

RESOLUTION NO. 2015-124

ENACTING NEW CHAPTERS 281 "ENGINEERING AND PROJECT MANAGEMENT DIVISION," 283 "HUMAN RESOURCES DIVISION," 289, "OFFICE OF MANAGEMENT AND BUDGET," 291 "OFFICE OF MARKETING AND COMMUNICATIONS," AND 297, "OFFICE OF INFORMATION TECHNOLOGY" OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees of the Authority codified the resolutions establishing its policies and procedures; and

WHEREAS, over the years, many of the resolutions have been amended; and

WHEREAS, at the present time, the Authority deems it necessary to review, revise and update the codified rules and regulations; and

WHEREAS, the Authority has conducted a review and determined that certain chapters need to be added to reflect the current organization of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That Chapter 281 is hereby enacted to read as follows:

CHAPTER 281 Engineering and Project Management Division

281.01 COMPOSITION.

The Engineering and Project Management Division is responsible for programming and planning, engineering and project development and project support.

281.02 DEPUTY GENERAL MANAGER-ENGINEERING AND PROJECT MANAGEMENT.

There is hereby established in the Engineering and Project Management Division the unclassified position of Deputy General Manager-Engineering and Project Management, within the executive management structure.

Section 2. That Chapter 283 is hereby enacted to read as follows:

CHAPTER 283 Human Resources Division

283.01 COMPOSITION.

The Human Resources Division is responsible for employment and recruiting, HRIS, labor and employee relations and training and employee development, occupational health, benefits and wellness.

283.02 DEPUTY GENERAL MANAGER – HUMAN RESOURCES.

There is hereby established in the Human Resources Division the unclassified position of Deputy General Manager-Human Resources, within the executive management structure.

Section 3. That Chapter 289 is hereby enacted to read as follows:

CHAPTER 289 Office of Management and Budget

289.01 SUPERVISION.

The Office of Management and Budget will report to the General Manager/Secretary-Treasurer.

289.02 EXECUTIVE DIRECTOR.

There is hereby established in the Office of Management and Budget the unclassified position of Executive Director of the Office of Management and Budget.

Section 4. That Chapter 291 is hereby enacted to read as follows:

CHAPTER 291 Office of Marketing and Communications

291.01 SUPERVISION.

The Office of Marketing and Communications will report to the General Manager/Secretary-Treasurer.

291.02 EXECUTIVE DIRECTOR.

There is hereby established in the Office of Marketing and Communications the unclassified position of Executive Director of Marketing and Communications.

Section 5. That Chapter 297 is hereby enacted to read as follows:

CHAPTER 297 Office of Information Technology

297.01 SUPERVISION.

The Office of Information Technology will report to the General Manager/Secretary-Treasurer.

297.02 COMPOSITION.

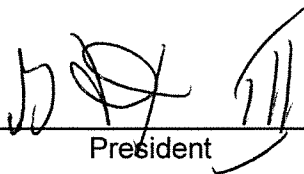
The office of Information Technology is responsible for applications, infrastructure and user support.

297.03 EXECUTIVE DIRECTOR/CHIEF INFORMATION OFFICER.

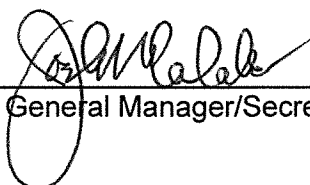
There is hereby established in the Office of Information Technology the unclassified position of Executive Director/Chief Information Officer.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: December 15, 2015



President

Attest: 

CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: ENACTING NEW CHAPTERS 281 "ENGINEERING AND PROJECT MANAGEMENT DIVISION," 283 "HUMAN RESOURCES DIVISION," 289, "OFFICE OF MANAGEMENT AND BUDGET," 291 "OFFICE OF MARKETING AND COMMUNICATIONS," AND 297, "OFFICE OF INFORMATION TECHNOLOGY" OF THE CODIFIED REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY.	Resolution No.: 2015-124
	Date: December 10, 2015
	Initiator: Legal
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This resolution will enact Chapters 281, 283, 289, 291 and 297 of the Codified Rules and Regulations ("Code") of the Greater Cleveland Regional Transit Authority.
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution 1989-176. The code book has been updated periodically. It is now time for a comprehensive review and update so that the updated Code will conform to the current structure and operations of the Authority.
- These chapters are being added to reflect the current organization of the Authority.
- 3.0 **PROCUREMENT BACKGROUND:** Does not apply.
- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** Does not apply.
- 5.0 **POLICY IMPACT:** Adoption of the resolution will result in a clear, accurate and current policy.
- 6.0 **ECONOMIC IMPACT:** Does not apply.
- 7.0 **ALTERNATIVES:** Not adopting this resolution. Not adopting this resolution would result in the Code remaining out of date.
- 8.0 **RECOMMENDATION:** It is recommended that this resolution be adopted.
- 9.0 **ATTACHMENTS:** Copies of Chapters 281, 283, 289, 291 and 297.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



CEO, General Manager/Secretary-Treasurer

CHAPTER 281
Engineering and Project Management
Division

281.01 Composition.

281.02 Deputy General Manager-Engineering and Project Management.

CROSS REFERENCES

Research, development, demonstration and deployment projects - see 49 U.S.C.A. 5312

Metropolitan transportation planning - see 49 U.S.C.A. 5303

Statewide and nonmetropolitan transportation planning - see 49 U.S.C.A. 5304

Planning programs - see 49 U.S.C.A. 5305

Private enterprise participation in metropolitan planning and transportation improvement programs and relationship to other limitations - see 49 U.S.C.A. 5306

