including or supplemented by courses in typing, stenography and office practices.

Special Requirements:

Ability to take dictation at a speed of 100 words per minute, transcribe it at a speed of 30 words per minute, and type from clear copy at a speed of 50 words per minute.

SECRETARY II

DEFINITION

Under general supervision, to perform secretarial and stenographic work of above average difficulty; and to do related work as required.

CLASS CHARACTERISTICS

Positions in this class are characterized by the responsibility for handling the over-all clerical and sub-technical processes of a small department or of a function within a large department. The work is usually varied in nature with dictation often being taken from one or more administrators.

EXAMPLES OF DUTIES

Takes shorthand notes from one or more administrators and accurately transcribes them; may transcribe from a dictating machine; on own initiative, composes or prepares letters and reports from marginal notes or oral or written instructions; maintains and originates improvements in department or functions filing system; answers, or correctly refers inquiries on the telephone or in person to the proper administrator.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Secretary I.

Or II

Experience:

Three years of progressively responsible secretarial experience.

and

Education:

Equivalent to graduation from high school, including or supplemented by courses in typing, stenography, and office practice.

Special Requirements:

Ability to take dictation at 110 words per minute and transcribe it at a speed of 30 words per minute and type at a speed of 50 words per minute.

SECRETARY III

DEFINITION

Under general supervision, to perform difficult and complex secretarial work requiring stenographic skill; and to do related work as required.

CLASS CHARACTERISTICS

Positions in this class level are distinguished from the Secretary II Class by their assignment to a highly technical or professional function (such as office of the Chief Engineer), or to a top administrator whose responsibility and decisions have a far reaching effect on most employees of the Transit District or with representatives of outside firms. (Such as the Assistant Manager of Operations, Director of Industrial Relations, General Superintendent of Transportation, and Director of Purchasing and Stores.)

EXAMPLES OF DUTIES

Takes shorthand notes from dictation which may include a substantial amount of technical terminology and accurately transcribes them; attends meetings, and takes and transcribes notes of actions and proceedings; composes or prepares letters and reports from marginal notes or oral or written instructions or own initiative; gathers data processed elsewhere, and compiles statistical reports, making arithmetic calculations and developing the report in accordance with brief instructions; reads and to some extent interprets technical information for interested parties; may transcribe from dictating machine; maintains and originates improvements in department's filing system; answers, or properly refers, on the telephone or in person, inquiries regarding a department's operations.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Secretary II.

Or II

Experience:

Three years of similar or related secretarial experience with a large organization, or five years of unrelated responsible secretarial experience.

and

Education:

Equivalent to graduation from high school, including or supplemented by courses in typing, stenography, and office practice.

Special Requirements:

Ability to take dictation at 110 words per minute and transcribe it at a speed of 30 words per minute and type at a speed of 50 words per minute.

SECRETARY IV

DEFINITION

Under general direction, either (1) to serve as secretary to a top level administrator relieving him of administrative and clerical detail or (2) to supervise a small clerical staff and to provide secretarial service to a major department head; to perform complex and responsible clerical work; and to do related work as required.

CLASS CHARACTERISTICS

Positions in this class provide secretarial service either (1) to a top level administrator who is primarily concerned with the formulation and administration of agency-wide policy and public relations activities, or (2) to a major division head where in addition to secretarial functions a small clerical staff is supervised. (Such as General Manager, Manager of Operations, and Director of Public Information.)

EXAMPLES OF DUTIES

Receives and transcribes confidential dictation; prepares correspondence independently on matters not requiring personal responses and signs such correspondence for division heads; reads and to some extent interprets agency policy or technical information for interested parties; types reports, memoranda, records, and documents, oftentimes gathering data processed elsewhere, in accordance with written or oral instructions; assists the administrator with special letters, speeches, articles and reports; attends and participates in activities of special committees; maintains special confidential files; assigns and supervises the work of clerical assistants and Secretaries I, II, and III.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Secretary III.

Or II

Experience:

Three years of similar or related secretarial experience with a large organization, or five years of unrelated responsible secretarial experience.

and

Education:

Equivalent to graduation from high school, including or supplemented by courses in typing, stenography, and office practice.

Special Requirements:

Ability to take dictation at 110 words per minute and transcribe it at a speed of 30 words per minute and type at a speed of 50 words per minute.

SENIOR BUYER

DEFINITION

Under direction of the Director of Purchasing and Stores, to supervise Buyers purchasing a large and varied group of supplies and equipment; to personally negotiate difficult and important purchases and contracts; and to do related work as required.

CLASS CHARACTERISTICS

The Senior Buyer directly supervises the buying activities of the Southern California Rapid Transit District and is responsible for the buying procedures in accordance with the policies established by the Transit District. In addition, the incumbent coordinates and maintains liaison with outside contracting organizations performing services for the Transit District such as gardening, laundry or similar activities.

EXAMPLES OF DUTIES

Reviews the purchasing activities performed by other Buyers and the material in all buying files to determine conformity with the Transit District policies, rules and regulations and to appraise the soundness of judgment exercised in making of awards; receives and reviews requisitions; interviews vendors or their agents; conducts surveys to determine the quantities and qualities of goods required by the departments of the Transit District; investigates sources of supplies; negotiates sources of supplies; negotiates directly with department heads served on questions of item substitution; may check vendors' compliance with legal requirements such as performance bonds and workmen's compensation insurance; coordinates and maintains liaison with contracting organizations performing services for the Transit District; supervises, assigns and may personally investigate emergency shortage items and expedite their procurement; analyzes requisitions and makes recommendations as to which ones can be more economically purchased on a contract basis; directs the follow-up of purchases to insure receipt of proper quality and quantity on specified dates; investigates complaints; assigns work and maintains discipline in the supervision of buyers and clerical assistants; trains newly appointed buyers and instructs the buying staff; acts for the Director of Purchasing and Stores in his absence.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Buyer.

Or II

Experience:

Four years of experience in the large-scale buying of materials, supplies, and equipment, preferably with experience in automotive equipment and supplies, one year of which shall have been in a supervisory position. (In appraising experience, emphasis will be placed upon its recency and breadth. Experience in stores inventory control, or in acquisition of materials by requisition through a central purchasing organization is not qualifying buying experience.)

and

Education:

Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required college education on the basis of one year of experience being equivalent to two years of education.)

SENIOR MATRON

DEFINITION

Under direction, to supervise and work with others in the operation of the employees' lunch room and the employees' lounge, special services to administrative offices and meetings, and general day time maintenance and service of the women's rest room facilities in the Transit District Building, and to do related work as required.

CLASS CHARACTERISTICS

Reports directly to the Real Property Manager and supervises the operation of the employees' lunch room and the employees' lounge in the Transit District Building, special services to administrative offices and meetings, and general day time maintenance services of the women's rest room facilities in the Transit District Building, supervises the position of Matron, and works with other Transit District Building employees in the day time operation and maintenance of the Transit District Building.

