

Torres Rojas, Genara

From: cwalocal1040@aol.com
Sent: Monday, February 02, 2015 3:08 PM
To: Duffy, Daniel
Cc: Torres Rojas, Genara; Van Duyne, Sheree; Ng, Danny
Subject: Freedom of Information Online Request Form

Information:

First Name: Jennifer
Last Name: Gledhill
Company: CWA Local 1040
Mailing Address 1: 230 Parkway Ave
Mailing Address 2:
City: Trenton
State: NJ
Zip Code: 08618
Email Address: cwalocal1040@aol.com
Phone: 609-538-8899
Required copies of the records: Yes

List of specific record(s):

Please provide the current salary, salary guide, and job description for the following titles or NYNJPA equivalent: Data Entry Clerk General Manager of Maintenance of Facilities Mobile Equipment Terminal Superintendent Senior Marketing Manager Operations Assistant Captain of Security Billing Coordinator Accounts Receivable Coordinator Senior Purchasing Agent Senior Assistant Billing Manager Operations Supervisor Crane Maintenance Foreman Fleet Maintenance Clerk Operations Supervisor Accounting Manager Maintenance Facilities Manager Assistant Warehouse Manager Personnel Administrator Operations Supervisor Payroll Personnel Clerk Assistant Logistics Manager Accounts Payable Clerk Warehouse Clerk Logistics Clerk Executive Administrative Assistant Clerk Thank you, in advance, for your assistance. Jennifer Gledhill Senior Staff Representative CWA Local 1040

THE PORT AUTHORITY OF NY & NJ

FOI Administrator

March 9, 2015

Ms. Jennifer Gledhill
CWA Local 1040
230 Parkway Avenue
Trenton, NJ 08618

Re: Freedom of Information Reference No. 15753

Dear Ms. Gledhill:

This is in response to your February 2, 2015 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code", copy enclosed) for Request for copies of records related to "the current salary, salary guide, and job description for the following titles or NYNJPA equivalent: Data Entry Clerk General Manager of Maintenance of Facilities Mobile Equipment Terminal Superintendent Senior Marketing Manager Operations Assistant Captain of Security Billing Coordinator Accounts Receivable Coordinator Senior Purchasing Agent Senior Assistant Billing Manager Operations Supervisor Crane Maintenance Foreman Fleet Maintenance Clerk Operations Supervisor Accounting Manager Maintenance Facilities Manager Assistant Warehouse Manager Personnel Administrator Operations Supervisor Payroll Personnel Clerk Assistant Logistics Manager Accounts Payable Clerk Warehouse Clerk Logistics Clerk Executive Administrative Assistant Clerk."

Material responsive to your request and available under the Code can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/foi/15753-O.pdf>. Paper copies of the available records are available upon request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,


Daniel D. Duffy
FOI Administrator

Enclosure

4 World Trade Center, 18th Floor
150 Greenwich Street
New York, NY 10006
T: 212 435 3642 F: 212 435 7555

FOI REQUEST REFERENCE NO. 15753 - JENNIFER GLEDHILL (CWA LOCAL 1040)

FOI Job Title	PA Job Title	Current Salary	Salary Guide (Range)		Job Description
			Minimum	Maximum	
Data Entry Clerk	Data Entry Clerk	\$57,622.50	\$48,301.50	\$57,622.50	Attached
	Data Entry Clerk	\$57,622.50	\$48,301.50	\$57,622.50	
General Manager of Maintenance of Facilities	No Match				
Mobile Equipment Terminal Superintendent	No Match				
Senior Marketing Manager	Manager, Marketing & Communications	\$136,058.00	\$126,152.00	Midpoint: \$164,000	Attached
Operations Assistant	Cannot Match				
Captain of Security	Cannot Match				
Billing Coordinator	Cannot Match				
Accounts Receivable Coordinator	Cannot Match				
Senior Purchasing Agent	Special Purchasing Projects Manager	\$122,538	\$80,002	\$127,998	Attached
	Special Purchasing Projects Manager	\$95,082	\$80,002	\$127,998	
	Special Purchasing Projects Manager	\$97,578	\$80,002	\$127,998	
	Operations Manager, Purchasing Services	\$100,828	\$80,002	\$127,998	Not on File
Senior Assistant Billing Manager	No Match				
Operations Supervisor	Cannot Match				
Crane Maintenance Foreman	No Match				
Fleet Maintenance Clerk	Cannot Match				
Operations Supervisor	Cannot Match				
Accounting Manager	Manager Financial Accounting & Reporting	\$130,208	\$110,760	\$177,242	Not on File
	Manager Fixed Asset Accounting	\$130,000	\$90,012	\$143,988	Not on File
	Manager General Accounting	\$124,930	\$90,012	\$143,988	Not on File
	Manager Revenue Accounting	\$120,978	\$90,012	\$143,988	Not on File
	Manager Lease Accounting	\$113,464	\$90,012	\$143,988	Not on File
	Manager Payroll Accounting	\$119,990	\$90,012	\$143,988	Not on File
Maintenance Facilities Manager	Mgr, Tunnels Bridges & Terminals Physical Plant	\$105,586	\$90,012	\$143,988	Not on File
	Maintenance Services Manager	\$93,600	\$90,012	\$143,988	Not on File
	Manager GWB Physical Plant	\$113,646	\$90,012	\$143,988	Not on File
	Mgr, Tunnels Bridges & Terminals Physical Plant	\$104,130	\$90,012	\$143,988	Not on File
	Manager Airport Maintenance LGA	\$108,992	\$90,012	\$143,988	Not on File
	Manager Airport Maintenance EWR	\$109,980	\$90,012	\$143,988	Not on File
	Manager Airport Maintenance JFK	\$120,900	\$90,012	\$143,988	Not on File

