

County Connection

INTER OFFICE MEMO

Agenda Item # 5.b.

To: Board of Directors

Date: May 31, 2017

From: Lisa Rettig
Senior Manager of Human Resources

Subject: Adjustment to Non-
Represented Administrative
Employees Compensation

Approved By:

SUMMARY OF ISSUES:

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

It looks reasonably certain that for FY17 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, 2017. This is the same percentage increase included in the MOUs for the represented employees.

FINANCIAL IMPLICATIONS:

The cost for a 3% increase is \$130,596 this amount is included in the FY18 Budget.

COMMITTEE RECOMMENDATION:

The A&F Committee recommends approval of Resolution 2017-019

ACTION REQUESTED:

Approval of Resolution 2017-019

PROPOSED FY 2018 PAYSCALE

GRADE	POSITION	STEPS								
		1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 12										
	DIRECTOR OF TRANSPORTATION	91,260								176,540
	DIRECTOR OF PLANNING & MARKETING	91,260								176,540
	DIRECTOR OF MAINTENANCE	91,260								176,540
	DIRECTOR OF FINANCE	91,260								176,540
	DIRECTOR OF ADMINISTRATION	91,260								176,540
GRADE 11										
	SR MGR. OF SAFETY AND TRAINING	83,070								154,466
	SR. MGR. OF SPECIALIZED SERVICES	83,070								154,466
	SR. MGR. OF HUMAN RESOURCES	83,070								154,466
	SR. MGR. OF ACCOUNTING	83,070								154,466
	SR. MGR. OF TECHNICAL SRVC	83,070								154,466
	SR. MGR. OF MAINTENANCE	83,070								154,466
	SR. MGR. OF ACCESSIBLE SERVICES & EMERGENCY MGMT.	83,070								154,466
	SR. MGR. TRANSPORTATION	83,070								154,466
GRADE 10										
	MGR. CUST SERVICE & COMMUNITY OUTREACH	71,526								100,100
	MGR. TRANSPORTATION	71,526								100,100
	MGR. OUTREACH SERVICES	71,526								100,100
	MGR. PLANNING	71,526								100,100
	MGR. PURCHASING AND GRANTS	71,526								100,100
GRADE 9										
	TRAINING COORDINATOR	65,832								89,492
	ASST. TO THE GENERAL MANAGER	65,832								89,492
	FACILITY SUPERINTENDENT	65,832								89,492
	ASST. MGR. CUST SERVICE	65,832								89,492
GRADE 8										
	ASST. FACILITIES SUPER.	60,580	63,024	65,494	68,146	70,824	73,710	76,622	79,742	
	CHIEF SCHEDULER	60,580	63,024	65,494	68,146	70,824	73,710	76,622	79,742	
	BUYER	60,580	63,024	65,494	68,146	70,824	73,710	76,622	79,742	
GRADE 7										
	PAYROLL SUPERVISOR	55,016	57,200	59,514	61,828	64,350	66,924	69,628	72,358	
	SERVICE SCHEDULER	55,016	57,200	59,514	61,828	64,350	66,924	69,628	72,358	
	HELP DESK & USER SUPPORT	55,016	57,200	59,514	61,828	64,350	66,924	69,628	72,358	
	HR SPECIALIST	55,016	57,200	59,514	61,828	64,350	66,924	69,628	72,358	
	SR. ACCOUNTING ASSIST.	55,016	57,200	59,514	61,828	64,350	66,924	69,628	72,358	
	FACILITY SPECIALIST	55,016	57,200	59,514	61,828	64,350	66,924	69,628	72,358	

GRADE 6									
	DATA ANALYST	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832
	PAYROLL SPECIALIST	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832
	ADMIN ASST. III	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832
	SENIOR CUSTOMER SERVICE REP	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832
GRADE 5									
	SR FACILITY WORKER	45,448	47,320	49,218	51,142	53,222	55,354	57,538	59,826
	C.S REP.	45,448	47,320	49,218	51,142	53,222	55,354	57,538	59,826
	ADA SPECIALIST	45,448	47,320	49,218	51,142	53,222	55,354	57,538	59,826
	ADMIN ASST. II	45,448	47,320	49,218	51,142	53,222	55,354	57,538	59,826
GRADE 4									
	SCH. DISTR. CLERK	41,314	42,952	44,694	46,462	48,308	50,206	52,286	54,366
GRADE 3									
	LEAD CUSTODIAN	37,492	38,974	40,560	42,172	43,862	45,656	47,424	49,348
GRADE 2									
	CUSTODIAN	34,112	35,464	36,868	38,402	39,910	41,522	43,160	44,902
GRADE 1									
	OFFICE ASSISTANT/FILE CLERK	30,992	32,240	33,540	34,918	36,296	37,726	39,260	40,820

RESOLUTION NO. 2017-019

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

* * *

**AUTHORIZES FY2018 ANNUAL ADJUSTMENT
TO ADMINISTRATIVE STAFF SALARIES**

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, 2017, 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, 2017, as set forth in Exhibit A; 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 FY2018 Annual Pay Scale attached hereto and incorporated herein as Exhibit A, to be effective July 1, 2017.

Regularly passed and adopted this 15th day of June, 2017 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Laura Hoffmeister, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board