

Santa Cruz County Regional Transportation Commission

**ACCOUNTING TECHNICIAN-RTC**

Job Specifications

Class Code: —CH7TBD

Analyst: —TSSA

Date Originated: —9/7710/0611/06

Date Revised: —N/A1/83 8/90

SANTA CRUZ COUNTY

DEFINITION

Under the direction of the Fiscal Officer, ~~to perform~~ responsible paraprofessional accounting work which entails the continuing application of technical accounting principles and procedures which require considerable interpretive ability and judgment; and conducts related work as required.  
~~to do related work as required.~~

DISTINGUISHING CHARACTERISTICS

Positions in this class carry out complex and highly responsible technical accounting assignments which, if performed improperly, would result in serious inaccuracies in the recording and evaluation of a wide variety of financial records in ~~a department~~the agency, or in the control and recording of a wide range of County Regional Transportation Commission (RTC) financial transactions or revenues. Duties are performed in accordance with established technical practices and general policy determinations, but incumbents are expected to have a sufficient grasp of basic accounting principles and procedures to modify and adapt their work activities to meet fluctuating conditions and to exercise considerable interpretive ability and judgment on a regular basis. Incumbents are expected to perform their work with a minimum of technical supervision and to coordinate or integrate work activities with other personnel.

TYPICAL TASKS

Coordinates fiscal transactions, information, procedures and other related activities with intra and inter-~~departmental~~agency units, other agencies, special districts in areas such as tax revenues, claims, contracts, invoices, fixed assets; maintains a variety of fiscal records such as tax rolls, complex ledgers, journals, trusts, control sheets, computer data and other documents; maintenance of such records include the accurate posting, recording, balancing, adjusting and reconciling of figures, data or transactions; compiles, organizes and prepares a variety of complex reports dealing with fiscal transactions required by the County RTC or other government agencies; initiates fiscal transactions or

actions such as transfers of funds, issuance of receipts, notices and reminders, collection and deposits of funds, verifications of tax rolls in conformance with procedures and polices; uses computerized and/or manual systems to enter, retrieve and perform some basic analysis of data; computes figures or data and determines interests, penalties, fees, refunds, balances and other fiscal transactions; prepares claims for Federal/ State reimbursement of administrative expense where the consequence of error may result in serious financial losses to the ~~County~~RTC; researches Federal/State guidelines and communicates changes to appropriate personnel to implement and maintain procedures and record keeping that will ensure reimbursement; analyzes data or figures or information in a variety of fiscal records, such as computerized fiscal reports or other source documents to determine accuracy and to initiate appropriate adjustments; resolves technical problems and takes corrective measures; contacts individuals, ~~departmental~~ agency personnel, and others to provide or elicit information, resolve problems and explain procedures, policies and rules; acts as a resource and assists account clerks with solving non-routine and complex problems; may supervise a small group of subordinate clerks including the distribution, assignment and review of their work; may cross-train with other technicians in duties assigned.

## EMPLOYMENT STANDARDS

### Knowledge:

- Thorough knowledge of accounting clerical methods, practices and terminology;
- Working knowledge of office procedures and practices;
- Working knowledge of basic cost and fund accounting practices;
- Working knowledge of the principles and practices of bookkeeping;
- Working knowledge of automated and manual bookkeeping systems;
- Some knowledge of budgetary processes and procedures.

### Ability to:

- Independently perform complex and highly responsible clerical accounting work requiring the exercise of interpretive ability and judgment on a regular basis;
- Understand and interpret the principles, laws and procedures involved in the bookkeeping and auditing functions;
- Devise and adapt work procedures and record keeping system to meet changing needs;
- Understand the relationships among accounting records and documents for recording and reporting purposes;
- Reconcile differences within the record keeping system using mathematical skills and understanding of the record keeping system and related transactions;
- Learn and apply the legal requirements and accounting system related to a particular assignment;
- Establish and maintain cooperative relationships with the public and others contacted in the course of work;
- Utilize computerized systems to enter, retrieve and perform basic analysis of data;

- Spell correctly and use correct business English;
- Write neatly and legibly;
- Interpret and apply pertinent sections of the Government Code, Streets and Highway Code, Welfare and Institutions Code and Revenue and Taxation Code may be required for certain positions;
- 
- Supervise the work of subordinate clerical employees may be required,
- ~~for certain positions.~~

Training and Experience: Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of responsible clerical accounting experience at the journey or higher level that demonstrates application or possession of the required knowledge and abilities. Formal education in bookkeeping or accounting of up to one year may be substituted for the required experience on an hour-for-hour basis.

Santa Cruz County Regional Transportation Commission

**ADMINISTRATIVE SERVICES OFFICER I - RTC**

Job Specifications

Class Code: —UW3TBD

Analyst: ——PTTS

Date Originated: ——710/77-0611/06

Date Revised: ———N/A

SANTA CRUZ COUNTY

DEFINITION

Under the direction of the Executive Director, ~~to~~ plans, organizes, directs and coordinates the central administrative services of ~~a department~~the agency; and conducts related work as required.

~~to do related work as required.~~

DISTINGUISHING CHARACTERISTICS

Positions in the Administrative Services Officer class series are characterized by responsibility for those administrative management services required by all divisions of a department~~the agency~~, and by the performance of fiscal, supervisory and analytical duties. Positions ~~normally are assigned responsibility for~~ participate in the preparation and administration of departmental agency budgets, supervising central office service activities, and conducting analyses to solve management problems. The level of position in the Administrative Services Officer series is dependent upon the responsibility and complexity of assignment, the variety and complexity of ~~departmental agency~~ programs, the nature of the budget and fiscal program, the nature of centralized office activities, the nature of management analysis activities, and the level of authority delegated by the ~~department agency~~ Executive Director. head.

TYPICAL TASKS

Plans, organizes, assigns and reviews work, ~~and passes upon various related to managing~~ ement problems in directing fiscal, personnel, human resources, purchasing, risk management, office services and general business activities of the department agency; oversees the operations of the Commission offices, including arrangement for office operational services, supplies, and equipment; manages the Commission lease and sublease; coordinates with County departments and vendors on provision of administrative services to the Commission; recommends departmental agency policies and procedures in administrative services and business management; assists and coordinates fiscal and accounting responsibilities with the office of the County Regional

Transportation Commission (RTC) Fiscal Officer Auditor-Controller; directs and makes administrative studies of the organizational structure and administrative procedures of the department/agency; determines production standards and ensures uniform procedures; directs budgetary and fiscal control programs and assists in the formulation and preparation of the department/agency's budget; maintains procedure liaison with other department/agencies; develops administrative manuals; exercises direct supervision and control over all clerical personnel; trains clerical personnel; oversees maintenance of personnel records and evaluations; prepares reports and dictates correspondence.

