

INTER OFFICE MEMO

To: Board of Directors Date: June 12, 2014

From: Rick Ramacier Subject: Adjustment to Non-

Represented Administrative Employees Compensation

SUMMARY OF ISSUES:

General Manager

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

It looks reasonably certain that for FY15 the Authority can prudently afford an increase for these non-represented employees.

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

FINANCIAL IMPLICATIONS:

The cost for a 2% increase is \$77, 348 this amount is included in the FY15 Budget.

COMMTTEE RECOMMENDATIONS:

The A&F Committee recommends adoption of Resolution 2014-19 which provides a 2% increase for all non-represented administrative employees.

ACTION REQUESTED:

Approve Resolution 2014-019



INTER OFFICE MEMO

To: Board of Directors Date: June 12, 2014

From: Rick Ramacier Subject: Performance Based General Manager

Compensation Pool

SUMMARY OF ISSUES:

The General Manager requests a Performance Based Compensation Poll 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.

FINANCIAL IMPLICATIONS:

The budgeted amount for the Performance Based compensation Poll is \$40,000. This amount is included in the FY15 Budget.

COMMITTEE RECOMMEDATIONS:

The A&F Committee recommends approval of Resolution 2014-19

ACTION REQUESTED:

Adopt Resolution 2014-019

FY 2015 PAYSCALE

	GRADE 8	GRADE 9	GRADE 10	GRADE 11	GRADE
INSTRUCTOR/VIDEO COORD. INFO SYS ADMINISTRATOR LEAD SUPERVISOR INSTRUCTOR SENIOR PLANNER	ASST. MGR. HR TRAINING COORDINATOR ASST. TO THE GENERAL MANAGER FACILITY SUPERINTENDENT ASST. MGR. CUST SERVICE 8	MGR. SAFETY/TRAINING MGR. ACC SERVICE MGR. CUST SERVICE MGR. TRANSPORTATION MGR. OUTREACH SERVICES MGR. PLANNING MGR. TECHNICAL SERVICES 9	SR MGR MARKETING SR. MGR. OF SPECIALIZED SERVICES SR. MGR. OF HUMAN RESOURCES SR. MGR. OF ACCOUNTING SR. MGR. OF TECHNICAL SRVC SR. MGR. OF MAINTENANCE SR. MGR FACILITIES, STORE, PROC. SR. MGR. TRANSPORTATION	DIRECTOR OF TRANSPORTATION DIRECTOR OF PLANNING & TECH SERV DIRECTOR OF MAINTENANCE DIRECTOR OF FINANCE DIRECTOR OF ADMINISTRATION	POSITION 12
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FY 2015 PAYSCALE

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OFFICE ASSISTANT/FILE CLERK	CUSTODIAN	SECRETARY/RECEPTIONIST DATA PROCESSING SPEC. FACILITY WORKER LEAD CUSTODIAN	SCH. DISTR. CLERK	SR FACILITY WORKER C.S REP. ADA SPECIALIST ADMIN ASST. II	SENIOR CUSTOMER SERVICE REP 5 EXECUTIVE SECRETARY		PAYROLL SUPERVISOR SERVICE SCHEDULER HELP DESK & USER SUPPORT HR SPECIALIST SR. ACCOUNTING ASSIST. TRANSPORTATION COORDINATOR 6	COMMUNITY REL. SPEC. C.S. SUPERVISOR ASST. FACILITIES SUPER. GRAPHICS SPECIALIST CHIEF SCHEDULER BUYER	POSITION
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RESOLUTION NO. 2014-019

BOARD OF DIRECTORS CENTRAL CONTRA COSTA TRANSIT AUTHORITY STATE OF CALIFORNIA

* * *

AUTHORIZES FY2015 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, 2014, 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 FY2014 rates effective July 1, 2014, as set forth in Exhibit A; and

WHEREAS, the General Manager has requested the establishment of a performance based 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 FY2015 Annual Pay Scale attached hereto and incorporated herein as Exhibit A, to be effective July 1, 2014.

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	_ day of June, 2014 by the following vote.				
	Ayes:					
	Noes:					
	Abstain:					
	Absent:					
ATTEST:		Bob Simmons, Chair, Board of Directors				
ALIES	1.					
I athina	Hill, Clerk to the Board					