	Manager Port Physical Plant	\$125,684	\$90,012	\$143,988	Not on File
Assistant Warehouse Manager	Ast Manager Warehouse & Inventory Management	\$123,006	\$90,012	\$143,988	Not on File
Personnel Administrator	Cannot Match				
Operations Supervisor Payroll	Cannot Match				
Personnel Clerk	Cannot Match				
Assistant Logistics Manager	Cannot Match				
Accounts Payable Clerk	Cannot Match				
Warehouse Clerk	No Match				
Logistics Clerk	Cannot Match				
Executive Administrative Assistant	Cannot Match				
Clerk	Office Assistant	\$39,494.00	\$28,912.00	\$39,494.00	Attached
	Office Assistant	\$39,494.00	\$28,912.00	\$39,494.00	
	Office Assistant	\$39,494.00	\$28,912.00	\$39,494.00	
	Office Assistant	\$39,494.00	\$28,912.00	\$39,494.00	
	Office Assistant	\$39,494.00	\$28,912.00	\$39,494.00	
	Office Assistant	\$39,494.00	\$28,912.00	\$39,494.00	
	Clerk II	\$52,494.00	\$44,226.00	\$52,494.00	Attached
	Clerk II	\$52,494.00	\$44,226.00	\$52,494.00	
	Clerk II	\$48,106.50	\$44,226.00	\$52,494.00	
	Clerk II	\$44,226.00	\$44,226.00	\$52,494.00	
	Clerk II	\$44,226.00	\$44,226.00	\$52,494.00	
	Clerk II	\$48,106.50	\$44,226.00	\$52,494.00	

CLASS TITLE: Clerk II
PAY PLAN/LEVEL (RANGE): Service C (IBT)
DEPARTMENT: Interstate Transportation - PATH Corporation

I. SUMMARY OF RESPONSIBILITIES

Under immediate supervision, performs responsible and varied clerical duties. Work is performed in accordance with established procedures, but the application of knowledge of the unit's functions and independent work decisions are required. Work is subject to review.

NOTE: INCUMBENTS OF INDIVIDUAL POSITIONS MAY PERFORM ANY COMBINATION OF THE LISTED DUTIES.

II. ESSENTIAL FUNCTIONS (RELATIONSHIP TO OTHER CLASSES)

1. Performs responsible clerical duties comparable to Clerk Typist II and Clerk-Stenographer II in difficulty and responsibility. Uses knowledge of the unit's activities and makes independent work decisions in performing such clerical work as:
 - a. Maintaining records requiring the selection, interpretation and classification of data.
 - b. Filling in administrative forms and records, assembling data and composing statements for insertion as required.
 - c. Checking records, forms and reports for completeness, accuracy of content, proper endorsement and conformance to prescribed procedures, correcting discrepancies and irregularities as necessary.
 - d. Maintaining subject files and extensive alphabetical, numerical and chronological files, including the classification of new and removal of obsolete material in accordance with established policies.
 - e. Compiling and tabulating data and computing percentages, ratios, averages, etc.
 - f. Selecting and assembling information and preparing standard summaries and reports.
2. Receives and makes telephone calls to give or obtain information, and answer inquiries regarding own records and work.
3. Operates standard office machines and appliances, other than a typewriter, including office automation equipment.