EXAMPLES OF DUTIES

Supervises employees' lunch room and employees' lounge, special services to administrative offices and meetings, maintenance and service of women's rest room facilities; prepares and serves coffee to employees in the employees' lounge and to administrative offices and meetings; cleans tables, chairs, food containers, serving containers and other kitchen equipment; washes trays, plates, silverware and serving equipment; orders and/or purchases lunch room and women's rest room supplies and materials; maintains employees' lunch room and employees' lounge in a clean and orderly condition.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year experience with the Southern California Rapid Transit District as a Matron.

Or II

Experience:

Two years experience in cafeteria work or as a Matron or Janitress,

and

Education:

Equivalent to graduation from high school (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis).

SENIOR SERVICE INSPECTOR

DEFINITION

Under direction, to supervise and assign work to a group of Service Inspectors who observe the performance and conduct of Transit District operating personnel and others; and to do related work as required.

CLASS CHARACTERISTICS

The Senior Service Inspector reports to the Chief Special Agent and supervises, assigns and may personally conduct investigative work concerning the performance and conduct of Transit District personnel. The major portion of time is spent training and assisting Service Inspectors in the manner in which this work is to be performed and in the writing of reports, although some time is spent riding Transit District vehicles observing the functions of operating employees and their relationships with passengers. The Senior Service Inspector must have a comprehensive knowledge of Transportation Department operating procedures and of the fare structure.

EXAMPLES OF DUTIES

Supervises and assigns work to a group of Service Inspectors who ride the Transit District public transit vehicles observing the performance and conduct of transit vehicle operators, keeping to schedules, and handling of passengers and money; may personally perform difficult investigations; instructs Service Inspectors in the proper methods of performing their duties, the rules and regulations of the Transit District and of required safety practices; makes reports and maintains a file of reports; recommends possible corrective measures regarding transit vehicle operator fare irregularities, relations with passengers, and similar activities; reads, checks, evaluates and segregates daily reports; maintains records of operator fare irregularities; assists Service Inspectors in writing reports; assigns investigation of sick leave and absentee cases; prepares special reports and correspondence.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Service Inspector II or as a Secretary II in the Special Agents' Department.

Or II

Experience:

Three years of investigative experience observing and reporting on employee conduct and performance, or other comparable types of private or public investigative work, of which at least one year shall have been in a supervisory position in the performance of these duties,

and

Education:

Equivalent to graduation from high school. (Additional qualifying investigative work may be substituted for two years of the required education on a year-for-year basis.)

SENIOR SPECIAL AGENT

DEFINITION

Under general direction to assist the Chief Special Agent in the planning, organizing, and directing the activities of the Special Agents' and Patrolmen's section of the Special Agents' Department.

CLASS CHARACTERISTICS

To so organize the Special Agents' Department so that in an emergency adequate trained manpower will be available to continue the functions of the Department.

EXAMPLES OF DUTIES

Assist the Chief Special Agent and in his absence assumes control in the planning, organizing and directing the Special Agents' and Patrolmen's section of the Special Agents' Department; usually assigned the more complex and/or confidential assignments as directed by the Chief Special Agent; may be required to perform the routine duties of Special Agent.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Special Agent.

Or II

Experience:

Four years of full-time paid police experience, preferably with a public transportation organization, two years of which shall have been in a capacity at least comparable to a sergeant in a city police organization,

and

Education:

High school graduate or equivalent.

SENIOR SUPERVISOR AND DISPATCHER

DEFINITION

Under direction, to observe and be responsible for the scheduled and safe field operation of all public transportation vehicles on the second shift; and to do related work as required.

CLASS CHARACTERISTICS

This is a field operation in charge of the second shift Supervisors and Dispatchers in order to maintain transportation schedules at any point in the system and at special events. Where there is a major delay or at special events the Senior Supervisor and Dispatcher may at the scene or by radio direct the activities of Supervisors at the scene re-routing and adjusting schedules as required. Radio contact is maintained with the Dispatchers at all times.

EXAMPLES OF DUTIES

Directs Supervisors and Dispatchers; supervises the maintenance of scheduled operation of the Transit District's public transportation vehicles; maintains radio contact with Dispatchers, is notified of major delays in service and instructs Dispatchers and Supervisors as to course of action; assigns Supervisors and Traffic Loaders at special events; observes for safe operation of vehicles; observes and prepares reports of Supervisor performance; prepares written reports including accident investigations, proposed schedule changes and stops and zone changes; maintains supplies in his vehicle for Supervisors and Operators including fare boxes, transfers, hat checks, witness cards, refund cards, tokens and hand fare receipts; cooperates with Police and Fire Departments and emergency repair crews; instructs new Supervisors and Dispatchers; advises employees on Transit District's procedures and policies; must be acquainted with the appropriate sections of labor contract relating to transportation operations.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Dispatcher or two years of experience as a Supervisor.

or II

Experience:

One year of supervisory experience comparable to that of Senior Supervisor and Dispatcher with the Southern California Rapid Transit District in the transportation department of a large urban public transportation system,

and

Education:

Equivalent to graduation from high school.

SPECIAL AGENTDEFINITION

Under direction, to perform law enforcement work in the field and on the properties of the Southern California Rapid Transit District; to investigate accidents involving Transit District equipment; to maintain law and order and to apprehend law violators; and to do related work as required.

CLASS CHARACTERISTICS

The Special Agent operates in the field from a radio-equipped vehicle receiving assignments from the Chief Special Agent and radio calls involving emergencies on Transit District property and public transit vehicle accidents. The vehicles used are equipped with radios receiving both Transit District Dispatcher calls and Los Angeles Police Department calls, a shalda-meter and flash camera. The incumbents are uniformed and armed. They are required to work on either a day or night shift, or days off.

EXAMPLES OF DUTIES

Investigates and makes written reports on transit vehicle accidents, Transit District property damage, fires, law violations, and other emergency situations which may delay transit service within the jurisdiction of the Transit District; patrols Transit District properties; maintains order on the premises; apprehends and turns person or property over to proper authorities when necessary and appears in court as required; reports transit vehicle operator moving violations; assists in case of emergencies and accidents or where fires may block transit service or other such events; to re-install service, may operate public transit vehicles during emergency periods when regular operator is unable to do so; investigates accidents involving Transit District equipment, takes photographs of accident damage and prepares complete reports; removes individuals from transit vehicles or Transit District property who are unable to care for themselves and turns them over to proper authority; resolves fare disputes; collects damages from individuals for vandalism to Transit District equipment; transports Transit District revenues; assists in loading and movement of transit vehicles at special events; investigates sick and absentee reports; investigates robberies and thefts involving Transit District property and prepares complete reports; maintains liaison and cooperation with other law enforcement agencies; investigates employees involved in criminal actions; may perform stake-out at locations where hold-ups have occurred.

DESIRABLE QUALIFICATIONSEither IExperience:

One year of experience with the Southern California Rapid Transit District as a Senior Service Inspector or Division Clerk or two years as a Patrolman or operator,

and

Education:

Equivalent to graduation from high school.

Or IIExperience:

Two years of recent experience as a Police Officer with a public agency,

and

Education:

Equivalent to graduation from high school. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.)

