

# County Connection

## INTER OFFICE MEMO

To: Board of Directors

Date: July 9, 2015

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 FY16 the Authority can prudently afford an increase for these non-represented employees.

The General Manager requests a 4% increase for all administrative employees effective July 1, 2015.

### **FINANCIAL IMPLICATIONS:**

The cost for a 4% increase is \$152,709 this amount is included in the FY16 Budget.

### **COMMITTEE RECOMMENDATION:**

The A&F Committee recommends approval of a 4% increase for non-represented Administrative Employees and adoption of Resolution 2016-001.

### **ACTION REQUESTED:**

Approve Resolution 2016-001

To: Board of Directors

Date: July 9, 2015

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 FY16 Budget.

### **COMMITTEE RECOMMENDATIONS:**

A&F Committee recommends approval and adoption of Resolution 2016-001.

**FY 2016 Payscale**

**STEPS**

<b>GRADE</b>	<b>POSITION</b>	<b>1 (MIN)</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9 (MAX)</b>
<b>GRADE 12</b>										
	DIRECTOR OF TRANSPORTATION	86,034								166,400
	DIRECTOR OF PLANNING & MARKETING	86,034								166,400
	DIRECTOR OF MAINTENANCE	86,034								166,400
	DIRECTOR OF FINANCE	86,034								166,400
	DIRECTOR OF ADMINISTRATION	86,034								166,400
<b>GRADE 11</b>										
	SR MGR. OF SAFETY AND TRAINING	78,312								145,600
	SR. MGR. OF SPECIALIZED SERVICES	78,312								145,600
	SR. MGR. OF HUMAN RESOURCES	78,312								145,600
	SR. MGR. OF ACCOUNTING	78,312								145,600
	SR. MGR. OF TECHNICAL SRVC	78,312								145,600
	SR. MGR. OF MAINTENANCE	78,312								145,600
	SR. MGR. OF ACCESSIBLE SERVICES & EMERGENCY MGMT.	78,312								145,600
	SR. MGR. TRANSPORTATION	78,312								145,600
<b>GRADE 10</b>										
	MGR. CUST SERVICE & COMMUNITY OUTREACH	67,418								94,354
	MGR. TRANSPORTATION	67,418								94,354
	MGR. OUTREACH SERVICES	67,418								94,354
	MGR. PLANNING	67,418								94,354
	MGR. PURCHASING AND GRANTS	67,418								94,354
<b>GRADE 9</b>										
	TRAINING COORDINATOR	62,036								84,370
	ASST. TO THE GENERAL MANAGER	62,036								84,370
	FACILITY SUPERINTENDENT	62,036								84,370
	ASST. MGR. CUST SERVICE	62,036								84,370
<b>GRADE 8</b>										
	ASST. FACILITIES SUPER.	57,096	59,384	61,750	64,246	66,768	69,472	72,228	75,166	
	CHIEF SCHEDULER	57,096	59,384	61,750	64,246	66,768	69,472	72,228	75,166	
	BUYER	57,096	59,384	61,750	64,246	66,768	69,472	72,228	75,166	
<b>GRADE 7</b>										
	PAYROLL SUPERVISOR	51,844	53,924	56,082	58,292	60,658	63,076	65,624	68,198	
	SERVICE SCHEDULER	51,844	53,924	56,082	58,292	60,658	63,076	65,624	68,198	
	HELP DESK & USER SUPPORT	51,844	53,924	56,082	58,292	60,658	63,076	65,624	68,198	
	HR SPECIALIST	51,844	53,924	56,082	58,292	60,658	63,076	65,624	68,198	
	SR. ACCOUNTING ASSIST.	51,844	53,924	56,082	58,292	60,658	63,076	65,624	68,198	
	FACILITY SPECIALIST	51,844	53,924	56,082	58,292	60,658	63,076	65,624	68,198	

<b>GRADE 6</b>								
DATA ANALYST	47,138	49,088	50,986	53,040	55,198	57,382	59,670	62,036
PAYROLL SPECIALIST	47,138	49,088	50,986	53,040	55,198	57,382	59,670	62,036
ADMIN ASST. III	47,138	49,088	50,986	53,040	55,198	57,382	59,670	62,036
SENIOR CUSTOMER SERVICE REP	47,138	49,088	50,986	53,040	55,198	57,382	59,670	62,036
<b>GRADE 5</b>								
SR FACILITY WORKER	42,848	44,616	46,384	48,204	50,154	52,182	54,236	56,394
C.S REP.	42,848	44,616	46,384	48,204	50,154	52,182	54,236	56,394
ADA SPECIALIST	42,848	44,616	46,384	48,204	50,154	52,182	54,236	56,394
ADMIN ASST. II	42,848	44,616	46,384	48,204	50,154	52,182	54,236	56,394
<b>GRADE 4</b>								
SCH. DISTR. CLERK	38,948	40,482	42,120	43,784	45,526	47,320	49,270	51,246
<b>GRADE 3</b>								
LEAD CUSTODIAN	35,334	36,738	38,246	39,754	41,340	43,030	44,694	46,514
<b>GRADE 2</b>								
CUSTODIAN	32,162	33,410	34,762	36,192	37,622	39,130	40,690	42,328
<b>GRADE 1</b>								
OFFICE ASSISTANT/FILE CLERK	29,198	30,394	31,616	32,916	34,216	35,568	36,998	38,480

**RESOLUTION NO. 2016-001**

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

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**AUTHORIZES FY2016 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 4% increase to be effective July 1, 2015, 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 4% from the FY2015 rates effective July 1, 2015, 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 FY2016 Annual Pay Scale attached hereto and incorporated herein as Exhibit A, to be effective July 1, 2015.

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 July, 2015 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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A.G. Dessayer, Chair, Board of  
Directors

ATTEST:

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Lathina Hill, Clerk to the Board