

AGENDA: September 5, 2024

TO: Regional Transportation Commission (RTC)
FROM: Mitch Weiss, Interim Executive Director
RE: Addition of five new job descriptions, and approval of new salary schedules

RECOMMENDATIONS

Staff recommends that the Regional Transportation Commission (RTC) approve staff recommendation to:

1. Approve five new job descriptions in the Community of RTC Employees (CORE) representation unit (Attachment 1); and
 2. Update the RTC's salary schedule for the new job descriptions (Attachment 2).
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BACKGROUND

The RTC completed an Organizational Assessment (OA) in February of 2021 which indicated that RTC is understaffed and recommended adding several new positions to assist the RTC in achieving several essential functions, including rail line right-of-way property management and maintenance; highway project planning, development and delivery; Monterey Bay Sanctuary Scenic Trail development and delivery; and real property needs for RTC-owned property and for project implementation.

In September 2023, the Commission appointed negotiators Jesse Ladd from Redwood Public Law and Tony Harris to engage in a meet and confer process with both of the RTC's bargaining units, CORE represented by SEIU and the RTC Association of Middle Manager (RAMM), to identify solutions for the increased workload.

DISCUSSION

Ownership of the Santa Cruz Branch Rail Corridor, projects along Highway 1, the Monterey Bay Sanctuary Scenic Trail projects and the recent acquisition of real property warrant full time dedicated staff to serve the various transportation planning, project management, real property, property

management and property acquisition needs of the RTC. The RTC currently uses consultants to support the RTC in a variety of project needs which requires oversight and management by RTC staff to achieve the desired outcome. These needs have grown to a level that warrants additional full-time staff.

During the past several months staff and RTC negotiators have identified several positions that will be a value added to the current staffing already in existence and will assist with the significant work-load concerns. Dedicated in-house staff will be more effective at managing the varied needs of the RTC projects. Additionally, RTC staff have been very successful in obtaining several grants for a variety of different projects like the Equity Planning Grant, Coastal Resilience, Santa Cruz County Climate Adaptation, Vulnerability Assessment and others.

At its April 2024 meeting, the Commission approved \$900,842 for three new CORE positions as a part of its 2024-25 budget. In May 2024, the Commission approved a new organization chart that included three new CORE classifications.

The proposed job descriptions and corresponding salary schedule changes were developed during the meet and confer process between the RTC negotiators and the Community of RTC Employees (CORE) representation unit and have been approved by CORE and the Service Employees International Union (SEIU) Local 521.

Therefore, staff recommends adding five new job descriptions (Attachment 1) all within the Community of RTC Employees (CORE) representation unit and updating the salary schedule accordingly (Attachment 2) to add these positions. These new Classifications will be used to hire three new CORE staff members. Recruitments for new positions will begin shortly after approval from the Commission.

FISCAL IMPACT

At its April 2024 meeting, the Commission approved \$900,842 for three new CORE positions as a part of its 2024-25 budget. Following the approval of the updated salary schedule, staff will return to the October meeting with the necessary budget updates.

SUMMARY

Staff recommends adding five new job descriptions within the CORE representation unit and updating the salary schedule accordingly. The new

job descriptions and salary schedule update resulted from a meet and confer process with CORE and have been approved by SEIU Local 521.

Attachments:

1. Job Descriptions
2. Updated Salary Schedule



**HUMAN RESOURCES DEPARTMENT
Santa Cruz County Regional Transportation
Commission**

SUPERVISING TRANSPORTATION PLANNER	
FLSA Status:	[None-Exempt]
DEFINITION	
<p>Under general direction, plans, organizes, and directs subordinate staff and acts as a technical expert performing the most difficult and complex work. Provides direction on implementation of policies related to transportation and environmental planning and programming, including expert professional assistance and support to the Director of Planning, Programming and Transportation Services, and undertakes special planning studies, projects and programs as assigned.</p>	
DISTINGUISHING CHARACTERISTICS	
<p>This is the full supervisory level. This class is distinguished from the Transportation Planner level by the supervision exercised and received, and the performance of the most complex and difficult tasks and duties within this series. Employees at this level receive little to no instruction or assistance as new, unusual, or unique situations arise and are fully aware of operating procedures and policies. Incumbents demonstrate a high level of independence and judgment while performing professional transportation planning assignments. Positions in this class are responsible for major special projects, and incumbents frequently coordinate with local, regional, State, and Federal agencies, citizen advisory committees, and elected officials. The Supervising Transportation Planner serves as a high-level subject matter expert and is responsible for ensuring the quality and timeliness of the team's work product.</p>	
SUPERVISION RECEIVED AN EXERCISED	
<p>Receives administrative and functional supervision from the Director of Planning, Programming and Transportation Services and functional supervision from other Directors. Provides administrative and functional supervision to a unit of Transportation Planners and Transportation Planning Technicians. May provide and receive functional and technical support to and from other professional staff.</p>	
EXAMPLES OF DUTIES AND RESPONSIBILITIES	
<p><i>The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.</i></p>	
<ul style="list-style-type: none"> • Responsible for functions and activities within scope of work and assigned to the unit. • • Plans, directs, and coordinates work through subordinate staff of assigned functions; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems. • • Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns • 	