SPECIFICATION ANALYST

DEFINITION

Under direction of the Director of Purchasing and Stores, to develop, review and revise specifications and standards for materials and equipment purchased for Southern California Rapid Transit District use; and to do related work as required.

CLASS CHARACTERISTICS

The Specification Analyst performs liaison and developmental work with the requisitioning departments to insure completeness, accuracy, the degree of quality required and standardization to be included in the specifications for materials purchased by the Transit District.

EXAMPLES OF DUTIES

Reviews specifications received by the Purchasing Department; collects, analyzes and interprets data relating to standards of quality, and to the standardization of raw, semi-processed, and processed materials and equipment purchased by the Transit District, and to the uniformity of practices in the use of such items; contacts other public and private agencies in the performance of specification research work; assists buyers on specification problems; assists requisitioning departments with the preparation of specifications; develops new or revised specifications for various items based on the recommendations of the requisitioning departments; does research on new materials and products offered by vendors and encourages and supervises pilot tests of such items by Transit District departments; provides information on quality measurements of items in reaction to their use; confers with vendors, technical experts, and personnel of the Transit District departments.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Buyer,

and

Education:

Equivalent to graduation from college with specialization in business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years.)

Or II

Experience:

Three years of increasingly responsible experience in the analysis of materials, equipment or supplies and the development of standards and specifications for a wide variety of commodities comparable to those purchased by the Southern California Rapid Transit District,

and

Education:

Equivalent to graduation from college, preferably with specialization in science or engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years.)

SERVICE INSPECTOR I

DEFINITION

Under general supervision, to observe and report on the performance and conduct of transit vehicle operators, Trafficmen, Ticket Agents and Clerks; and to do related work as required.

CLASS CHARACTERISTICS

Service Inspectors report to the Senior Service Inspector and observe and report on the performance and conduct of the Transit District operating personnel. They may also be required to make confidential investigations and to report on irregularities or other conditions needing correction. The class of Service Inspector I is distinguished from that of the Service Inspector II in that they are assigned the routine investigations or those less likely to require court appearances.

EXAMPLES OF DUTIES

Observes and reports on the performance of transit vehicle operators, Trafficmen, Ticket Agents and Clerks and others for the proper accounting of fares collected, the use of proper coinage, issuing of accurate change to passengers, violations of Transit District rules and regulations and for improper attitudes or discourtesy to passengers; checks on cleanliness and condition of Transit District property; checks line routes for accident hazards; checks complaints concerning the operation of equipment, keeping to schedules, and the handling of passengers and money; investigates sick reports; submits suggestions; reports improper activities of passengers on public transit vehicles; prepares written reports.

DESIRABLE QUALIFICATIONS

Experience:

One year of investigative experience observing and reporting on employee conduct and performance, or other comparable types of private or public investigative work,

and

Education:

Equivalent to graduation from high school. (Additional qualifying investigative work may be substituted for two years of the required education on a year-for-year basis.)

SERVICE INSPECTOR II

DEFINITION

Under general supervision, to observe and report on the performance and conduct of transit vehicle operators, Trafficmen, Ticket Agents and Clerks; to conduct the more difficult confidential investigations; to prepare comprehensive reports and testify in court as necessary; and to do related work as required.

CLASS CHARACTERISTICS

Service Inspectors report to the Senior Service Inspector and observe and report on the performance and conduct of the Transit District's operating personnel. They may also be required to make confidential investigations to report on irregularities or other conditions needing correction. The class of Service Inspector II is distinguished from that of the Service Inspector I in that they are assigned the more difficult cases to investigate which may require the preparing of comprehensive reports and the giving of testimony.

EXAMPLES OF DUTIES

Makes difficult investigations and prepares comprehensive reports on the performance of transit vehicle operators, Trafficmen, Ticket Agents and Clerks and others for the proper accounting of fares collected, the use of proper coinage, issuing of accurate change to passengers, violations of Transit District rules and regulations and for improper attitudes or discourtesy to passengers; may testify in court if necessary; checks on cleanliness and condition of Transit District property; checks and observes line routes for accident hazards; checks complaints concerning the operation of equipment, keeping to schedules, and the handling of passengers and money; investigates employees' sick reports or other absentee problems; submits suggestions; reports improper activities of passengers on public transit vehicles; prepares written reports.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Service Inspector I.

Or II

Experience:

Two years of investigative experience observing and reporting on employee conduct and performance, or other comparable types of private or public investigative work,

and

Education:

Equivalent to graduation from high school. (Additional qualifying investigative work may be substituted for two years of the required education on a year-for-year basis.)

STAFF ASSISTANT

DEFINITION

Under direction of the General Superintendent of Equipment Maintenance to provide technical and supervisory administration over the Transit District's electrical equipment and components.

CLASS CHARACTERISTICS

This position is assigned the majority of the Transit District's maintenance, repair, and new installation of electrical equipment or components. The incumbent works with manufacturers, suppliers, and other organizations in developing recommendations for new equipment and materials, or for improvements in existing equipment. The supervision of the radio technician and approximately six other maintenance employees is assigned to this position.

EXAMPLES OF DUTIES

With the assistance of the radio technician, maintains and services all radio transmission equipment; establishes and follows through on maintenance program on air-conditioning equipment on Transit District property, including tenant facilities; maintains and repairs electric motors, neon signs, and power packs on motor coaches as required; provides electrical design and technical advice on new construction or remodeling projects.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a radio technician,

Or II

Experience:

Five years of electrical and supervisory experience with a large organization in the maintenance and repairs of electrical equipment or system, and their components.

and

Education:

Equivalent to graduation from high school.

STAFF ASSISTANT I

DEFINITION

Under general direction, to assist the Assistant General Superintendent of Transportation in various projects and administrative details as required and assigned.

CLASS CHARACTERISTICS

The Staff Assistant I performs specific projects as assigned by the Assistant General Superintendent of Transportation or the Staff Assistant II. All work in this class requires a comprehensive knowledge of Transit District policies, procedures, and union contracts. No supervisory functions are assigned to this position.

EXAMPLES OF DUTIES

Relieve Assistant Division Superintendents during vacation schedule; assist the Divisions in administrative detail during Division Shake-ups and the Transportation Department during System Shake-ups; assist in other operational changes as assigned; assist Staff Assistant II positions as required.

DESIRABLE QUALIFICATIONS

Either I

Experience:

of experience with Southern California Rapid Transit District as an Assistant Division Superintendent (Transportation) or two years as an Assistant Chief Supervisor and Dispatcher, or Assistant Chief Instructor.

Or II

Experience:

One year of supervisory or administrative experience in charge of a Division of a large urban public transportation agency dispatching operators and transit vehicles on regularly scheduled runs or performing special staff work.

and

Education:

High School graduate or equivalent.

STAFF ASSISTANT II

DEFINITION

Under direction of the Assistant General Superintendent of Transportation, to plan, prepare and coordinate departmental procedure manuals; as assigned, to serve in a liaison capacity coordinating the activities within the Transportation Department and with other departments; and to do related work as required.

