

RESOLUTION NO. 2020-81

APPROVING REVISED LIST OF POSITIONS DESIGNATED TO USE
PURCHASING CARDS

WHEREAS, the Board of Trustees adopted Resolution 2003-064 on May 20, 2003, authorizing the use of purchasing cards for Authority business by designated employees and positions; and

WHEREAS, the Board of Trustees amended Resolution No. 2003-064 pursuant to Resolution No. 2006-052 on March 21, 2006, Resolution No. 2008-058 on April 15, 2008, Resolution No. 2009-111 on December 15, 2009, Resolution No. 2011-027 on March 22, 2011, Resolution No. 2011-117 on December 20, 2011, Resolution No. 2013-125 on December 17, 2013, Resolution No. 2015-119 on December 15, 2015, Resolution No. 2018-074 on July 14, 2018 and Resolution No. 2019-119 on December 17, 2019 authorizing additional employees and positions designated to use purchasing cards; and

WHEREAS, Authority management has undertaken a review of the current list of 94 purchasing card users, resulting in a recommendation to add 9 new positions, for a revised list of 105 authorized users.

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

Section 1. That the following additional positions are designated to use purchasing cards:

Transit Police Sergeant (Transit Police)

Railcar Project Lead Manager (Fleet Management)

Quality Assurance/Warranty Mechanical (Fleet Management)

Quality Assurance/Warranty Mechanical – CDL (Fleet Management)

Vehicle Engineer (Fleet Management)

Configuration Management Eng.-Vehicles (Fleet Management)

Administrative Assistant (Labor and Employee Relations)

Vehicle Maintenance Instructor (Training & Employee Development)

Marketing Associate (Marketing)

Section 2. That Attachment A to this resolution is a complete list of positions designated to use purchasing cards and includes the addition of nine (9) new positions.

Section 3. That this Attachment A replaces the attachments to all prior resolutions referred to in this resolution.

Section 4. That the, CEO, General Manager is authorized to update future changes in job titles.

Section 5. That beyond these modifications, Resolution 2003-064 remains unchanged.

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

Attachment A: Positions Designated to Use Purchasing Cards.

Adopted: October 27, 2020



President

Attest: 

Interim Secretary-Treasurer

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
 ATTACHMENT A
 POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

| | | |
|----|---|--|
| | Executive Division /Department(s) | |
| 1 | Executive | General Manager, CEO |
| 2 | Executive | Secretary to General Manager |
| 3 | Executive | Executive Assistant/Executive Secretary/Treasurer to BOT |
| 4 | Executive | Executive Secretary |
| 5 | Internal Audit | Executive Director, Internal Audit |
| | Engineering & Project Mgmt. Division/Department(s) | |
| 6 | Engineering & Project Management | Executive Secretary, Engineering & Project Management |
| 7 | Engineering & Project Management | Administrative Assistant |
| 8 | Engineering & Project Management | Administrative Assistant |
| | Marketing Division/Department(s) | |
| 9 | Marketing | Supervisor, Marketing Development |
| 10 | Marketing | Marketing Manager |
| 11 | Marketing | Marketing Associate |
| | Information Technology | |
| 12 | ITS/End User Support | Manager, ITS/End User Support |
| | Finance & Administration Division/Department(s) | |
| 13 | Finance & Administration | Executive Secretary, Finance & Administration |
| 14 | Accounting | Director, Accounting |
| 15 | Office of Business Development | Director, Office of Business Development |
| 16 | Office of Management & Budget | Director, Office of Management & Budget |

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| 17 | Procurement | Procurement Team Leader |
| 18 | Revenue | Supervisor, Computer Room |
| 19 | Support Services | Manager, Support Services |
| | Human Resources Division/Department(s) | |
| 20 | Human Resources | Executive Secretary |
| 21 | Human Resources | Talent Management Coordinator |
| 22 | Labor & Employee Relations-Administration | Secretary I |
| 23 | Labor & Employee Relations-Administration | Lead Benefits Specialist |
| 24 | Training & Employee Development - Maintenance Training | Vehicle Maintenance Instructor |
| | Legal Affairs Division/Department(s) | |
| 25 | Legal Affairs | DGM, Legal Affairs |
| 26 | Risk Management | Director, Risk Management |
| 27 | Claims | Manager, Claims |
| 28 | Safety | Director, Safety |
| 29 | Safety | Business Analyst |
| | Operations Division/Department(s) | |
| 30 | Operations | Executive Secretary |
| 31 | Operations | Manager, Asset & Configuration |
| 32 | Triskett -Administration | Administrative Assistant, Triskett |
| 33 | Triskett -Transportation Administration | Manager, Transportation Triskett |
| 34 | Triskett-Equipment | Manager, Equipment Triskett |
| 35 | Triskett-Facilities | Manager, Facilities Triskett |
| 36 | Triskett-Maintenance | Maintenance Leader, Triskett |

37 Hayden-Administration
 38 Hayden-Administration
 39 Hayden-Facilities
 40 Hayden-Equipment
 41 Hayden-Equipment
 42 Hayden-Maintenance
 43 Rail-Administration
 44 Rail-Transportation
 45 Rail-Facilities-Administration
 46 Rail-Facilities-Administration
 47 Rail-Facilities-Administration
 48 Rail-Facilities-Administration
 49 Rail-Facilities Maintenance West Side
 50 Rail-Equipment-Administration
 51 Rail-Equipment-Administration
 52 Rail-Administration
 53 Rail-Administration
 54 Rail Facilities East Side
 55 Rail Facilities East Side
 56 Rail Facilities-Power & Way(Track & Signals)
 57 Rail Facilities-Power & Way(Track & Signals)

District Director, Hayden
 Administrative Assistant
 Manager, Facilities Hayden
 Manager, Equipment Hayden
 Assistant Equipment Manager, Hayden
 Maintenance Leader, Hayden