## EMPLOYMENT STANDARDS

### Knowledge:

- Working knowledge of work organization, simplification and layout;
- Working knowledge of principles and practices of supervision, training, and human resource personnel management and labor relations;
- Some knowledge of principles and practices of bookkeeping, finance and budgeting;
- Some knowledge of principles and techniques of administrative survey and analysis;
- Some knowledge of purchasing procedures;
- Some knowledge of data processing business applications.
- Some knowledge of facilities management principles and practices.
- Some knowledge of risk management principles and practices.

### Ability to:

- Select, train, supervise and evaluate subordinates;
- Define problem areas;
- Collect, interpret and evaluate data;
- Plan, coordinate and initiate action necessary to implement recommendations, new methods and new policies and procedures;
- Develop concise, descriptive and sometimes standardized written or oral reports that relate to the theme or objective and reflect continuity of thought;
- Establish and maintain effective working relationships with others contacted in course of work.
- Learn to operate a microcomputer to input, access and analyze data.

Training and Experience: Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be:

Training and experience equivalent to graduation from college with a major preferably in business or public administration and one year of experience in research, investigation and reporting of organizations, fiscal or personnel matters, or other administrative or

managerial experience which would require the application of the above knowledge and abilities listed above.

Santa Cruz County Regional Transportation Commission

**ADMINISTRATIVE SERVICES OFFICER II - RTC**

Job Specifications

-Class Code: TBD

UW5PT

Date Originated: 7/7710/0611/06

Date Revised: 12/80 N/A

SANTA CRUZ COUNTY

DEFINITION

Under the direction of the Executive Director, ~~to plans~~, organizes, directs and coordinate the central administrative services of a ~~department~~the agency ~~with numerous program and business activities;~~ and conducts related work as required.  
~~to do related work as required.~~

DISTINGUISHING CHARACTERISTICS

Positions in the Administrative Services Officer class series are characterized by responsibility for those administrative management services required by all divisions of a ~~department~~the agency, and by the performance of fiscal, supervisory and analytical duties. Positions ~~normally are assigned responsibility for~~ participated in the preparation and administration of ~~departmental agency~~ budgets, supervising central office service activities, and conducting analyses to solve management problems. The level of position in the Administrative Services Officer series is dependent upon the responsibility and complexity of assignment, the variety and complexity of ~~departmental agency~~ programs, the nature of the budget and fiscal program, the nature of centralized office activities, the nature of management analysis activities, and the level of authority delegated by the ~~department agency head~~ Executive Director.

Administrative Services Officer II is distinguished from Administrative Services Officer I by the increased complexity and responsibility due to the variety and number of functions ~~and/or size of the department~~, the nature of the budget and fiscal programs, and the level of management analysis activities.

TYPICAL TASKS

Plans, organizes, assigns and reviews work; related to managing human resources, purchasing, risk management, and passes upon varied management problems in directing fiscal, personnel, office services and general business activities of the department/agency; oversees the operations of the Commission offices, including arrangement for office operational services, supplies, and equipment; manages the Commission lease and sublease; coordinates with County departments and vendors on provision of administrative services to the Commission; supervises the data processing procedures for departmental/agency operations; recommends departmental/agency policies in administrative services and business management; assists and coordinates fiscal and accounting responsibilities with the office of the County Santa Cruz County Regional Transportation Commission (RTC) Fiscal Officer Auditor Controller; directs and makes administrative studies of the organizational structure and the administrative procedures of the department/agency; determines production standards and ensures uniform procedures; directs budgetary and fiscal control programs and assists in the formulation and preparation of the department's/agency's budget; maintains procedure liaison with other department/agencies; develops administrative manuals; exercises direct supervision; oversees maintenance of personnel records and evaluations and prepares reports and dictates correspondence.

## EMPLOYMENT STANDARDS

Training or experience equivalent to graduation from an accredited college with a major preferably in business or public administration and two years of experience in research, investigation, and reporting on organizational, fiscal or personnel matters, or other administrative or managerial experience which would provide the knowledge and abilities listed below.

### KNOWLEDGE:

- Working knowledge of work organization, simplification and layout.
- ~~Working knowledge of principles and practices of accounting, bookkeeping, finance and budgeting.~~
- Working knowledge of principles of supervision, training, human resource and personnel management, and labor relations.
- Working knowledge of principles and practices of accounting, bookkeeping, finance and budgeting.
- Working knowledge of principles and techniques of administrative survey and analysis.
- Some knowledge of governmental accounting, budgeting and finance.
- Some knowledge of data processing applications.
- Some knowledge of purchasing procedures.
- Some knowledge of facilities management practices.
- Some knowledge of risk management principles and practices.

### ABILITY TO:

- Select, train, supervise and evaluate subordinates.
- Define problem areas.
- Collect, interpret and evaluate data.
- Plan, coordinate and initiate action necessary to implement recommendations, new methods and new policies and procedures.
- Develop concise, descriptive and sometimes standardized written or oral reports that relate to the theme or objective and reflect continuity of thought.
- Establish and maintain effective working relations with others contacted in course of work.
- Operate a computer to input, access and analyze data.

**PREVIOUS CLASS TITLES:**

~~Bargaining Unit: 11~~

~~EEOC Job Category: 02~~

~~Occupational Grouping: 85~~

~~Worker's Comp Code: 0053~~

Santa Cruz County Regional Transportation Commission

**EXECUTIVE DIRECTOR-RTC**

Job Specifications

Class Code: ~~\_ : GD8TBD~~  
Analyst: ~~CE, DTWTS~~

Date Originated: ~~\_ — 1/8810/0611/06~~  
Date Revised: ~~\_ — N/A3/93, 4/06~~

SANTA CRUZ COUNTY

DEFINITION

Under general direction of the Santa Cruz County Regional Transportation Commission (RTC), this position serves as the Executive Director for the ~~Santa Cruz Regional Transportation Commission (RTC)~~. Subject to legislative and administrative determination of policy, this position plans, directs, organizes and implements regional transportation planning, service and funding programs and ~~conducts any other work as required~~ conducts related work as required.

DISTINGUISHING CHARACTERISTICS

This single position class is ~~designated by the County Administrative Officer and is subject to an agreement between the incumbent Memorandum of Understanding between the County of Santa Cruz and the Santa Cruz County Regional Transportation Commission (RTC) to serve as Executive Director to the (RTC), a Regional Transportation Planning Agency (RTPA) under State of California Statutes.~~ The Executive Director is responsible for administration of the RTC and makes recommendations to the RTC on policy and allocation of local, State and federal funds for transportation projects. The Executive Director RTC also serves as the administrator for the RTC as the Service Authority for Freeway Emergencies and Rail/Trail Authority. The Executive Director is required to possess broad knowledge of federal, State and local and regional laws and regulations related to transportation and funding for transportation as well as broad knowledge of effective administrative and budgeting practices and procedures.