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- Serves as program, project and contract manager for projects, including some of the most complex regional programs, projects, and studies that the Commission is responsible for delivering under multiple funding sources, in coordination with partner agencies to ensure timely and cost-effective project delivery and compliance with all regulatory and funding requirements.
- Supervises and/or leads the preparation and administration of cooperative agreements and memoranda of understanding with agency partners on assigned transportation programs, projects, and studies.
- Supervises and/or leads procurement and contract management efforts on assigned projects including requests for proposals, detailed specifications or scopes of work, contract budgets, invoice review and task management.
- Supervises and/or leads the preparation of budget recommendations for assigned projects and programs; coordinates and compiles budget recommendations for alternative transportation projects; research past expenditures, revenues, and projects future expenditures.
- Monitors assigned budgets; reviews purchase requisitions and confirms available funds and authorizations; recommends and administers funding programs and prepares required reports in accordance with requirements of local, regional, State, and Federal agencies.
- Supervises and/or leads the preparation of, and in the most complex cases prepares, staff reports, memos, correspondence, consultant or contractor, complex and comprehensive project reports, and other written materials.
- Contributes policy recommendations to the Directors relating to strategic agency priorities.
- Supervises and/or leads the preparation of, and in the most complex cases prepares, updates, recommends, and implements elements of the Regional Transportation Plan, the Regional Transportation Improvement Program, the Transportation Development Act, the Measure D Strategic Implementation Plan and other plans, programs, and reports required by local, State, or Federal agencies.
- Supervises and/or leads the research of local, State, and Federal grant programs, legislative processes, policies, rules, and regulations related to transportation planning programs; written reports regarding legislation impacts on transportation programs, activities, and funds; interprets and advocates for transportation legislation consistent with the established Commission goals.
- Researches and prepares grant proposals, or supervises such work, according to funding requirements; implements, provides staff instruction, and monitors approved grants to ensure compliance with conditions and regulations; maintains appropriate documentation and records; participates in audits conducted by grant authority.
- May serve as Commission lead staff on pass-through and competitive grant funding programs operated by the RTC and interprets, applies, and implements Federal, State, and regional rules and regulations regarding the use of funds and programmatic requirements.
- Develops and updates Strategic Implementation Plans, Annual Reports, and programming documents; provide support for the development of the cash flow model and budgets for assigned programs and projects for agency sales tax measures.



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- Gathers, analyzes, and evaluates data and reports related to regional transportation planning issues; uses transportation models and other transportation analysis tools, which may include forecasting future traffic volumes, vehicle miles traveled, greenhouse gas emissions, transportation options, and alternative transportation modes.
- Reviews and recommends Commission comments for complex environmental documents, plans, and programs prepared for other agencies for consistency with adopted regional transportation planning policies and plans.
- Makes presentations before public, private or government decision-making bodies; provides technical information, data, and expert advice.
- Monitors and participates in the most complex and critical transportation planning activities, including public and private providers of transit and specialized transportation services.
- Supports the Communications Specialist as appropriate, on designing and implementing specialized marketing studies and advertising campaigns; recommends and implements special events.
- Conducts difficult and complex investigations, traffic monitoring activities, user surveys, field surveys, and related studies.
- Serves as a liaison and technical expert to local, regional, State, and Federal agencies, citizen advisory committees, community groups, business groups, major employers, and elected officials on regional transportation planning issues, projects, and programs.
- Responds to requests for information from the general public, staff, developers, public agencies, citizen advisory committees, and other interested parties; research requested information and makes recommendations appropriate to resolving inquiries and complaints; prepares correspondence as needed.
- Builds and maintains positive working relationships with co-workers and other agency staff.
- Performs other duties as assigned

EMPLOYMENT STANDARDS

A combination of experience, education, and/or training that substantially demonstrate the following knowledge and skills:

Knowledge of:

- SCCRTC's mission and values.
- Principles and techniques of effective supervision and personnel management.
- Advanced principles, practices, and emerging trends of transportation planning, transportation funding, and land use planning.
- Principles and practices of project management, policy development and implementation, and grant/contract preparation and management.
- Local, State, and Federal grant programs, legislative processes and advocacy, policies, rules, and regulations related to transportation planning programs.
- Advanced research methods and procedures, including data collection, statistical analysis, and report writing.
- Practices and methods of budget development and administration for grants, contracts, and complex transportation planning programs and projects.



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- Principles and practices of project leadership and employee development.
- Modern office equipment and methods, including computer applications in word processing, spreadsheet, database, and graphic presentation.
- Methods and techniques of effective oral, written, and mass media communications and presentations.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Perform complex work at a high level and consistent with the SCCRTC's values: Integrity, Transparency, Professionalism, Innovation, Responsiveness, and Equity.
- Delegate responsibility to others and to inspire the confidence of others.
- Organize, direct, monitor, and evaluate the work of a staff and consultants engaged in a variety of planning activities, including providing training and development opportunities, ensuring work is performed effectively, and evaluating performance in an objective and positive manner.
- Ability and willingness to develop strong supervision and other soft skills.
- Plan, fund, and deliver complex transportation projects and programs within scope, schedule, and budget.
- Collect, analyze, interpret, organize, and present complex statistical data and related information pertaining to transportation planning, land use, and alternative transportation policies and programs, and to recommend effective courses of action.
- Work independently, prioritize work, and manage multiple complex and diverse projects both independently and with staff, partner agencies, and consultants within established timelines and budgets.
- Interpret, explain, monitor, advocate, and implement applicable local, State, and Federal laws.
- Research, recommend, apply for, implement, instruct transportation planning staff, and ensure the monitoring of transportation related grants.
- Research, prepare, and monitor critical and complex contracts and consultant agreements.
- Gather and analyze data, assess potential consequences, recommend and prepare solutions and effective policies and procedures, and evaluate results.
- Develop, monitor, and interpret budgets and other financial documents.
- Prepare clear and concise written reports, plans, correspondence, resolutions and ordinances, and media communications and advertising.
- Recommend and implement transportation planning and environmental policies and the decisions of transportation policy-making bodies.
- Enter, access, and analyze data using a computer.
- Prepare charts, maps, and other graphic presentations.
- Understand and apply principles of media communications and advertising.
- Make effective oral presentations and recommendations on policy issues, planning studies, funding sources, and a variety of transportation planning, land use, and alternative transportation programs to committees, commissions, policy-making bodies, community groups, and the public.
- Communicate clearly and concisely, both verbally and in writing, on a variety of complex transportation planning subjects to technical and non-technical audiences.
- Understand and follow written and oral instructions and directions.
- Establish and maintain cooperative working relationships with colleagues as well as between subordinate colleagues, member agencies, business and public groups, local, regional, State,



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and Federal agency officials, and others contacted in the course of the work to successfully gain cooperation and consensus.

