

SCCRTC STAFF POSITIONS
October 2005

Authorized Positions (as of October 2005)

Acting Executive Director - 1 full-time (Pat Dellin)

Deputy Director - 1 full-time (Luis Mendez)

Transportation Planner I-IV - 8 full time equivalent – 7 filled, 1 vacant/frozen:

Transportation Planner I: 1 (Grace Blakeslee, Lyle Broschat – temporary substitute)

Transportation Planner II: 0

Transportation Planner III: 1 Cory Caletti)

Transportation Planner IV: 4 (Karena Pushnik, Rachel Moriconi, Tegan Speiser,
Kim Shultz)

vacancies: 1 position frozen

Transportation Planning Technicians – 1 full-time (Nathan Luedtke)
1 half-time (vacant)

Fiscal Officer - 1 full-time (Daniel Nikuna)

Secretary - 1 full-time (Gini Pineda)

Typist Clerk I/II - 1 half-time (Cathy Judd)

Accountant Technician - 1 half-time (LeeAnn Morris)

TOTAL: 14.5 full-time equivalents, 16 positions

Extra-Help Workers - none

Consultants/Service providers under contract or on call as needed:

Nolte Associates – Highway 1 PA/ED consultants

Dale Dennis – Highway 1 PA/ED on-call engineering consultant

Eileen Goodwin/Apex Strategies – local transportation funding on-call consultant

Gene Bregman – public opinion polling

Bob Scott - engineering assistance; administrative assistance

Ellen Aldridge/William Avery & Associates – administrative consultant

Kirk Trost/Miller, Owen & Trost - rail line acquisition consultant
Geomatrix Consultants – rail line ROW Phase II environmental site assessment
Arthur Gimmy International – rail line appraisal consultant
Tom Ryland – Rail Line Review appraisal consultant
Wilbur Smith Associates - Rail Line Going Concern appraisal
The Woodside Consulting Group – valuation of track, structures and equipment
CirclePoint – Recreational Rail EIR consultant
Carolyn C. Chaney & Associates - Washington legislative assistance
Comarco Wireless - Call Box maintenance
Cingular/AT&T Wireless - Call Box cellular phone service
Connections Communication – Call box/call answering service
Ladd Auto Body and Towing - FSP towing services
CHP – Extra Enforcement on Hwy 17
Jane Bolling - graphic design
Full Steam Marketing and Design– website design
BizFu –LAN/computer support
Moss, Levy and Hartzheim - fiscal audit consultants

\\Rtcserv1\shared\StaffInfo\Tasks05-06b.doc
REVISED November 10, 2005

SCHEDULE OF MAJOR SCCRTC STAFF ASSIGNMENTS
EFFECTIVE October 2005

PROJECT TEAMS:

Highway 1 Team - includes Highway 1/17 Merge Lanes Project and Highway 1 HOV Lane Widening project

Project Manager: Kim

Team Members: Kim, Pat, Luis, Karena, Rachel and Tegan

Specialties:

 Karena – Hwy1/17 project

 Kim –PA/ED

 Rachel – funding

Rail/Trail Authority Team:

Project Manager: Luis

Team Members: Pat, Luis, Karena, Rachel, Grace, Lyle and Tegan

Specialties:

 Luis and Grace - consultant contract management

 Rachel - funding

 Karena – Recreational Rail project

 Tegan - insurance

SCCRTC Autonomy Team:

Project Manager: Tegan

Team Members: Pat, Tegan, Luis, Daniel,
vacant Transportation Planning Technician

Regional Transportation Plan (RTP) team

Project Manager: Rachel

Team Members: Rachel, Grace

Project Programming/Monitoring and 2006 RTIP Team

Project Manager: Rachel

Team Members: Rachel, Grace

Transportation Funding Task Force project:

Project Manager: TBD

Team Members: Karena and Pat – initial planning

Full team will need to be assembled for implementation

Monterey Bay Sanctuary Scenic Trail Team:
Project Manager: Tegan
Team Members: Tegan, Pat and Luis

Commute Solutions Team:
Project Manager: Cory
Team Members: Cory, Nathan and new Transportation Planning Technician
(for enhancement of Commutes Solutions during Highway 1/17 project
construction)

Budget and Administration Team
Project Manager: Pat
Team Members: Pat, Luis, Daniel, Tegan, Rachel

