

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
Policy Board**

**Monday, April 24, 2023 - 10:00 A.M.
Hybrid (In-Person/Virtual) Meeting**

Vineland City Hall Caucus Room (In-Person) or GoToMeeting (Virtual)

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Access Code: 478-619-429

AGENDA

- a. Flag Salute and Open Public Meetings Law Announcement**
- b. Roll Call**
 - 1. Board members
 - 2. Other attendees in person and virtual
- c. Communications**
- d. Chairman's Remarks**
- e. Public Comment *limited to three (3) minutes per person***
- f. New Business**
 - 1. **[Resolution 2304-17](#): Approving the Executive Director's Recommendation for Changing the Salary Range for Alan Huff from Range 7 to Range 8**
Presenter: Jennifer Marandino, Executive Director
- g. NJDOT Update**
- h. Adjournment**

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

ITEM 2304-17: Approving the Executive Director's Recommendation for Changing the Salary Range for Alan Huff from Range 7 to Range 8

PROPOSAL

The Executive Director is recommending that the Policy Board approve a change in the Salary Range for Alan Huff from Range 7 to Range 8.

BACKGROUND

Mr. Alan Huff was hired on August 12, 2013, as a Senior Transportation Planner, reporting to the Team Leader, Capital Programming & Safety. In September 2017, Mr. Huff was promoted to his current position of Program Manager of Safety Initiatives & Public Outreach, reporting to the Executive Director. The change was completed at the same time as an organization-wide restructuring which created three distinct program areas under the Program Management & Transportation Planning umbrella. With this change, Mr. Huff became responsible for managing all safety, bicycle, pedestrian, public outreach, economic development, and environmental justice activities.

Under the Program Management & Transportation Planning umbrella, SJTPO has three Program Managers. Distinct areas are under the direction of separate program managers; Safety Initiatives & Public Outreach, System Performance & Subregional Program, and Capital Programming & Project Development.

Currently, while the Program Manager of the System Performance & Subregional Program is in Salary Range 8, the other two program managers were in Salary Range 7. When advertising the recently vacant Program Manager of Capital Programming & Project Development position to make the position more attractive and competitive, the request to change the Salary Range to 8 was approved. To create consistency in the salary range among the three SJTPO Program Managers, a salary range change for Mr. Huff is appropriate.

Funding for the proposed salary changes for the two program managers was contemplated in SJTPO's FY 2024 UPWP, effective July 1, 2023. However, with the vacancy in the Program Manager of Capital Programming & Project Development position from February 2022, there are ample savings in the budget to accommodate the salary range change for Mr. Huff's positions.

Funding is currently available within SJTPO's FY 2024 Unified Planning Work Program (UPWP) to accommodate the salary increase for Mr. Huff, consistent with Range 8, beginning in July 2023. The FY 2024 UPWP was adopted by the SJTPO Policy Board on March 27, 2023. However, there is sufficient budget available at this time as a result of savings from the Program Manager of Capital Programming & Project Development position being vacant from February 2023.

Mr. Huff's position description is attached along with the most current organization chart, for reference.



South Jersey Transportation Planning Organization

*Serving Atlantic, Cape May, Cumberland,
and Salem Counties since 1993.*

Leonard Desiderio, *Chairman*

Benjamin H. Laury, *Vice Chairman*

782 South Brewster Road, Unit B6,
Vineland, New Jersey 08361

www.sjtpo.org
(856) 794-1941
(856) 794-2549 (fax)

Jennifer Marandino, P.E.
Executive Director

John W. Riskey, *Secretary/Treasurer*

Position Description

<u>Position:</u>	Program Manager – Safety Initiatives & Public Outreach		
<u>Employee Name:</u>	Alan Huff	<u>Date:</u>	
<u>Reports To:</u>	Executive Director	<u>Salary Range:</u>	8

Job Summary:

Under the supervision of the Executive Director, is responsible for managing all safety, bicycle, pedestrian, public outreach, economic development, environmental justice, and other equity activities and is responsible to ensure that materials produced for public consumption meet SJTPO standards for quality, as well as management and oversight of consultant-led technical studies.

