



**Fleet Attendant (CDL)
October 15, 2019**

Definition

Under general supervision, is responsible for operating and ensuring the maintenance of designated City vehicles including 20-passenger, ADA compliant shuttle buses; performs related duties as required.

Background¹

On September 9, 2019, the departments of Finance and Management, Human Resources, and the Civil Service Commission met to discuss the creation of the subject classification. The Department of Finance and Management has requested a classification be created to address changes in operational needs due to the acquisition of new, ADA compliant shuttle buses. The department is currently using 15-passenger shuttle buses to transport officials and employees; however, the buses are not in compliance with the ADA. To operate the new buses, drivers will be required to possess a commercial driver's license (CDL). The Fleet Attendant (3774) classification is currently being used to operate the 15-passenger buses. However, the qualifications for this classification do not include the licensure required to operate the new, 20-passenger buses.

The proposed Fleet Attendant (CDL) classification will be responsible for transporting officials and employees in the new 20-passenger, ADA compliant shuttle buses. As such, the proposed classification will require that incumbents obtain a CDL by the completion of the probationary period.

Market Analysis

The following table displays the assigned pay range of the classification currently used to carry out the duties of the proposed job.

Classification	Bargaining Unit	Range	Min	Max
Fleet Attendant	AFSCME 1632	14	\$17.36	\$22.16

Market research was performed by a review of market data. Following a proper job analysis, actual salary data was obtained from the State of Ohio and from the Central Ohio Transit Authority (COTA) with jobs matching at least 70% of the duties of the proposed subject classification. Additionally, market data was obtained from a reputable salary survey aggregator. It is important to note that a distinction is made in the salary data between passenger buses and commuter buses. The revised Fleet Attendant (CDL) class will operate passenger buses. The following table illustrates the results of the research:

¹From the Civil Service Commission's Analysis and Recommendation report dated July 30, 2019.



Pay Grade/Range Recommendation

Municipality	Salary Range		
	Minimum	Maximum	Average
PayFactors ²	-	-	\$15.81
State of Ohio	\$17.52	\$19.36	\$19.95
COTA (small buses)	\$18.57	\$29.71	\$21.07
COTA (large buses)	\$18.57	\$29.71	\$24.03
		Market Rate	\$20.51

Recommendation

The research yielded a median market rate of \$20.51. The market rate falls within AFSCME Pay Range 14 just below Step 3.

Job matches were largely difficult to obtain due to the proposed classification's primary focus on transporting officials and employees, resulting in limited market data. The needs of the department are also taken into consideration when assigning pay ranges to new or revised jobs. The Department of Finance and Management has indicated that the remaining 15-passenger shuttle buses currently in use will eventually be replaced by the new ADA-compliant buses. As such, CDL licensed drivers will be needed to operate the new fleet.

Based on the limited market data and the needs of the department, it is recommended that the Fleet Attendant (CDL) classification be assigned to **AFSCME 1632 Pay Range 15**, with a minimum hourly wage of \$17.72 and a maximum hourly wage of \$22.64. The department will pay for CDL training for the 7 current employees and permits training during work time. While the established market rate falls within Pay Range 14, an increase in pay range will also help incentivize current employees to obtain and maintain the licensure needed to operate the new shuttle buses. Additionally, research was performed to verify that personal insurance rates do not increase as a result of earning a CDL.

FLSA

The Fair Labor Standards Act of 1938 does not provide an exemption to overtime pay for the duties of the Fleet Attendant (CDL). Therefore, the Fleet Attendant (CDL) classification is FLSA **nonexempt** and eligible for overtime pay.

²Aggregate market data salary survey tool encompassing at least five job matches.