General Provisions - see 49 U.S.C.A. 5323

Administrative provisions - see 49 U.S.C.A. 5334

Planning assistance and standards - see 49 C.F.R. Part 613

Powers of Board of Trustees - see Ohio R.C. 306.34

Powers of Authority - see Ohio R.C. 306.35

Appropriation of property - see Ohio R.C. 306.36

Sale, lease or transfer of lands - see Ohio R.C. 306.51

Contracts with other governments - see Ohio R.C. 306.44

Cooperation with other agencies - see Ohio R.C. 306.53

Deputy General Manager-Engineering and Project Management as member of Executive Management Team - see ADM. 240.01

281.01 COMPOSITION.

The Engineering and Project Management Division is responsible for programming and planning, property management, engineering and project development and project support.

(Res. 2015 – XXX. Passed XX-XX-15)

281.02 DEPUTY GENERAL MANAGER-ENGINEERING AND
PROJECT MANAGEMENT.

There is hereby established in the Engineering and Project Management Division the unclassified position of Deputy General Manager-Engineering and Project Management, within the executive management structure.

(Res. 2015 – XXX. Passed XX-XX-15)

CHAPTER 283
Human Resources Division

283.01 Composition.

283.02 Deputy General Manager-Human Resources.

CROSS REFERENCES

Labor standards - see 49 U.S.C.A. 5333

Civil service - see Ohio R.C. 124.01 et
seq. O.P.E.R.S. - see Ohio R.C. 145.01 et
seq.

Employees are eligible for O.P.E.R.S. - see Ohio R.C. 306.45

Authority of General Manager/Secretary-Treasurer - see Bylaws
Art. II, Sec. 8

Appointments - see Bylaws Art. IV, Sec. 1; PERS. Ch. 622

Authority of Board of Trustees re personnel - see Bylaws Art. IV, Sec. 3

Employment generally - see Bylaws Art. VIII, Sec. 2

Fringe benefits - see Bylaws Art. VIII, Sec. 7; PERS. Ch. 628

Authority of General Manager/Secretary-Treasurer and Board of
Trustees re appointments and promotions - see PERS. 622.01

Collective bargaining agreements - see PERS. Ch. 624

Conditions of employment - see PERS. Ch. 624

283.01 COMPOSITION.

The Human Resources Division is responsible for employment and recruiting, HRIS, labor and employee relations, training and employee development, occupational health, benefits and wellness.

(Res. 2015 – XXX. Passed XX-XX-15)

283.02 DEPUTY GENERAL MANAGER – HUMAN RESOURCES.

There is hereby established in the Human Resources Division the unclassified position of Deputy General Manager-Human Resources, within the executive management structure.

(Res. 2015 – XXX. Passed XX-XX-15)

CHAPTER 289
Office of Management and Budget

- 289.01 Supervision.
- 289.02 Executive Director.

CROSS REFERENCES

Public transportation - see 49 U.S.C.A. 5301 et seq.
Federal Transit Administration, Department of
Transportation - see 49 C.F.R. Ch VI
Table of organization; establishment of departments; salaries -
see BYLAWS, Art. VIII, Sec. 4
Long range plan - see SERV. Ch. 1090

289.01 SUPERVISION.

The Office of Management and Budget will report to the General Manager/
Secretary-Treasurer.

(Res. 2015 – XXX. Passed XX-XX-15.)

289.02 EXECUTIVE DIRECTOR.

There is hereby established in the Office of Management and Budget the
unclassified position of Executive Director of the Office of Management and
Budget.

(Res. 2015 – XXX. Passed XX-XX-15.)

CHAPTER 291
Office of Marketing and Communications

- 291.01 Supervision.
- 291.02 Executive Director.

CROSS REFERENCES

Public transportation - see 49 U.S.C.A. 5301 et seq.
Federal Transit Administration, Department of Transportation
see 49 C.F.R. Ch. VI
Table of organization; establishment of departments; salaries - see
BYLAWS, Art. VIII, Sec. 4

291.01 SUPERVISION.

The Office of Marketing and Communications will report to the General Manager/Secretary-Treasurer. (Res. 2015-XXX. Passed XX-XX-15.)

291.02 EXECUTIVE DIRECTOR.

There is hereby established in the Office of Marketing and Communications the unclassified position of Executive Director of Marketing and Communications. (Res. 2015 – XXX. Passed XX-XX-15.)

CHAPTER 297
Office of Information Technology

- 297.01 Supervision.
- 297.02 Composition.
- 297.03 Executive Director/Chief Information Officer.

CROSS REFERENCES

Public transportation - see 49 U.S.C.A. 5301 et seq.
Federal Transit Administration, Department of
Transportation - see 49 C.F.R. Ch VI
Table of organization; establishment of departments; salaries -
see BYLAWS, Art. VIII, Sec. 4

297.01 SUPERVISION.

The Office of Information Technology will report to the General
Manager/Secretary-Treasurer.
(Res. 2015 – XXX. Passed XX-XX-15.)

297.02 COMPOSITION.

The Office of Information Technology is responsible for applications,
infrastructure and user support.
(Res. 2015 – XXX. Passed XX-XX-15.)

297.03 EXECUTIVE DIRECTOR/CHIEF INFORMATION OFFICER.

There is hereby established in the Office of Information Technology the
unclassified position of Executive Director/Chief Information Officer.
(Res. 2015 – XXX. Passed XX-XX-15.)