Responsibilities:

- **Transportation Safety Planning**

Is responsible for the management and implementation of all safety infrastructure efforts related to the advancement of the Local Safety Program, including:

- **Representation:** Represent SJTPO at local, regional, state, and federal events, particularly those whose focus is the Highway Safety Improvement Program, Strategic Highway Safety Plan, Safety Target Setting, and other safety issues.
- **Program Management:** Serve as primary technical lead in SJTPO’s Local Safety Program, including managing efforts to advance member agency projects to receive funding. Coordinate assistance from the Capital Programming & Project Development unit on technical materials, as needed for application submission.
- **Project Development:** Assist SJTPO member agencies in the development of safety projects, especially projects eligible for Highway Safety Improvement Program funding.
- **Advance Safety:** Serve as a champion in SJTPO communities to advance data-driven safety improvements and the use of proven safety countermeasures.
- **Incorporate Safety:** Evaluate new projects submitted for the Transportation Improvement Program (TIP) and other program funding for inclusion of safety elements, particularly where projects align with network screening list locations.

- **Bicycle & Pedestrian Planning**

Is responsible for the management and implementation of all efforts related to the advancement of bicycle and pedestrian infrastructure, including:

- **Representation:** Represent SJTPO at local, regional, state, and federal events, particularly those whose focus is pedestrian and bicycle issues.

- Program Management: Manage SJTPO's role in the Statewide programs of Safe Routes to Schools, Transportation Alternatives Program, and others under current federal legislation.
 - Project Development: Assist SJTPO member agencies in the development of bicycle and pedestrian projects and the identification of resources for projects or planning efforts.
 - Regional Trails: Serve as primary technical lead in SJTPO's efforts to advance a regional bicycle and pedestrian trail system, consistent with the goals and strategies in SJTPO's regional transportation plan.
- **Public Involvement & Outreach**
Is responsible for the management and oversight of all public involvement and outreach efforts, including:
 - Public Involvement: Engage with and oversee engagement with the public via events and meetings; direct the expansion of SJTPO's list of stakeholders, and work to identify and implement better practices to engage the public in SJTPO activities.
 - Community Outreach and Engagement Committee (COEC): Oversee the direction of the Community Outreach and Engagement Committee (COEC).
 - Communication: Oversee communication with the local media, regional stakeholders, assist with creation of visualizations such as infographics, and other materials to inform, educate, and encourage public participation.
 - Web Maintenance: Oversee the direction of the content development, technical maintenance, and design of the SJTPO website.
- **Economic Development & Tourism**
Is responsible for the management and oversight of SJTPO's Economic Development and Tourism efforts, including:
 - Project Identification: In partnership with regional stakeholders, oversee the evaluation of regional freight corridors for accessibility, reliability, safety, and other system performance measures to identify project needs for advancement.
 - Partnerships: Oversee efforts to identify and partner with regional stakeholders to investigate ways to enhance travel and tourism in the region.
 - Incorporate Economic Development: Oversee efforts to identify and engage with standing committees or business groups in the region to identify ways to incorporate economic development needs in the transportation planning process.
 - Advancing Tourism: Oversee efforts to identify and advance methods to incorporate Tourism into the SJTPO planning process.
- **Title VI & Environmental Justice**
Is responsible for the management and oversight of SJTPO's Title VI and Environmental Justice efforts, including:
 - Identification: Identify locations of vulnerable or underserved populations in the region based upon federal requirements and identified best practices.
 - Identify Gaps: Identify network or access gaps for vulnerable or underserved populations in obtaining essential services and implement projects and programs to fill these gaps.
 - Incorporate Environmental Justice: Analyze SJTPO's lists of projects for their impact on vulnerable or underserved populations to ensure that these communities are being served by SJTPO's planning efforts.
- **Technical Program Management**
Responsible for managing and overseeing other staff managing technical studies performed by consultants, including scope development, the release of requests for proposals, consultant selection, and management of technical studies once studies are underway.

- **Public Materials Quality Control**

Conduct and manage an oversight function of documents and other materials that go to the public and SJTPO boards and committees to ensure they meet standards of quality for content, usability, and aesthetics.

