



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE AGENDA**

DECEMBER 8, 2023 – 9:00 AM

HYBRID MEETING

Members of the public may attend in-person or participate remotely via Zoom.

**METRO Admin Office
110 Vernon Street
Santa Cruz, CA 95060**

**Zoom [Link](#)
Dial In: 1-669-900-9128
Meeting ID: 872 6876 6614**

The Personnel/Human Resources Standing Committee Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative Office at 110 Vernon Street, Santa Cruz, CA.

Public comment may be submitted via email to boardinquiries@scmttd.com. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in the Board's correspondence that is posted online at the Board meeting packet link. Oral public comments will also be accepted during the meeting through Zoom. Each public comment is limited to three minutes or less. Board and Committee Chairs have the discretion to manage the public comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

The Committee may take action on each item on the agenda. The action may consist of the recommended action, a related action, or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

COMMITTEE ROSTER

Director Shebreh Kalantari-Johnson	City of Santa Cruz
Director Kristen Brown	City of Capitola
Director Rebecca Downing	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Larry Pageler	County of Santa Cruz
Michael Tree	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

SECTION I: OPEN SESSION

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**

**3 ORAL AND WRITTEN COMMUNICATIONS TO THE PERSONNEL/HR
STANDING COMMITTEE**

This time is set aside for Directors and members of the general public to address any item not on the agenda, which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked or may ask questions for clarification. All matters of an administrative nature will be referred to staff. Each public comment is limited to three minutes or less. Board and Committee Chairs have the discretion to manage the public comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

**4 ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTA-
TION TO SUPPORT EXISTING AGENDA ITEMS**

**5 REVIEW REQUEST FOR AUTHORIZATION OF TWO (2) MARKETING
SPECIALISTS IN THE MARKETING DEPARTMENT**

Dawn Crummié, Human Resources Director

6 ADJOURNMENT

ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

This document has been created with accessibility in mind. With the exception of certain third party and other attachments, it passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmtd.com. Upon request, Santa Cruz METRO will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service, or alternative format requested at least two days before the meeting. Requests should be emailed to boardinquiries@scmtd.com or submitted by phone to the Executive Assistant at 831-426-6080. Requests made by mail (sent to the Executive Assistant, Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

PUBLIC COMMENT

If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this agenda submitted after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmtd.com subject to staff's ability to post the document before the meeting.

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: December 8, 2023
TO: Personnel/Human Resources Standing Committee
FROM: Dawn Crummié, Human Resources Director
SUBJECT: REVIEW REQUEST FOR AUTHORIZATION OF TWO (2) MARKETING SPECIALISTS IN THE MARKETING DEPARTMENT

I. RECOMMENDED ACTION

That the Personnel/Human Resources Standing Committee review the request for authorization of two (2) Marketing Specialists in the Marketing Department and recommend approval to the full Board of Directors

II. SUMMARY

- In order to address the needs of the Marketing Department, staff have determined the need for two (2) Marketing Specialist positions.
- On October 25, 2023, Service Employees International Union Local 521 (SEIU) and Human Resources (HR) staff agreed to the creation of Marketing Specialist to better address the needs of the Santa Cruz Metropolitan Transit District (METRO).
- METRO contracted with Koff & Associates (hereinafter "K&A") to conduct a total classification and compensation study.
- HR staff worked with K&A to create the Marketing Specialist position description and its wage scale.
- On November 28, 2023, HR staff presented the classification and compensation study to SEIU. SEIU is in agreement with the findings and this recommendation.
- Staff is recommending Board approval to create the two (2) Marketing Specialist positions.

III. DISCUSSION/BACKGROUND

In order to address the needs of the department, a Marketing Specialist position was created through a total classification and compensation study performed by K&A. This position will perform a variety of marketing, public outreach and education, and/or communications support duties, including creating content, basic graphic design, event coordination, and community engagement.

Human Resources staff have worked with Koff & Associates, an outside agency, to create a new Marketing Specialist position job description and corresponding wage scale. Upon approval, an open recruitment will be undertaken to fill these two (2) positions.