TYPICAL TASKS

The Executive Director of the RTC directs and administers the provisions of the Transportation Development Act and State and federal grant programs; interprets, applies and implements federal, State and regional laws and regulations regarding the use of funds and programmatic requirements; develops goals, objectives, policy

recommendations and ~~department~~ agency work plans to implement the RTC's policy objectives; prepares and/or directs the preparation of staff reports, staff recommendations and/or commission agenda materials for all RTC's meetings, public hearings and other RTC committee or task force meetings; coordinates and serves as the RTC's primary liaison with local, regional, State and federal agencies and public officials and conducts public presentations on behalf of the RTC; interprets, analyzes, applies and advises the RTC on all laws and regulations regarding regional transportation planning, transportation funding, allocation of funds and programmatic requirements related to all aspects for regional transportation; develops, supervises and implements the RTC's budget, fund management, audits, purchasing and accounting activities; negotiates, implements and manages consultant contracts on behalf ~~off~~ the RTC; reviews and responds to land use proposals, i.e., environmental impact reports, general plan and growth management plans; supervises, directs and trains professional and nonprofessional staff; conducts public presentations for the RTC and to the public and works with the County of Santa Cruz on policies and procedures pertaining to services provided by the County.

## EMPLOYMENT STANDARDS

Knowledge:

Thorough knowledge of:

- federal, State, local, regional laws, regulations and procedures pertaining to transportation in a Regional Transportation Planning Agency.
- the principles and effective practices of transportation planning, project analysis, financing, and program implementation.
- the principles of personnel management including selection, supervision, training and development.
- effective RTC communication and policy development.
- effective interagency collaboration.
- the functions and interrelationships of local, regional, State and federal transportation planning, funding implementation and regulatory agencies.

Working knowledge of:

- governmental and/or public finance and budget management.
- grant program preparation and management and consultant contract negotiation and administration.
- State and federal legislative process.
- public relations and public information practices.
- ~~Working knowledge of~~ information technology processing applications.

Some knowledge of:

- civil engineering related to transportation planning.

- the principles, practices and trends in land use planning, air quality planning and environmental review.

Ability to:

- Plan, direct, evaluate and administer the ~~department's~~ agency's work plan through subordinate staff.
- Establish and maintain effective working relationship with the RTC, local agencies, public officials, media, citizen organizations and other public agencies.
- Evaluate transportation policy and program practices, define problem areas, develop and recommend policies to the RTC and direct the implementation of such policies.
- Comprehend, interpret and present complex regulations, laws and guidelines in public.
- Prepare clear and concise policy, administrative and technical reports.
- Effectively represent the RTC before local, regional, State and federal agencies.
- Make effective oral preparations to the RTC and the public.
- Adhere to administrative and fiscal policies and procedures including fiduciary duties.
- Understand and interpret to others the aims, concepts, principles, policies and practices of the regional transportation planning, funding and project development.
- Operate a computer to input, access and analyze data and operate other office equipment.

Training and Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Four years of high-level administration or management experience in transportation planning.

Special Requirements:

Possession of a valid California Class C driver's license or the employee must be able to provide suitable transportation approved by the appointing authority.

~~PREVIOUS CLASS TITLES: Transportation Planning Supervisor, Assistant Planning Director—Transportation, Executive Director, Regional Transportation Commission~~

~~Bargaining Unit: 08~~

~~EEOC Job Category: 01~~

~~Occupational Grouping: 28~~

~~Workers' Compensation Code: 0053~~

Santa Cruz County Regional Transportation Commission

**FISCAL OFFICER - RTC**

Job Specifications

~~SANTA CRUZ COUNTY~~

Class Code: ~~—UW4TBD~~

Analyst: ~~—ESTS~~

Date Originated: ~~—9/0310/0611/06~~

Date Revised: ~~—N/A—N/A~~

DEFINITION

Under the direction of the Executive Director, plans, manages and oversees the centralized financial operations of the Santa Cruz County Regional Transportation Commission (SCRTC) including budgets, fiscal controls, audits, accounting, revenue and expense monitoring, grant financial control, contracting, purchasing, and related financial aspects of the agency; supervises accounting assistant; and conducts related work as required.

~~to do related work as required.~~

DISTINGUISHING CHARACTERISTICS

~~The Fiscal Officer—Regional Transportation Commission, is distinguished from positions in the Accountant III class in that the former class is a single position class available only in the Santa Cruz County Regional Transportation Commission. This single position class~~ The Fiscal Officer is responsible for managing the specialized accounting and fiscal systems for the SCRTC including its independent budget system, an extensive grant program, and diverse and complex fiscal operations. This position also performs personnel administration tasks. This position works with considerable independence, and may supervise accounting clerical assistant staff and other accountants.

TYPICAL TASKS

Plans, organizes, evaluates and coordinates accounting function and internal control and fiscal control programs for the agency; assists and coordinates fiscal and accounting responsibilities with the office of the County Auditor-Controller; assists in managing the development, implementation, analysis and control of the annual agency budget and

amendments; directs and makes administrative studies of administrative procedures of the ~~department~~ agency; ensures uniform procedures; directs budgetary and fiscal control programs and assists in the formulation and preparation of the ~~department's~~ agency's budget; prepares and analyzes mid-year and year-end financial statements for a complex array of funding sources and expenditure categories; analyzes, reviews and develops indirect cost allocation plan for agency; establishes fiscal controls; establishes agency's cost accounting system including grant billing and job code time card systems; reviews and meets state and federal regulations and procedures for transportation fiscal management and reports; provides technical assistance to staff concerning financial planning and managing the fiscal aspects of contracts, agreements and grant programs; manages claims from local jurisdictions and agencies to the local transportation fund; consults with County Auditor-Controller's Office and County Treasurer-Tax Collectors Office regarding fund management and revenue projections for the local transportation fund; procures the services of independent auditors, represents the agency to auditors and oversees audits; prepares Requests for Proposals and contracts for professional services; reviews and implements SCCRTC ~~and County~~ policies and procedures for procurement, personnel and payroll; ~~oversees~~ assists in the maintenance of personnel records and evaluations.

## EMPLOYMENT STANDARDS

### KNOWLEDGE:

- Thorough knowledge of principles and practices of accounting, bookkeeping, finance and budgeting.
- Working knowledge of principles of supervision, training and personnel management.
- Working knowledge of governmental accounting, budgeting and finance.
- Working knowledge of data processing applications to accounting operations.
- Working knowledge of auditing principles, practices and procedures.

### ABILITY TO:

- Select, train, supervise and evaluate subordinates.
- Establish and maintain effective working relations with others contacted in course of work.
- Learn budgeting and fiscal management operations for a transportation planning and programming agency.
- Plan, organize and manage varied accounting, fiscal management, personnel and procurement systems.
- Prepare clear, concise and complex accounting, fiscal management and budget reports.
- Plan, coordinate and initiate action necessary to implement recommendations, new methods and new procedures.
- Interpret, explain and apply provisions of Federal, State and local regulations and policies to fiscal and personnel functions.