MINIMUM QUALIFICATIONS:

The knowledge, skills, and abilities listed above may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:

Education, Training, and Experience:

Education:

Equivalent to a bachelor's degree from an accredited four-year college or university with a major in transportation, urban or regional planning; environmental studies; transportation, traffic, or civil engineering; or a closely related field.

Experience:

Five (5) years of professional experience performing complex transportation urban or regional planning; environmental studies; transportation, traffic, or civil engineering. At least two (2) must be comparable in level of responsibility to a Transportation Planner IV or four (4) comparable in level of responsibility to a Transportation Planner III.

Licenses and Certificates:

Must possess and maintain a valid California driver's license and meet automobile insurability requirements of the Commission or the ability to provide suitable transportation needs as a condition of continued employment.

SPECIAL REQUIREMENTS:

Physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- lifting or carrying light objects
- operating assigned equipment
- general manual dexterity

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT:

Work is performed in an office setting and is primarily sedentary. Work may involve some occasional climbing, crouching, kneeling, reaching, and walking. The ability to lift up to 30 pounds may be required on occasion.



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Class Information:

Unit: CORE
FLSA Status:
Established: September 2024
Revised:



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REAL PROPERTY SPECIALIST	
FLSA Status:	Non-Exempt
DEFINITION	
<p>Under direction, conducts specialized property acquisition assignments and coordinates real property owned by the SCCRTC, including negotiating with property owners to acquire rights of way, prepare and process right of entry agreements, researching title records to determine ownership and encumbrances on properties, and preparing legal descriptions and conveyance documents; negotiates and manages property leases and licenses; clears illegal encroachments; implements the property management and preventative maintenance functions; and performs related duties as assigned.</p>	
DISTINGUISHING CHARACTERISTICS	
<p>This single position, specialist classification is responsible for performing specialized right-of-way ownership and acquisition assignments including analyzing complex property and title records and negotiating with property owners and/or utility companies on terms to acquire, lease, license, or permit entry onto rights-of-way. Incumbent may also prepare staff reports, resolutions of necessity, and legal documents and provide support to the Commission's attorneys in condemnation proceedings. Incumbent will coordinate with the freight rail operator on the SCCRTC owned Santa Cruz Branch Rail Line and be responsible for updating leases and clearing illegal encroachments. Work entails the use of independent judgment and the application of knowledge gained through education, professional training, and experience regarding real property law, appraisal, management, acquisition or vacation of rights-of-way, and preventative maintenance of public facilities.</p>	
SUPERVISION RECEIVED AN EXERCISED	
<p>Receives direct supervision from the Director of Internal Services and functional supervision from other Directors. May receive functional direction from other staff serving as Program or Project Managers. May provide and receive functional and technical support to/from other professional staff. May perform lead and working supervisor responsibilities as needed.</p>	
EXAMPLES OF DUTIES AND RESPONSIBILITIES	
<p><i>The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.</i></p>	
<ul style="list-style-type: none"> • Negotiates with property owners to acquire rights to enter, easements, dedications, and property for public projects. • Prepares technical and legal documents such as legal descriptions, conveyance documents, maps, ordinances, and engineer's reports. • Research County Assessor and other public records to identify property ownership and determine property rights; orders title reports when required; examines and reconciles title 	



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reports for accuracy of the vesting and legal descriptions of properties, and any conflicting issues such as existing easements, judgments, covenants, conditions and restrictions, liens and encumbrances that might impact proposed right-of-way acquisitions. restrictions, liens and encumbrances that might impact proposed right-of-way acquisitions.

- Resolves boundary questions, easement encroachments, access issues, and other matters related to Commission property rights; addresses property-related questions.
- Requests appraisal reports from independent appraisers to determine the value of easements or real property to be acquired or leased; evaluates the methodology of and approves appraisal reports submitted; recommends estimated value for acquisition of easements.
- Prepares budget estimates for acquisition projects.
- Processes release of surplus rights of way and coordinates sale of such property.
- Reviews current and proposed land use statutes and regulations to determine their impact on Commission real estate.
- Develops and maintains various Commission real estate management records, such as database of property ownership, easements and obligations, or GIS data and permit information.
- Procures and manages outside professional service contracts for appraisers and other real property professionals, general property management and managing maintenance contracts for drainage, erosion control, tree maintenance, vegetation control, trash and dumping, encampment removal, and graffiti abatement.
- Performs inspections along the Santa Cruz Branch Rail Corridor for ongoing preventative maintenance
- Develops scopes of work for preventative maintenance activities including drainage, vegetation, graffiti abatement, janitorial, fencing, signage, and general upkeep and preservation of the Santa Cruz Branch Rail Line
- Manage maintenance contracts, including field inspections, contract management, labor compliance inspections and interviews, drafting work orders, change orders, progress payment reviews/approvals
- Responds to events along the Santa Cruz Branch Rail Corridor
- Leads consultant contract procurement and contract management efforts on assigned projects including requests for proposals, detailed specifications or scopes of work, contract budgets, invoice review and task management.
- Serves as Contract Manager for consultant contracts for real property services, including appraisals, acquisitions, boundary surveys, leases, licenses, and rights-to-enter.
- Coordinates real property owned by the RTC including but not limited to the Santa Cruz Branch Rail Line.
- Coordinates real property issues with the freight rail operator on the Santa Cruz Branch Rail Line.
- Administers right-of-entry permits and utility license agreements, including accepting applications, reviewing to ensure completeness, coordinating the approval process; issuing the permits upon approval; construction monitoring; and closeout.
- Clears illegal encroachments on the Santa Cruz Branch Rail Line.
- Negotiates and manages property leases and licenses on, above, and below public rail line.
- Researches and responds to other agencies and citizen inquiries.
- Coordinates with local jurisdictions and law enforcement agencies.