Knowledge and Abilities:

- Ability to communicate effectively with officials, co-workers, consultants, representatives of organizations, and others sufficiently to convey information both in-person and in virtual settings.
- Ability to comprehend, evaluate, and objectively analyze problems and to develop solutions to such problems logically and systematically.
- Ability to provide sound advice, assistance, and instructions.
- Ability to prepare, negotiate, and manage contracts and projects and monitor the work of consultants.
- Excellent written, verbal, and technical communication skills, including the ability to synthesize complex or diverse information.
- Well versed in using Wordpress, GIS, and Microsoft Office applications (Word, Outlook, Teams, Excel, PowerPoint, and Access) and have knowledge of design tools, such as the Adobe Design Suite.
- Ability to organize assigned work and manage time to complete tasks in a timely manner.
- Ability to independently or collaboratively prepare clear, accurate, and informative reports containing findings, conclusions, and suitable recommendations.
- Treats others with respect and consideration regardless of their status or position; demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; demonstrates an appearance and demeanor that reflects well on SJTPO and its partners.
- Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Supervisory Responsibilities:

As Program Manager of the Safety Initiatives & Public Outreach unit, will supervise other staff including the Principal Planner and Public Outreach Coordinator. With the proposed expansion of staff, a second Principal Planner will be added to the supervisory responsibilities of this Program Manager.

Physical Requirements:

- Ability to work indoors at a desk for extended periods of time
- Ability to work outdoors traveling to other job sites as needed
- Ability to lift and carry 10-20 pounds, as needed
- Listen, talk, interact, and effectively communicate with other employees, supervisors, and outside contacts
- Standing and/or sitting for extended periods of time
- Use of phone and/or computer for extended periods of time
- Bending, reaching, and twisting in the performance of daily job functions
- Seeing, reading, writing, utilizing a computer keyboard, mouse, and other computer implements
- Ability to work a set schedule consistent with job and/or business needs
- Must have a valid driver's license.

Qualifications:

Education: Must have a Master's Degree in Planning, Engineering, or related fields.

Experience: Must have at least five years of experience in planning, with at least two years in a supervisory capacity.

Disclaimer:

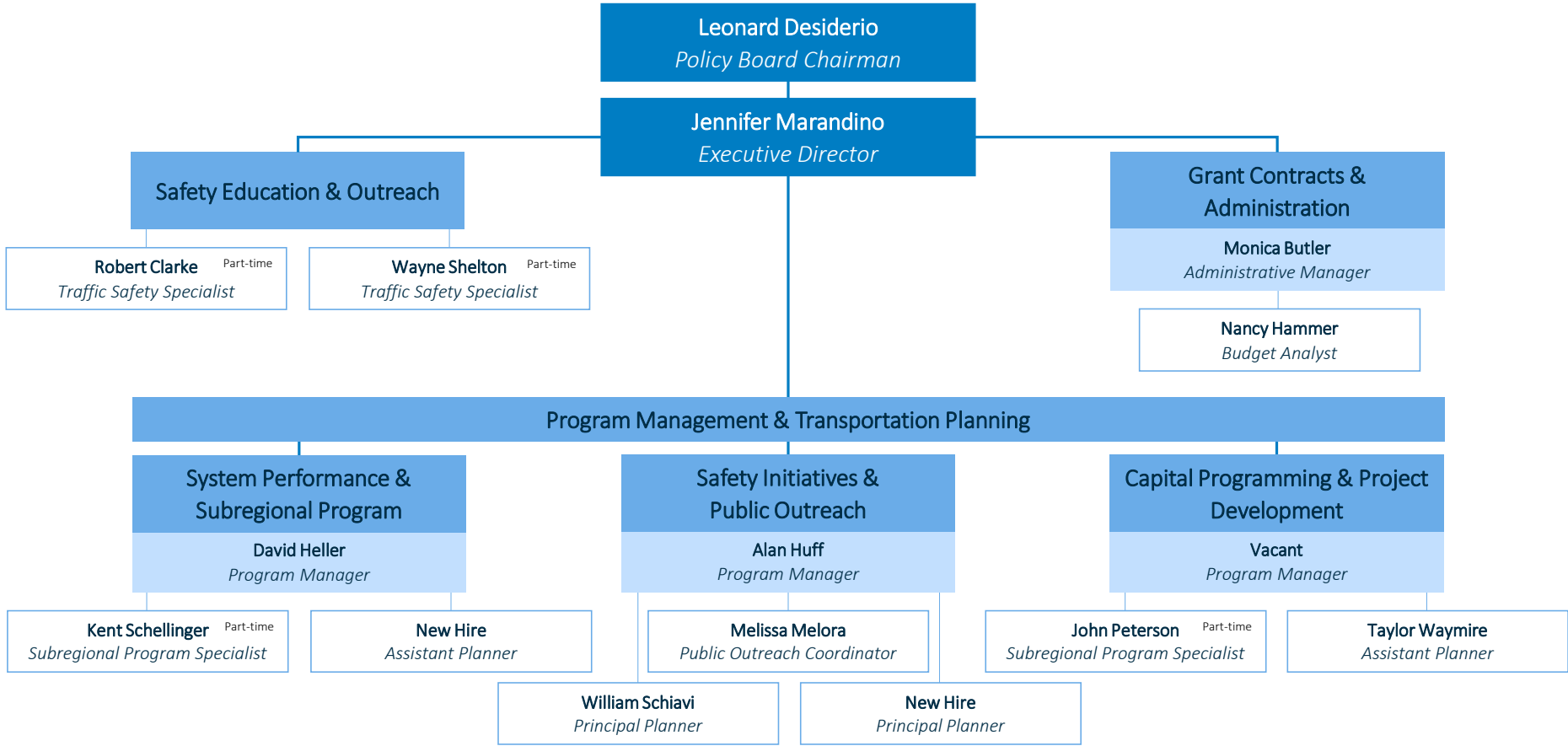
This job description is not intended, nor should it be construed to be, an exhaustive list of all responsibilities, duties, skills, or working conditions with a particular job. It is intended to be only a general description of the principal requirements common to a position of this type.