Koff & Associates presented a Total Compensation Study which reflected the comparison agency salaries and benefits. The ten established labor market comparable agencies were:

- Alameda- Contra Costa Transit District
- Central Contra Costa County Transit Authority
- City of Santa Cruz
- County of Santa Cruz
- Golden Gate Bridge, Highway and Transportation District
- Monterey- Salinas Transit District
- Riverside Transit Agency
- San Joaquin Regional Transit District
- Santa Barbara Metropolitan Transit District
- Santa Clara Valley Transportation Authority

Going forward, staff has determined that METRO is in need of two (2) Marketing Specialists who, under general supervision, develops, coordinates, and implements public information, communications, and/or outreach programs, projects, strategies, and activities in support of Santa Cruz METRO services, programs/campaigns, and events; creates and ensures accuracy of marketing and informational materials; and performs related work as required.

Staff requests the Personnel/HR Standing Committee review and recommend to the full Board the addition of two (2) Marketing Specialist positions.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report ties to the following strategic priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop
- Strategic Alliances and Community Outreach

V. FINANCIAL CONSIDERATIONS/IMPACT

The adoption of the recommendations contained in this report will require \$130K in FY24 and \$157K in FY25. The funding will be included in the Revised FY24 and FY25 Operating Budget and presented to the Board in 2024.

VI. ALTERNATIVES CONSIDERED

- Doing nothing is an alternative. Staff does not recommend this option. This position meets the needs of METRO.

- Reject the suggested classification and wage survey. Staff does not recommend this action since the new class specification and its wage survey were researched and developed based on the developing needs of METRO.

VII. ATTACHMENTS

Attachment A: Marketing Specialist Job Description

Attachment B: Marketing Specialist Wage Scale

Prepared by: Danielle Glagola, Marketing, Communications and Customer Service Director and Monik Delfin, Deputy HR Director

VIII. APPROVALS

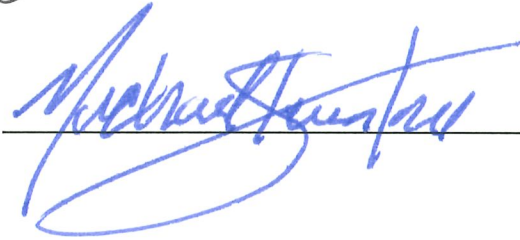
Dawn Crummié, HR Director



Approved as to fiscal impact:
Chuck Farmer, Chief Financial Officer



Michael Tree, CEO/General Manager





Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

Class Code: PP111
FLSA Status: Non-exempt

Marketing Specialist

Bargaining Unit: SEIU- SEA

DEFINITION:

Under general supervision, a Marketing Specialist develops, coordinates, and implements public information, communications, and/or outreach programs, projects, strategies, and activities in support of Santa Cruz METRO services, programs/campaigns, and events; creates and ensures accuracy of marketing and informational materials; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Marketing Specialist is a journey-level classification responsible for performing a variety of marketing, public outreach and education, and/or communications support duties, including creating content, basic graphic design, event coordination, and community engagement. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

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.

- Plans, organizes, and coordinates Santa Cruz METRO's marketing, community outreach and liaison, public information and education, and communications and graphic design programs, projects, strategies, and activities.
- Monitors and tracks progression of projects and programs from initial planning through completion to ensure timely completion.
- Develops and maintains relationships with various internal and external stakeholders and community partners throughout Santa Cruz County including business, civic, and educational organizations, homeowner/community associations, transit-user groups, and area boards and commissions; assists in establishing contacts with media outlets; represents Santa Cruz METRO before various public and private sector organizations; schedules meetings as needed.
- Researches and collects data from various sources such as interviews with riders, representatives, community partners, organizations, and employees.
- Provides information via presentation, phone, or written communication on marketing, community outreach, and public information and education events and campaigns to various stakeholder groups.
- Coordinates with other Santa Cruz METRO departments such as marketing, planning, fleet, fixed-route operations, paratransit operations, human resources, and customer service to implement programs, projects, strategies, and events.
- Plans and creates graphic designs and artwork for marketing, engagement, education, and informational materials; takes and edits photos and videos; assists in designing and redesigning publication and site layouts.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