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- Provides support to Commission attorneys in condemnation proceedings.

EMPLOYMENT STANDARDS

Knowledge of:

- Concepts, methods, and techniques for reviewing property appraisals and establishing market value.
- Methods and techniques for property recording and property record search.
- Federal, state, and local laws and regulations applicable to land and easement acquisition by public agencies, including just compensation and eminent domain.
- Federal, state, and local provisions governing records retention and access.
- Basic principles and practices of public contracting, property and contract law, including appropriate procedures and documents to convey acquired property rights.
- Basic terminology, methods, and practices of engineering design, land-use planning, land surveying, and mapping.
- Basic understanding of GIS mapping systems.
- Principles and practices of contract management.
- Principles and practices of sound business communications.
- Principles and practices of effective good-faith negotiations.
- Methods and techniques of oral, written, and mass media communications and presentations.
- Modern office equipment and methods, including computer applications in word processing, spreadsheet, database, and graphic presentation.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Perform basic problem solving and negotiate with property owners, neighborhood associations, and other agencies.
- Analyze technical data and legal requirements, evaluate alternatives, and make sound, timely recommendations within established guidelines.
- Plan, organize, and provide work direction for conducting assigned duties efficiently and effectively.
- Understand, interpret, explain, and apply federal, state, and local laws and regulations applicable to right-of-way acquisition and right-of-entry.
- Read and interpret maps, engineering drawings and sketches; research and establish property ownership.
- Prepare clear, concise, comprehensive, and legally sound documents and reports.
- Exercise sound independent judgment within general policy guidelines.
- Communicate effectively orally and in writing.
- Conduct effective negotiations to meet the Commission's best interests in accordance with all legal and professional requirements.
- Use tact, discretion, and diplomacy in dealing with sensitive situations and concerned property owners.
- Establish and maintain effective working relationships with managers, staff, consultants, independent appraisal and title search firms, other governmental real estate personnel, property owners, law enforcement, and others encountered in the course of work.



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MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

EDUCATION: Equivalent to graduation from an accredited four-year college or university with major coursework in real estate, economics, business or public administration, or a closely related field. And

EXPERIENCE: Three (3) years of progressively responsible real property acquisition, appraisal, title, or surveying experience; or an equivalent combination of training and experience.

Licenses and Certificates:

Possession and maintenance of a valid California driver's license and meet automobile insurability requirements, or ability to provide suitable transportation needs of the Commission as a condition of continued employment.

SPECIAL REQUIREMENTS:

Physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- lifting or carrying light objects
- operating assigned equipment
- general manual dexterity

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT:

Work is performed in an office setting and is primarily sedentary. Work may involve some occasional climbing, crouching, kneeling, reaching, and walking. The ability to lift up to 30 pounds may be required on occasion.

Class Information:

Unit:	CORE
FLSA Status:	Non-Exempt
Established:	September 2024
Revised:	



**HUMAN RESOURCES DEPARTMENT Santa
Cruz County Regional Transportation
Commission**

REAL PROPERTY TECHNICIAN	
FLSA Status:	[None-Exempt]
DEFINITION	
Under direction, assists with the management and maintenance of real property owned by the SCCRTC, including overseeing maintenance contracts, coordinating with property owners to acquire rights of way, process right-to-enter permits, performing inspections on properties, assists with clearing illegal encroachments and performs related duties as assigned.	
DISTINGUISHING CHARACTERISTICS	
This is a paraprofessional level class in the Real Property series. This class assists the Real Property Specialist in implementing maintenance, property management, and real property acquisition activities along the Santa Cruz Branch Rail line and other properties. Employees at this level receive instruction or assistance as new, unusual, or unique situations arise, and are not expected to perform with significant independence of direction.	
SUPERVISION RECEIVED AN EXERCISED	
Receives direct supervision from the Director of Internal Services. May receive significant functional supervision from the Real Property Specialist. May provide and receive functional and technical support to/from other professional staff.	
EXAMPLES OF DUTIES AND RESPONSIBILITIES	
<i>The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.</i>	
<ul style="list-style-type: none"> • Coordinates with property owners to acquire rights to enter, easements, dedications, and property for public projects. • Gathers, compiles, and inputs data in computer systems; prepares spreadsheets, charts, and graphs; prepares draft technical documents, maps, correspondences, invoices, and reports. • Assists agency staff with administrative and field activities necessary for the management of the Santa Cruz Branch Rail Line, including field inspections, maintenance reviews, and documentation for rights- to-enter, licenses, and leases. • Manages or assists in managing contracts with consultants to oversee property maintenance, and/or directly with maintenance contractors, for work including vegetation, drainage, encampment removal, and other needs. • Utilizes and maintains various Commission real estate management records, such as database of property ownership, easements and obligations, or GIS data and permit information. • Coordinates outside professional service contracts for appraisers and other real property professionals. • Assists with procurement and contract management efforts on assigned projects including requests for proposals, detailed specifications or scopes of work, contract budgets, invoice review and task management. • Serves as Contract Manager for consultant contracts for real property services, including appraisals, acquisitions, boundary surveys, leases, licenses, and rights-to-enter. 	