Public Relations Team:
Project Manager: Karena Pushnik
Team Members: Karena, Pat, Luis, Tegan, Kim, Cory, and Rachel

LAN Administration Team:
Project Manager: Tegan
Team Members: Tegan, Luis and Nathan

Website Team (posting and redesign):
Project Manager: Tegan
Team Members: Tegan, Grace, Lyle, Cathy and Nathan

Project Manager is the primary media contact for each project

INDIVIDUAL STAFF ASSIGNMENTS

Rachel Moriconi, Transportation Planner IV

Major Assignments:

- Project Programming/Monitoring Team - Project Manager
- 2006 RTIP preparation (with Grace)
- RTP Team – Project Manager
- Highway 1 Team
- Rail/Trail Authority team
- Budget and Administration Tea
- ITAC staffing
- CTC liaison/RTPA Group liaison (Grace and Pat are backup)

Minor Assignments:

- Grant coordinator/administrator
- Public Relations Team
- Airport planning/liaison
- Air Quality/MBUAPCD liaison
- Safety liaison
- Sexual harassment liaison (also Kim)
- DBE liaison (with Luis)
- Media Monitoring: SV Banner and Valley Press

Karena Pushnik, Transportation Planner IV

Major Assignments:

- Highway 1 Team
- Rail/Trail Authority Team
- Public Information Coordinator/Public Relations Team: Project Manager
- E & D TAC staffing, including CTSA and Volunteer Center claims
- Transportation Funding Task Force team – initial planning

Minor Assignments:

- Monthly Summary of RTC meeting actions
- Liaison with SCMTD, TAMC, Community Bridges, Volunteer Center, Pajaro Station, Coast Rail Coordinating Council
- Media Monitoring: Register-Pajaronian

Kim Shultz, Transportation Planner IV

Major Assignments:

- Highway 1 Team - Project Manager
- Legislative program
- ITAC Staffing backup

Minor Assignments:

- Liaison with AMBAG on Population Forecast and Travel Demand Model

Public Relations Team Liaison with General Services Fleet Operations
Liaison with Santa Cruz Business Council
Sexual harassment liaison (also Rachel)

Tegan Speiser, Transportation Planner IV

Major Assignments:

- Rail/Trail Authority Team
- Highway 1 Team
- Monterey Bay Sanctuary Scenic Trail
- Budget and Administration Team
- Budget and Administration/Personnel Committee staffing
- SCCRTC Autonomy Team (needs new Transpo. Planning Tech assistant)
- Project manager for LAN Administration and Website teams
 - Oversee website posting (Lyle, Nathan and Cathy implement)
 - Oversee website redesign (Grace, Lyle and Nathan implement)

Minor Assignments:

- LAN administrator and computer contract liaison
- PC/hardware upgrade and replacement planning
- Public Relations Team
- Mailing list oversight
- Switch to in-house mailing
- Implement RTC packet distribution policy
- Administrative projects (assist Pat and Luis)

Cory Caletti, Transportation Planner III

Major Assignments:

- Commuter Solutions
 - Commuter Solutions day to day operations
 - Vanpool Incentive Program
 - Rideshare outreach, promotions, administration
 - Enhancement for Hwy 1/17 construction (with new Transportation Planning Technician)
- Bicycle Committee
- Bike planning, including Bikes Secure and Bike Hazards Reports
- RTC and TPW packet coordination (assist Luis)
- Supervise Nathan

Minor Assignments:

- Staff monthly calendar
- Public Relations Team
- CalCard purchases
- Certificates of Appreciation
- Pedestrian Access Reports
- Liaison with, TMAs, County TRIP program, neighboring Rideshare programs,
San Lorenzo Valley Bikeway Study, Electric Bike Program, Bike to
Work, Community Traffic Safety Coalition

Media Monitoring: Sentinel; Chambers newsletters

Grace Blakeslee, Transportation Planner I

Major Assignments:

- RTP Team
- Project Programming/Monitoring Team
- 2006 RTIP preparation (with Rachel)
- Rail/Trail Authority Team
- FSP and SAFE
- TOS Oversight Committee staffing
- Environmental / Plan Review
- Safe on 17 contracts management and task force liaison

Minor Assignments:

- Local agenda monitoring
- CTC liaison/RTPA Group liaison (backup to Rachel)
- Reception/clerical backup, as needed
- Census data management - liaison with AMBAG
- Liaison with Childhood Obesity Prevention Program
- Spanish language tasks (also Luis)
- Media Monitoring: Aptos Times, Mid-County Post, Good Times, Metro