- Evaluate fiscal policies and practices, define problems and develop solutions.
- Operate a personal computer and common computer applications to input, access and analyze data and prepare budgets, financial reports and narrative reports.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified.

Three years of increasingly responsible government accounting and budget control experience which includes at least one year as a fiscal supervisor or manager and education equivalent to a baccalaureate degree with an emphasis in finance or accounting.

**SPECIAL REQUIREMENTS/CONDITIONS:**

**LICENSE REQUIREMENTS:** Possession of a valid California C Drivers License or the ability to provide suitable transportation which is approved by the appointing authority.

**BACKGROUND INVESTIGATION:** Must pass a background investigation, which includes fingerprints.

~~Special Working Conditions: N/A~~

~~**OTHER SPECIAL REQUIREMENTS:**~~

~~Physically and mentally capable of performing the essential functions of the position as summarized in the typical tasks section of this specification.~~

~~**PREVIOUS CLASS TITLES:**~~

~~Bargaining Unit: 11~~

~~EEOC Job Category: 02~~

~~Occupational Grouping: 85~~

~~Worker's Comp Code: 0053~~

Santa Cruz County Regional Transportation Commission

PRINCIPAL TRANSPORTATION PLANNER  
DEPUTY DIRECTOR - RTC

Job Specifications

Class Code: —GH9TBD

Analyst: GDTS

Date Originated: —10/0210/0611/06

Date Revised: ————N/A

SANTA CRUZ COUNTY

DEFINITION

Under general direction, assists the Executive Director —~~Regional Transportation Commission~~ in the planning, direction, and administration of the Santa Cruz County Regional Transportation Commission (RTC) work program and budget; directs the planning and programming division of the RTC ~~a division of the Regional Transportation Commission~~; may be designated as a Deputy Director; acts as the Executive Director —~~Regional Transportation Commission~~ in his/her absence; and conducts related work as required.  
~~does other work as required.~~

DISTINGUISHING CHARACTERISTICS

This position requires a high degree of administrative and management skill to maximize the operations of a ~~complete~~ complex array of programs, funding, services and interagency relationships for this countywide agency. The responsibilities of this position include budget and work program development and management, policy development, program direction and evaluation, grant management and funding program administration, administrative services management and facilities management. The incumbent is accountable and responsible for provision of sound information, analyses and recommendations to the ~~Regional Transportation Commission~~ RTC and its committees, and for the delivery of effective and efficient services to the public. The incumbent may act as the Acting Executive Director —~~Regional Transportation Commission~~ in the absence of the agency head.

TYPICAL TASKS

Under the general direction of the Executive Director of the ~~Regional Transportation Commission~~, analyzes, plans and coordinates program functions; directs the work of professional transportation planning and engineering staff and their assistants; oversees the development by staff and consultants of reports, studies, public information and promotional materials, and other written and graphic materials; oversees the provision of staff support to the Commission and its committees; oversees and coordinates production and distribution of the Commission's agenda packet and Committee agenda packets; assists in the analysis.

~~Analyzes, planning, and coordination of administrative functions; develops the annual Regional Transportation Commission RTC budget and work program documents; analyzes expenditures and revenues to ensure fiscal prudence; analyzes and develops strategies to address program, funding, and operational needs; develops and implements organization and policy goals; develops and administers policies and procedures for programs and operational functions; Develops, negotiates and administers contracts, Memoranda of Understanding, and agreements; prepares amendments and administers the Commission's Rules and Regulations; oversees preparation of grant applications and administration of grants from other agencies; administers pass-through and competitive grant funding programs operated by the Regional Transportation Commission; interprets, applies and implements Federal, State, and regional rules and regulations regarding use of funds and programmatic requirements; Reviews and approves claims from other agencies for funds, from Commission staff and Commissioners for travel and expenditures, and from contractors and vendors for services, supplies, and equipment; Hires, supervises, trains, reviews, and evaluates the work of professional staff; deals with difficult personnel problems; assists the Administrative Services Officer the County Personnel Department in conducting recruitments for Regional Transportation Commission positions; interprets administrative, personnel, and Commission policies to subordinates; Oversees the operations of the Commission offices, including arrangement for office operational services, supplies, and equipment; manages the Commission lease and sublease; coordinates with County departments and vendors on provision of administrative services to the Commission; Makes recommendations to the Commission regarding policies, programs, and operations; prepares written reports on complex policy, program and funding issues; makes oral presentations at meetings of the Commission, its Committees, other agencies and community groups; testifies at local, regional, and State hearings; Coordinates Regional Transportation planning functions with local, regional, State, and Federal agencies and public officials; represents the Regional Transportation Commission and acts as liaison to Federal, State, regional, and local agencies, elected and appointed officials, community and business organizations, media representatives and members of the public; serves on inter-agency task forces and Committees.~~

## EMPLOYMENT STANDARDS

Knowledges:

Thorough knowledge of:

- Principles, practices, and trends of transportation planning.
- Principles and practices of effective organization and management.
- Principles and practices of government finance and budgeting in a transportation planning context.
- Principles and practices of program analysis, planning, development, evaluation and management.
- Principles and practices of staff development, supervision, training, and personnel management.
- Principles and practices of administrative analysis.
- Functions and organizational interrelationships of regional, local, State, and Federal transportation planning, funding, implementation and regulatory agencies.

Working knowledge of:

- Laws and regulations pertaining to transportation planning including programming, project implementation, environmental review and air quality planning.
- Legislative processes related to developing funding and influencing transportation policy and regulations.
- Contract negotiation and administration.
- Grant writing and administration.
- Techniques of long-range transportation planning.
- Techniques of capital improvement programming.
- Techniques of interagency coordination and collaboration.
- The application of data processing to program operations.
- Public relations, public participation and marketing practices in a transportation services context.

Some knowledge of:

- ~~Facilities management practices.~~
- Principles and practices of personnel recruitment and discipline.
- Principles, practices, and trends of land use planning, air quality planning, and environmental review.

Ability to:

Under general supervision of the Executive Director of the Regional Transportation Commission:

- Plan, organize, direct, and oversee the work of a regional transportation planning agency with significant, diverse, and complex transportation planning, funding, program management, and interagency coordination responsibilities.
- Develop, implement, and monitor agency and project budgets, contracts, grants and project work plans.
- Supervise, train, and evaluate the work of subordinate staff.

