

RESOLUTION NO. 2023-13

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, Resolution No. 2019-119 on December 17, 2019, Resolution No. 2020-081 on December 15, 2020, and Resolution No. 2021-056 on May 25, 2021 authorizing employees and positions designated to use purchasing cards; and

WHEREAS, the Authority has undertaken a review of the current list of purchasing card users, resulting in a recommendation to add 4 new positions and remove 2 previously authorized positions, for a revised list of 111 authorized positions.

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:

Benefits Manager (Human Resources)

Intelligent Transportation Systems Manager (Operations)

Director, Enterprise Architecture (Finance)

Labor and Employee Relations Specialist (Human Resources)

Section 2. That the following positions be removed from the list of positions authorized to use purchasing cards: Director, Intelligent Transportation System and Lead Benefits Specialist.

Section 3. That Attachment A to this resolution is the complete, updated list of positions designated to use purchasing cards, replacing all prior lists.

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: February 28, 2023



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President

Attest:



Secretary-Treasurer

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

**Executive Division**

Executive  
Executive  
Executive  
Executive

General Manager, CEO  
Executive Assistant to General Manager  
Executive Assistant/Executive Secretary/Treasurer to BOT  
Executive Secretary

Internal Audit

Executive Director, Internal Audit

**Administration & External Affairs Division**

DGM - Administration & External Affairs  
Marketing  
Marketing  
Marketing

Executive Secretary  
Supervisor, Marketing Development  
Marketing Manager  
Marketing Associate

**Engineering & Project Mgmt. Division**

Engineering & Project Management  
Engineering & Project Management  
Engineering & Project Management

Executive Assistant  
Administrative Assistant  
Administrative Assistant

**Finance Division**

Finance

Office Manager, Finance

Accounting

Director, Accounting

Office of Business Development

Director, Office of Business Development

Office of Management & Budget

Director, Office of Management & Budget

Procurement

Procurement Team Leader

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

Revenue	Supervisor, Computer Room	
Support Services	Manager, Support Services	
Management Information Systems	Director, Enterprise Architecture	new
<b>Human Resources Division</b>		
Human Resources	Executive Secretary	
Human Resources	Talent Management Coordinator	
Labor & Employee Relations-Administration	Labor & Employee Relations Specialist	new
Labor & Employee Relations-Administration	Benefits Manager	new
Labor & Employee Relations-Administration	Lead Benefits Specialist	removed
Training & Employee Development - Maintenance Training	Vehicle Maintenance Instructor	
<b>Legal Affairs Division</b>		
Legal Affairs	DGM, Legal Affairs	
Risk Management	Director, Risk Management	
Claims	Manager, Claims	
Safety	Director, Safety	
Safety	Business Analyst	
<b>Operations Division</b>		

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

Operations	Executive Secretary
Operations	Manager, Asset & Configuration
Triskett -Administration	Administrative Assistant, Triskett
Triskett -Transportation Administration	Manager, Transportation Triskett
Triskett-Equipment	Manager, Equipment Triskett
Triskett-Facilities	Manager, Facilities Triskett
Triskett-Maintenance	Maintenance Leader, Triskett
Hayden-Administration	District Director, Hayden
Hayden-Administration	Administrative Assistant
Hayden-Facilities	Manager, Facilities Hayden
Hayden-Equipment	Manager, Equipment Hayden
Hayden-Equipment	Assistant Equipment Manager, Hayden
Hayden-Maintenance	Maintenance Leader, Hayden
Rail-Administration	Secretary I
Rail-Transportation	Manager, Transportation Rail
Rail-Facilities-Administration	Manager, Facilities Rail
Rail-Facilities-Administration	Supervisor, Rail Facilities
Rail-Facilities-Administration	Supervisor, Rail Facilities
Rail-Facilities-Administration	Supervisor, Janitorial Services
Rail-Facilities Maintenance West Side	Maintenance Leader
Rail-Equipment-Administration	Manager, Rail Equipment
Rail-Equipment-Administration	Equipment Administrator Rail
Rail-Administration	Operations Staff Assistant, Rail
Rail-Administration	Staff Assistant
Rail Facilities East Side	Maintenance Leader
Rail Facilities East Side	Maintenance Technician
Rail Facilities-Power & Way(Track & Signals)	Director, Power & Way