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- Coordinates real property owned by the SCCRTC.
- Coordinates real property issues with the freight rail operator on the Santa Cruz Branch Rail Line.
- Accepts right-of-entry permit applications, reviews to ensure completeness, and coordinates the approval process; issues permits upon approval.
- Coordinates contractors, consultants, and law enforcement to clear illegal encroachments as well as encampments/trespassing on SCCRTC owned real property.
- Coordinates property leases and licenses on, above, and below SCCRTC owned real property.
- Researches and responds to other agencies and citizen inquiries.
- Performs inspections along the Santa Cruz Branch Rail Corridor and other SCCRTC owned real property.
- Provides real property assistance to other staff.
- Responds to emergency or nuisance events on SCCRTC owned real property.
- Prepares staff reports, memos, correspondence, reports, and other written materials.
- Uses and improves technological tools to increase productivity and effectiveness.
- Builds and maintains positive working relationships with co-workers, other agency staff, vendors, property owners, tenants, neighbors, and the public.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

A combination of experience, education, and/or training that substantially demonstrate the following knowledge and skills:

Knowledge of:

- Principles and practices of administrative and technical support, including business phone etiquette, filing, and business letter and report writing.
- Principles and techniques of customer service and public relations.
- Basic terminology, methods, and practices of land surveying and mapping.
- Basic understanding of GIS mapping systems.
- Principles and practices of contract and property management.
- Modern office equipment and methods, including computer applications in word processing, spreadsheet, database, and graphic presentation.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Perform basic problem solving with property owners, tenants, vendors, and contractors
- Understand and apply technical data and legal requirements, follow direction within established guidelines.
- Understand and apply federal, state, and local laws and regulations applicable to right-of-way acquisition and right-of-entry.
- Input and access data on a computer.
- Read and interpret maps, engineering drawings and sketches



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- Perform statistical and mathematical calculations.
- Maintain record keeping and filing systems.
- Organize work and establish priorities within defined parameters.
- Understand and follow oral and written instructions.
- Communicate effectively orally and in writing.
- Use tact, discretion, and diplomacy in dealing with sensitive situations and concerned property owners.
- Establish and maintain effective working relationships with managers, staff, consultants, independent appraisal and title search firms, other governmental real estate personnel, property owners, and others encountered in the course of work.

MINIMUM QUALIFICATIONS:

The knowledge, skills, and abilities listed above may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:

Education, Training, and Experience:

Education:

Equivalent to graduation from high school, vocational school, or G.E.D.

Experience:

Two (2) years of technical support experience in an agency or business involved in transportation, land use, environmental or resource planning, engineering, or related field.

Licenses and Certificates:

Must possess and maintain a valid California driver's license and meet automobile insurability requirements of the Commission or the ability to provide suitable transportation needs as a condition of continued employment.

SPECIAL REQUIREMENTS:

Physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- lifting or carrying light objects
- operating assigned equipment
- general manual dexterity

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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CONDITIONS OF EMPLOYMENT:

Work is performed in an office setting and is primarily sedentary. Work may involve some occasional climbing, crouching, kneeling, reaching, and walking. The ability to lift up to 30 pounds may be required on occasion.

Class Information:

Unit: CORE
FLSA Status:
Established: September 2024
Revised:



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Contract Specialist	
FLSA Status:	[Non-Exempt]
DEFINITION	
<p>Under direction, the Contract Specialist performs varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, and continually provide consultative services to management or others. As a Contract Specialist: prepares and analyzes contract content, coordinates and tracks contract progress, expiration, extension, and administration; assists with records management, budget tracking, and communication with relevant parties; performs moderately complex regulatory compliance analyses, studies; and other related work as required.</p>	
DISTINGUISHING CHARACTERISTICS	
<p>This single position, specialist classification coordinates with staff and outside vendors to ensure compliance on a variety of contracts for projects and procurements. The incumbent performs complex assignments and exercises independent judgment. This position may be assigned to specific projects with minimal supervision.</p>	
SUPERVISION RECEIVED AND EXERCISED	
<p>Receives direct supervision from the Administrative Services Officer. This position does not provide supervision to staff.</p>	
EXAMPLES OF DUTIES AND RESPONSIBILITIES	
<p><i>The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.</i></p>	
<ul style="list-style-type: none"> • Under lead direction, serves as the agency’s primary administration staff for the development, review and procurement of new contracts, in coordination with other agency staff. • Coordinates, reviews, and updates contract templates for professional services, construction, purchasing, cooperative agreements, and other agency contracts to ensure compliance with agency policies and procedures. • Analyzes standard contract clauses to ensure they fit scope and regulatory framework, communicates with all parties regarding necessary changes, contract amendments, and collects and manages contract related documents. • Coordinates with program, project and contract managers for non-standard clauses, scopes, schedule, and cost documentation on individual contracts. • Assists in updating agency’s procurement manual. • Assists Contract Managers to obtain all required necessary and finalize contracts, including contacting consultants, contractors, and vendors, if necessary. Routes contracts for execution. • In coordination with division staff, develop and update contract tracking systems with pertinent 	



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information, including contract numbers, contract manager information, budgets, expiration dates, insurance documentation, amendments, and other pertinent contract records.

- Assists contract managers in administration of contracts and maintains contract files.
- May review payment of claims in accordance with established procedures and the terms of the agreement where purchase orders or contracts exist.
- Performs fiscal calculations and reviews as needed to reasonably determine compliance with funding requirements, including but not limited to prevailing wage labor rates; works with Contract Manager and Contractors to resolve discrepancies and ensure payments are made on-time.
- Provides assistance and support to other administrative and professional staff, including assistance for board and committee meetings and other public meetings and events.
- Prepares memos, correspondence, consultant or contractor procurement documents, and other written materials related to their assignments.
- Analyze current procurement activities and recommend improvement through more efficient methods.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains a variety of databases and reports
- Assists the ASO in responding to Public Records Request.
- May assist at commission or committee meetings; act as needed as recording secretary for RTC meetings; provide administrative and clerical support services to committees; coordinate, arrange and confirm meetings; prepare, post and distribute agenda materials including agenda reports, resolutions, ordinances and other agenda packet materials for meetings; record and prepare meeting minutes for distribution; maintain current index of minute actions, resolutions and ordinances; assist with the preparation of public hearing notices.
- Type and compose memoranda, letters, contracts and other documents from rough draft copy or verbal instructions; develop and employ proper formats for forms, charts and reports; edit and review documents; route for approval, print and distribute final documents. Prepare brochures and related graphic arts for various outreach events. Prepare and handle confidential, personal and sensitive material.
- Receive and greet visitors; respond to questions and concerns from the general public; take appropriate actions in matters that may require the use of sound, independent judgment; answer telephone calls and emails and direct them to the appropriate RTC staff; represent RTC to all callers and visitors in a professional and customer friendly manner; sort and distribute mail received by departmental staff. Stay current on related issues for the agency.
- Assist the public by researching non-routine questions and providing information personally or directing information requests according to established procedures; learn policies, procedures and work methods associated with assigned duties.
- Assist with, administer or coordinate special projects; foster cooperative working relationships with civic groups, other government agencies and agency staff.
- Develop, coordinate and maintain effective work-flow processes, filing and record-keeping systems for the agency; purchase and maintain inventory of equipment and supplies.