- Exercise initiative, ingenuity and sound judgment in solving difficult ~~programmatic, administrative,~~ operational, and personnel problems.
- Evaluate and develop programs and improvements to the effective and efficient delivery of regional transportation planning programs and services.
- Understand, interpret, explain, and apply laws, rules, regulations, contracts, memoranda of understanding, and policies and procedures.
- Define problems, collect, interpret and evaluate data, and develop solutions to problems.
- Understand and relate to others the goals, concepts, and principles of the Regional Transportation Commission.
- Coordinate programs within the Regional Transportation Commission and with agencies with related responsibilities.
- Effectively negotiate agreements.
- Prepare clear and concise policy, ~~administrative,~~ and technical reports.
- Establish and maintain effective working relations with the general public, boards, commissions, public officials, representatives of the private sector, media representatives and other staff.
- Make effective oral presentations before large groups.
- Operate a computer to input, access, and analyze data.

Training and Experience: Any combination of training and experience which would provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges would be:

- Three years of broad, increasingly responsible professional transportation planning experience, at least one of which should be equivalent to a Transportation Planner IV ~~with the County of Santa Cruz~~. At least two years must have been in project management, administration, and/or supervision in a public agency.
- A Master's Degree in Transportation Planning, Planning, Public Administration, Engineering, or a closely related field may be substituted for one year of the required experience.

#### SPECIAL REQUIREMENTS

- Possession and maintenance of a valid California Class C Driver's License, or the ability to provide suitable transportation which is approved by the appointing authority.
- ~~Physical and mental capability of performing the position's essential functions as summarized in the Typical Tasks section of this specification.~~

~~Bargaining Unit: General Rep~~

~~EEOC Job Category: 02~~

~~Occupational Grouping: 28~~

~~Worker's Comp Code: 0053~~

Santa Cruz County Regional Transportation Commission

**SECRETARY - RTC**

Job Specifications

Class Code: ~~—BJ5TBD~~

Analyst: ~~—SATS~~

Date Originated: ~~—~~ 10/0611/06

Dates Revised: ~~—~~ N/A1/81 5/88 7/89

~~SANTA CRUZ COUNTY~~

DEFINITION

~~Under the direction of the Administrative Services Officer, to serve as a secretary to the head of a department or the agency Executive Director by relieving the administrator of a variety of administrative and clerical details; and conducts related work as required.~~  
to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class require considerable knowledge of the work of the official served and exercise initiative in relieving the superior of administrative details. The use of discretion and independent judgment is required in answering calls and correspondence and in organizing work. The regular use of typing and/or word processing skills is essential to the satisfactory performance of work of all positions in this class. Positions are assigned full secretarial duties for ~~the agency a department~~ department head.

Among the factors considered in distinguishing positions in this class from positions performing similar kinds of duties in the Typist Clerk and Stenographer Clerk series are: the nature and scope of the superior's functions, the extent to which the superior is willing and able to delegate routine administrative duties, and the nature and level of the administrator's contacts, access to and maintenance of confidential records. Positions in this class may supervise subordinate clerical positions.

The classification is designated CONFIDENTIAL due to the responsibility for handling ~~departmental~~ agency information related to employee relations.

TYPICAL TASKS

Processes correspondence and other material requiring the application of subject matter, knowledge and discrimination in the selection of data or interpretation of rules and

polices; prepares and coordinates Board agenda items; corrects grammar, punctuation, and spelling; proofreads copy; types complex reports and statistical data and other finished copy from rough drafts, marginal notes, general instructions or machine dictation; performs complex clerical work involving the analysis of a variety of source documents and thorough familiarity with policies, procedures, terminology and various applicable regulations in order to obtain the necessary data; provides explanations to employees; ~~other agencies, departments,~~ and the public which require thorough knowledge of ~~departmental~~ agency operations, rules, procedures and the functions and organization of the Regional Transportation Commission (CountyRTC); relieves administrator of administrative details; schedules appointments and maintains ~~department~~ agency head's calendar; arranges conferences and meetings; screens calls; sets up and maintains complex filing systems; provides orientation to new employees regarding ~~departmental~~ agency operations, policies and rules; gathers data for general information purposes, individual requests or for special reports or projects; contacts other ~~departments~~ agencies, employees, agencies or individuals for additional material as necessary; operates word processing equipment or micro computers to input, access and print a variety of data and reports; may prepare reports for superior's approval on request; may supervise several subordinates; reviews work of employees for completeness, accuracy and adherence to procedures, and makes changes as appropriate; may take and transcribe difficult dictation which may involve technical terminology; may take minutes of committees, commissions and other meetings; may provide vacation or other temporary relief for other classes as required; may make travel arrangements for ~~department~~ agency employees, including airline and accommodation reservations.

## EMPLOYMENT STANDARDS

### Knowledge:

- Thorough knowledge of business English, vocabulary, spelling, grammar and punctuation;
- Thorough knowledge of office procedures, including preparing correspondence and reports, and filing systems;
- Thorough knowledge of formats for business correspondence and reports;
- Some knowledge of the application of data processing to business office operations
- Some knowledge of the principles of supervision and training may be required;
- Some knowledge of the administrative processes unique to the ~~County department~~ RTC or ~~agency which assigned~~ RTC;
- Some knowledge of the overall structure and functions of ~~County~~ governmentalRTC operations.

### Ability to:

- Maintain confidential files and privileged information;
- Perform varied and difficult clerical work involving independent judgment and requiring accuracy and speed;

- Use good judgment in recognizing scope of authority and in reflecting intent of supervisor;
- Establish and maintain cooperative relationships with the public and others contacted in course of work;
- Accurately type and/or utilize word processing to produce finished copy which may include technical terminology from rough copy or machine dictation;
- Assemble and organize data and prepare reports from such information;
- Compose and edit correspondence independently;
- Communicate clearly and logically orally and in writing;
- Maintain complex records;
- Operate word processing equipment or micro computer to input, access and print correspondence and reports;
- Operate standard office equipment;
- Understand and follow oral and written directions;
- Make arithmetic computations;
- Take and transcribe dictation at 85 words per minute for certain positions.

Training and Experience: Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain such knowledge and abilities would be: Three years of responsible clerical experience at the Journey level or higher, which demonstrates application or possession of the required knowledge and abilities.

Performance: Pass performance test, which demonstrates formatting, and keyboard and formatting proficiency.

Santa Cruz County Regional Transportation Commission

**TRANSPORTATION PLANNER I, II, III, IV**

Job Specifications

Class Code: —GH3—GH5—GH7—GH8TBD

Analyst: ——CETS

Date Originated: ——10/06 02/90

Date Revised: —————10/93N/A

~~COUNTY OF SANTA CRUZ~~

DEFINITION

Under the direction of the Deputy Director, performs transportation studies and analyses; prepares and presents transportation plans and reports; administers various transportation related programs, and conducts related work as required.  
~~does other work as required.~~

DISTINGUISHING CHARACTERISTICS

**Transportation Planner I** is the trainee level for the professional Transportation Planner series. Incumbents may act as a staff level resource for a particular transportation project or mode; staff a committee and make presentations to committees; and coordinate with local, regional, State and Federal agencies. Incumbents initially work under general supervision and as experience is gained, they perform a broader range of duties and are expected to advance to the Transportation Planner II level within one year.

