

County Connection

INTER OFFICE MEMO

To: Board of Directors

Date: June 12, 2014

From: Rick Ramacier
General Manager

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 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.

COMMITTEE 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

To: Board of Directors

Date: June 12, 2014

From: Rick Ramacier
General Manager

Subject: Performance Based
Compensation Pool

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.

FINANCIAL IMPLICATIONS:

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

COMMITTEE RECOMMENDATIONS:

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

ACTION REQUESTED:

Adopt Resolution 2014-019

FY 2015 PAYSCALE

STEPS

GRADE	POSITION	STEPS								
		1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 7	COMMUNITY REL. SPEC.	54,912	57,096	59,384	61,776	64,194	66,794	69,446	72,280	
	C.S. SUPERVISOR	54,912	57,096	59,384	61,776	64,194	66,794	69,446	72,280	
	ASST. FACILITIES SUPER.	54,912	57,096	59,384	61,776	64,194	66,794	69,446	72,280	
	GRAPHICS SPECIALIST	54,912	57,096	59,384	61,776	64,194	66,794	69,446	72,280	
	CHIEF SCHEDULER	54,912	57,096	59,384	61,776	64,194	66,794	69,446	72,280	
	BUYER	54,912	57,096	59,384	61,776	64,194	66,794	69,446	72,280	
	PAYROLL SUPERVISOR	49,842	51,844	53,924	56,056	58,318	60,658	63,102	65,572	
GRADE 6	SERVICE SCHEDULER	49,842	51,844	53,924	56,056	58,318	60,658	63,102	65,572	
	HELP DESK & USER SUPPORT	49,842	51,844	53,924	56,056	58,318	60,658	63,102	65,572	
	HR SPECIALIST	49,842	51,844	53,924	56,056	58,318	60,658	63,102	65,572	
	SR. ACCOUNTING ASSIST.	49,842	51,844	53,924	56,056	58,318	60,658	63,102	65,572	
	TRANSPORTATION COORDINATOR	49,842	51,844	53,924	56,056	58,318	60,658	63,102	65,572	
	DATA ANALYST	45,318	47,190	49,036	51,012	53,066	55,172	57,382	59,644	
	ASST. SCHEDULER	45,318	47,190	49,036	51,012	53,066	55,172	57,382	59,644	
GRADE 5	PAYROLL SPECIALIST	45,318	47,190	49,036	51,012	53,066	55,172	57,382	59,644	
	ADMIN ASST. III	45,318	47,190	49,036	51,012	53,066	55,172	57,382	59,644	
	SENIOR CUSTOMER SERVICE REP	45,318	47,190	49,036	51,012	53,066	55,172	57,382	59,644	
	EXECUTIVE SECRETARY	41,210	42,900	44,590	46,358	48,230	50,180	52,156	54,236	
	SR FACILITY WORKER	41,210	42,900	44,590	46,358	48,230	50,180	52,156	54,236	
GRADE 4	C.S.REP.	41,210	42,900	44,590	46,358	48,230	50,180	52,156	54,236	
	ADA SPECIALIST	41,210	42,900	44,590	46,358	48,230	50,180	52,156	54,236	
	ADMIN ASST. II	41,210	42,900	44,590	46,358	48,230	50,180	52,156	54,236	
	SCH. DISTR. CLERK	37,440	38,922	40,508	42,094	43,784	45,500	47,372	49,270	
GRADE 3	SECRETARY/RECEPTIONIST	33,982	35,334	36,764	38,220	39,754	41,366	42,978	44,720	
	DATA PROCESSING SPEC.	33,982	35,334	36,764	38,220	39,754	41,366	42,978	44,720	
	FACILITY WORKER	33,982	35,334	36,764	38,220	39,754	41,366	42,978	44,720	
GRADE 2	LEAD CUSTODIAN	33,982	35,334	36,764	38,220	39,754	41,366	42,978	44,720	
	CUSTODIAN	30,914	32,136	33,436	34,788	36,166	37,622	39,130	40,690	
GRADE 1	OFFICE ASSISTANT/FILE CLERK	28,080	29,224	30,394	31,642	32,890	34,190	35,568	36,998	

RESOLUTION NO. 2014-019

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

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**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:

Bob Simmons, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board