

**BOARD SECRETARY MQ COMPARISONS**

	<b>SFTMA - Proposed</b>	<b>SF – CPC &amp; HPC</b>	<b>SF – Airport</b>	<b>SF – Port</b>	<b>BART</b>	<b>VTA</b>	<b>Southern CA Regional Rail</b>	<b>WMTATA</b>	<b>LA County Metro</b>
<b>TITLE</b>	<b>Board Secretary</b>	Planning & Historic Preservation Commissions Secretary	Airport Commission Secretary	Executive Asst & Port Commission Secretary	BART District Secretary	Santa Clara VTA Board Secretary	Board Secretary/Chief, Board Relations	Board Secretary	
<b>SALARY</b>	<b>\$134,706 to \$171,912</b> (Range A)	125,450 to \$160,134 (Range A)	\$108,368-\$138,346 (Range A)	\$108,368-\$138,346 (Range A)	\$218,729.41	\$154,873.60 to \$204,433.24	\$75,243 to \$117,572.	Unknown	\$102,044.80 to \$153,067.20
<b>ED Req</b> (All degrees must be from an accredited college or university)	<b>Bachelor's degree in Business Administration, Public Administration, or a related field.</b>	Bachelor's degree - Public Admin, - Business Mang - Business Admin or a related field;	Bachelor's degree	Bachelor's degree	Bachelor's degree - Public Admin, - Business Admin - liberal arts - journalism or a related field;	Ideal candidate will have a bachelor's degree in business admin, public admin or related field.	Bachelor's degree in Business, Public Administration, or a related field preferred.	Bachelor's degree in Business Administration, Public Administration, or a related field.	Bachelor's degree in Business Administration, Public Administration, political science or a related field.
<b>Exp Req</b> (All exp must be verifiable)	<b>Six (6) years of professional experience providing administrative support to a high-level executive; commission, board, board of supervisors or city council or other policy body,</b>	Five (5) years of progressively responsible experience supporting a commission, board, city council, board of supervisors, or other policy body such as a board of directors	Five (5) years of professional exp supporting a commission, board, city council, board of supervisors, or exec director of a large org.	Five (5) years of professional experience providing admin support to a high-level executive; commission, board, board of supervisors or city council.	Eight (8) years of (fulltime equivalent) management, supervisory, or professional administrative experience.	Sufficient admin and managerial training and exp in local govt legislative processes to demonstrate possession of the required knowledge, skills, and abilities.  No specific # of years on their experience, leaving it open in the MQ and in the combination of training and experience, but it says extensive, increasingly responsible experience.	A min of (5) yrs of exp working in a similar position performing similar duties. A min of (3) yrs of exp working with public (elected) officials in a transportation or public agency field.	A min of (12) yrs of exec level admin management & supervisory exp to include exp in the development and implementation of major policies, and in the effective delegation of authority and responsibility.	(6) years of relevant experience or (3) years of relevant supervisory-level experience maintaining official public records for elected/appointed Board of Directors or public officials.
<b>Supervisory</b>	<b>Three (3) years directly supervising staff.</b>	Three (3) years directly supervising staff.			See above			See above	See above
<b>Substitution</b> (must be qualifying work)	<b>1 full year of work exp equals to 30 semester units / 45 quarter units.</b>  <b>Up to 2 years may be substituted.</b>	1 full year of work exp equals to 30 semester units / 45 quarter units.  Up to 2 years may be substituted.	1 full year of work exp equals to 30 semester units / 45 quarter units.  Up to 2 years may be substituted.	1 full year of work exp equals to 30 semester units / 45 quarter units.  Up to 2 years may be substituted.	Additional professional exp as outlined may be substituted for the education on a year-for-year basis. A college degree is preferred.		A combo of training, education and or experience that provides the required knowledge, skills and abilities may be considered when determining MQ. Advanced relevant coursework may also substitute for a portion of required experience.	Experience may be considered in lieu of education if the candidate can demonstrate functional / technical competence & progressive responsibility.	2 years of exp for 1 year of education.
<b>Notes</b>		In DQ, asking for 5 years of PM experience.					Valid Class C with satisfactory driving record.		Valid Class C