**Transportation Planner II** is the journey level in the Transportation Planner series. Incumbents may perform the duties described above for Transportation Planner I. Additionally, incumbents independently perform professional transportation planning assignments with limited supervision. Positions in this class are responsible for one or more major projects. Incumbents may coordinate with local, regional, State and Federal agencies, citizen advisory committees, ~~County departments~~, and elected officials. Incumbents may prepare and monitor grants and contracts. This class differs from the Transportation Planner I in that in addition to the above, incumbents may provide assistance to lower level transportation planners, and make presentations to community groups and decision making authorities, including the Regional Transportation Commission (RTC).

**Transportation Planner III** is the advanced journey level in the Transportation Planner series. Incumbents may perform the duties described above for the Transportation

Planner I and II. Additionally, incumbents use independent judgment to perform diverse, complex assignments which require extensive coordination with local, regional, State and Federal agencies, citizen advisory committees, ~~County departments~~, other agencies, community groups, business groups, major employers, and elected officials. Incumbents may perform administrative tasks for their work projects, and may manage projects, which involve coordinating and/or directing the work of one or more transportation planners and transportation planning technicians. Additionally, incumbents are required to make presentations to the public and the ~~Regional Transportation Commission~~RTC. This class is distinguished from the next lower class of Transportation Planner II by work that is reviewed on a less systematic basis, and involves more complex assignments requiring independent judgment and project management that involves coordinating the work of one or more transportation planners. This class differs from the Transportation Planner IV in that the latter handles the most controversial and technically complex assignments, and is expected to have a broad understanding of all transportation programs, and to assist in tasks associated with administration and management of the work program and budget and supervision of Transportation planning Technicians.

**Transportation Planner IV** is the highest level in the transportation planner series. Incumbents may perform the duties described above for Transportation Planner I-III. Additionally, incumbents work with considerable independence to perform the most controversial and technically complex assignments. Incumbents may assist the ~~Principal Transportation Planner~~ Deputy Director and Executive Director in monitoring and preparation of the budget and work program, reviewing and editing the written work of engineers and the lower level transportation planners, and developing strategies to address the most complex and controversial issues. Incumbents may assist in other ~~Regional Transportation Commission~~RTC internal coordination, administration and management duties in the absence of the ~~Principal Planner~~Deputy Director or the Executive Director.

#### TYPICAL TASKS

Prepare and update elements of the Regional Transportation Plan, the Regional Transportation Improvement Program, ~~the Congestion Management Program~~, the Short Range Transit Plan for Specialized Transportation, and other plans, programs and reports required by State or Federal agencies or directed by the ~~Regional Transportation Commission~~RTC. Prepare and implement plans for the above. Conduct investigations, traffic monitoring activities, user surveys, field surveys and studies. Write reports and make presentations for transportation planning projects. Monitor and analyze legislation for impact on transportation programs, activities and funds. Use transportation models and other transportation analysis tools to forecast future traffic volumes, levels of service and patronage of alternative transportation modes. Evaluate transportation options. Research and prepare transportation budgets and financing availability. Administer funding programs in coordination with local, regional, State and Federal agencies. Research grant sources, prepare and review grant applications, and administer project grants. Administer contracts and applications, and administer project grants. ~~Administer contracts and p~~Prepare administrative reports. Review environmental documents, plans,

projects, and programs prepared for other agencies for consistency with adopted regional transportation planning policies and plans. Write various project and staff reports for the ~~Regional Transportation Commission~~ RTC and committee review. Provide staff support and serve as technical expert to committees. Prepare correspondence. Respond to requests for information on regional transportation issues and programs. Monitor and participate in transportation planning activities of public and private providers of transit and specialized transportation services. Design and implement marketing studies and advertising campaigns. Plan and implement special events. Represent the ~~Regional Transportation Commission~~ RTC and ~~County~~ in meeting with other agencies and community groups. Serve as liaison and technical expert to local, regional, State and Federal agencies, community groups, business groups, major employers and elected officials on regional transportation planning issues, projects and programs. Input, access and analyze data using a computer. Gather, analyze and evaluate data related to regional transportation planning issues. Develop policy recommendations and resolutions for the ~~Regional Transportation Commission;~~ and its committees ~~and Board of Supervisors~~. May serve as a project leader for complex transportation planning studies and projects. May assist in budget and work program preparation and administrative analysis. Attends conferences and seminars.

## EMPLOYMENT STANDARDS

Knowledge of:

### **Transportation Planner I**

Some knowledge of:

- The principles, practices and trends of transportation planning, transportation engineering, land use planning, public administration, grants management, marketing or the specialty area(s) to which assigned.
- Word processing and spread sheet computer applications.
- Statistical research methods as applied to the collection and tabulation of data.
- Techniques of report writing.
- Techniques of oral presentation.

### **Transportation Planner II**

Working knowledge of the above, plus:

Some knowledge of:

- Principles, practices and trends of transportation planning.
- ~~Transit functions and planning procedures.~~
- Methods and procedures of mass media communications.
- Transportation financing and operating practices.
- Federal and State grant programs related to transportation studies and programs.

- Techniques of grant and contract budget development and administration.
- Principles of land use planning.
- Legislative process.
- Transportation planning policy formulation.
- Specialty area(s) to which assigned.

### **Transportation Planner III**

Working knowledge of the above, plus:

- Specialty area(s) to which assigned.

Some knowledge of:

- Principles and techniques of project leadership and training.

### **Transportation Planner IV**

Thorough knowledge of the above, plus:

Some knowledge of:

- Budget preparation principles and practices.
- Supervision of staff

Ability to:

### **Transportation Planner I**

- Collect, analyze, interpret, organize and present technical statistical data and related information pertaining to
  - transportation planning programs.
- Prepare concise written reports, plans, correspondence and resolutions.
- Implement decisions of transportation policy-making bodies.
- Make effective oral presentations to committees.
- Prepare charts, maps and other graphic presentations.
- Act as staff resource for one or more transportation projects or modes.
- Establish and maintain cooperative working relationships with co-workers, the public, including specific advocacy groups, and local, regional, State and Federal agency officials.
- Provide services to the public in a courteous and effective manner.
- Participate cooperatively and effectively as a contributing team member.
- Produce acceptable work commensurate with the level of appointment within assigned timeframes.
- Learn to input, access and analyze data using a computer.

## **Transportation Planner II**

- Perform the above, plus:
- Understand and apply basic principles of media communications and advertising.
- Prepare clear and concise plans, reports and ordinances.
- Make effective oral presentations to policy-making bodies, employers and the public.
- Speak effectively on policy issues alternatives, recommendations and planning studies to boards, commissions, committees, community groups and the public.
- Prepare transportation policy recommendations.
- Interpret, explain, monitor and advocate legislation.
- Prepare transportation program or grant budgets, grant applications and related reports.
- Prepare and implement project work plans and timelines.
- Prepare work plans for consultant selection.
- Prepare and monitor contracts.