CLASS CHARACTERISTICS

The Staff Assistant II performs work requiring a comprehensive knowledge of the Transportation Department and its relationships with the other departments of the Transit District. Specific assignments and projects are performed as assigned by the Assistant General Superintendent of Transportation. Although no supervisory functions are assigned this position, transportation operations may be checked and inspected for compliance with the Transit District's policies and procedures. The incumbent is a member of the Transit District's labor negotiation committee on the Brotherhood of Railway and Steamship Clerks, et al, contract.

EXAMPLES OF DUTIES

Assists in the planning and preparation of departmental procedure manuals and maintains and revises the Transportation Department manual as required; inspects operational methods and procedures to determine whether departmental manual's instructions are being followed; conducts training classes for operating and clerical personnel on major procedural changes; as assigned, works on special projects and coordinates administrative policies with the various department sub-divisions; coordinates department activities with other Transit District departments; maintains department form file; revises forms and orders new forms as required; supervises the internal transfer of transit vehicles from transportation division to other transportation divisions and obtains operators for this purpose; coordinates vehicle transfers with the Schedules and Statistics Division; orders headsigns from the Equipment Maintenance Department.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Three years of experience with the Southern California Rapid Transit District as an Assistant Division Superintendent (Transportation) or two years as Assistant Chief Supervisor and Dispatcher.

Or II

Experience:

One year of supervisory or administrative experience in charge of a division of a large urban public transportation agency, dispatching operator and transit vehicles on regularly scheduled runs or performing special staff work for such agency,

and

Education:

Equivalent to graduation from high school.

STOPS AND ZONES REPRESENTATIVE

DEFINITION

Under general supervision, to investigate and recommend the location of stops and zones and turn-around loops to be used by the Transit District's public transportation vehicles; and to do related work as required.

CLASS CHARACTERISTICS

The Stops and Zones Representative works in the field approximately fifty per cent of the time making physical surveys and field inspections. There is considerable public contact work to be performed with the traffic department of the municipality concerned and with individuals in front of whose homes or place of business the stop or zone is under consideration. The public contact work is of a sensitive nature, particularly where the location of the stop or zone may be opposed by the municipality or individual or both and the difference must be resolved to the satisfaction of all parties concerned.

EXAMPLES OF DUTIES

Performs field surveys, to establish the location of stops or zones; consults with and makes field inspections with representatives of the local municipality; performs physical surveys including measurements and prepares sketches showing location of the intersection involved, streets, sidewalks, crosswalks, signals, driveways, residences and businesses adjacent to the proposed zones, and obstructions such as hydrants, lamp posts, power poles, mail boxes, high curbs, street drains, traffic islands, taxi zones, loading zones, proposed red curbing and crosswalks; prepares work orders; prepares written reports.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Division Clerk or three years of experience as a transit vehicle operator.

Or II

Experience:

One year of experience in a position equivalent to Stops and Zones Representative or two years of supervisory experience in the transportation department of a large urban public transportation system,

and

Education:

Equivalent to graduation from high school.

SUPERINTENDENT OF PROPERTY MAINTENANCEDEFINITION

Under administrative direction, to plan, coordinate and direct the construction and maintenance of Transit District Buildings and other structures and to administer the work of Stops and Zones Department.

CLASS CHARACTERISTICS

The Superintendent of Property Maintenance is assigned the responsibility for the maintenance and reconstruction of all buildings and other structures of the Transit District with the exception of electrical work. He is responsible for the surveying of Transit District property, the reviewing of easements and license agreement requests and for the coordination of the Transit District's operations with Public Agencies, Private Utilities and Contractors on projects either public or private which will affect said operations. This position is responsible for the proper functioning of Stops and Zones Department and its work in conjunction with responsible Public Agencies and the general public. It is the incumbent's responsibility to see that janitorial and trash pick-up service are furnished to District owned, and leased operators' toilet facilities outside of regular divisions. The incumbent is subject to 24-hour call as a result of any emergency condition.

EXAMPLES OF DUTIES

Set up and administer the scope of operation for supervisory employees in the Property Maintenance Department; delineate and supervise program to be followed by Property Maintenance Foreman and Stops and Zones Chief as applied to the functions of this Department and relationship with other Departments; write and review specifications for construction work and for purchase of material and equipment to be handled by Property Maintenance Department; compute cost estimates and write authorizations for expenditures which come within the scope of the Department; authorize payment of invoices for material and services including those from public utilities (water, telephone, gas, electricity, etc.) Be responsible for work of outside contractors and see that it meets standards acceptable to the District and conforms to ordinance and code requirements where applicable; maintain contacts with public agencies through design periods of projects which will affect the operations of the Transit District and attempt to secure favorable treatment in traffic specifications so as to maintain continuous operation of Transit District vehicles on scheduled routes whenever physically possible.

DESIRABLE QUALIFICATIONSEither IExperience:

Three years of experience with the Southern California Rapid Transit District as Property Maintenance Foreman or in a supervising or engineering position which involves design, heavy construction and maintenance work.

Or IIExperience:

Four years of recent supervisory experience in charge of a department of a large organization concerned with the maintenance and repair of buildings and structures, or other general construction work,

andEducation:

Equivalent to graduation from a recognized college or university with major work in engineering. (Up to two years of experience may be substituted for the required education on the basis of one year of experience for two years of education.)

SUPERINTENDENT OF SCHEDULES AND STATISTICSDEFINITION

Under general direction of the Assistant Superintendent of Transportation, to plan and direct the operational schedule making activities of the Transit District; to be in charge of the preparation of transportation statistics; and to do related work as required.

CLASS CHARACTERISTICS

The Superintendent of Schedules and Statistics is in charge of the schedule making and statistics section of the Transportation Department and reports to the General Superintendent of Transportation. Although the incumbent reviews new and revised schedules, a major portion of time is spent in planning the activities of the assigned sections and coordinating the activities of these sections with other departments.

EXAMPLES OF DUTIES

Plans and directs the activities of the schedule and statistics section including transportation statistics, schedule making, charter and/or leased coach arrangements, print shop and electronic data processing of schedule materials; supervises charter service and equipment sections; reviews all new and revised schedules and individual operator runs; directs preparation of all transit vehicle assignments and coordinates with pertinent departments; participates in the development of systems and methods for both schedule section and Transportation Department; supervises and participates in the preparation of schedule and Transportation Department statistics; plans, coordinates and recommends on the re-routing and revision of existing services, establishing of new lines, types of transit equipment to be used and purchased, and establishment and location of Transportation Department operational divisions; recommends to and participates in the Transit District Planning Committee; supervises preparation of Transportation Department section of the Transit District budget and other statistical information necessary for budget preparation and union negotiations; supervises preparation of statistical forecasts of operational needs; maintains liaison with other department heads; prepares reports; meets with and speaks to civic bodies.

