

## Staffing Model and Expectations Plan & FY 2018 2<sup>nd</sup> Quarter Amendment Request Comparative Summary

Table 1: FTE Allocation Comparisons between Amendment Requests and Draft Staffing Plan

Amendments	Staffing Plan
<b>Tax District Administration</b>	
1.0 FTE Budget & Financial Manager	0.5 FTE Budget & Financial Manager
0.5 FTE Tax District Administrative Assistant	0.5 FTE Finance Administrative Assistant
<b>Transit Plan Administration</b>	
1.0 FTE Wake Transit Program/Project Manager (CAMPO)	1.0 FTE Wake Transit Program Manager (CAMPO)
1.0 FTE Transit Planner (CAMPO)	1.0 FTE CAMPO Entry-Level Transit Planner/Administrative Assistant (CAMPO)
1.0 FTE Paralegal	0.5 FTE Paralegal (grouped under Tax District Administration)
1.0 FTE Wake Transit Program Director	1.0 FTE GoTriangle Program Manager
1.0 FTE Wake Transit Administration Coordinator	1.0 FTE GoTriangle Administrative Coordinator/Assistant
0.4 FTE Performance Data Specialist	0.25 FTE Performance Data Analyst

**Commented [HA1]:** The text narrative contradicts the table for FTE allocations as presented in the Tax District Administration section (4.5.2) of the latest Staffing Plan draft

**Commented [HA2]:** Same issue applies here as highlighted above for the Budget & Financial Manager position

**Commented [HA3]:** This position is classified under Tax District Administration in the latest Staffing Plan Draft. Thus, the same issue applies here as highlighted above for the Budget & Financial Manager position.

### Comparative Summary by Position

#### **Tax District Administration**

##### **Budget & Financial Manager**

Amendment Request and Staffing Plan FTE Allocation Table DO NOT AGREE

Amendment Request and Staffing Plan described position responsibilities generally AGREE.

- Staffing Plan lays out specific responsibilities, including primary listed roles of managing financial reporting/modeling as well as budget management tasks
- Amendment Request generally states it will manage the Wake Transit Plan budget development and financial reporting

##### **Tax District Administrative Assistant**

Amendment Request and Staffing Plan FTE Allocation Table AGREE

Amendment Request and Staffing Plan described position responsibilities generally AGREE

- Staffing Plan lays out specific responsibilities, including primary listed roles of processing invoice paperwork and scheduling meetings internally for Wake Transit finance needs.
- Amendment request states that this position will assist GoTriangle finance department with Wake Transit activities, as well as coordinate meetings for internal Wake Transit finance needs.

#### **Transit Plan Administration**

##### ***Wake Transit Program/Project Manager/CAMPO Program Manager***

Amendment Request and Staffing Plan FTE Allocation Table AGREE

Amendment Request and Staffing Plan described position responsibilities generally AGREE

- Staffing Plan lays out specific and prescriptive responsibilities for this position to manage tasks that are within CAMPO's assigned responsibilities as a part of Wake Transit Governance.
- Amendment Request states that this position will manage technical aspects of CAMPO's involvement with Wake Transit Implementation, as well as represent CAMPO's interests on Wake Transit initiatives through TPAC and affiliated subcommittee functions.

##### ***Wake Transit Entry-Level Transit Planner/Administrative Assistant***

Amendment Request and Staffing Plan FTE Allocation Table AGREE

Amendment Request and Staffing Plan described position responsibilities generally AGREE

- Staffing Plan lays out specific responsibilities for this position to coordinate meetings and communication of said meetings, as well as provision of planning and research support on any and all planning studies and programs through Wake Transit.
- Amendment Request states that this position will support the functions of both the Wake Transit Program/Project Manager/CAMPO Program Manager and the TPAC Administrator through administrative and planning support needs.

#### ***Paralegal***

Amendment Request and Staffing Plan FTE Allocation Table DO NOT AGREE

Amendment Request and Staffing Plan described position responsibilities generally AGREE

- Staffing Plan lays out specific responsibilities relating to development of project-level agreements for Wake Transit initiatives, as well as monitoring reporting and performance needs of agreements.
- Amendment Request states that this position will support legal aspects of the Wake Transit Plan, and facilitating the contract process for both Wake partners and GoTriangle's Wake Transit-related projects.

##### ***Wake Transit Program Director/GoTriangle Program Manager***

Amendment Request and Staffing Plan FTE Allocation Table AGREE

Amendment Request and Staffing Plan described position responsibilities AGREE

- Staffing Plan lays out general responsibilities relating to overall development and coordination of GoTriangle's planning initiatives around major studies, as well as annual work plan components.
- Amendment Request identifies responsibilities for this position to be focused on managing all of GoTriangle's Wake Transit program responsibilities and activities including program planning, process development and budget/finance activities.

**Wake Transit Administration Coordinator/GoTriangle Administrative Assistant/Coordinator**  
Amendment Request and Staffing Plan FTE Allocation Table AGREE

Amendment Request and Staffing Plan described position responsibilities generally AGREE

- Staffing Plan lays out general responsibilities relating to supporting both tax district administration and planning/project management roles associated with administration of transit plan implementation through GoTriangle.
- Amendment Request identifies responsibilities for the position to provide administrative support for scheduling/planning Wake Transit/GoTriangle associated meetings, as well as administrative support for project planning, budget development and monthly management of reporting/financial needs.

**Commented [HA4]:** Upon further reading, this appears to duplicate some of the tasks identified through the Tax District Administration's Admin Assistant.

**Performance Data Specialist/Analyst**  
Amendment Request and Staffing Plan FTE Allocation Table DO NOT AGREE

Amendment Request and Staffing Plan described position responsibilities generally AGREE

- Staffing Plan simply defines three roles for this position, which include quarterly/annual reporting, integration of reporting data and compilation of said data.
- Amendment Request identifies more specific responsibilities for the position to manage, track and monitor service quality metrics/standards and make recommendations to enable strategic decision-making in support of Wake Transit based on the data analysis.

**Commented [HA5]:** GoTriangle is seeking 40% funding of this position from Wake Transit; 60% funding from other sources (Which will be confirmed/explained by GoTriangle at TPAC meeting if needed)