## **Transportation Planner III**

Perform the above, plus:

- Synthesize and explain complex information to the public.
- Complete the more diverse and complex transportation planning assignments.
- Understand, interpret and relate to others the concept, aims and principles of transportation planning.
- Serve as project manager and provide leadership to team efforts.

## **Transportation Planner IV**

Perform the above, plus:

- Complete the more controversial and technically complex transportation planning assignments.
- Act as an departmental agency resource on the full range of transportation programs and policies.
- Assist in the preparation and monitoring of the Department's agency's budget and work program.
- Assist in the analysis of administrative issues.
- Review the work of staff engineers and lower level transportation planners on assigned projects.
- Make strategic recommendations on the most complex and controversial issues.
- Coordinate department agency-wide projects.
- Edit written materials.
- Supervise staff

Education and Experience: Any combination of education and experience, which would provide the required knowledge and abilities, is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

**Transportation Planner I:** Two years experience in a transportation agency/firm, other public agency, or as staff for a public official plus completion of 12 semester units of college coursework in planning, urban studies, public administration, geography, environmental studies, marketing or transportation engineering or a closely related field.

OR

Possession of a Bachelor's Degree from an accredited college or university with a major in planning, urban studies, public administration, geography, environmental studies, marketing or transportation engineering or a closely related field.

OR

One year of professional experience in public administration, marketing, grants administration, legislative analysis, budget analysis or a closely related field.

**OR**

**One year of professional planning or resource planning experience.**

**Transportation Planner II:** One year of professional transportation planning experience.

OR

Possession of a Master's Degree from an accredited college or university with a major in planning, transportation planning, urban studies, public administration, geography, environmental studies, marketing, transportation or civil engineering or a closely related field that included an internship in a

public planning agency. If an internship was not completed, six months

experience or as staff for a public official may be substituted.

OR

Two years professional land use planning or resource planning experience.

OR

Two years of professional public administration, marketing, grants administration, legislative analysis, budget analysis or a closely related field which included one year of involvement in congestion management, long range transportation planning, transportation funding or programming, planning for a specific transportation mode, transportation project implementation, motorist aid call box systems, transportation planning for persons with disabilities, air quality planning related to transportation planning, transportation demand management, ridesharing or other transportation planning programs.

**Transportation Planner III:** One year of journey level transportation planning experience.

OR

One year of professional level transportation planning experience AND two years of journey level land use planning or resource planning experience.

OR

One year of professional level transportation planning experience AND two years of journey level public administration, marketing, grants administration, legislative analysis, budget analysis or a closely related field which included one year of project management and one year of involvement in congestion management, long range transportation planning, transportation funding or programming, planning for a specific transportation mode, transportation project implementation, motorist aid call box systems, transportation planning for persons with disabilities, air quality planning related to transportation planning, transportation demand management, ridesharing or other transportation planning programs.

Possession of a Master's Degree from an accredited college or university with a major in planning, transportation planning, urban studies, public administration, geography, environmental studies, marketing, transportation or civil engineering or a closely related field may be substituted for up to one year of the required experience below the journey level.

**Transportation Planner IV:** Two years of advanced journey level transportation planning experience which has included management of a project team and administration of transportation program grants or contracts.

~~PREVIOUS CLASS TITLES: None~~

~~Bargaining Unit: 41 EEOC Job Category: 02~~

~~Occupational Grouping: 28 Workers' Comp Code: 0053~~

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Santa Cruz County Regional Transportation Commission

**TRANSPORTATION PLANNING TECHNICIAN**

Job Specifications

Class Code: ~~GF6~~TBD

Analyst: CETS

Date Originated: ~~11/82~~10/06  
11/06

Dates Revised: ~~4/02~~N/A

~~SANTA CRUZ COUNTY~~

DEFINITION

Under the direction of the Deputy Director~~general supervision~~, ~~to assist~~ in the implementation of the programs of the Regional Transportation Commission (RTC), performs the more routine transportation studies and conducts related work as required.  
~~perform other related work as required.~~

DISTINGUISHING CHARACTERISTICS

This paraprofessional class assists the professional transportation planning ~~and engineering~~ staff in implementing transportation programs and performing transportation studies. This position also provides information to the public.

TYPICAL TASKS

Gathers, compiles and inputs data in computer; prepares spreadsheets, charts and graphs to document, report and analyze transportation information; assists in the production and distribution of marketing and informational materials and displays; promotes ridesharing and other transportation alternatives through-out the county by assisting individuals, contacting employers and explaining rideshare services, materials and procedures, provides information on ~~Regional Transportation Commission~~RTC programs at informational fairs; assists in evaluation of programs; conducts transportation surveys; performs transportation fieldwork; researches various transportation matters such as noise impact and transportation legislation; assists in the preparation of quarterly and annual reports ~~for grant reporting purposes~~; writes correspondence and text for promotional materials and reports.

EMPLOYMENT STANDARDS

Knowledge:

- Some knowledge of principles, practices and trends of transportation planning.
- Some knowledge of office practices and procedures, including business phone etiquette, preparation of business correspondence, reports and filing.
- Working knowledge of business English, spelling, grammar and punctuation.

Ability to:

- Collect and tabulate data and perform mathematical calculations.
- Input and access data on a computer.
- Prepare spreadsheets, graphs, charts and reports.
- Tactfully and courteously advise the public on transportation programs and sensitive transportation planning matters.
- Represent the ~~Regional Transportation Commission~~ RTC at transportation fairs and meetings of staff from other agencies.
- Maintain record keeping and filing systems.
- Prepare concise reports and correspondence.
- Make effective public presentations.
- Organize work and establish priorities.
- Follow oral and written instructions.
- For some positions, perform fieldwork with some lifting, and the ability to use common tools.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities listed above is qualifying. A typical way to obtain the knowledge and abilities would be.

Two years of college coursework in planning, urban studies, environmental planning, engineering, architecture, design, marketing, computer science or other fields related to transportation planning functions, or;

Two years of clerical or technical support experience in an agency or business involved in transportation, land use, environmental or resource planning, or engineering or marketing.

### SPECIAL REQUIREMENTS

A valid California Class C Driver's License may be required for certain positions or must be able to provide suitable transportation approved by the Executive Director.