DESIRABLE QUALIFICATIONSEither IExperience:

Two years of experience with the Southern California Rapid Transit District as Supervisor of Schedules or three years as Supervisor of Transportation Statistics or Assistant Supervisor of Schedules,

or IIExperience:

Three years of administrative experience in charge of operational schedule making and planning of a large urban public transportation system,

andEducation:

Equivalent to graduation from high school supplemented by college level courses in statistics, mathematics, economics, and industrial organization and management.

SUPERVISING CLERK

DEFINITION

Under direction, to plan and supervise the work of a small clerical staff; to do difficult and highly specialized clerical work; and to do related work as required.

CLASS CHARACTERISTICS

Positions in this class are assigned supervisory functions over other clerical positions performing statistical or fiscal clerical work. This class is distinguished from that of Chief Clerk in that the Chief Clerk is primarily responsible for coordinating clerical activities and reports for a department or division, relieving his supervisor of administrative detail, and reports directly to the department or divisional head. The Supervising Clerk, however, may report to a Chief Clerk or other supervisor class below the division head level and is occupied for a major portion of time in giving close day-to-day supervision over clerical staff assigned.

EXAMPLES OF DUTIES

Plans, assigns, and reviews work, gives instructions, and makes decisions on difficult clerical problems in connection with the supervision of a clerical staff of approximately six persons; confers with superiors on office policies and procedures; sets up new or revises established record-keeping systems; participates in the selection, training, and evaluation of subordinates; maintains time and attendance records and passes on routine personnel problems; compiles statistical reports, prepares legal documents, or does other specialized clerical work as required; estimates supply and equipment requirements for budgetary purposes, and requisitions supplies as needed.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Three years of increasingly responsible clerical experience with the Southern California Rapid Transit District,

and

Education:

Equivalent to graduation from high school.

Or II

Experience:

Four years of increasingly responsible clerical experience, including one year in a supervisory capacity,

and

Education:

Equivalent to graduation from high school.

SUPERVISING TELEPHONE OPERATOR

(Telephone Service Supervisor)

DEFINITION

Under direction, to supervise the operation and the service of the Southern California Rapid Transit District central telephone system and department; to maintain records; and to do related work as required.

CLASS CHARACTERISTICS

This position operates under the direction of the Real Property Manager. The telephone department function serves to operate the central telephone system of the Southern California Rapid Transit District to direct incoming and outgoing calls of the Transit District staff and to supply schedule, routing, fare, and other information to the public through a telephone information facility and through station information facilities. There are 28 telephone information positions, 2 regular PAX operator positions operating 24 hours per day, 7 days per week, plus a public information booth at the Los Angeles station, requiring a total of approximately 60 operators (Information Clerks). This position supervises the positions of Assistant Supervising Telephone Operator (Supervisor), Instructor-Supervisor and Telephone Operators (Information Clerks).

EXAMPLES OF DUTIES

Supervises and directs the operation and service of a multiple telephone switchboard and the Transit District's telephone service and schedule, service, fare, and routine information service; serves as liaison between the Transit District and the Telephone Company in equipment trouble calls; maintains records of toll and message unit calls and prepares monthly statements; makes extra board and other temporary assignments of operators; supervises vacation and job assignment bids and shake-ups; maintains attendance records and approves time cards; adjusts directories; maintains a restricted file of Transit District employees, listing their home and office addresses and telephone numbers; orders supervisory schedules, map books, and other supplies; serves as point of authority with supervisors in matters of question and/or liaison with higher authority in such matters; supervises and directs employment and training of new personnel; evaluates the performance of personnel and takes or recommends appropriate action with respect to assistants or subordinates.

DESIRABLE QUALIFICATIONSEither IExperience:

Five years of experience with the Southern California Rapid Transit District as a telephone supervisory employee,

Or IIExperience:

Two years of supervisory experience with a telephone switchboard operation having two or more positions with ten or more trunk lines handling not less than 100 working stations; or

Two years of supervisory experience with a department of not less than 40 employees,

andEducation:

Equivalent to graduation from high school (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis).

SUPERVISORDEFINITION

Under general supervision, to observe and be responsible for the scheduled and safe operation of all public transportation vehicles within an assigned district; and to do related work as required.

CLASS CHARACTERISTICS

An operator driving his assigned public transportation vehicle comes under the field supervision and observation of a Supervisor. Positions in the class of Supervisor work in the field on foot or in a radio equipped vehicle and are charged with maintaining the scheduled and safe operation of all public transportation vehicles within an assigned district. A major portion of time is spent driving within the district observing the manner in which the transit vehicles are being handled. He checks and adjusts the flow of vehicles in order to maintain the schedule, corrects operators in case of violations and prepares written reports for the Division Superintendent (Transportation) for disciplinary or corrective action. Radio or telephone contact is maintained with Dispatchers notifying them of changes made to maintain schedule or of any special occurrences or emergencies. The Supervisor is on duty nine hours daily, five days a week, and he must remain in or near his vehicle to maintain radio contact. Although accident investigation is a primary function of Special Agents, this often is performed by Supervisors because of close proximity to the scene or the immediate unavailability of Special Agents.

EXAMPLES OF DUTIES

Maintains the scheduled operations of public transportation vehicles within an assigned district; adjusts flow of vehicles to maintain schedule; temporarily changes schedule or route in case of accidents or other emergencies; may make adjustments to schedule for a two-day period; makes reports recommending schedule changes; notifies or receives information and instructions from Dispatchers by radio or telephone of any special occurrences, emergencies, or changes to schedule or route; observes for safe operation of vehicles and prepares written reports indicating any violations of the Transit District's procedures and policies; may investigate accidents involving vehicles and reports damage to vehicles and personal injuries; assists operators in securing witnesses, preparing report and getting vehicle under way; maintains supplies in own vehicle including fare boxes, transfers, hat checks, witness cards, refund cards, tokens, and hand fare receipts; cooperates with public safety agencies in case of fire, accident or other emergency and reroutes and reschedules vehicles as necessary; settles fare disputes or other differences between public and operators; receives articles left on vehicles and submits promptly to lost and found department; observes condition of vehicles and transit property and equipment at all times; observes condition of scheduled routes for obstructions or any unsafe conditions. Must be acquainted with appropriate sections of Labor Contract relating to transportation operations.

DESIRABLE QUALIFICATIONSEither IExperience:

One year of experience with the Southern California Rapid Transit District as a Division Clerk or three years of experience as a transit vehicle operator,

Or IIExperience:

One year of experience in a position comparable to that of Supervisor in the Southern California Rapid Transit District, or two years of supervisory experience in the transportation department of a large public transportation system,

and

Education:

Equivalent to graduation from high school.

SUPERVISOR E.D.P. ACCOUNTING

DEFINITION

Under administrative direction of the Auditor and Assistant Auditor, to plan, organize, and direct activities of the Machine Accounting section of the Accounting and Fiscal Division.

CLASS CHARACTERISTICS

Supervises activities of personnel (approximately 21 people) engaged in operating electronic data processing and punch card machinery; controls machine usage for most efficient and effective production.