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

Rail Facilities-Power & Way(Track & Signals)	Administrative Assistant
Fleet Management-Administration	Director, Fleet Management
Fleet Management-Administration	Administrative Assistant/Engineering Fleet Planning
Fleet Management-Administration	Railcar Project Lead/Manager
Fleet Management-Facilities	Manager, Facilities Fleet Management
Fleet Management-Facilities-Administration	Manager, Fleet Planning and Engineering
Fleet Management-Inventory	Manager, Supply Chain Management
Fleet Management-Inventory	Material Contract & Release Specialist
Fleet Management-Inventory	Assistant Supply Chain Manager
Fleet Management-Inventory	Material Planner
Fleet Management-Administration	QA Warranty Administrator, Fleet Management
Fleet Engr. & Quality Assurance - Administration	Configuration Management Eng\.-Vehicles
Fleet Engineering & Quality Assurance - Q/A Warranty Administration	Quality Assurance/Warranty Mechanical
Fleet Engineering & Quality Assurance - Q/A Warranty Administration	Quality Assurance/Warranty Mechanical -CDL
Fleet Engr. & Quality Assurance - Q/A Warranty Administration	Quality Assurance/Warranty Mechanical -CDL
Fleet Engr. & Quality Assurance - Q/A Warranty Administration	Quality Assurance/Warranty Electrical
Fleet Engr. & Quality Assurance - Equipment Engineering - Bus	Vehicle Engineer
Fleet Engr. & Quality Assurance - Equipment Engineering - Bus	Vehicle Engineer
Fleet Management-CBM	Assistant Equipment Manager, CBM
Fleet Management-CBM Equipment	Supervisor, Electronic Repair
Fleet Management-CBM Equipment	Manager, Electronic Repair
Fleet Management-CBM Unit Rebuild	Supervisor-Performance
Fleet Management-CBM	Manager, Equipment CBM
Paratransit-Administration	District Director, Paratransit
Paratransit-Administration	Administrative Assistant
Paratransit-Facilities	Manager, Facilities Paratransit
Paratransit-Facilities	Maintenance Leader
Paratransit	Clerk Typist

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

Service Management-Administration	Planning Secretary	
Service Management-Facilities Administration	Supervisor, Janitorial Services	
Service Management-Facilities Maintenance	Maintainer	
Service Management - Operations	Maintenance Leader	
Service Management-Facilities Shelter Maintenance	Maintainer	
Service Management-Facilities Administration	Bus Shelter & Bus Garage Maintenance Supervisor	
Service Management-Facilities Administration (MO)	Manager, Central Facilities	
Service Quality Management	Office Manager, Service Quality Management	
Intelligent Transportation Systems(ITS)	Director, Intelligent Transportation System	removed
Intelligent Transportation Systems(ITS)	Manager, Intelligent Transportation System	new
ITS/End User Support	Manager, ITS/End User Support	
Information Technology - Network Services	Manager, Infrastructure	
Transit Police	Executive Secretary	
Transit Police	Security Systems Manager	
Transit Police	Lieutenant	
Transit Police	Commander-Transit Police	
Transit Police	Commander-Transit Police	
Transit Police	Sergeant-Transit Police	
Transit Police	Sergeant-Transit Police	
Transit Police	K-9 Team Transit Police	
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GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
ATTACHMENT A  
POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Transit Police

K-9 Team Transit Police

- 113 positions**
- 79 active P-Card holders**
- 34 inactive P-Card holders**
- 2 removed (see positions above)**
- 111 approved for P-Cards**





TITLE/DESCRIPTION:  APPROVING REVISED LIST OF POSITIONS DESIGNATED TO USE PURCHASING CARDS	Resolution No.: <b>2023-13</b>
	Date: February 23, 2023
	Initiator: Accounting
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 Trustees approval of the revised list of positions designated to use Purchasing Cards ("P-Cards") for Authority business.
- 2.0 DESCRIPTION/JUSTIFICATION: This action will modify the number of positions designated to use P-Cards to purchase items in accordance with the Procurement Policy.  

The Authority has undertaken a review of the current list of employees and positions designated to use P-Cards. Currently, there are 109 authorized positions for P-Card use. Following a review of current business needs, it is proposed that the list of authorized users be revised to eliminate two (2) positions and add four (4) positions. This action will result in a total of 111 authorized P-Card positions.
- 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 requires that the Board of Trustees designate P-card positions.
- 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 meet current business needs.
- 8.0 RECOMMENDATION: It is recommended that the Board of Trustees approve the revised list of positions designated to use P-Cards.
- 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