



PERSONNEL POLICY MANUAL

SUBJECT

**Salary Ranges
Management Confidential Classifications**

**APPROVED BY OMNITRANS
BOARD OF DIRECTORS**

DATE: March 4, 2020

I. Purpose

To state Omnitrans' policy on salary ranges for Management and Confidential classifications.

II. Scope

All Departments

III. Procedure

A. The Director of Human Resources is responsible for compensation administration and will modify and issue, from time to time, pay ranges and guidelines for salary adjustments as approved by the Board of Directors.

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	Director of Finance Director of Human Resources Director of Information Technology Director of Maintenance Director of Marketing & Communications Director of Operations Director of Procurement Director of Safety & Regulatory Compliance Director of Strategic Development	Exempt	Bi-weekly Monthly Annual	\$4,419.85 \$9,576.33 \$114,916.00	\$5,524.81 \$11,970.42 \$143,645.00	\$6,629.77 \$14,364.50 \$172,374.00
2	Deputy Director of Maintenance Deputy Director of Operations	Exempt	Bi-weekly Monthly Annual	\$3,877.08 \$8,400.33 \$100,804.00	\$4,846.35 \$10,500.38 \$126,005.00	\$5,815.59 \$12,600.45 \$151,205.00
3	Accounting Manager Capital Projects Services Manager Contracts Manager Database Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Safety & Regulatory Compliance Manager Service Planning Manager Transportation Manager Treasury Manager	Exempt	Bi-weekly Monthly Annual	\$3,400.93 \$7,368.69 \$88,424.00	\$4,251.16 \$9,210.86 \$110,530.00	\$5,101.40 \$11,053.03 \$132,636.00
4	Assistant Transportation Manager Customer Service Manager Materials Manager Network Administrator Senior Contract Administrator System Coordinator Technical Services Manager	Exempt	Bi-weekly Monthly Annual	\$2,983.27 \$6,463.76 \$77,565.00	\$3,729.09 \$8,079.70 \$96,956.00	\$4,474.91 \$9,695.64 \$116,348.00



PERSONNEL POLICY MANUAL

SUBJECT

**Salary Ranges
Management Confidential Classifications**

**APPROVED BY OMNITRANS
BOARD OF DIRECTORS**

DATE: March 4, 2020

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range			
				Minimum	Mid-Point	Maximum	
5	Application Developer	Exempt	Bi-weekly	\$2,616.91	\$3,271.13	\$3,925.36	
	Application Specialist		Monthly	\$5,669.96	\$7,087.46	\$8,504.95	
	Business Intelligence Analyst		Annual	\$68,040.00	\$85,049.00	\$102,059.00	
	Contract Administrator						
	Dispatch Supervisor						
	Facility Supervisor						
	Fleet Safety & Training Supervisor						
	Sr. Human Resources Analyst						
	Security Specialist						
	Network Engineer Programs Administrator-STS						
	Purchased Transportation Administrator						
	Safety & Regulatory Compliance Specialist						
	Senior Accountant						
	Sr. Executive Assistant to the CEO/Clerk of the Board						
	Senior Financial Analyst						
	Shift Supervisor						
Systems Engineer							
Web Designer							
6	Accountant	Exempt	Bi-weekly	\$2,295.53	\$2,869.42	\$3,443.30	
	Executive Staff Assistant		Monthly	\$4,973.65	\$6,217.07	\$7,460.48	
	Field Supervisor		Annual	\$59,684.00	\$74,605.00	\$89,526.00	
	Fleet Safety & Training Instructor						
	Human Resources Analyst						
	Community Outreach Coordinator						
	Scheduling Analyst						
	Stops and Stations Supervisor						
Transit Technical Trainer							
7	Dispatcher	Non-Exempt	Hourly	\$25.17	\$31.46	\$37.76	
	Senior Administrative Assistant		Bi-weekly	\$2,013.62	\$2,517.03	\$3,020.44	
	Contract Review Analyst	Exempt	Monthly	\$4,362.85	\$5,453.57	\$6,544.28	
			Annual	\$52,354.00	\$65,443.00	\$78,531.00	
			Marketing Specialist				
			Planner I				
Senior Fleet Analyst							



PERSONNEL POLICY MANUAL

SUBJECT

**Salary Ranges
Management Confidential Classifications**

**APPROVED BY OMNITRANS
BOARD OF DIRECTORS**

DATE: March 4, 2020

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
8	Administrative Assistant	Non-Exempt	Hourly	\$21.33	\$26.66	\$32.00
	Client Relations Coordinator-STS		Bi-weekly	\$1,706.46	\$2,133.08	\$2,559.69
	Human Resources Technician		Monthly	\$3,697.33	\$4,621.67	\$5,546.00
	Paratransit Eligibility Technician		Annual	\$44,368.00	\$55,460.00	\$66,552.00
	Payroll Technician					
9	Travel Trainer-STS	Non-Exempt	Hourly	\$18.08	\$22.60	\$27.12
	Warranty Coordinator		Bi-weekly	\$1,446.15	\$1,807.69	\$2,169.23
			Monthly	\$3,133.33	\$3,916.67	\$4,700.00
			Annual	\$37,600.00	\$47,000.00	\$56,400.00

Range changes occur every two years.

Performance merit increases for employees who reach the maximum of their pay range will be treated as follows:

- The employee's base pay will be brought to the maximum of their pay range;
- Any amount in excess pay, over the maximum pay range, will not be included in the employee's base pay;
- The excess amount of the merit award will be paid in a one-time lump sum.

The CEO/GM has the authority for a special merit award up to 3% of an employee's salary for work outside routine responsibilities.