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Santa Cruz County Regional Transportation
Commission

- Acts as a liaison with outside agencies, including high-level staff such as County Supervisors, City Managers, and Caltrans staff.
- Establish positive working relationships with those contacted during the course of work.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

A combination of experience, education, and/or training which substantially demonstrate the following knowledge and skills:

Knowledge of:

- Principles and practices of effective contract and procurement procedures.
- Federal, state, and local laws, regulations and policies relating to procurement and contract administration/management.
- Current standards, policies, and procedures for Caltrans, SCCRTC, and other agencies.
- Basic principles of contract compliance and insurance.
- Agency funding and grant requirements as they relate to contracts.
- Interrelationships between federal, state, regional, and local agencies involved in or affected by agency contracts.
- Technical and correspondence writing.
- Computer systems and programs including Microsoft Office, Adobe, Zoom, Web posting.
- Contract and technical specification preparation, analysis, and interpretation.
- Business arithmetic.
- Methods and techniques for record keeping.
-

Ability to:

- Edit and review technical documents such as contracts.
- Research and synthesize complex information.
- Communicate successfully and effectively with contractors and staff, both orally and in writing.
- Prepare clear, concise, comprehensive, and legally sound documents and reports.
- Support and collaborate in a team environment.
- Read, understand, and review documents for accuracy and relevant information.



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Santa Cruz County Regional Transportation Commission

- Coordinate communication with consultants, government agencies, project partners, and SCCRTC staff to assure timely, cost-effective execution of documents.
- Organize, prioritize, and follow-up on work.
- Make mathematical computations quickly, neatly, and accurately.
- Exercise sound independent judgment within general policy guidelines.
- Operate standard office equipment including a computer and a variety of word processing, spreadsheet, database, and web-based software applications.
- Use tact, discretion, and diplomacy in dealing with sensitive situations and members of the public.
- Establish and maintain effective working relationships with agency partners, managers, staff, consultants, and vendors.
- Research and prepare highly complex specification, solicitation and contract documents.
- Manage and track multiple projects and prioritize assignments
- Provide support for financial and procurement functions
- Coordinate efforts with consultants/vendors and internal stakeholders to resolve contract and invoicing issues.
- Analyze technical purchasing problem areas and select logical solutions.
- Evaluate bids, quotes and proposals impartially.
- Assist in the development and implementation of policies and procedures for the best utilization of public funds.
- Understand the organization and operation of SCCRTC and of outside agencies as necessary to assume assigned responsibilities.
- Use initiative and sound judgment within established procedural guidelines.
- Interpret and apply administrative and departmental policies and procedures.
- Learn more complex principles, practices, techniques and regulations pertaining to assigned duties.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Operate standard office equipment including a computer and a variety of word processing, spreadsheet, database, and web-based software applications.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Compose correspondence or documents; meet critical deadlines.
- Take and transcribe notes with accuracy and speed.
- Lift up to 30 lbs.



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MINIMUM QUALIFICATIONS:

The knowledge, skills, and abilities listed above may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:

Education, Training, and Experience:

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in economics, business administration, finance, accounting, or a closely related field. Directly applicable experience may substitute for the education requirement on a year for year basis.

Experience:

Three (3) years of administrative work in support of a contracting or procurement agency or function, which has included reviewing and coordinating contracts, insurance requirements, compliance needs, and scopes of work; or an equivalent combination of training and experience.

Licenses and Certificates:

Possession and maintenance of a valid California driver's license and meet automobile insurability requirements, or ability to provide suitable transportation needs of the Commission as a condition of continued employment.

SPECIAL REQUIREMENTS:

Physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- lifting or carrying light objects
- operating assigned equipment
- general manual dexterity

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT:

Work is performed in an office setting and is primarily sedentary. Work may involve some occasional climbing, crouching, kneeling, reaching, and walking. The ability to lift up to 30 pounds may be required on occasion.



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Class Information:

Unit:	CORE
FLSA Status:	Non-Exempt
Established:	September 2024
Revised:	



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ACCOUNTANT I	
FLSA Status:	[Non-Exempt]
DEFINITION	
Under direction, performs professional accounting work related to the maintenance of accounting records; prepares and the preparation of associated ledgers, journals, and reports; and other accounting and fiscal work as required.	
DISTINGUISHING CHARACTERISTICS	
This is the entry level class in the professional Accountant class series. Initially under close supervision, incumbents perform more routine duties while learning RTC policies and procedures and becoming familiar with the variety of systems and practices. As experience is obtained, incumbents perform professional operating and cost accounting work requiring the standardized application of well-established accounting principles, theories, concepts, and practices. This classification is distinguished from the Accountant II in that the latter is the journey level class in this series, fully competent to independently perform the full range of accounting duties.	
SUPERVISION RECEIVED AN EXERCISED	
Receives direct supervision from the Director of Finance and Budget. Provide no supervision to staff.	
EXAMPLES OF DUTIES AND RESPONSIBILITIES	
<i>The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.</i>	
<ul style="list-style-type: none"> • Assists in various fiscal, budget and accounting functions, including long-term and short-term budgeting; long and short-range fiscal planning and forecasting; revenues, expenditures, and cash flow analysis; financial analysis and reporting; investment policy and administration; special and general fund accounting; payroll; accounts payable and receivable; audits and investigations; and related responsibilities in accordance with accepted and prudent accounting and budgeting standards. • Reconciles various accounts as needed such as grant accounts, debt service account, sales tax and pass-through payment to local agencies, payroll reports, and various cash accounts including payroll bank account, cash accounts held in the County cash pool, petty cash, and other investment portfolio accounts. • Maintains the fiscal component of contract files to ensure the documents are current, sets up contract tracking schedules to be reconciled with the system encumbrance balances when applicable, and ensures payments are in compliance with the terms of the agreement and grant revenue agreement; ensures the contract is compliant with applicable laws, policies, and procedures. • Reviews and recommends payment of claims in accordance with established procedures and the terms of the agreement where POs or contracts exist. 	