- Writes and edits materials such as Santa Cruz METRO's quarterly publication (Headways), advertisements, news releases, brochures, pamphlets, newsletters, flyers, postcards, campaigns, internal communications, alerts, reports, and other marketing and informational materials.
- Creates content for, posts on, and uploads photos/artwork to Santa Cruz METRO's websites, internal and external blogs, and organic and paid social media sites; assists in creating and updating web ads and web design and backend web updates.
- Plans and coordinates various internal and external events including developing and coordinating schedules, staffing, logistics, and resources; oversees and directs staff and logistics before, during, and after events.
- Creates and maintains calendars of campaigns, events, and related program activities.
- Coordinates placement of paid advertisements on behalf of Santa Cruz METRO and on Santa Cruz METRO's buses and at bus stops; evaluates effectiveness of advertisements and provides recommendations on changes to the supervisor.
- Organizes, orders, tracks, maintains all marketing orders, materials, invoices and services and tracks all budget expenditures for the marketing department
- Transports materials and supplies to and from sites; manages marketing inventory.
- Assists in preparing contracts and negotiating scope of services, costs/budget, and timeline for professional/consultant services and/or event spaces; manages vendor/consultant performance; monitors contracts for compliance with Santa Cruz METRO policies.
- Prepares printing and production specifications for print vendors; places orders and expedites deliveries as needed.
- Verifies and reviews materials and publications for completeness and conformance with established procedures; ensures materials and publications are accurate and current.
- Drives a Santa Cruz METRO vehicle to perform assignments.
- Performs related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Concepts, practices, procedures, methods, and techniques used in planning, coordinating, and implementing marketing, community outreach and liaison, public information and education, and communications and graphic design programs, projects, strategies, and activities for internal and external audiences.
- Writing and editing techniques including content development, elements of persuasive writing and argument, preparation and editing of publications, and newspaper style and format.
- Basic principles and practices of graphic design, layout, and print production, including an understanding of design concepts and applications and appropriate use and presentation of graphics, photographs, and videos.
- Public speaking techniques and practices.
- Applicable federal, state, and local laws, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Methods of maintaining information in digital or hard copy files.
- Technical methods of researching, gathering, organizing, and reporting data.
- Methods of prioritizing, planning, and organizing work.
- Time management techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, community partners and individuals of various ages, socio-economic, and ethnic groups.



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

- Modern office practices, equipment, and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate marketing, community outreach and liaison, public information and education, and/or communications and graphic design programs, projects, strategies, and activities.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Design, write, prepare, produce, and deliver accurate and effective communications.
- Compose correspondence, reports, and other written materials independently or from brief instructions.
- Create graphic designs and artwork.
- Learn and understand the organization and operation of Santa Cruz METRO and of outside agencies as necessary to assume assigned responsibilities.
- Gather, record, and summarize data in a variety of formats.
- Maintain records with accuracy and attention to detail.
- Adhere to established work schedules and timelines.
- Work independently.
- Balance multiple assignments simultaneously and effectively.
- Work and interact with the public, vendors, community partners and individuals of various ages, socio-economic, and ethnic groups.
- Maintain a calm demeanor in stressful situations.
- Safely operate a vehicle to perform assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, and the public.

MINIMUM QUALIFICATIONS:

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

Education, Training, and Experience:

Two (2) years of coursework from an accredited college in business administration, marketing, communications, public relations, or a related field.

AND/OR

Three (3) years of experience in advertising, marketing, public relations, events/outreach, customer service, or business-related areas.

LICENSES AND CERTIFICATES:

A valid California Driver's License will be required at the time of appointment and throughout



Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

employment.

Must be able to obtain and maintain a current, valid California Class "C" Driver's License.

PHYSICAL AND MENTAL DEMANDS:

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.

Physical Demands

While performing the duties of this job, the employee is frequently required to reach with hands and arms; walk, sit and stand; use finger dexterity; talk and hear, and use a keyboard. Work often requires the repetitive use of both hands to grasp and feel objects, stooping at the waist, and standing. Work may require lifting up to 30 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Work Environment:

The employee typically works in an office environment where the noise level is moderate. The employee also works in a field environment with potential exposure to varied weather conditions, dust, fumes, and hazardous materials and where the noise level is loud. The employee will also ride METRO services including fixed-route and paratransit services and interact with riders.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass a requisite background check.
- May occasionally work extended hours or hours outside of the regular schedule including weekends and some holidays.

