

County Connection

INTER OFFICE MEMO

To: Board of Directors

Date: June 13, 2018

From: Lisa Rettig
Director 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 FY19 the Authority can prudently afford an increase for these non-represented employees.

The General Manager requests a 3% increase for all satisfactorily performing administrative employees effective July 1, 2018. This is the same percentage increase included in the MOUs for the represented employees.

In previous years, the General Manager has also requested a Merit Pool for Management employees. Many Management employees received an increase with the Reorganization last year. The General Manager intends to give a 3% increase to all management employees with a couple of exceptions. The General Manager requests a Merit Pool of \$5,000 for select senior management employees.

FINANCIAL IMPLICATIONS:

The cost for the above increases will not exceed \$138,606; this amount is included in the FY19 Budget.

COMMITTEE RECOMMENDATION:

The A&F Committee recommends adoption of Resolution 2018-019.

ACTION REQUESTED:

Adoption of Resolution 2018-019.

FY 2019 PAYSCALE

STEPS

GRADE	POSITION	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 13	ASSISTANT GENERAL MANAGER ADMINISTRATION	149,350								200,850
	CHIEF OPERATING OFFICER	149,350								200,850
	CHIEF FINANCIAL OFFICER	149,350								200,850
GRADE 12	DIRECTOR OF HUMAN RESOURCES	93,998								181,836
	DIRECTOR OF TRANSPORTATION	93,998								181,836
	DIRECTOR OF PLANNING & MARKETING	93,998								181,836
	DIRECTOR OF MAINTENANCE	93,998								181,836
	DIRECTOR OF IT	93,998								181,836
	DIRECTOR OF INNOVATION & MOBILITY	93,998								181,836
DIRECTOR OF RECRUITMENT & EE DEV/DBE OFFICER	93,998								181,836	
GRADE 11	MGR. OF ACCOUNTING	73,672								144,200
	MGR. TRAINING	73,672								144,200
	MGR. ACC SERVICE	73,672								144,200
	MGR. TRANSPORTATION	73,672								144,200
	MGR. PLANNING	73,672								144,200
	MGR. PURCHASING AND GRANTS	73,672								144,200
	FACILITY SUPERINTENDENT	73,672								144,200
SYSTEM/NETWORK ADMINISTRATOR DEVELOPER	73,672								144,200	
GRADE 10	TRAINING COORDINATOR	67,807								92,177
	ASST. TO THE GM/CFO & BOARD CLERK	67,807								92,177
	ASST. MGR. CUST SERVICE	67,807								92,177
	PLANNER/COMMUNITY LIASON	67,807								92,177
	CHIEF SCHEDULER	67,807								92,177
GRADE 9	ASST. FACILITIES SUPER. BUYER	62,397	64,915	67,459	70,190	72,949	75,921	78,921	82,134	
	MAINTENANCE ASSISTANT	62,397	64,915	67,459	70,190	72,949	75,921	78,921	82,134	
		62,397	64,915	67,459	70,190	72,949	75,921	78,921	82,134	
GRADE 8	PAYROLL SUPERVISOR	56,666	58,916	61,299	63,683	66,281	68,932	71,717	74,529	
	SERVICE SCHEDULER	56,666	58,916	61,299	63,683	66,281	68,932	71,717	74,529	
	HELP DESK & USER SUPPORT	56,666	58,916	61,299	63,683	66,281	68,932	71,717	74,529	
	HR SPECIALIST	56,666	58,916	61,299	63,683	66,281	68,932	71,717	74,529	
	SR. ACCOUNTING ASSIST. FACILITY SPECIALIST	56,666	58,916	61,299	63,683	66,281	68,932	71,717	74,529	

FY 2019 PAYSCALE

STEPS

GRADE	POSITION	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 7	DATA ANALYST	51,498	53,640	55,729	57,952	60,335	62,692	65,209	67,807	67,807
	ASST. SCHEDULER	51,498	53,640	55,729	57,952	60,335	62,692	65,209	67,807	67,807
	PAYROLL SPECIALIST	51,498	53,640	55,729	57,952	60,335	62,692	65,209	67,807	67,807
	ADMIN ASST. III	51,498	53,640	55,729	57,952	60,335	62,692	65,209	67,807	67,807
	SENIOR CUSTOMER SERVICE REP	51,498	53,640	55,729	57,952	60,335	62,692	65,209	67,807	67,807
GRADE 6	C.S REP.	46,811	48,740	50,695	52,676	54,819	57,015	59,264	61,621	61,621
	ADA SPECIALIST	46,811	48,740	50,695	52,676	54,819	57,015	59,264	61,621	61,621
GRADE 5	LEAD CUSTODIAN	38,617	40,143	41,777	43,437	45,178	47,026	48,847	50,828	50,828
GRADE 4	CUSTODIAN	35,135	36,528	37,974	39,554	41,107	42,768	44,455	46,249	46,249

RESOLUTION NO. 2018-019

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

* * *

**AUTHORIZES FY2019 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-represented administrative staff and management salary ranges to reflect a 3% increase to be effective July 1, 2018, 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 FY2019 Annual Pay Scale attached hereto and incorporated herein as Exhibit A, to be effective July 1, 2018.

Regularly passed and adopted this 21th day of June, 2018 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Rob Schroder, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board