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- Performs fiscal calculations and reviews as needed to reasonably determine compliance with funding requirements, including but not limited to prevailing wage labor rates; works with Contract Manager and Contractors to resolve discrepancies and ensure payments are made on-time; prepares journal entries.
- Prepares claims for Federal/State reimbursement of agency expenses; research Federal/State guidelines and communicates changes to appropriate personnel to implement and maintain procedures and record keeping.
- Maintains the payroll system including, but not limited to updating information for new hires, personal data change and pay rates, separating employees, tax exemption, deductions, vacation and administrative leave accruals, earnings, and job codes.
- Processes the bi-weekly payroll according to procedures; uploads or posts payroll information to the general ledger; reconciles payroll reports to CalPERS, SEIU systems, and remits the balance due electronically or by checks; requests a credit if RTC is owed.
- May assist in the consultant procurement and contract management efforts on assigned programs and projects including requests for proposals, advertisements for bids, instructions to bidders, detailed specifications or scopes of work, contract budgets, invoice review and task management.
- Coordinates with RTC Contract Managers and Federal and State agency staff to ensure acceptability of consultant indirect cost rate allocations; assists in the management of consultant contracts for verification of indirect cost rates for consultant contracts, as needed for contract execution and payment of invoices.
- Assists in the agency's labor costing calculations in a training capacity.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and terminology of general, fund and governmental accounting.
- Principles and practices of business data processing, particularly as related to the processing of accounting information.
- Budgeting principles and terminology.
- Auditing and reconciliation principles and methods.
- payroll processing and financial recordkeeping
- Preparation of financial statements, balance sheets, budgets, reimbursement claims, and other fiscal reports and documents.
- Oral and written communication skills, including presentation skills.

Ability to:

- Analyze, balance, review, interpret, and reconcile financial reports and transactions.
- Verify the accuracy of financial data and information.
- Ensure proper authorization and documentation for disbursements and other transactions.
- Prepare clear, concise, and complete financial reports and statements.



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- Exercise sound independent judgment within established procedural guidelines.
- Communicate clearly and concisely, orally and in writing.
- Make accurate mathematic and statistical calculations.
- Maintain accurate records and files.
- Establish and maintain effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in economics, business administration, finance, accounting, or a closely related field. Two years' paraprofessional accounting experience at a level equivalent to the RTC's classification of Accounting Technician and demonstration of proficiency of required work may substitute for the education requirement.

Experience:

No professional accounting experience is required.

Licenses and Certificates:

Must possess and maintain a valid California driver's license and meet automobile insurability requirements of the Commission or the ability to provide suitable transportation needs as a condition of continued employment.

SPECIAL REQUIREMENTS:

Physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- lifting or carrying light objects
- operating assigned equipment
- general manual dexterity

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT:

Work is performed in an office setting and is primarily sedentary. Work may involve some occasional climbing, crouching, kneeling, reaching, and walking. The ability to lift up to 30 pounds may be required on occasion.



**HUMAN RESOURCES DEPARTMENT Santa
Cruz County Regional Transportation
Commission**

Class Information:

Unit: CORE
FLSA Status:
Established: September 2024
Revised:

