

INTER OFFICE MEMO

To: Board of Directors

Date: 06/06/2022

From: Lisa Rettig, Director of Human Resources

Reviewed by: *LR*

SUBJECT: Adjustment to Non-Represented Administrative Employees Compensation

Background:

County Connection employees consist of the following groups: Transit Operators, Transit Supervisors, Maintenance and Administrative. The Administrative employee group is the only non-represented group. The other three employee groups are all represented by a separate union with distinct Memorandums of Understanding (MOU).

Summary of Issues:

It looks reasonably certain that for FY23 the Authority can prudently afford an increase for the non-represented employees.

The General Manager requests a 3% increase for all satisfactorily performing administrative employees effective July 1, 2022 (see Attachment 1). This is the same percentage increase included in the MOUs for the represented employees.

As done in prior years, the General Manager requests a Merit Pool not to exceed \$50,000, to be allocated at the General Manager's discretion, to management employees.

Financial Implications:

The cost for the above requested increases will not exceed \$245,000 and is accounted for in the budget.

Recommendation:

Staff and the A&F Committee recommend adoption of Resolution 2022-033 which provided a 3% COLA increase and \$50,000 merit pool, not to exceed a total cost of \$245,000.

Action Requested:

Staff and the A&F Committee request Board approval of Resolution No. 2022-33.

Attachments:

Attachment 1: Proposed FY23 Payscale
Attachment 2: Resolution 2022-033

PROPOSED PAY SCALE FY 2023

GRADE	POSITION	STEPS								
		1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 13										
	ASSISTANT GENERAL MANAGER ADMINISTRATION	163,199								219,474
	CHIEF OPERATING OFFICER	163,199								219,474
	CHIEF FINANCIAL OFFICER	163,199								219,474
GRADE 12										
	DIRECTOR OF TRANSPORTATION	105,795								204,658
	DIRECTOR OF HUMAN RESOURCES	105,795								204,658
	DIRECTOR OF PLANNING & MARKETING	105,795								204,658
	DIRECTOR OF MAINTENANCE	105,795								204,658
	DIRECTOR OF IT	105,795								204,658
	DIRECTOR OF RECRUITMENT & EE DEV/DBE OFFICER	105,795								204,658
	DIRECTOR OF ADA & SPECIALIZED SERVICES	105,795								204,658
GRADE 11										
	MGR. OF ACCOUNTING	82,918								162,276
	MGR. OF TRAINING	82,918								162,276
	MGR. OF ACC SERVICE	82,918								162,276
	MGR. OF TRANSPORTATION	82,918								162,276
	MGR. OF PLANNING	82,918								162,276
	MGR. OF MARKETING AND COMMUNICATIONS	82,918								162,276
	MGR. OF MAINTENANCE	82,918								162,276
	MGR. OF PURCHASING AND GRANTS	82,918								162,276
	FACILITIES SUPERINTENDENT	82,918								162,276
	DEVELOPER	82,918								162,276
	SYSTEMS/NETWORK ADMINISTRATOR	82,918								162,276
GRADE 10										
	TRAINING COORDINATOR	76,317								103,746
	ASST. TO THE GM/CFO & BOARD CLERK	76,317								103,746
	CUSTOMER SERVICE & OUTREACH COORDINATOR	76,317								103,746
	PLANNER/COMMUNITY LIASON	76,317								103,746
	CHIEF SCHEDULER	76,317								103,746
	BUYER	76,317								103,746
GRADE 9										
	ASST. FACILITIES SUPER.	70,229	73,062	75,925	79,000	82,104	85,450	88,826	92,443	
	MAINTENANCE ASSISTANT	70,229	73,062	75,925	79,000	82,104	85,450	88,826	92,443	
	PLANNER/ASSISTANT SCHEDULER	70,229	73,062	75,925	79,000	82,104	85,450	88,826	92,443	
	TRANSPORTATION ASSISTANT	70,229	73,062	75,925	79,000	82,104	85,450	88,826	92,443	
GRADE 8										
	PAYROLL SUPERVISOR	63,779	66,310	68,993	71,676	74,599	77,583	80,718	83,883	
	SERVICE SCHEDULER	63,779	66,310	68,993	71,676	74,599	77,583	80,718	83,883	
	HELP DESK & USER SUPPORT	63,779	66,310	68,993	71,676	74,599	77,583	80,718	83,883	
	HR SPECIALIST	63,779	66,310	68,993	71,676	74,599	77,583	80,718	83,883	
	SR. ACCOUNTING ASSIST.	63,779	66,310	68,993	71,676	74,599	77,583	80,718	83,883	
	FACILITY SPECIALIST	63,779	66,310	68,993	71,676	74,599	77,583	80,718	83,883	

PROPOSED PAY SCALE FY 2023

GRADE	POSITION	STEPS								
		1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 7										
	DATA ANALYST	57,961	60,373	62,724	65,225	67,908	70,560	73,394	76,317	
	ASST. SCHEDULER	57,961	60,373	62,724	65,225	67,908	70,560	73,394	76,317	
	PAYROLL SPECIALIST	57,961	60,373	62,724	65,225	67,908	70,560	73,394	76,317	
	ADMIN ASST. III	57,961	60,373	62,724	65,225	67,908	70,560	73,394	76,317	
	SENIOR CUSTOMER SERVICE REP	57,961	60,373	62,724	65,225	67,908	70,560	73,394	76,317	
GRADE 6										
	C.S REP.	52,687	54,857	57,057	59,288	61,699	64,170	66,702	69,355	
	ADA SPECIALIST	52,687	54,857	57,057	59,288	61,699	64,170	66,702	69,355	
GRADE 5										
	LEAD CUSTODIAN	43,464	45,182	47,020	48,889	50,848	52,928	54,977	57,208	
GRADE 4										
	CUSTODIAN	39,545	41,112	42,740	44,518	46,267	48,135	50,034	52,054	

RESOLUTION NO. 2022-033

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

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**AUTHORIZING FY2023 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, 2022, as set forth in Attachment 1, and the establishment of a merit pool of \$50,000 for management employees, to be distributed within the discretion of the General Manager; and

WHEREAS, the Administration & Finance Committee recommends that the Board of Directors adopt the recommendations of the General Manager.

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 FY2023 Annual Pay Scale attached hereto and incorporated herein as Attachment 1, to be effective July 1, 2022;

BE IT FURTHER RESOLVED, that the Board of Directors approves the establishment of a merit pool in the amount of \$50,000, to be distributed within the discretion of the General Manager.

Regularly passed and adopted this 16th day of June 2022 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Dave Hudson, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board