

To: CCCTA Board of Directors

Date: March 10, 2021

From: Lisa Rettig, Director of Human Resources

Reviewed by: 

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**SUBJECT: Administrative Employee Compensation Increase**

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**SUMMARY OF ISSUES:**

At the June 18, 2020 Board of Directors meeting, Resolution 2020-25 was adopted. This resolution determined that because state and federal funding was unknown at the time, any adjustment to Administrative Staff salaries was unknown and uncertain. Therefore, the resolution provided that any increase to the Administrative Staff salaries subsequently adopted by the Board of Directors would be effective July 1, 2020.

The Administrative Staff is unrepresented by a bargaining group.

The delay in deciding to provide an increase for administrative staff was due to an uncertain future financial outlook with MTC projecting a 25% decrease in TDA revenue and up to a 40% decrease in STA revenue. The TDA and STA projections were updated in December of 2020 realizing an increase in TDA revenue of over 3% and the reduction in STA was a more modest drop of 0.18%. Subsequently in January of 2021, the Board decided not to pull the triggers for both the ATU and Machinists bargaining units resulting in a 3% increase of pay for employees in each group. Additionally, the Teamsters received a 3% increase effective 9/1/2020.

**FINANCIAL IMPLICATIONS:**

The cost of this increase is \$106,800. This amount is below what was budgeted for the Administrative employees increase for FY 2021.

**ACTION REQUESTED:**

The General Manager requests that all Administrative Staff at Grade 12 and below (this excludes the Executive Team) be given a 3% increase to the employees' base wage rate, effective 1/1/2021, and a lump sum payment of \$1000.00 in lieu of the 3% from 7/1/2020 to 12/31/2020

**COMMITTEE RECOMMENDATION:**

The A&F Committee recommends adoption of Resolution 2021-018

**ATTACHMENTS:**

The updated Proposed FY 2021 Payscale with the 3% increase reflected in the ranges for Grades 4-12.

PROPOSED FY 2021 Payscale AS OF JANUARY 1, 2021

GRADE	POSITION	STEPS								
		1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
<b>GRADE 13</b>										
	ASSISTANT GENERAL MANAGER ADMINISTRATION	153,831								206,876
	CHIEF OPERATING OFFICER	153,831								206,876
	CHIEF FINANCIAL OFFICER	153,831								206,876
<b>GRADE 12</b>										
	DIRECTOR OF TRANSPORTATION	99,722								192,910
	DIRECTOR OF HUMAN RESOURCES	99,722								192,910
	DIRECTOR OF PLANNING & MARKETING	99,722								192,910
	DIRECTOR OF MAINTENANCE	99,722								192,910
	DIRECTOR OF IT	99,722								192,910
	DIRECTOR OF INNOVATION & MOBILITY	99,722								192,910
	DIRECTOR OF RECRUITMENT & EE DEV/DBE OFFICER	99,722								192,910
<b>GRADE 11</b>										
	MGR. OF ACCOUNTING	78,158								152,961
	MGR. TRAINING	78,158								152,961
	MGR. ACC SERVICE	78,158								152,961
	MGR. TRANSPORTATION	78,158								152,961
	MGR. PLANNING	78,158								152,961
	MGR. PURCHASING AND GRANTS	78,158								152,961
	FACILITY SUPERINTENDENT	78,158								152,961
<b>GRADE 10</b>										
	TRAINING COORDINATOR	71,936								97,790
	ASST. TO THE GM/CFO & BOARD CLERK	71,936								97,790
	ASST. MGR. CUST SERVICE	71,936								97,790
	PLANNER/COMMUNITY LIASON	71,936								97,790
	CHIEF SCHEDULER	71,936								97,790
<b>GRADE 9</b>										
	ASST. FACILITIES SUPER.	66,197	68,868	71,567	74,465	77,391	80,545	83,727	87,136	
	BUYER	66,197	68,868	71,567	74,465	77,391	80,545	83,727	87,136	
	MAINTENANCE ASSISTANT	66,197	68,868	71,567	74,465	77,391	80,545	83,727	87,136	
<b>GRADE 8</b>										
	PAYROLL SUPERVISOR	60,117	62,504	65,033	67,561	70,317	73,130	76,084	79,068	
	SERVICE SCHEDULER	60,117	62,504	65,033	67,561	70,317	73,130	76,084	79,068	
	HELP DESK & USER SUPPORT	60,117	62,504	65,033	67,561	70,317	73,130	76,084	79,068	
	HR SPECIALIST	60,117	62,504	65,033	67,561	70,317	73,130	76,084	79,068	
	SR. ACCOUNTING ASSIST.	60,117	62,504	65,033	67,561	70,317	73,130	76,084	79,068	
	FACILITY SPECIALIST	60,117	62,504	65,033	67,561	70,317	73,130	76,084	79,068	