(continued)

II. ESSENTIAL FUNCTIONS (RELATIONSHIP TO OTHER CLASSES) CONTINUED

4. May assign, instruct and check the work of lower-rated clerks performing routine tasks.
5. May act as a receptionist, giving information and directions to visitors.
6. Assists other clerical staff in related work to meet deadlines.
7. Orders supplies for Unit by contacting vendors and taking receipt/processing order.

IIa). NON-ESSENTIAL FUNCTIONS

"The foregoing is not exclusive and is not meant to describe all those duties which may be assigned to a Clerk II pursuant to the agreement between PATH and the IBT. Therefore, to the extent that the incumbent is not precluded by disability (as defined under the ADA), he/she is required to perform all other duties as assigned, pursuant to the agreement between PATH and the IBT."

III. JOB REQUIREMENTS

- A. **Knowledge:** Knowledge of practices/procedures inherent to proper office operation. Familiarity with labor agreements for employees in the applicable Division is preferred.
- B. **Abilities and Skills:** Must possess the abilities to understand and follow written and oral instructions and communicate clearly with individuals from other PA/PATH departments; make independent work decisions in accordance with established rules, regulations and departmental policies and procedures; compile and tabulate statistical and other data with speed/accuracy and make arithmetic computations. Must be able to handle a number of tasks simultaneously and work well under pressure. Also, must be able to maintain clerical records of some complexity, prepare reports and summaries, and perform work on an office automation system; uses fax, telephone, copier, and other office equipment.
- C. **Physical Effort:** Clerk II's may be required to carry payroll information between PATH and the WTC Payroll Department, as well as pick up/drop off payroll information at railroad field sites. Prolonged sitting, and filing in vertical/horizontal cabinets.
- D. **Working Conditions:** Typically in an office environment, though some PATH Clerk II positions are located in shop environments.*
- E. **Education/Specialized Training:** A high school/GED diploma is required. The candidate must also have one year experience performing general clerical work.

* A Clerk II assigned to the HCMF shop or assigned the task of traveling to field sites for payroll information must be able to navigate through shop areas containing all or some of the following: unclean floors, pits, tracks, equipment, overhead cranes, moving fork-lifts, and live third rail shoes. He/she must also be able to recognize audible and visual warning signals such as whistles, bells, horns, and walking lights.

CLASS TITLE: Data Entry Operator
PAY PLAN/LEVEL (RANGE): Service C (IBT)
DEPARTMENT: Interstate Transportation - PATH Corporation

I. SUMMARY OF RESPONSIBILITIES

Under the direct supervision of the Management Information Systems Specialist, the incumbent performs functions associated with the operation of CED's computer information systems. The incumbent is responsible for entering CED's maintenance data at a data entry terminal, and producing reports using the Car Equipment Maintenance System, ATMS, Wordstar (Word-processing) and, when necessary, PC application programs. The incumbent is also responsible for reviewing reports for accuracy and assisting and/or training CED staff in the operation of computer equipment.

II. RELATIONSHIP TO OTHER CLASSES

As compared to the Management Information Systems Specialist, the incumbent is not responsible for the programming, design or development of systems.

III. ESSENTIAL FUNCTIONS

1. Manually entering and retrieving data relating to Car Equipment Operations using various computer equipment, i.e. personal computers, data entry terminals and associated printers.
2. Visually scanning accuracy of all information that is entered in the computer system, including:
 - . reviewing computer generated reports and handwritten documents for accuracy and consistency; and
 - . maintaining files of handwritten and computer generated documents associated with CED's computer system.
3. Coordinating the distribution of computer generated reports to Car Equipment Division's management and supervisory staff.
4. Assisting CED staff in the operation of computer systems, including:
 - . training staff in the operation of computer equipment;
 - . teaching staff in areas of word-processing systems and application programs;
 - . reviewing with appropriate staff any inaccuracies found on documents that have been submitted for data entry.
5. Performing clerical duties associated with the efficient operation of CED's computer systems.

(continued)

IIIa). NON-ESSENTIAL FUNCTIONS

"The foregoing is not exclusive and is not meant to describe all those duties which may be assigned to a Data Entry Clerk pursuant to the agreement between PATH and the IBT. Therefore, to the extent that the incumbent is not precluded by disability (as defined under the ADA), he/she is required to perform all other duties as assigned, pursuant to the agreement between PATH and the IBT."

