



# ETC JOB DESCRIPTION

The CTR Law **requires** affected employers to appoint an Employee Transportation Coordinator (ETC) to implement, promote and administer the CTR Program on an on-going basis. Our experience with over 250 organizations affected by the CTR Law has shown that selecting the appropriate staff is critical to the success of your program.

While an ETC can be placed at any level or in any department in your organization, the following list outlines the factors that can affect your ETC's success.

## **ETCs need the professional skills to complete the following legally mandated requirements**

- Develop the CTR Program and Report
- Implement the approved CTR Program
- Coordinate the distribution and collection of the biennial CTR measurement surveys to all employees at your worksite
- Promote the CTR Program to employees through production and distribution of informational pieces



## **ETCs succeed in the right environment**

Generally speaking, organizations that manage parking for large numbers of employees tend to develop transportation programs closely associated with their facilities departments. In contrast, organizations that do not manage parking for employees to develop programs more closely related to their Human Resources department.

While ETCs can be located anywhere in your organization, our experience has shown ETCs have more leverage if they work directly in the center of their transportation program.

## Common Characteristics of ETCs

To fulfill these duties, our experience has shown that the most successful ETCs share the following abilities and characteristics:

- Flexibility in schedule and duties to implement and promote your program
- The ability to work well with people and have access to all employees
- Good computer skills
- Excellent communication and organization skills



## Select a CTR Program Manager (Optional)

Although you are not required by law to appoint a separate CTR “Program Manager,” the broader, more complex tasks of developing a program and policies that fit with your organization’s culture may best be facilitated by someone other than your ETC. A Human Resources or Personnel Manager is often an appropriate CTR Program Manager. A Program Manager may help to ensure ongoing compliance with the CTR Law, particularly for larger organizations. In addition to the characteristics of ETCs, Program Managers generally share the following characteristics:

- Policy and budget authority
- Access to your management team (or a member of the team)
- Access to facilities and internal communications staff
- The ability to understand how employee transportation programs benefit the organization
- Skills and background necessary to develop and manage an employee transportation program

Once again, these staffing decisions are key to the success of your CTR Program. If you have questions on these positions, please call your CTR Specialist, **Patrick Green at 206-613-3126 or email [patrickg@commuteseattle.com](mailto:patrickg@commuteseattle.com)**.