PROPOSED FY 2021 PAYSACLE AS OF JANUARY 1, 2021

GRADE	POSITION	STEPS								
		1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
<b>GRADE 7</b>										
	DATA ANALYST	54,634	56,907	59,123	61,481	64,010	66,510	69,181	71,936	
	ASST. SCHEDULER	54,634	56,907	59,123	61,481	64,010	66,510	69,181	71,936	
	PAYROLL SPECIALIST	54,634	56,907	59,123	61,481	64,010	66,510	69,181	71,936	
	ADMIN ASST. III	54,634	56,907	59,123	61,481	64,010	66,510	69,181	71,936	
	SENIOR CUSTOMER SERVICE REP	54,634	56,907	59,123	61,481	64,010	66,510	69,181	71,936	
<b>GRADE 6</b>										
	C.S REP.	49,662	51,708	53,782	55,884	58,157	60,487	62,873	65,373	
	ADA SPECIALIST	49,662	51,708	53,782	55,884	58,157	60,487	62,873	65,373	
<b>GRADE 5</b>										
	LEAD CUSTODIAN	40,969	42,588	44,321	46,082	47,929	49,890	51,821	53,924	
<b>GRADE 4</b>										
	CUSTODIAN	37,275	38,752	40,287	41,963	43,611	45,372	47,162	49,066	

**RESOLUTION NO. 2020-025**

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

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**DECLARES AN EFFECTIVE DATE FOR ADJUSTMENTS  
TO ADMINISTRATIVE STAFF SALARIES FOR FY 2021**

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 extent of state and federal funding available for public transit is unknown at this time, and may significantly impact funding available for CCCTA; and

WHEREAS, adjustments to the salaries for administrative staff for Fiscal Year 2021 are still uncertain and undetermined.

NOW, THEREFORE, BE IT RESOLVED that in consideration of the future services to be rendered by administrative staff personnel, and in light of the uncertainty concerning State Transit Assistance revenues available to support CCCTA operations, the Board of Directors hereby determines that any adjustments to the salaries for administrative staff, as may be subsequently approved by the Board, shall be effective as of July 1, 2020.

Regularly passed and adopted this 18th day of June 2020, by the following vote.

AYES: Directors Andersen, Dessayer, Haydon, Hudson, Noack, Schroder, Storer, Wilk,  
Tatzin and Worth

NOES: None

ABSTAIN: None

ABSENT: Director Hoffmeister

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Candace Andersen, Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board

**RESOLUTION NO. 2021-018**

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

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**APPROVE FY 2021 COMPENSATION INCREASE FOR  
NON-REPRESENTED ADMINISTRATIVE EMPLOYEES**

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, due to the COVID 19 Public Health Emergency (Health Emergency) that began in the first quarter of calendar year 2020, many aspects of CCCTA's funding and revenues, the scope and structure of its operations, its ability to implement planned labor and employee relations programs, its ability to control or adjust the size of its workforce and its ability determine and implement traditional employee compensation and workforce planning measures were significantly impacted.

WHEREAS, due to the uncertainties caused by the Health Emergency and the availability of state and federal funding for public transit, on June 18, 2020, the Board of Directors deferred approving adjustments in administrative staff compensation for FY 2021, and adopted Resolution No. 2020-025 declaring its intent that adjustments to salaries for administrative staff as may be subsequently approved by the Board would be effective as of July 1, 2020; and

WHEREAS, after review of CCCTA's financial condition, the Administrative & Finance Committee recommends that the Board approve salary increases for administrative employees for FY 2021 at a total cost of \$106,400 and as included in the FY 2021 budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes the following adjustments to the compensation of administrative employees in salary grades 4 through 12: 1) A salary increase of 3% to the employees' base wage rate, effective as of January 1, 2021; and 2) a lump sum payment of One Thousand Dollars (\$1,000) to each such employee, in lieu of a 3% adjustment from July 1 – December 31, 2020.

Regularly passed and adopted this 18th day of March 2021, by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Keith Haydon, Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board