

County Connection

INTER OFFICE MEMO

To: Board of Directors

Date: November 3, 2017

From: Lisa Rettig 
Director of Human Resources

Subject: FY 2018 Payscale Update

Approved by: Bill Churchill, Assistant General Manager

SUMMARY OF ISSUES:

In July, 2017 the Board of Directors approved the reorganization of the Administrative Staff and a new organizational chart. The reorganization included a number of job changes or promotions for incumbent employees. Ideally an updated matching payscale would have accompanied the new organizational chart. However, the General Manager was not prepared to submit that at the time the reorganization was submitted. At this time the General Manager is ready to submit an updated Payscale for approval to align the compensation of the employees affected. Taking this action does not prevent us from undertaking a comprehensive salary survey should we want to do so as has been mentioned in the past. Staff believes conducting a salary survey is independent of aligning the current payscale with the current organizational chart.

Both the current FY 2018 Payscale and the new FY 2018 Payscale Post Reorganization are attached.

STAFF RECOMMENDATIONS:

Staff recommends adoption of Resolution 2018-005

COMMITTEE RECOMMENDATIONS:

The A&F Committee recommends approval of Resolution 2018-005

ACTION REQUESTED:

Approval of Resolution 2018-005

FY 2018 PAYSCALE POST REORGANIZATION

STEPS

GRADE	POSITION	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 13	ASSISTANT GENERAL MANAGER ADMINISTRATION	145,000								195,000
	CHIEF OPERATING OFFICER	145,000								195,000
	CHIEF FINANCIAL OFFICER	145,000								195,000
GRADE 12	DIRECTOR OF HUMAN RESOURCES	91,260								176,540
	DIRECTOR OF TRANSPORTATION	91,260								176,540
	DIRECTOR OF PLANNING & MARKETING	91,260								176,540
	DIRECTOR OF MAINTENANCE	91,260								176,540
	DIRECTOR OF IT	91,260								176,540
	DIRECTOR OF INNOVATION & MOBILITY	91,260								176,540
	DIRECTOR OF RECRUITMENT & EE DEV/DBE OFFICER	91,260								176,540
GRADE 11	MGR. OF ACCOUNTING	71,526								140,000
	MGR. TRAINING	71,526								140,000
	MGR. ACC SERVICE	71,526								140,000
	MGR. TRANSPORTATION	71,526								140,000
	MGR. PLANNING	71,526								140,000
	MGR. PURCHASING AND GRANTS	71,526								140,000
	FACILITY SUPERINTENDENT	71,526								140,000
	SYSTEM/NETWORK ADMINISTRATOR	71,526								140,000
	DEVELOPER	71,526								140,000
GRADE 10	TRAINING COORDINATOR	65,832								89,492
	ASST. TO THE GM/CFO & BOARD CLERK	65,832								89,492
	ASST. MGR. CUST SERVICE	65,832								89,492
	PLANNER/COMMUNITY LIASON	65,832								89,492
	CHIEF SCHEDULER	65,832								89,492
GRADE 9	ASST. FACILITIES SUPER.	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	
	MAINTENANCE ASSISTANT	60,580	63,024	65,494	68,146	70,824	73,710	76,622	79,742	
GRADE 8	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	

PROPOSED FY 2018 PAYSACLE POST 2017 REORGANIZATION

STEPS

GRADE	POSITION	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 7	DATA ANALYST	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832	65,832
	ASST. SCHEDULER	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832	65,832
	PAYROLL SPECIALIST	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832	65,832
	ADMIN ASST. III	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832	65,832
	SENIOR CUSTOMER SERVICE REP	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832	65,832
GRADE 6	C.S REP.	45,448	47,320	49,218	51,142	53,222	55,354	57,538	59,826	59,826
	ADA SPECIALIST	45,448	47,320	49,218	51,142	53,222	55,354	57,538	59,826	59,826
GRADE 5	LEAD CUSTODIAN	37,492	38,974	40,560	42,172	43,862	45,656	47,424	49,348	49,348
GRADE 4	CUSTODIAN	34,112	35,464	36,868	38,402	39,910	41,522	43,160	44,902	44,902

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. 2018-005

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

* * *

AUTHORIZES FY2018 PAYSACLE POST REORGANIZATON

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 Board of Directors authorized a reorganization of Administrative staff effective July 1, 2017; and

WHEREAS, the above mentioned reorganization included job changes or promotions for a number of incumbent employees and it was contemplated at the time of Board authorization to increase the salary bands effective July 1, 2017; and

WHEREAS, the Administration & Finance Committee recommends that the Board of Directors adopt the modified FY 2018 Pay Scale as recommended by 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 PayScale Post Reorganization attached hereto and incorporated herein as Exhibit A, to be effective July 1, 2017.

Regularly passed and adopted this 16th day of November, 2017 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Rob Schroder, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board