IV. JOB REQUIREMENTS

- A. **Knowledge:** The incumbent in this position must have thorough knowledge of computer system operations. Knowledge of C.E.D. maintenance terminology is required.
- B. **Abilities and Skills:** Ability to input and manipulate data on the CRT and printer. Ability to visually ensure accuracy of all information. Ability to comprehend and apply instructions from Supervisor. Ability to communicate effectively with CED and other staff.
- C. **Physical Effort:** Prolonged sitting at a data entry terminal. Prolonged entry and retrieval of information from the terminal. (See also "Working Conditions" below.)
- D. **Working Conditions:** Office environment in the Harrison Car Maintenance Facility. The incumbent must be able to navigate through shop areas containing unclean floors, pits, tracks, equipment, overhead cranes, moving fork-lift, live third rail shoes. Recognize audible and visual warning signals such as whistles, bells, horns and walking lights.
- E. **Licenses and/or Specialized Training:**
 - 1. High School or equivalency diploma is required.
 - 2. Course work in computer systems application or data processing is preferred. Training on office automation, Lotus, or dbIII is highly desirable.



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JOB CODE: 1364
DATE ISSUED: 3/9/12

JOB TITLE: SPECIAL PURCHASING PROJECTS MANAGER
FLSA STATUS: EXEMPT
JOB FAMILY: BUSINESS MANAGEMENT, FINANCE

A. SUMMARY OF RESPONSIBILITIES

Reporting to the Director of the Procurement Department, the Special Purchasing Projects Manager is responsible for procuring complex, high risk, and/or non-standard goods and services.

B. ESSENTIAL FUNCTIONS

- 1) Determine and advise the most cost effective and appropriate method of procuring required goods and services for clients, i.e.: cooperative purchasing, Request for Bids, RFIs, RFQ, Request for Proposals, etc.
- 2) Project manage the solicitation process to include recommending evaluation committee members, reviewing documents for biddability and competitiveness, establishing timelines, liaison with the Law Department and leading cost negotiations.
- 3) Manage procurement processes to insure they not only comply with Agency requirements, but as required, those of external funding Agencies: i.e. FTA, FAA, etc.
- 4) Identify opportunities for participation of MBE, WBE, and DBE firms in Port Authority procurements.
- 5) Attend external outreach events to promote bidder/proposer participation.
- 6) Lead and coordinate procurement specialists in complex procurements involving cross-functional commodities and services.
- 7) Review award documents to ensure compliance with guidelines and electronically approve contracts and purchase orders in SAP.
- 8) Maintain records of procurement process from authorization to final award documents. Track the number of contract agreements and awards and identify cost savings for each procurement. Verify CPI adjustments for long-term contracts.
- 9) Debrief unsuccessful proposers, bidders, and respondents on procurement outcomes.
- 10) As requested by the Director of Procurement, represent the Procurement Department at pre-agenda review meetings held by the client departments, in preparation for presenting items for approval at monthly Board meetings.
- 11) Review materials used to brief Port Authority Executive staff on complex Agency procurements.

C. JOB REQUIREMENTS

- 1) Bachelor's degree from an accredited college or university, with major course work in Business Administration or a related field.
- 2) Demonstrated experience in procurement, purchasing, contract administration or closely related field.



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- 3) Excellent interpersonal and communication skills with demonstrated ability to interact with staff at all levels. Outstanding negotiation, time management, organizational, and analytical skills.
- 4) Desirable:
 - Public sector procurement experience
 - Proficiency in MS Word and Excel
 - Professional Certification such as CPPO, CPPB, CPM, APP



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TITLE: **Manager Marketing & Communication**

DEPARTMENT: **Marketing**

POSITION DESCRIPTION: Reporting to the Director of the Marketing Department, manages marketing and communications functions in support of Port Authority strategies and activities. Directs professional marketing and communications staff who work with line department staff in the development of marketing and communications strategy and products.

MAJOR RESPONSIBILITIES: Manages centralized agency marketing staff to ensure proper fit of strategies and resources to meet competing corporate and business needs efficiently and effectively. Manages resources, staff assignments and a limited budget in order to meet all marketing priorities. Directs efforts to research and implement new proposals to develop revenue including advertising revenue, sponsorship and co-promotion ideas. Project manages a large volume of marketing, advertising and communication products to ensure they are delivered on time, within budget, and meet all guidelines for quality and branding.