*Adopted: 12-15-2023

*BOD Approved: 12-15-2023

*Revised: 00-00-0000

*Job Family: Marketing

* Job Series: Marketing Administrative Series

*Job Series Level: Journey

Class Code: PP111

FLSA Status: Non-Exempt

Bargaining Unit: SEIU-SEA

Attachment B

FY26: 4% wage increase, effective June 19, 2025/Adopted by the Board as of August 11, 2023

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Aide	23.61	24.79	25.97	24.79	26.03	27.27	26.03	27.33	28.63	27.33	28.70	30.07	28.70	30.14	31.58	30.14	31.65	33.16
SES	Planning Data Analyst	36.66	38.49	40.32	38.49	40.41	42.33	40.41	42.43	44.45	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46
SES	Purchasing Agent	36.33	38.15	39.97	38.15	40.06	41.97	40.06	42.06	44.06	42.06	44.16	46.26	44.16	46.37	48.58	46.37	48.69	51.01
SES	Purchasing Assistant	33.31	34.98	36.65	34.98	36.73	38.48	36.73	38.57	40.41	38.57	40.50	42.43	40.50	42.53	44.56	42.53	44.66	46.79
SES	Revenue Account Coordinator	25.53	26.81	28.09	26.81	28.15	29.49	28.15	29.56	30.97	29.56	31.04	32.52	31.04	32.59	34.14	32.59	34.22	35.85
SES	Revenue Collection Clerk	22.97	24.12	25.27	24.12	25.33	26.54	25.33	26.60	27.87	26.60	27.93	29.26	27.93	29.33	30.73	29.33	30.80	32.27
SES	Safety and Training Program Specialist I	42.78	44.92	47.06	44.92	47.17	49.42	47.17	49.53	51.89	49.53	52.01	54.49	52.01	54.61	57.21	54.61	57.34	60.07
SES	Safety and Training Program Specialist II	47.57	49.95	52.33	49.95	52.45	54.95	52.45	55.07	57.69	55.07	57.82	60.57	57.82	60.71	63.60	60.71	63.75	66.79
SES	Scheduling Analyst	36.66	38.49	40.32	38.49	40.41	42.33	40.41	42.43	44.45	42.43	44.55	46.67	44.55	46.78	49.01	46.78	49.12	51.46
SES	Senior Accounting Technician	32.22	33.83	35.44	33.83	35.52	37.21	35.52	37.30	39.08	37.30	39.17	41.04	39.17	41.13	43.09	41.13	43.19	45.25
SES	Senior Customer Service Representative	28.21	30.67	32.13	30.67	32.20	33.73	32.20	33.81	35.42	33.81	35.50	37.19	35.50	37.28	39.06	37.28	39.14	41.00
SES	Senior Financial Analyst	48.79	51.23	53.67	51.23	53.79	56.35	53.79	56.48	59.17	56.48	59.30	62.12	59.30	62.27	65.24	62.27	65.38	68.49
SES	Senior Systems Administrator	55.05	57.80	60.55	57.80	60.69	63.58	60.69	63.72	66.75	63.72	66.91	70.10	66.91	70.26	73.61	70.26	73.77	77.28
SES	Senior Transportation Planner	49.36	51.83	54.30	51.83	54.42	57.01	54.42	57.14	59.86	57.14	60.00	62.86	60.00	63.00	66.00	63.00	66.15	69.30
SES	Systems Administrator	50.02	52.52	55.02	52.52	55.15	57.78	55.15	57.91	60.67	57.91	60.81	63.71	60.81	63.85	66.89	63.85	67.04	70.23
SES	Transportation Planner I	37.01	38.86	40.71	38.86	40.80	42.74	40.80	42.84	44.88	42.84	44.98	47.12	44.98	47.23	49.48	47.23	49.59	51.95
SES	Transportation Planner II	41.11	43.17	45.23	43.17	45.33	47.49	45.33	47.60	49.87	47.60	49.98	52.36	49.98	52.48	54.98	52.48	55.10	57.72
SEV	Electronic Technician	38.03	39.93	41.83	39.93	41.93	43.93	41.93	44.03	46.13	44.03	46.23	48.43	46.23	48.54	50.85	48.54	50.97	53.40
SEV	Lead Mechanic	41.02	43.07	45.12	43.07	45.22	47.37	45.22	47.48	49.74	47.48	49.85	52.22	49.85	52.34	54.83	52.34	54.96	57.58
SEV	Lead Parts and Materials Clerk	32.71	34.35	35.99	34.35	36.07	37.79	36.07	37.87	39.67	37.87	39.76	41.65	39.76	41.75	43.74	41.75	43.84	45.93
SEV	Lead Vehicle Service Worker	27.38	28.75	30.12	28.75	30.19	31.63	30.19	31.70	33.21	31.70	33.29	34.88	33.29	34.88	36.51	34.88	36.70	38.45
SEV	Mechanic I	30.76	32.30	33.84	32.30	33.92	35.54	33.92	35.62	37.32	35.62	37.40	39.18	37.40	39.27	41.14	39.27	41.23	43.19
SEV	Mechanic II	34.18	35.89	37.60	35.89	37.68	39.47	37.68	39.56	41.44	39.56	41.54	43.52	41.54	43.62	45.70	43.62	45.80	47.98
SEV	Mechanic III	37.61	39.49	41.37	39.49	41.46	43.43	41.46	43.53	45.60	43.53	45.71	47.89	45.71	48.00	50.29	48.00	50.40	52.80
SEV	Parts and Materials Clerk	27.27	28.63	29.99	28.63	30.06	31.49	30.06	31.56	33.06	31.56	33.14	34.72	33.14	34.80	36.46	34.80	36.54	38.28
SEV	Upholsterer I	27.38	28.75	30.12	28.75	30.19	31.63	30.19	31.70	33.21	31.70	33.29	34.88	33.29	34.88	36.51	34.88	36.70	38.45
SEV	Upholsterer II	30.11	31.62	33.13	31.62	33.20	34.78	33.20	34.86	36.52	34.86	36.60	38.34	36.60	38.43	40.26	38.43	40.35	42.27
SEV	Vehicle Body Repair Mechanic	30.11	31.62	33.13	31.62	33.20	34.78	33.20	34.86	36.52	34.86	36.60	38.34	36.60	38.43	40.26	38.43	40.35	42.27
SEV	Vehicle Service Detailer	25.07	26.32	27.57	26.32	27.64	28.96	27.64	29.02	30.40	29.02	30.47	31.92	30.47	31.99	33.51	31.99	33.59	35.19
SEV	Vehicle Service Worker I	20.52	21.55	22.58	21.55	22.63	23.71	22.63	23.76	24.89	23.76	24.95	26.14	24.95	26.20	27.51	26.20	27.51	28.82
SEV	Vehicle Service Worker II	22.88	24.02	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12	27.80	29.19	30.58	29.19	30.65	32.11

