

# County Connection

## INTER OFFICE MEMO

To: Board of Directors

Date: May 9, 2016

From: Lisa Rettig  
Senior Manager of Human Resources

Subject: Adjustment to Non-  
Represented Administrative  
Employees Compensation

Approved By: Rick Ramacier, General Manager

### **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 3% increase for all administrative employees effective July 1, 2016. This is the same percentage increase included in the MOUs for the represented employees.

### **FINANCIAL IMPLICATIONS:**

The cost for a 3% increase is \$152,000 this amount is included in the FY17 Budget.

**COMMITTEE RECOMMENDATION:** A&F Committee recommends approval

### **ACTION REQUESTED:**

Approval of Resolution 2016-021

PROPOSED FY 2017 Payscale

GRADE	POSITION	STEPS								
		1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
<b>GRADE 12</b>										
	DIRECTOR OF TRANSPORTATION	88,608								171,392
	DIRECTOR OF PLANNING & MARKETING	88,608								171,392
	DIRECTOR OF MAINTENANCE	88,608								171,392
	DIRECTOR OF FINANCE	88,608								171,392
	DIRECTOR OF ADMINISTRATION	88,608								171,392
<b>GRADE 11</b>										
	SR MGR. OF SAFETY AND TRAINING	80,652								149,968
	SR. MGR. OF SPECIALIZED SERVICES	80,652								149,968
	SR. MGR. OF HUMAN RESOURCES	80,652								149,968
	SR. MGR. OF ACCOUNTING	80,652								149,968
	SR. MGR. OF TECHNICAL SRVC	80,652								149,968
	SR. MGR. OF MAINTENANCE	80,652								149,968
	SR. MGR. OF ACCESSIBLE SERVICES & EMERGENCY MGMT.	80,652								149,968
	SR. MGR. TRANSPORTATION	80,652								149,968
<b>GRADE 10</b>										
	MGR. CUST SERVICE & COMMUNITY OUTREACH	69,446								97,188
	MGR. TRANSPORTATION	69,446								97,188
	MGR. OUTREACH SERVICES	69,446								97,188
	MGR. PLANNING	69,446								97,188
	MGR. PURCHASING AND GRANTS	69,446								97,188
<b>GRADE 9</b>										
	TRAINING COORDINATOR	63,908								86,892
	ASST. TO THE GENERAL MANAGER	63,908								86,892
	FACILITY SUPERINTENDENT	63,908								86,892
	ASST. MGR. CUST SERVICE	63,908								86,892
<b>GRADE 8</b>										
	ASST. FACILITIES SUPER.	58,812	61,178	63,596	66,170	68,770	71,552	74,386	77,428	
	CHIEF SCHEDULER	58,812	61,178	63,596	66,170	68,770	71,552	74,386	77,428	
	BUYER	58,812	61,178	63,596	66,170	68,770	71,552	74,386	77,428	
<b>GRADE 7</b>										
	PAYROLL SUPERVISOR	53,404	55,536	57,772	60,034	62,478	64,974	67,600	70,252	
	SERVICE SCHEDULER	53,404	55,536	57,772	60,034	62,478	64,974	67,600	70,252	
	HELP DESK & USER SUPPORT	53,404	55,536	57,772	60,034	62,478	64,974	67,600	70,252	
	HR SPECIALIST	53,404	55,536	57,772	60,034	62,478	64,974	67,600	70,252	
	SR. ACCOUNTING ASSIST.	53,404	55,536	57,772	60,034	62,478	64,974	67,600	70,252	
	FACILITY SPECIALIST	53,404	55,536	57,772	60,034	62,478	64,974	67,600	70,252	

<b>GRADE 6</b>									
	DATA ANALYST	48,542	50,570	52,520	54,626	56,862	59,098	61,464	63,908
	PAYROLL SPECIALIST	48,542	50,570	52,520	54,626	56,862	59,098	61,464	63,908
	ADMIN ASST. III	48,542	50,570	52,520	54,626	56,862	59,098	61,464	63,908
	SENIOR CUSTOMER SERVICE REP	48,542	50,570	52,520	54,626	56,862	59,098	61,464	63,908
<b>GRADE 5</b>									
	SR FACILITY WORKER	44,122	45,942	47,788	49,660	51,662	53,742	55,874	58,084
	C.S REP.	44,122	45,942	47,788	49,660	51,662	53,742	55,874	58,084
	ADA SPECIALIST	44,122	45,942	47,788	49,660	51,662	53,742	55,874	58,084
	ADMIN ASST. II	44,122	45,942	47,788	49,660	51,662	53,742	55,874	58,084
<b>GRADE 4</b>									
	SCH. DISTR. CLERK	40,118	41,704	43,394	45,110	46,904	48,750	50,752	52,780
<b>GRADE 3</b>									
	LEAD CUSTODIAN	36,400	37,830	39,390	40,950	42,588	44,330	46,046	47,918
<b>GRADE 2</b>									
	CUSTODIAN	33,124	34,424	35,802	37,284	38,740	40,300	41,912	43,602
<b>GRADE 1</b>									
	OFFICE ASSISTANT/FILE CLERK	30,082	31,304	32,552	33,904	35,230	36,634	38,116	39,624

**RESOLUTION NO. 2016-021**

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

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**AUTHORIZES FY2017 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 3% increase to be effective July 1, 2016, 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 3% from the FY2016 rates effective July 1, 2016, 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 FY2017 Annual Pay Scale attached hereto and incorporated herein as Exhibit A, to be effective July 1, 2016.

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 19th day of May, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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Robert Storer, Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board