POSITION REQUIREMENTS: A Bachelor's Degree from an accredited college or university in communications, public policy, government, marketing or other related field. Approximately 10-12 years of experience in marketing, communications, public relations, corporate affairs or related area. In-depth knowledge of design, production, branding, market research and communication principles. Demonstrated ability to manage with respect to budgeting, financial controls, and personnel matters. Outstanding interpersonal and communication skills and a demonstrated commitment to public service. Advanced degree and public sector experience is highly desirable.

SPECIFICATION NO. : 1016
DATE ISSUED: 7/91
DATE REVISED: XXX
DATE REISSUED: 7/92

CLASS TITLE: Office Assistant
PAY GRADE: Range C-14
FLSA STATUS: Non-Exempt
DEPARTMENT/LOCATION: All P.A.
JOB SERIES/AFFILIATION: Office Support (O&C)

A. SUMMARY OF RESPONSIBILITIES

This class performs varied responsible clerical duties requiring knowledge of unit's functions. Work is performed in accordance with established procedures, but the application of knowledge of the unit's functions and independent work decisions are required. Work is subject to review. May assign and check the work of lower rated personnel performing simple and routine duties. Keyboarding of moderate complexity requiring application of judgment in selecting and checking data may be required.

B. RELATIONSHIP TO OTHER CLASSES

As compared to the higher rated Senior Office Assistant class, which performs or leads responsible, diverse clerical duties involving some independent decisions and which may require specialized keyboarding, the Office Assistant class performs varied and responsible clerical duties of a less complex nature.

As compared to the lower rated Junior Office Assistant class which performs routine clerical duties of limited complexity, and which may require routine keyboarding of limited complexity, the Office Assistant class performs more responsible and varied clerical work of a more complex nature.

C. ESSENTIAL FUNCTIONS

(It is not the intent of this essential function listing to state or imply that these are the only duties performed. There may be minor local differences to the general class specification at various facilities and within the Class Title at the same facility. Incumbents will be required to follow any other job-related instructions and perform other comparable job-related duties requested by their superiors.)

1. Maintains records where the selection, classification, and recording of data require knowledge of the unit's activities and some interpretation. May code time and labor reports and assign proper activity account numbers. Abstracts data from records, and compiles summaries and reports of some variety and complexity.

2. Keyboards statistical charts and tables of some complexity from rough or handwritten copy into a computer terminal, personal computer or other equipment. Tabulates and summarizes simple statistical data and abstracts data from various records and published sources. Calculates averages, percentages, etc.
3. Originates administrative forms, compiles data from various sources and composes statements for insertion as required. Routes and distributes forms for approvals and processing.
4. Completes and or checks standard forms, records, and reports for completeness and accuracy, proper endorsement, and conformance to prescribed procedures. Corrects discrepancies and irregularities by checking records and contacting other offices, but refers major errors to superior. May process petty cash fund transactions.
5. Keyboards financial statements, reports, correspondence, memoranda, vouchers, checks, and permits. Uses some judgment and knowledge of work in selecting, assembling, and checking data.
6. Maintains subject files and extensive alphabetical, numerical, and chronological files. Classifies material using knowledge of unit's activities. Locates and follows up on the return of file material.
7. Receives and makes telephone calls to give or obtain information and answers inquiries regarding own records and work. May act as a receptionist, giving information and directions to visitors.
8. Operates standard office machines and appliances requiring minimal specialized training, and performs routine operating maintenance.
9. May assign, instruct, and check the work of lower rated personnel performing routine tasks.
10. May set up furniture, equipment, and dividers for meetings.
11. May order, store, and distribute office supplies, and maintain inventory records of Port Authority and vendor stock.
12. May be required to perform timekeeping functions for a small group of staff.

D. **MINIMUM JOB REQUIREMENTS**

1. **Knowledge** -Must have knowledge of modern office practice and procedures.
2. **Ability and Skills** - Ability to understand and follow oral and written instructions. Makes independent work decisions in accordance with rules, regulations, and departmental policies and procedures. Makes arithmetic computations with speed and accuracy. May require ability to type a variety of materials at corrected speed of 50 words per minute.
3. **Physical and Mental Demands** - May type for long periods.

(Must not have any impairments that would interfere with the effective and safe performance of the essential functions of this class, or that would pose a threat or significant risk to the health and safety of themselves, other employees, or the public.)

4. Working Conditions - Normal office environment

5. Qualifications

- a. Education - Graduation from a standard four-year high or vocational school or possess a recognized equivalency certificate.
- b. Experience/Training/Licenses - Must pass the General Business Skills Test at the Technician level. On certain assignments, may be required to possess a valid New York or New Jersey driver's license.