

To: Board of Directors

Date: June 11, 2019

From: Lisa Rettig, Director of Human Resources

Reviewed by: *WC.*

SUBJECT: Adjustment to Non-Represented Administrative Employees Compensation

Summary of Issues: The non-represented employees consist of County Connection's administrative employees.

It looks reasonably certain that for FY 20 the Authority can prudently afford an increase for these non-represented employees.

The General Manager requests a 3% increase for all satisfactorily performing administrative employees effective July 1, 2019. This is the same percentage increase included in the MOUs for the represented employees.

In previous years, the General Manager has also requested a Merit Pool for Management employees. The General Manager requests a Merit Pool not to exceed \$40,000 for select management employees.

Financial Implications: The cost for the above increases will not exceed \$185,845; this amount is included in the FY20 Budget.

Committee Recommendation: The A&F Committee recommend adoption of Resolution 2019-027. The Committee also directed Staff to consider a bonus program for managers, in the future, based on achieving the Authority's goals, such as, increases in ridership.

Action Requested: Adoption of Resolution 2019-027.

PROPOSED FY 2020 PAYSCALE

STEPS

GRADE	POSITION	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 13										
	ASSISTANT GENERAL MANAGER ADMINISTRATION	153,831								206,876
	CHIEF OPERATING OFFICER	153,831								206,876
	CHIEF FINANCIAL OFFICER	153,831								206,876
GRADE 12										
	DIRECTOR OF TRANSPORTATION	96,818								187,291
	DIRECTOR OF HUMAN RESOURCES	96,818								187,291
	DIRECTOR OF PLANNING & MARKETING	96,818								187,291
	DIRECTOR OF MAINTENANCE	96,818								187,291
	DIRECTOR OF IT	96,818								187,291
	DIRECTOR OF INNOVATION & MOBILITY	96,818								187,291
	DIRECTOR OF RECRUITMENT & EE DEV/DBE OFFICER	96,818								187,291
GRADE 11										
	MGR. OF ACCOUNTING	75,882								148,515
	MGR. TRAINING	75,882								148,515
	MGR. ACC SERVICE	75,882								148,515
	MGR. TRANSPORTATION	75,882								148,515
	MGR. PLANNING	75,882								148,515
	MGR. PURCHASING AND GRANTS	75,882								148,515
	FACILITY SUPERINTENDENT	75,882								148,515
GRADE 10										
	TRAINING COORDINATOR	69,841								94,942
	ASST. TO THE GM/CFO & BOARD CLERK	69,841								94,942
	ASST. MGR. CUST SERVICE	69,841								94,942
	PLANNER/COMMUNITY LIASON	69,841								94,942
	CHIEF SCHEDULER	69,841								94,942
GRADE 9										
	ASST. FACILITIES SUPER.	64,269	66,862	69,483	72,296	75,137	78,199	81,288	84,598	
	BUYER	64,269	66,862	69,483	72,296	75,137	78,199	81,288	84,598	
	MAINTENANCE ASSISTANT	64,269	66,862	69,483	72,296	75,137	78,199	81,288	84,598	
GRADE 8										
	PAYROLL SUPERVISOR	58,366	60,683	63,138	65,593	68,269	71,000	73,868	76,765	
	SERVICE SCHEDULER	58,366	60,683	63,138	65,593	68,269	71,000	73,868	76,765	
	HELP DESK & USER SUPPORT	58,366	60,683	63,138	65,593	68,269	71,000	73,868	76,765	
	HR SPECIALIST	58,366	60,683	63,138	65,593	68,269	71,000	73,868	76,765	
	SR. ACCOUNTING ASSIST.	58,366	60,683	63,138	65,593	68,269	71,000	73,868	76,765	
	FACILITY SPECIALIST	58,366	60,683	63,138	65,593	68,269	71,000	73,868	76,765	

PROPOSED FY 2020 PAYSCALE

GRADE	POSITION	STEPS								
		1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 7										
	DATA ANALYST	53,043	55,250	57,401	59,690	62,145	64,573	67,166	69,841	
	ASST. SCHEDULER	53,043	55,250	57,401	59,690	62,145	64,573	67,166	69,841	
	PAYROLL SPECIALIST	53,043	55,250	57,401	59,690	62,145	64,573	67,166	69,841	
	ADMIN ASST. III	53,043	55,250	57,401	59,690	62,145	64,573	67,166	69,841	
	SENIOR CUSTOMER SERVICE REP	53,043	55,250	57,401	59,690	62,145	64,573	67,166	69,841	
GRADE 6										
	C.S REP.	48,216	50,202	52,215	54,257	56,463	58,725	61,042	63,469	
	ADA SPECIALIST	48,216	50,202	52,215	54,257	56,463	58,725	61,042	63,469	
GRADE 5										
	LEAD CUSTODIAN	39,775	41,348	43,030	44,740	46,533	48,436	50,312	52,353	
GRADE 4										
	CUSTODIAN	36,189	37,624	39,113	40,741	42,341	44,051	45,788	47,637	

RESOLUTION NO. 2019-027

**BOARD OF DIRECTORS
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

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**AUTHORIZING FY2020 ANNUAL ADJUSTMENT
TO ADMINISTRATIVE STAFF SALARIES**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, the General Manager has recommended an adjustment to the non-represented administrative staff and management salary ranges to reflect a 3% increase to be effective July 1, 2019, as set forth in Exhibit A; and

WHEREAS, the Administration & Finance Committee recommends that the Board of Directors adopt the recommendations of the General Manager, as set forth in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the CCCTA Board of Directors approves the adjustments to the salary ranges for administrative staff and management grades as set forth in the FY2020 Annual Pay Scale attached hereto and incorporated herein as Exhibit A, to be effective July 1, 2019.

Regularly passed and adopted this 20th day of June, 2019 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Sue Noack, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board