SCCRTC
SALARY SCHEDULE UPDATE
EFFECTIVE September 5, 2024

0.035 COLA									
0.03 Longevity									
JOB DESCRIPTION	Hourly Step1	Hourly Step2	Hourly Step3	Hourly Step4	Hourly Step5	Hourly Step6	Hourly Step7	Monthly Step1	Monthly Step7
NEW POSITIONS									
Accountant I	38.70	40.25	41.86	43.53	45.27	47.08	48.97	6,708.00	8,487.76
Accountant I -Longevity	1.16	1.21	1.26	1.31	1.36	1.41	1.47	201.24	254.63
Contract Specialist	35.27	37.85	40.62	43.59	46.77	50.19	53.86	6,113.92	9,336.00
Contract Speciali -Longevity	1.06	1.14	1.22	1.31	1.40	1.51	1.62	183.42	280.08
Real Property Specialist I	44.27	46.03	47.87	49.78	51.78	53.85	56.00	7,672.94	9,707.33
Real Propert Specialist I-Longevity	1.33	1.38	1.44	1.49	1.55	1.62	1.68	230.19	291.22
Real Property Specialist II	49.65	51.64	53.70	55.85	58.08	60.40	62.82	8,605.82	10,889.58
Real Propert Specialist II-Longevity	1.49	1.55	1.61	1.68	1.74	1.81	1.88	258.17	326.69
Real Property Tech	35.29	36.68	38.15	39.67	41.26	42.90	44.62	6,116.93	7,733.93
Real Propert Tech-Longevity	1.06	1.10	1.14	1.19	1.24	1.29	1.34	183.51	232.02
Supervising Transportation Planner	63.43	65.97	68.61	71.35	74.21	77.18	80.26	10,995.25	13,912.50
Supervising Transportation Planner-Longevity	1.90	1.98	2.06	2.14	2.23	2.32	2.41	329.86	417.38
EXCISTING POSITIONS									
Accounting Tech	34.71	36.10	37.55	39.06	40.62	42.25	43.94	6,017.08	7,616.03
Accounting Tech Longevity	1.04	1.08	1.13	1.17	1.22	1.27	1.32	180.51	228.48
Accountant II	42.57	44.27	46.04	47.87	49.80	51.78	53.86	7,378.72	9,335.98
Accountant II-Longevity	1.28	1.33	1.38	1.44	1.49	1.55	1.62	221.36	280.08
Accountant III	46.82	48.69	50.63	52.66	54.78	56.97	59.24	8,116.06	10,268.86
Accountant III-Longevity	1.40	1.46	1.52	1.58	1.64	1.71	1.78	243.48	308.07
Admin Assit/Acct Tech	33.43	34.78	36.15	37.61	39.12	40.69	42.32	5,794.62	7,334.68
Admin Assit/Acct Tech-Longevity	1.00	1.04	1.08	1.13	1.17	1.22	1.27	173.84	220.04
Admin Assistant II	32.16	33.44	34.78	36.17	37.61	39.12	40.71	5,573.96	7,055.80
Admin Assistant II-Longevity	0.96	1.00	1.04	1.09	1.13	1.17	1.22	167.22	211.67
Admin Assistant III	35.27	36.69	38.15	39.67	41.26	42.91	44.62	6,113.95	7,733.93
Admin Assistant III-Longevity	1.06	1.10	1.14	1.19	1.24	1.29	1.34	183.42	232.02
Admin Services Officer I	50.36	52.89	55.53	58.29	61.21	64.28	67.50	8,729.60	11,700.47
Admin Services Officer I-Longevity	1.51	1.59	1.67	1.75	1.84	1.93	2.03	261.89	351.01
Admin Services Officer II	55.40	58.18	61.10	64.14	67.34	70.70	74.25	9,603.28	12,870.16
Admin Services Officer II-Longevity	1.66	1.75	1.83	1.92	2.02	2.12	2.23	288.10	386.10
Deputy Director	80.81	84.87	89.10	93.57	98.24	103.16	108.30	14,007.55	18,772.42
Deputy Director-Longevity	2.42	2.55	2.67	2.81	2.95	3.09	3.25	420.23	563.17
Director of Finance & Budget	58.16	61.08	64.13	67.33	70.70	74.24	77.95	10,080.49	13,510.61
Director of Finance & Budget-Longevity	1.74	1.83	1.92	2.02	2.12	2.23	2.34	302.41	405.32
Communication Specialist I	46.52	48.38	50.30	52.31	54.41	56.59	58.85	8,064.03	10,200.68
Communication Specialist I-Longevity	1.40	1.45	1.51	1.57	1.63	1.70	1.77	241.92	306.02
Communication Specialist II	51.17	53.21	55.34	57.56	59.85	62.24	64.75	8,869.54	11,223.26
Communication Specialist II-Longevity	1.54	1.60	1.66	1.73	1.80	1.87	1.94	266.09	336.70
Transportation Planner I	40.22	41.85	43.52	45.26	47.06	48.96	50.90	6,971.48	8,822.89
Transportation Planner I-Longevity	1.21	1.26	1.31	1.36	1.41	1.47	1.53	209.14	264.69
Transportation Planner II	44.27	46.03	47.87	49.78	51.78	53.85	56.00	7,672.94	9,707.33
Transportation Planner II-Longevity	1.33	1.38	1.44	1.49	1.55	1.62	1.68	230.19	291.22
Transportation Planner III	49.65	51.64	53.70	55.85	58.08	60.40	62.82	8,605.82	10,889.58
Transportation Planner III-Longevity	1.49	1.55	1.61	1.68	1.74	1.81	1.88	258.17	326.69
Transportation Planner IV	57.68	59.99	62.39	64.88	67.47	70.17	72.97	9,997.96	12,647.70
Transportation Planner IV-Longevity	1.73	1.80	1.87	1.95	2.02	2.11	2.19	299.94	379.43
Transportation Planning Tech	35.29	36.68	38.15	39.67	41.26	42.90	44.62	6,117.54	7,733.93
Transportation Planning Tech-Longevity	1.06	1.10	1.14	1.19	1.24	1.29	1.34	183.53	232.02
Senior Transportation Engr	66.76	70.10	73.60	77.29	81.14	85.20	89.46	11,571.30	15,505.54
Senior Transportation Engineer-	2.00	2.10	2.21	2.32	2.43	2.56	2.68	347.14	465.17
Associate Transportation Engr	61.81	64.89	68.13	71.55	75.11	78.88	82.82	10,713.77	14,355.59
Associate Engineer-Longevity	1.85	1.95	2.04	2.15	2.25	2.37	2.48	321.41	430.67
Transportation Engineer	54.19	56.89	59.73	62.72	65.86	69.16	72.62	9,393.38	12,586.70
Transportation Engineer-Longevity	1.63	1.71	1.79	1.88	1.98	2.07	2.18	281.80	377.60
Assistant Transportation Engineer	46.81	49.16	51.62	54.19	56.90	59.75	62.73	8,114.26	10,873.43
Assistant Transportation Engineer-Longevity	1.40	1.47	1.55	1.63	1.71	1.79	1.88	243.43	326.20
Junior Transportation Engineer	40.44	42.46	44.58	46.81	49.15	51.61	54.18	7,009.16	9,391.59
Junior Transportation Engineer-Longevity	1.21	1.27	1.34	1.40	1.47	1.55	1.63	210.27	281.75
STEP	A	B	C	D	E	F	G		
Executive Director	117.69	123.57	129.75	136.24	143.05	147.34	154.71	20,398.80	26,816.35
Executive Director Longevity	3.53	3.71	3.89	4.09	4.29	4.42	4.64	611.96	804.49
Student Intern I-High School							20.70		3,466.67
Student Intern II-Freshman/Sophomore							23.81		3,986.67
Student Intern III-Jr/Sr or Masters program							25.88		4,485.00

NOTE

LONGEVITY PAY:

All Active Employees who have completed 52,001 RTC Service Hours with Santa Cruz County and/or and/or the RTC (equivalent to approximately twenty-five (25) years of full-time service) shall be paid a Incentive Pay equivalent to 3% of their base hourly rate.