EXAMPLES OF DUTIES

Coordinates the activities of the Key Punch Group, Tab Group, and Data Processor Group in relation to one another, to other sections of the Accounting and Fiscal Division, and to other divisions; responsible for training and adequacy of personnel to accommodate work load; responsible for working manuals and proper job flow charting; responsible for maximum efficient use of available equipment and its proper maintenance; responsible for production of reports and data as required and as from time to time assigned.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Three years of experience with Southern California Rapid Transit District as Data Processor Operator,

and

Education:

High school graduation plus IBM schooling, adequate to proper use of the machinery, to include successful completion of a basic course in programming.

or II

Experience:

Two years of experience in IBM Tabulating Machine Work and two years in IBM Electronic Data Processing experience, at least one year of which shall have been in a supervisory capacity,

and

Education:

High School graduation plus IBM schooling, adequate to proper use of the machinery, to include successful completion of a basic course in programming.

SUPERVISOR OF INVENTORY CONTROL

DEFINITION

Under general supervision, to supervise the maintenance of the inventory records of the Stores Section of the Purchasing and Stores Department; and to do related work as required.

CLASS CHARACTERISTICS

The Supervisor of Inventory Control reports to the Assistant Manager of Stores and in turn supervises Price Clerks, Key Punch Operators and Addressograph Operators. This unit is located at the central stores and performs the recordkeeping function for s unit which includes pricing, key punching and sorting. Outlying stores located at Maintenance Divisions send in priced requisitions for key punching and processing. After the cards have been machine sorted the information is forwarded to the Accounting Department. This unit, in addition, has addressograph equipment and plates for all items in stock.

EXAMPLES OF DUTIES

Plans and supervises the maintenance of the Stores Section inventory control records; receives disbursement requisitions and assigns the posting of prices, and the coding and key punching for machine sorting and tabulation; supervises sorting by sorter and forwards to the Accounting Department; receives inventory reports and assigns posting to Kardex coding and key punching; notifies Buying Section of items below stock level and posts back orders to Stock Card Records; maintains addressograph plates for each item stocked and operates machine for inventory control records; in the absence of the Assistant Manager of Stores sends vehicle for materials and supplies on an emergency basis; evaluates work performance and takes or recommends appropriate action; directs maintenance of punched card files and inventory records; prepares reports and correspondence.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Storekeeper or Senior Invoice Clerk,

and

Education:

Equivalent to graduation from high school.

Or II

Experience:

Three years of full-time paid experience in property, equipment, material or supply recordkeeping and inventory control,

and

Education:

Equivalent to graduation from high school.

SUPERVISOR OF LAYOUT

DEFINITION

Under general direction, to supervise the layout of public timetables and other material for printing; to supervise and coordinate the printing and mailing of public timetables; to draw maps; and to do related work as required.

CLASS CHARACTERISTICS

The Supervisor of Layout reports to the Assistant Supervisor of Schedules and has the responsibility of preparing public timetables in proper format for printing after the timetables have been established and approved. In addition, he coordinates the printing and distribution of these materials.

EXAMPLES OF DUTIES

Receives schedule materials and timetables from Schedule Makers; assigns materials for layout and varityping; personally prepares and draws maps and calculates reduction so that it will fit in allotted space on layout; checks timetable stock level; returns processed material in layout form to Schedule Makers for proof reading and correction; forwards final layout of schedule materials to print shop for printing, folding, storing and distribution; coordinates printing activities so that schedule materials are ready on the deadline date; coordinates with Public Relations Department relating to advertising and layout.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Varitype Operator and Layout Man,

and

Education:

Equivalent to graduation from high school supplemented by courses in art and layout.

Or II

Experience:

Three years of experience in the layout and drawing of maps or other art work such as is used in newspaper advertising, commercial printing or other comparable fields,

and

Education:

Equivalent to graduation from high school supplemented by courses in two of the following fields: art work, layout, drafting, or printing.

SUPERVISOR OF PRINT SHOP

DEFINITION

Under general supervision of the Supervisor of Schedules, to supervise the Print Shop in the printing, cutting, and folding of schedules, work assignments, forms and other printed material.

CLASS CHARACTERISTICS

Responsible for the District's Print Shop and supervision of the Print Shop employees. The work is coordinated with the Supervisor of Schedules in order to have the District's time schedules, Operators' work assignments, forms, and other printed material prepared on time.

EXAMPLES OF DUTIES

Maintains and supervises the operation of all Print Shop equipment including multilith presses, folders, cutters, paper drill, machine stapler, tying machine, and collator; assigns the work in accordance with time requirements; coordinates multilith plate making with outside contractor; maintains inventory of stock and supplies and orders supplies as needed; maintains job records and charges labor and material to work orders; instructs on the operation of the various equipment; checks work performed; supervises storage and/or mailing to proper destination.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience as a Multilith Operator with the Southern California Rapid Transit District.

Or II

Experience:

Three years of experience in a print shop operating multilith presses and other print shop equipment, of which at least one year shall have been in a supervisory position.

and

Education:

High school graduate or equivalent.

SUPERVISOR OF RECLAMATION AND
SURPLUS MATERIAL & EQUIPMENT

DEFINITION

Under general supervision, is responsible for the program that will obtain maximum utilization of surplus material and equipment; responsible for the maintenance of the current physical assets inventory, including transfers to the capital assets inventory, and the fire insurance inventory.

CLASS CHARACTERISTICS

To provide a uniform program and control most economical to the District to retain or dispose of surplus material and equipment. The incumbent maintains the physical assets inventory, including office furniture and equipment and shop machinery, for the entire Transit District, making arrangement for transfer to the capital assets inventory as required. In addition, the incumbent maintains the fire insurance inventory per department, and/or per building unit for the Transit District.

EXAMPLES OF DUTIES

Inspects, records and stores all surplus material and equipment of the District; arranges for repair if warranted of surplus material and equipment; maintains current inventory and advises interested parties of the availability of surplus material and equipment; record sales and arrange bills of sale and other necessary documents; inventories and maintains inventories of office furniture and equipment and shop machinery per department, and/or per building unit that has been or will be capitalized.

DESIRABLE QUALIFICATIONS

Experience:

Three years of experience within the Stores Department preferable as an Assistant Manager or Assistant Supervisor.

and

Education:

High school graduate or equivalent.

SUPERVISOR OF SCHEDULES

DEFINITION

Under direction, to direct and supervise the preparing of operational schedules for the Southern California Rapid Transit District's public transportation vehicles; and to do related work as required.

CLASS CHARACTERISTICS

The Supervisor of Schedules reports directly to the Superintendent of Schedules and Statistics and acts for him in his absence. The incumbent makes the final review of all completed schedules and supervises the Assistant Supervisor of Schedules, the Supervisor of Transportation Statistics, the Supervisor of Layout, and the Supervisor of Printing. These duties require analytical ability and a knowledge of the overall operations of the Transportation Department. This position is responsible for all schedule making functions including passenger checks and surveys, the schedule making procedure and the development from schedules of individual operator assignments, and the final layout and printing of the schedules. The incumbent is a member of the Transit District's labor negotiation committee on the Brotherhood of Railroad Trainmen contract.

