

To: Board of Directors

Date: 6-11-13

From: Lisa Rettig

Reviewed by: Rick Ramacier

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### **SUBJECT: Adjustment to Non-Represented Administrative Employees Compensation**

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#### Summary of Issues:

The non-represented employees consist of CCCTA's administrative employees.

It looks reasonably certain that for FY14 the Authority can prudently afford an increase for these non-represented employees.

The General Manager requests a 2% increase for all administrative employees.

#### Recommendation:

The A&F Committee recommends approval of Resolution 2013-023.

#### Financial Implications:

The cost for a 2% increase is \$69,560. This amount is included in the FY14 Budget.

#### Action Requested:

The Board of Directors is respectfully requested to adopt Resolution 2013-023.

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### **SUBJECT: Performance Based Compensation Pool**

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#### Summary of Issues:

The General Manager requests a Performance Based Compensation Pool of \$40,000 for select senior management employees. This pool would be distributed to high-performing senior managers at the discretion of the General Manager. The General Manager will report to the A&F Committee after distributing the pool.

#### Recommendation:

The A&F Committee recommends approval of Resolution 2013-023.

#### Financial Implications:

The budget amount for the Performance Based Compensation Pool is \$40,000. This amount is included in the FY14 Budget.

#### Action Requested:

The Board of Directors is respectfully requested to adopt Resolution 2013-023.

**RESOLUTION NO. 2013-023**

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

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**AUTHORIZES FY2014 ANNUAL ADJUSTMENT  
TO ADMINISTRATIVE STAFF SALARIES  
AND ESTABLISHES A MANAGEMENT MERIT POOL**

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; and

WHEREAS, the General Manager has recommended an adjustment to the non-management administrative staff salary ranges to reflect a 2% increase to be effective July 1, 2013, as set forth in Exhibit A; and

WHEREAS, the General Manager has recommended an adjustment of the salary ranges of the management grades to increase by 2% from the FY2013 rates effective July 1, 2013, as set forth in Exhibit A; and

WHEREAS, the General Manager has requested the establishment of a performance bases compensation pool not to exceed \$40,000 with authority to award salary increases to individual management staff based upon performance; 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 FY2014 Annual Pay Scale attached hereto and incorporated herein as Exhibit A, to be effective July 1, 2013.

BE IT FURTHER RESOLVED that the Board of Directors authorizes the establishment of a management staff merit pool not to exceed \$40,000 and authorizes the General Manager to exercise his discretion to award merit increases to individual management staff based upon performance.

Regularly passed and adopted this 20th day of June, 2013 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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Erling Horn, Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board



	ASST. MGR. CUST SERVICE	58,474							79,534
<b>GRADE 8</b>									
	INSTRUCTOR/VIDEO COORD.	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	INFO SYS ADMINISTRATOR	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	LEAD SUPERVISOR	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	INSTRUCTOR	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	SENIOR PLANNER	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	COMMUNITY REL. SPEC.	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	C.S. SUPERVISOR	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	ASST. FACILITIES SUPER.	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	GRAPHICS SPECIALIST	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	CHIEF SCHEDULER	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	BUYER	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
<b>GRADE 7</b>									
	PAYROLL SUPERVISOR	48,854	50,830	52,858	54,964	57,174	59,462	61,854	64,298
	SERVICE SCHEDULER	48,854	50,830	52,858	54,964	57,174	59,462	61,854	64,298
	HELP DESK & USER SUPPORT	48,854	50,830	52,858	54,964	57,174	59,462	61,854	64,298
	HR SPECIALIST	48,854	50,830	52,858	54,964	57,174	59,462	61,854	64,298
	SR. ACCOUNTING ASSIST.	48,854	50,830	52,858	54,964	57,174	59,462	61,854	64,298
	TRANSPORTATION COORDINATOR	48,854	50,830	52,858	54,964	57,174	59,462	61,854	64,298
<b>GRADE 6</b>									
	DATA ANALYST	44,434	46,254	48,074	50,024	52,026	54,080	56,264	58,474
	ASST. SCHEDULER	44,434	46,254	48,074	50,024	52,026	54,080	56,264	58,474
	PAYROLL SPECIALIST	44,434	46,254	48,074	50,024	52,026	54,080	56,264	58,474
	ADMIN ASST. III	44,434	46,254	48,074	50,024	52,026	54,080	56,264	58,474
	SENIOR CUSTOMER SERVICE REF	44,434	46,254	48,074	50,024	52,026	54,080	56,264	58,474
<b>GRADE 5</b>									
	EXECUTIVE SECRETARY	40,404	42,068	43,706	45,448	47,294	49,192	51,142	53,170
	SR FACILITY WORKER	40,404	42,068	43,706	45,448	47,294	49,192	51,142	53,170
	C.S REP.	40,404	42,068	43,706	45,448	47,294	49,192	51,142	53,170
	ADA SPECIALIST	40,404	42,068	43,706	45,448	47,294	49,192	51,142	53,170
	ADMIN ASST. II	40,404	42,068	43,706	45,448	47,294	49,192	51,142	53,170
<b>GRADE 4</b>									
	SCH. DISTR. CLERK	36,712	38,168	39,702	41,262	42,926	44,616	46,436	48,308

**GRADE 3**

SECRETARY/RECEPTIONIST	33,306	34,632	36,036	37,466	38,974	40,560	42,146	43,836
DATA PROCESSING SPEC.	33,306	34,632	36,036	37,466	38,974	40,560	42,146	43,836
FACILITY WORKER	33,306	34,632	36,036	37,466	38,974	40,560	42,146	43,836
LEAD CUSTODIAN	33,306	34,632	36,036	37,466	38,974	40,560	42,146	43,836

**GRADE 2**

CUSTODIAN	30,316	31,512	32,786	34,112	35,464	36,894	38,350	39,884
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**GRADE 1**

OFFICE ASSISTANT/FILE CLERK	27,534	28,652	29,796	31,018	32,240	33,514	34,866	36,270
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