Lyle Broschat, Transportation Planner I – temporary substitute

Major Assignments:

- Traffic monitoring program
- Preparation of biennial Transportation Monitoring Report
- Park and Ride Lot Development Program
- Rail/Trail Authority Team
- Website posting (with Nathan and Cathy, Tegan oversees)
- Website redesign (with Grace and Tegan)

Minor Assignments:

- Phone system liaison
- Library management
- Warehouse management
- Reception/clerical backup, as needed
- Support to other planning programs, as needed

Nathan Luedtke, Transportation Planning Technician

- Commute Solutions Team – day to day operations
- GIS and mapping
- Website posting and redesign
- Reception/clerical backup, as needed
- Support other planning programs, as needed

LAN administrator back up
Project database (with Rachel and Grace)

Luis Mendez, Deputy Director

Rail/Trail Authority Team – project manager
Highway 1 Team
SCCRTC Autonomy Team
LAN Administration Team
Public Relations Team
Monterey Bay Sanctuary Scenic Trail Team
Day to day direction of Commission operations and projects
Supervision of staff/individual staff meetings (Transportation Planners)
Staff work assignments
Personnel management (with Pat and Daniel)
RTC and TPW packet oversight (Cory assists)
Budget and Administration Team
Oversight of budget and work program (with Pat and Daniel)
Fiscal oversight (assist Pat and Daniel)
Oversight of office operations (assistance from Gini and Tegan), liaison with landlord
DBE liaison (Rachel assists)
Spanish language needs (with Grace)
EEO liaison
LAN Administrator back up

Pat Dellin, Acting Executive Director

Highway 1 Team
Rail/Trail Authority Team
SCCRTC Autonomy Team
Transportation Funding Task Force Team – initial planning
Monterey Bay Sanctuary Scenic Trail Team
Public Relations Team
Overall direction of Commission operations & projects (Luis assists)
Supervision of management staff/performance reviews
Budget and Administration Team
Overall oversight of budget and work program and fiscal management (Luis and Daniel assist)
Overall administrative oversight (Luis and Tegan assist)
Personnel management (with Luis and Daniel)
AMBAG and CALCOG liaison

Daniel Nikuna, Fiscal Officer (Accounting Technician assists)

Budget and Administration Team
SCCRTC Autonomy Team
Budget development, amendments and monitoring

TDA Administration
Contract Administration
Grant Billings
Claims processing and purchasing
Personnel and payroll tasks/County liaison
Overall accounting, fiscal management tasks
Fiscal audit and performance audit liaison/review
Short and long term storage management
Supervise LeeAnn

LeeAnn Morris, Accounting Technician (half-time)

Assists the Fiscal Officer in all accounting and personnel tasks
Claims processing
Purchasing assistance
Accounting analyses for grant billings, budget, etc.
Timecard and payroll processing
Fixed asset inventory
Reception/clerical backup, as needed

Gini Pineda, Secretary

Commission resolutions processing and records
Commission and committee packet duplication and distribution
Mailing list maintenance (Tegan oversees; Cathy assists)
Mail processing
RTC and TPW meeting minutes
Logistics for Commission, committee and public meetings
Monthly meeting calendar
Office manager, including contracts and liaison with janitorial, maintenance
and HVAC providers, County mailroom, delivery services including
Pedalers Express, Kinkos, office machine maintenance providers
CalCard purchases
Travel arrangements
Management of clerical support
Reception (Cathy assists)
Supervision of Cathy and other clerical assistance

Cathy Judd, Typist Clerk II (half-time)

Clerical support
Reception
Mailing list maintenance (assist Gini)
Correspondence file
Website posting (with Grace and Lyle, Tegan oversees)
Press Clippings coordination
Backup to everyone on newspaper and newsletter monitoring (with Gini)

Transportation Planning Technician (half-time) – vacant
Autonomy team
Highway 1/17 Commutes Solutions team

Projects not assigned:

Transportation Funding Task Force project implementation – will need to
assign a team

Annual Report – on hold indefinitely

Committee Appreciation/Award event – on hold indefinitely

| <\\Rtcserv1\Shared\StaffInfo\Tasks05-06c.doc>

REVISED November 10, 2005