Special Handling - filled positions as of 10/26/2019

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Data Analyst	37.15	39.01	40.87	39.01	40.96	42.91	40.96	43.01	45.06	43.01	45.16	47.31	45.16	47.42	49.68	47.42	49.79	52.16
SEV	Mechanic I	31.27	32.83	34.39	32.83	34.47	36.11	34.47	36.19	37.91	36.19	38.00	39.81	38.00	39.90	41.80	39.90	41.90	43.90
SEV	Vehicle Service Worker I	20.77	21.81	22.85	21.81	22.90	23.99	22.90	24.05	25.20	24.05	25.25	26.45	25.25	26.51	27.77	26.51	27.84	29.17

Longevity Pay is based only on length of service.

Notes: * Adding Customer Service Assistant to the SEA Chapter. Position and wage approved on BOD 06.26.2020. Adding HR Analyst I to the SEA Chapter. Position and wage approved on BOD 01.28.2022. Adding IT Project Coordinator to the SEA Chapter. Position and wage approved on BOD 03.25.2022. Adding Mobility Training Coordinator. Position and wage approved on BOD 06.24.2022. Adding Accountant III. Position and wage approved on BOD 09.23.2022. Adding Maintenance Trainer. Position and wage approved on BOD 02.24.2023. Adding Payroll Administrator and Payroll Supervisor. Positions and wages approved on BOD 10.27.2023. Adding Marketing Specialist. Position and wages approved on BOD 12.15.2023.