Employee Signature

Date: _____

Executive Director Signature

Date: _____



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2304-17: Approving the Executive Director's Recommendation for Changing the Salary Range for Alan Huff from Range 7 to Range 8

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under federal law for the southern region of New Jersey including Atlantic, Cape May, Cumberland, and Salem Counties; and

WHEREAS, the SJTPO is responsible under federal law for carrying out numerous required metropolitan planning activities as enumerated in the SJTPO Unified Planning Work Program (UPWP); and

WHEREAS, Alan Huff was promoted to Program Manager of Safety Initiatives & Public Outreach as part of the reorganization of SJTPO in September 2017; taking on responsibility for managing all safety, bicycle, pedestrian, public outreach, economic development, and environmental justice activities; and

WHEREAS, Alan Huff is currently at a Salary Range of 7; as one of three Program Managers; and

WHEREAS, when advertising the recently vacant Program Manager of Capital Programming & Project Development position the Salary Range was changed to a Range 8 to make the position more attractive and competitive; and

WHEREAS, leadership finds that the Salary Range for Alan Huff should be changed from a Range 7 to Salary Range 8, more consistent with the other two Program Manager positions within the organization; and

WHEREAS, all SJTPO staff activities are fully funded by Federal Highway Administration funding; and

WHEREAS, SJTPO's FY 2024 UPWP, which was adopted by the Policy Board on March 27, 2023, includes available funding and budget to increase the salary for Alan Huff, consistent with Salary Range 8; and

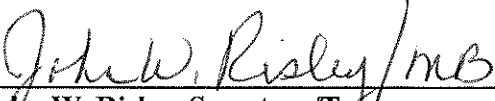
WHEREAS, there is sufficient budget available at this time as a result of savings from the Program Manager of Capital Programming & Project Development position being vacant from February 2023; and

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby accepts SJTPO leadership's recommendation to change the Salary Range for Alan Huff from Range 7 to Range 8.

BE IT FURTHER RESOLVED, that the SJTPO Policy Board requests that the South Jersey Transportation Authority (SJTA) execute the appropriate documents and process this action, in accordance with the Basic Agreement of December 17, 2019, among the State of New Jersey Department of Transportation, SJTA, and SJTPO.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of April 24, 2023.



John W. Risley, Secretary/Treasurer