Santa Cruz County Regional Transportation Commission

**TYPIST CLERK I - RTC**

Job Specifications

Class Code: BC3TBD

Analyst: CE/TCTS

Date Originated: 7/06  
11/06

Date Revised: N/A

DEFINITION

~~Under close~~ Under the supervision ~~direction~~ direction of the Administrative Services Officer, ~~to~~ perform general typing and ~~perform~~ a variety of clerical work of average complexity as a trainee, or ~~to do~~ routine and repetitive typing and clerical duties on a continuing basis; and ~~to do~~ perform other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the working level typist class for positions performing routine and more repetitive typing and clerical tasks. Such positions are not alternately staffed with the higher class of Typist Clerk II. This is also the trainee level typist class for positions assigned the same tasks as positions in the higher class of Typist Clerk II, but performed under closer supervision. The regular use of typing skills is essential to the satisfactory performance of the work of all positions in this class. Public contact normally involves supplying routine information or referring people to other employees in the ~~department~~ agency.

TYPICAL TASKS

Types form letters and notices in finished form; types drafts of reports and other material from rough copy or machine transcription; types drafts of reports and other material from rough copy or machine transcription; types prescribes information on cards and records from clearly defined sources; types invoices, requisitions, data input documents and other material from copy, draft, or notes; proofreads finished copy and makes corrections; types letters, reports, case histories, statistical data and other finished copy from rough drafts, margin notes, general instructions or machine transcription; corrects grammar, punctuation and spelling and proofreads copy; operates a magnetic card or other word processing machine in preparing case histories, reports, briefs, specifications and correspondence; maintains simple operational records by transferring data, calculating totals and sub-totals, or compiling summaries; verifies information on forms, purchase orders and input documents with information on supporting documents; sorts and files bills, receipts and a variety of documents; searches files for specific information; inserts and extracts a limited variety of materials from subject files; does proofreading and

comparing of work in insure freedom from errors; operates standard office equipment, such as photocopy machine, adding machine, microfilm reader and microfiche reader; assists the public by referring them to appropriate personnel or locations, giving out standard forms and explaining how to complete them, and answering requests for routine factual information; prepares routine orders, receipts, permits, bills and licenses; receives money payments where the amounts are readily obtained by fixed schedules or simple computations; operates cash register; may provide vacation or other temporary relief for supervisor or for other classes as required.

#### EMPLOYMENT STANDARDS

##### Knowledge:

Some knowledge of:

- —\*Standard typewriter set-ups and formats for business correspondence and reports.
- —\*Office procedures and filing.

##### Ability to:

- —\*Perform general clerical work and learn office operations and procedures.
- —\*Accurately type finished copy from rough copy or machine transcription which may include some technical terminology.
- —\*Spell correctly and use correct grammar and punctuation.
- —\*Understand and follow oral and written directions.
- —\*Establish and maintain cooperative relationships with the public and others contacted in course of work.
- —\*Make simple arithmetic computations.
- —\*Understand the function of and learn to operate standard office equipment.
- —\*Write neatly and legible.

##### Training and Experience:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain such training and experience would be:

No specific training or experience is required.

Performance: Type at a corrected rate of 40 words per minute from a clear copy or to pass an equivalent performance test.

~~Bargaining Unit: 41~~

~~EEOC Job Category: 06~~

~~Occupational Grouping: 02~~

| ~~Workers' Compensation Code: 0053~~

Santa Cruz County Regional Transportation Commission

**TYPIST CLERK II - RTC**

Job Specifications

Class Code: BC5TBD

Analyst: PTTS

Date Originated: 7/7/10/06

Dates Revised: N/A/887

SANTA CRUZ COUNTY

DEFINITION

Under ~~supervision~~ the direction of the Administrative Services Officer, performs ~~to do~~ varied typing and clerical work of average difficulty; and ~~to do~~ performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey class in the Typist Clerk series. Incumbents are expected, within a framework of established policies, to perform a variety of typing and clerical duties of moderate difficulty with only occasional instructions or assistance. The use of typing skills is essential to the satisfactory performance of the work of all positions in this class. Work requires the use of independent judgment in selecting proper work methods within approved alternatives; new or unusual situations are usually referred to the supervisor. Incumbents may have frequent public contact which requires them to have ~~a~~ knowledge of specific laws, rules and policies related to the operation of their ~~department~~ agency. Supervision exercised by positions in this class is usually limited to initial training and orientation of new employees.

TYPICAL TASKS

Types letters, reports, case histories, statistical data and other finished copy from rough drafts, margin notes, general instructions or machine transcription; corrects grammar, punctuation and spelling and proofreads copy; operates a magnetic card or other word processing machine in preparing case histories, reports, briefs, specifications and correspondence; types invoices, requisitions, data input documents and other material from copy, draft or notes; checks forms, records, reports, applications and data input documents for accuracy, completion and conformance with established procedures and rules; makes follow-ups requiring some independent judgment to secure required or additional information; inserts and extracts materials from subject matter files; classifies material by nature of subject matter and prepares new files as needed; keeps records and prepares statistical and other types of reports in accordance with predetermined forms and

procedures; assists public by referring them to sources of information, giving out standard forms and explaining how to complete them, answering requests for factual information by consulting various available sources, and explaining standard ~~departmental~~ agency policies and procedures; acts as a resource for other employees on materials in files and records maintained or processed; operates standard office equipment, such as photocopy machine, adding machine, microfilm reader and microfiche reader; relieves technical staff or administrator of more routine office details, including making appointments, reserving meeting rooms, ordering office supplies, answering routine requests for information by enclosing materials or composing routine letters on factual subjects, and collating or extracting information from files and other readily available sources which require knowledge of agency ~~departmental~~ operations and rules; prepares bills, abstracts, orders, notes, receipts, permits and licenses; receives fees or monies when the amount is readily obtainable from simple computations or fixed schedules; prepares deposits; operates cash register; may provide initial orientation and training to new employees; may be assigned to review the work of other employees; may provide vacation and other temporary relief for supervisor or for other classes as required.

## EMPLOYMENT STANDARDS

### Knowledge:

- Working knowledge of office procedures and practices, including preparation of correspondence and reports and filing;
- Working knowledge of business English, spelling, grammar, and punctuation;
- Working knowledge of standard typewriter set-ups and formats for business correspondence and reports.

### Ability to:

- Perform varied clerical work involving a degree of independent judgment and requiring accuracy and speed;
- Accurately type finished copy from rough copy or machine transcription which may include some technical terminology;
- Quickly learn the specific operations of the office to which assigned;
- Read and write English;
- Spell correctly and use correct English;
- Understand and follow oral and written direction;
- Establish and maintain cooperative relationships with the public and others contacted in the course of work;
- Make simple arithmetic computations;
- Operate standard office equipment.

Training and Experience: Any combination of training and experience which would provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

One year of experience in general office clerical work that demonstrates application or possession of the required knowledges and abilities listed below. Formal secretarial or general office clerical training may be substituted for up to six months of the required experience on an hour for hour basis.

Performance: Type at a corrected rate of 45 words per minute from clear copy or pass an equivalent performance test.

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