



SUBJECT

**Salary Ranges
Management Confidential Classifications**

**APPROVED BY OMNITRANS
BOARD OF DIRECTORS**

DATE: May 5, 2021

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 Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Risk 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



OmniTrans

PERSONNEL POLICY MANUAL

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4	Assistant Transportation Manager	Exempt	Bi-weekly	\$2,983.27	\$3,729.09	\$4,474.91
	Customer Service Manager		Monthly	\$6,463.76	\$8,079.70	\$9,695.64
	Database Administrator		Annual	\$77,565.00	\$96,956.00	\$116,348.00
	Materials Manager					
	Network Administrator					
	Senior Contract Administrator					
	System Coordinator Technical Services Manager					
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					
	Maintenance Shift Supervisor					
	Network Engineer					
	Planner II					
	Programs Administrator-STS					
	Purchased Transportation Administrator					
	Safety & Regulatory Compliance Specialist					
	Security Specialist					
	Senior Accountant					
	Sr. Executive Assistant to the CEO/Clerk of the Board					
Sr. Human Resources Analyst						
Senior Financial Analyst						
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					
	Materials Supervisor					
	Planner I					
	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
	Human Resources Technician		Monthly	\$4,362.85	\$5,453.57	\$6,544.28
	Contract Review Analyst	Exempt	Annual	\$52,354.00	\$65,443.00	\$78,531.00
	Marketing Specialist					
	Senior Fleet Analyst					



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8	Accounting Analyst	Non-Exempt	Hourly	\$21.33	\$26.66	\$32.00
	Administrative Assistant		Bi-weekly	\$1,706.46	\$2,133.08	\$2,559.69
	Community Mobility Specialist		Monthly	\$3,697.33	\$4,621.67	\$5,546.00
	Payroll Technician		Annual	\$44,368.00	\$55,460.00	\$66,552.00
9	Human Resources Assistant	Non-Exempt	Hourly	\$18.08	\$22.60	\$27.12
			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.