EXAMPLES OF DUTIES

Directs and supervises schedule making activities; analyzes, reviews and approves proposed headways and running time for individual Transit District lines; makes final review of and approves completed schedules for conformance with Transit District's standards and policies and maximum efficiency and economy of operations; participates in the analysis of and recommends operational changes such as consolidations of lines, re-routing, establishing of new lines and closing or opening of Transportation Department operating divisions; assists in the planning of new systems and procedures within the scheduling section; assists in the interviewing and hiring of schedule section employees; recommends personnel policies and procedures; prepares Transit District bulletins and notices regarding scheduling and forwards for final approval; instructs new and incumbent employees; prepares correspondence and reports.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as Supervisor of Transportation Statistics or Assistant Supervisor of Schedules.

Or II

Experience:

Two years of experience in charge of the section preparing operational schedules in a large urban public transportation system,

and

Education:

Equivalent to graduation from high school and one year of college level statistics and mathematics.

SUPERVISOR OF TRAFFICMEN

DEFINITION

Under general supervision, to supervise and direct the activities of Trafficmen; to count the receipts removed from locked fare boxes; and to do related work as required.

CLASS CHARACTERISTICS

The Supervisor of Trafficmen reports to the Division Superintendent (Transportation) of Division 21 and is in charge of the Trafficmen. Trafficmen work in the field at locations where passenger loading may take considerable time, or at zone change locations where they assist the operator in collecting zone checks and additional zone fares. As the transit vehicle operators admit passengers at the front door, Trafficmen assist by taking fares, issuing transfers, selling tokens and commutation tickets and permitting entry to the transit vehicle at the rear door or collect zone checks or additional zone fares. During peak periods the incumbent using a radio equipped vehicle checks and assists the Traffic Loaders in the field.

EXAMPLES OF DUTIES

Drives a radio equipped vehicle and visits trafficmen in the field; supervises and instructs Trafficmen and supplies them with transfers, tokens, hand-fare receipts, hat checks and other items as needed; empties fare boxes and counts receipts; obtains change at the bank and supplies Trafficmen as needed.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Division Clerk or three years of experience as a transit vehicle operator,

and

Education:

Equivalent to graduation from high school.

or II

Experience:

One year of experience in a position comparable to a Supervisor of Trafficmen or two years of supervisory experience in the transportation department of a large urban public transportation system,

and,

Education:

Equivalent to graduation from high school.

SUPERVISOR OF TRANSPORTATION STATISTICSDEFINITION

Under direction, to supervise the gathering of information and data pertaining to transportation operations; to assemble, analyze and interpret statistical data; and to do related work as required.

CLASS CHARACTERISTICS

The Supervisor of Transportation Statistics reports to the Supervisor of Schedules and is in charge of the compiling, analyzing and interpreting data and other information concerning transportation operations. Charts, tables and diagrams are prepared to indicate trends and to supply information to the Superintendent of the Transportation Department and to various staff of the Transit District. The incumbent directs the operation of the schedule checking section and supervises the Assistant Supervisor of Transportation Statistics and clerical personnel in the preparation and interpretation of this information and other reports for Transit District use.

EXAMPLES OF DUTIES

Directs, assigns and conducts a continuous economic study of the Transit District's operations; directs and assigns passenger checks of the various lines to the schedule checking section; analyzes and interprets prepared statistical data and prepares reports and recommendations for the Scheduling Section, the Transportation Department and the Transit District Board of Directors; prepares cost estimates of transportation operations for budget purposes; prepares charts, tables and graphic materials showing labor, mileage, overhead costs and other information; as directed, makes special studies analyzing union contracts and estimating labor costs; directs the preparation of interrogation surveys to indicate passenger riding habits; works on special projects as assigned; assigns and orders the transfer of public transit vehicles from and to other divisions and indicates the appropriate headsign; supervises the schedule Division employees at Location 31 during the absences of the Superintendent of Schedules and Statistics and Assistant Supervisor of Schedules.

DESIRABLE QUALIFICATIONSEither IExperience:

One year of experience with the Southern California Rapid Transit District as Assistant Supervisor of Schedules or two years of experience as Assistant Supervisor of Transportation Statistics.

Or IIExperience:

Two years of experience in charge of the section performing economic studies or technical statistical work with a large urban public transportation system,

andEducation:

Equivalent to completion of two years of college including courses in statistics, economics and mathematics.

SURVEYOR

DEFINITION

As directed, make land surveys with complete field notes and physical monuments. Check design plan of all public and private agency's projects' which will affect the operations of the Transit District.

CLASS CHARACTERISTICS

The Surveyor supervises the field party in survey work, and is responsible for the proper setting of grade and line stakes for all construction projects (outside contract included). He furnishes to the Superintendent of Property Maintenance engineering data regarding projects by others which will affect the Transit District.

EXAMPLES OF DUTIES

He shall make surveys or gather other engineering data and present plans, field notes and computations to Superintendent of Property Maintenance. He shall have complete knowledge of the use of transit, level and other surveying instruments and be able to instruct personnel under his jurisdiction in their proper use and care. He shall set all necessary grade and line stakes and be responsible for the accuracy of this work. Surveyor shall carefully check all design plans for any public or private project affecting operations of the Transit District and shall maintain contact with persons in various design departments for the purpose of obtaining advance information. He shall attend meetings between contractors and interested agencies on construction projects and see that the interests of the Transit District are protected. He shall also gather information at these meetings relative to any interference or detouring of our service and forward same to Transportation Department.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience as an Instrumentman with the Southern California Rapid Transit District,

Or II

Experience:

Five years of increasingly responsible experience in land survey work, at least two years of which shall have been as Instrumentman,

and

Education:

Equivalent to graduation from high school and one year of college level trigonometry and intermediate algebra.

TRANSPORTATION ENGINEER - ASSISTANT

DEFINITION

Under supervision, to perform engineering work of average difficulty in connection with valuations, appraisals, rates, service, and safety of the public transit operations of the Southern California Rapid Transit District; to prepare maps and sketches to illustrate studies; and to do related work as required.

CLASS CHARACTERISTICS

This is the entry level class in the transportation engineer series. Individuals assigned to positions in this class will work under close supervision of the Transportation Engineer - Senior. Assignments will be of increasing difficulty until the incumbent is able to independently perform research work of average difficulty.

EXAMPLES OF DUTIES

Is responsible for an assignment, or a phase of a study involving technical engineering work including studies of capital costs, financial structure, revenue, expenses, fare structure, and service; assists in the preparation of Transit District fare schedules; may interpret fare problems to operating personnel; prepares maps and exhibits of service and route changes for presentation to the District Board for approval; prepares statistical tables and charts of passenger revenue by lines and date; assists in processing and analyzing passenger checks; assists in the estimation of revenues and passengers for budget purposes or for prospective rate changes as requested; coordinates fare structure changes with the Transportation Department; gathers and summarizes statistical materials.

DESIRABLE QUALIFICATIONS

Either I

Experience:

One year of experience with the Southern California Rapid Transit District as a Schedule Maker I.