Secretary I
 Manager, Transportation Rail
 Manager, Facilities Rail
 Supervisor, Rail Facilities
 Supervisor, Rail Facilities
 Supervisor, Janitorial Services
 Maintenance Leader
 Manager, Rail Equipment
 Equipment Administrator Rail
 Operations Staff Assistant, Rail
 Staff Assistant
 Maintenance Leader
 Maintenance Technician
 Manager, Power & Way
 Administrative Assistant

58 Fleet Management-Administration
 59 Fleet Management-Administration
 60 Fleet Management-Administration
 61 Fleet Management-Facilities
 62 Fleet Management-Facilities-Administration
 63 Fleet Management-Inventory
 64 Fleet Management-Inventory
 65 Fleet Management-Inventory
 66 Fleet Management-Inventory
 67 Fleet Management-Administration
 68 Fleet Engr. & Quality Assurance - Administration

Director, Fleet Management
 Administrative Assistant/Engineering Fleet Planning
 Railcar Project Lead/Manager
 Manager, Facilities Fleet Management
 Manager, Fleet Planning and Engineering
 Manager, Supply Chain Management
 Material Contract & Release Specialist
 Material Contract & Release Specialist
 Material Planner
 QA Warranty Administrator, Fleet Management
 Configuration Management Eng\.-Vehicles

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|----|---|---|
| 69 | Fleet Engineering & Quality Assurance - Q/A Warranty Administration | Quality Assurance/Warranty Mechanical |
| 70 | Fleet Engineering & Quality Assurance - Q/A Warranty Administration | Quality Assurance/Warranty Mechanical -CDL |
| 71 | Fleet Engr. & Quality Assurance - Q/A Warranty Administration | Quality Assurance/Warranty Mechanical -CDL |
| 72 | Fleet Engr. & Quality Assurance - Q/A Warranty Administration | Quality Assurance/Warranty Electrical |
| 73 | Fleet Engr. & Quality Assurance - Equipment Engineering - Bus | Vehicle Engineer |
| 74 | Fleet Engr. & Quality Assurance - Equipment Engineering - Bus | Vehicle Engineer |
| 75 | Fleet Management-CBM | Supervisor, CBM |
| 76 | Fleet Management-CBM Equipment | Supervisor, Electronic Repair |
| 77 | Fleet Management-CBM Equipment | Manager, Electronic Repair |
| 78 | Fleet Management-CBM Unit Rebuild | Supervisor-Performance |
| 79 | Fleet Management-CBM | Manager, Equipment CBM |
| 80 | Paratransit-Administration | District Director, Paratransit |
| 81 | Paratransit-Administration | Clerk Typist |
| 82 | Paratransit-Facilities | Manager, Facilities Paratransit |
| 83 | Service Management-Administration | Planning Secretary |
| 84 | Service Management-Facilities Administration | Supervisor, Janitorial Services |
| 85 | Service Management-Facilities Maintenance | Maintainer |
| 86 | Service Management - Operations | Maintenance Leader |
| 87 | Service Management-Facilities Shelter Maintenance | Maintainer |
| 88 | Service Management-Facilities Administration | Bus Shelter & Bus Garage Maintenance Supervisor |
| 89 | Service Management-Facilities Administration (MO) | Manager, Central Facilities |
| 90 | Service Quality Management | Office Manager, Service Quality Management |
| 91 | Intelligent Transportation Systems(ITS) | Manager, Intelligent Transportation System |
| 92 | Transit Police | Executive Secretary |
| 93 | Transit Police | Security Systems Manager |
| 94 | Transit Police | Lieutenant |
| 95 | Transit Police | Commander-Transit Police |
| 96 | Transit Police | Commander-Transit Police |
| 97 | Transit Police | Sergeant-Transit Police |
| 98 | Transit Police | K-9 Team Transit Police |

99 Transit Police
100 Transit Police
101 Transit Police
102 Transit Police
103 Transit Police
104 Transit Police
105 Transit Police

K-9 Team Transit Police
K-9 Team Transit Police
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K-9 Team Transit Police



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| TITLE/DESCRIPTION: APPROVING REVISED LIST OF POSITIONS DESIGNATED TO USE PURCHASING CARDS | Resolution No.: 2020-81 |
| | Date: October 22, 2020 |
| | Initiator: Finance & Administration Division |
| 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 seeks Board of Trustee approval of the revised list of positions designated to use Purchasing Cards ("P-Cards") for Authority business.
- 2.0 DESCRIPTION/JUSTIFICATION: This action will increase the number of positions designated to use Purchasing Cards to purchase items in accordance with the Procurement Policy. These additions will allow for use of Purchasing Cards for additional employees in several Authority departments.

The Authority management has undertaken a review of the current list of employees and positions designated to use Purchasing Cards. Currently, there are 94 authorized positions for Purchasing Card use. Following management review, it was proposed that the list of authorized users be revised. Staff recommended the addition of only new positions. The proposed revised list to add 9 new positions will increase the number of authorized users from 94 to 105. Some of the positions have multiple individuals with the same title.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: This action is consistent with the Procurement Policy, which allows for the use of P-Cards for purchases not exceeding the small purchase limit.
- 6.0 ECONOMIC IMPACT: All P-Card transactions will be funded from the user department's annual budget allocation.
- 7.0 ALTERNATIVES: Reject this resolution. Rejection of this resolution would result in maintaining a list of P-card users that does not reflect needed changes.
- 8.0 RECOMMENDATION: It is recommended that this effort seeking approval from the Board of Trustees of the revised list of positions designated to use purchasing cards, be accepted and the resolution passed.

9.0 ATTACHMENTS: NONE

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



General Manager, Chief Executive Officer