Memorandum of Agreement
By and Between King County
And
International Federation of Professional & Technical Engineers, Local 17
Professional & Technical
Representing Employees In
Department of Transportation, Metro Transit Division

Subject: Accretion of the Transportation Compliance Administrator position into the Transit Professional & Technical Bargaining Unit; establishment of salary ranges and related issues

Background:

1. The International Federation of Professional and Technical Engineers, Local 17 (the "Union") represents Professional & Technical employees in the Metro Transit Division. The scope of this bargaining unit is defined by the classifications that are listed in Addendum A of the Collective Bargaining Agreement ("CBA").

2. The Metro Transit Division has created a new position known as Transportation Compliance Administrator. The parties agree that the duties of this position share a community of interests with the Transit Professional and Technical bargaining unit.

3. The Union and King County have agreed to accrete the Transportation Compliance Administrator position into the Transit Professional and Technical bargaining unit. They have engaged in bargaining regarding the salary and related issues and have reached the following agreement.

Agreement:

1. The classification of Transportation Compliance Administrator will be accreted into the International Federation of Professional & Technical Engineers, Local 17 Transit Professional & Technical bargaining unit (cba Code: [043]) and will be include in Addendum A of that bargaining unit's collective bargaining agreement.

2. The rate of pay for the Transportation Compliance Administrator shall be Range 68 of the King County Square Table.

3. Article 22, Section 7 of the CBA will be amended as follows:

Safety Layoff Group
Layoff by Classification ➢ Administrator I ➢ Safety & Health Administrator IV ➢ Transportation Compliance Administrator

4. King County and the Union agree that this Agreement fully addresses any classification, compensation, or related issues associated with the establishment and accretion of this classification into the bargaining unit.

5. This agreement shall become effective May 1, 2010.

APPROVED this 14 day of JUNE, 2010.

By: Dow Constantine
King County Executive

For International Federation of Professional & Technical Engineers, Local 17:

Jacob Metzger
Union Representative

2450100
TRANSPORTATION COMPLIANCE ADMINISTRATOR

Class Summary

The responsibilities of this classification include developing and implementing all safety programs and policies required to achieve system certification and ensure compliance with a broad range of state and federal regulations pertaining to the operation and delivery of public transportation services in a heavily regulated operating environment.

Distinguishing Characteristics

This is a stand-alone classification. An incumbent in this classification is responsible for ensuring a public transportation service is fully compliant with a broad scope of state and federal regulations and fulfills the safety and system certification requirements unique to that service. There is only one Transportation Compliance Administrator for each qualifying transportation service who has delegated responsibility for all described compliance functions on behalf of that service. A qualifying service is one providing mass transit services that are heavily regulated and operate in a unique regulatory environment such as maritime, aviation, light/heavy rail and similar operations. Works includes serving as the key advisor and technical expert on all compliance issues, developing programs and policies necessary to achieve and maintain system certification, and reviewing all operating procedures of the service from a compliance perspective. Program and policy development relate to system safety, system security, emergency procedures and operating compliance and cover all aspects of transportation equipment, facilities, maintenance, signaling, rights-of-way and base operations. Programs administered ensure and promote a safe environment for employees and customers, reduce loss and risk to publicly owned resources and ensure compliance with applicable regulatory requirements. Work also involves developing and recommending budgets and determining required resources, and may include supervising assigned professional and support staff.

Examples of Duties (May vary by position)

1. Serve as the key advisor and technical expert in system safety, system certification and regulatory compliance; develop all programs and policies necessary to achieve and maintain system certification and regulatory compliance of transportation operations, systems, facilities, signaling, rights-of-way and similar areas. Coordinate with other agencies in the certification process to comply with the System Safety Program Plan, State Safety Oversight and related state and federal requirements. Develop comprehensive safety and regulatory compliance programs for agency service expansions.
2. Plan, develop, implement and audit System Safety Program Plans, Accident Prevention Plans, System Certification and Security Plans for all elements of agency operations including emergency and building evacuation plans. Serve as primary liaison with state and federal regulatory agencies to gain approval for and respond to issues on safety programs, policies and record keeping. Participate on design teams for all capital projects with regard to system safety in the design, engineering, construction, and start-up phases of projects; assess and conduct audits of existing engineering configurations to ensure compliance with design specifications and safety standards.
3. Serve as the principal contact for and primary liaison with the National Transportation Safety Board (NTSB) and other state and federal regulatory/investigatory agencies conducting and involved with accident or incident investigations. Coordinate emergency services with first

responders at accident or incident scenes. Investigate accidents and incidents. Determine accident/incident preventability and make recommendations for disciplinary actions and future remediation. Make reasonable suspicion and fitness-for-duty decisions. Interview and take statements from principals and witnesses. Represent the County in litigation and present findings, and testify regarding investigative results in resulting criminal or civil proceedings.

4. Act as representative of and advocate for the transportation service at various internal and external levels; contribute to technical, interagency regulatory panels and committees; work with community members and groups on safety issues and concerns. Communicate program, procedural information and operating policies to employees and external audiences.
5. Formulate, implement and administer policies and procedures to ensure compliance; review, analyze and resolve compliance and safety issues; prepare technical reports and analysis of safety and security requirements, and evaluations of system designs; develop engineering controls that permit safe work processes.
6. Ensure effectiveness of programs and policies; ensure enforcement of regulations through line supervisors; effect "stop work" orders as conditions warrant.
7. Coordinate and monitor the work of outside agencies, contractors and vendors to ensure their compliance with established processes, protocols and policies.
8. May supervise professional and support staff; establish performance standards and assessment criteria, and conduct performance appraisals; coach and counsel staff; and initiate disciplinary actions as required.
9. Perform other duties as assigned.

Knowledge/Skills

Knowledge of state and federal regulations of the Washington Department of Transportation, Department of Homeland Security, Federal Transit Administration, Federal Aeronautics Administration, Federal Railroad Administration, United States Coast Guard, National Transportation Safety Board and related agencies that apply to the area of assignment.

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

Knowledge of systems, subsystems and technologies that support agency operations

Knowledge of emergency management and disaster preparedness operations and techniques

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

Knowledge of safety training approaches and adult learning styles

Knowledge of industrial, environmental and operating hazards

Knowledge of medical and legal terminology, practice and procedures

Knowledge of occupational health risks and interventions

Knowledge of the concepts and requirements of the Americans with Disabilities Act (ADA)

Skill in project management and program design

Skill in communication

Skill in problem-solving and analytical thinking

Skill in developing and implementing policies and procedures

Skill in interpersonal relationships and conflict resolution

Skill in working with a variety of individuals from diverse backgrounds

Skill in the use of personal computers, word processing and database management software

Skill in effectively handling multiple competing priorities

Skill in the use, calibration and maintenance of applicable technical equipment

Licensing, Certification and Other Requirements

Washington State driver's license or the ability to travel around King County in a timely manner.

Must remain available around-the-clock to respond to and initiate action for life safety issues.

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

FLSA Designation	**Exempt (Administrative)**
Service Status	Career Service
Levels within same series	None
Class History	Created 10/2009