Or II

Experience:

None required,

and

Education:

Graduation from college with major work in engineering. (Engineering or public transportation engineering experience or work involving professional economic studies may be substituted for two years of the college training on a year-for-year basis.)

TRANSPORTATION ENGINEER- ASSOCIATEDEFINITION

Under direction, to perform difficult engineering work in connection with valuation, appraisals, rates, service, and safety of the public transportation operations of the Southern California Rapid Transit District; and to do related work as required.

CLASS CHARACTERISTICS

The Transportation Engineer - Associate reports to the Transportation Engineer - Senior and may be assigned projects requiring the preparing and analyzing of a part or all of a research assignment. Positions in this class are expected to be able to prepare a completed report involving complex engineering work.

EXAMPLES OF DUTIES

Is responsible for an investigation or report involving difficult technical engineering work, including studies of capital costs, financial structure, revenue, expenses, fare structure, and service, from base data; analyzes and proposes reports from field surveys, traffic counts and traffic studies; prepares inventories, valuations, and rate base calculations; prepares reports and exhibits; makes maps, graphs, and charts; analyzes public transportation operations and recommends changes in existing transit lines, and fare structure; proposes new lines or consolidations of lines; may prepare sample schedules; estimates revenues and savings where changes are recommended; maintains monthly record of revenue passengers, revenues, and mileage and revenue per mile; processes and analyzes special origin and destination passenger surveys; prepares exhibits to be used by the Transit District; analyzes suggested changes in traffic service; assists in preparation of annual forecast of passengers and passenger revenues as reflected in the annual budget of revenues and expenses of the Transit District; may participate in investigations and hearings.

DESIRABLE QUALIFICATIONSEither IExperience:

Two years of experience with the Southern California Rapid Transit District as Assistant Supervisor of Schedule Statistics or Schedule Maker II, or three years as Transportation Engineer - Assistant.

andEducation:

Equivalent to graduation from high school and supplemented by at least sixteen units of college level work in business statistics, business administration, industrial organization and management, economics, or other related courses.

Or IIExperience:

Two years of professional level transportation engineering or economic analysis experience with a public transportation organization,

andEducation:

Graduation from college with major work in engineering. (Additional qualifying experience may be substituted for the required college training on a year-for-year basis.)

TRANSPORTATION ENGINEER - SENIOR

DEFINITION

Under general direction of the Chief Engineer, to supervise a group of engineers; to perform the more difficult engineering work related to the public transportation activities of the Southern California Rapid Transit District; and to do related work as required.

CLASS CHARACTERISTICS

The Transportation Engineer - Senior reports directly to the Chief Engineer and supervises Associate and Assistant Transportation Engineers and the General Passenger Agent. Incumbents are in charge of planning major transit system changes, including additions, improvements and changes to the present system.

EXAMPLES OF DUTIES

Assists the Chief Engineer in the performance of his administrative duties; plans, assigns, directs, and coordinates the work of a group of engineers and assistants on a permanent unit basis in connection with specific projects or continuous project functions; trains and evaluates the performance of personnel and recommends appropriate action; confers with Transit District department heads and other staff members concerning the work; performs the more difficult technical engineering work involving studies of capital costs, financial structure, revenue, expenses, fare structure, operations and services; prepares or supervises the preparation of reports and exhibits; participates in investigations and hearings; participates in community development work in the organization such as the Chamber of Commerce, Town Hall, and others; acts as representative of the Transit District on public economic study committees; coordinates with consulting firms and maintains continuity of such services performed at the Transit District.

DESIRABLE QUALIFICATIONS

Either I

Experience:

Two years of experience with the Southern California Rapid Transit District as a Transportation Engineer-Associate, Supervisor of Schedules, Supervisor of Transportation Statistics or three years as Assistant Supervisor of Schedules,

and

Education:

Equivalent to graduation from high school with additional college work consisting of at least sixteen units of college level training in engineering or such courses as business statistics, economics, industrial organization and management, business administration, public administration, mathematics, and related courses.

Or II

Experience:

Three years of transportation engineering experience or economic analysis experience with a public transportation organization, one year of which shall have been in a supervisory position,

and

Education:

Graduation or equivalent to graduation from college with major work in engineering. (Additional qualifying experience may be substituted for the required college training on a year-for-year basis.)

TYPIST CLERK

DEFINITION

Under supervision, to perform general clerical work of average difficulty involving the following of standardized procedures; to operate office machines used in repetitive activities; and to do related work as required.

CLASS CHARACTERISTICS

Positions in this class are distinguished from those in the class of Clerk by the assignment of clerical duties which require a proficiency in typing. Incumbents exercise initiative and independent judgment within a limited number of standardized procedures. Supervision of other clerical employees is not normally assigned to positions in this class although assistance in breaking in new or seasonal employees is sometimes required.

EXAMPLES OF DUTIES

Assists the public by referring them to sources of information, giving out standard forms, explaining how to complete them, and answering requests for factual information by consulting various available sources; inserts and extracts materials from subject matter files, classifies material by nature of subject matter and prepares new file folders as needed; maintains informational or operational records; screens reports for completeness and accuracy; lists, abstracts or summarizes data; answers routine requests for information by enclosing materials or sending form letters; composes routine letters on factual subjects; compiles routine reports from a small number of established sources for review by supervisors; types correspondence, reports, and stencils from various rough draft materials; segregates and routes incoming mail; operates office machines and devices; requisitions, receives and charges out supplies; may be required to do routine clerical financial record keeping work.

DESIRABLE QUALIFICATIONS

Experience:

One year of general clerical experience including the operation of standard office equipment,

and

Education:

Equivalent to graduation from high school, including or supplemented by courses in typing and office practices.

Special Requirements:

Ability to type at a speed of 45 words per minute from clear legible copy.

WATCHMAN

DEFINITION

Under general supervision of the Equipment Superintendent, South Park Shops, to patrol and guard Southern California Rapid Transit District property, buildings and grounds; and to do related work as required.

CLASS CHARACTERISTICS

Positions in the class of Watchman are assigned to the South Park Shops and require a 48-hour work week. Watchmen on the day shift usually have more contact with the public and are concerned mainly with control of and permitting entry to the parking lot. Those on the night shifts and week ends check security of the buildings as well as entry to the parking lot.

EXAMPLES OF DUTIES

Patrols buildings and grounds and punches time clocks at assigned stations; checks doors and windows for security; locks doors and turns out lights; checks boilers, electrical equipment and plumbing and reports failures; checks ventilation and starts or stops equipment; admits only authorized persons to the parking lot; admits busses to the shops; may prepare reports as required; notifies Dispatcher by telephone of any abnormal activities.

DESIRABLE QUALIFICATIONS

Experience:

None Required.

Education:

Equivalent to completion of the eighth grade.

Special Requirements;

Good hearing and eyesight, including freedom from color or night-blindness. Ability to:

- Read and write English;
- Accept responsibility and work without close supervision
- Work harmoniously with the public and with various operating personnel and effectively cope with relatively uncooperative individuals or groups.