

To: Board of Directors

Date: June 8, 2021

From: Lisa Rettig, Director of Human Resources

Reviewed by: *WR*

SUBJECT: Adjustment to Non-Represented Administrative Employees Compensation

Summary of Issues:

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

It looks reasonably certain that for FY22 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, 2021. This is the same percentage increase included in the MOUs for the represented employees.

Last fiscal year, FY21, there was no Merit Pool; however, in prior years the General Manager has requested a Merit Pool. For FY22, the General Manager requests a Merit Pool not to exceed \$50,000 for select management employees.

Financial Implications:

The cost for the above increases will not exceed \$223,963; this amount is included in the FY22 Budget.

Recommendations: The A&F committee and staff recommend approval and adoption of Resolution 2021-027

Action Requested:

Approval and adoption of Resolution 2021-027.

Attachments:

FY2022 Payscale
Resolution No. 2021-027

		PROPOSED PAY SCALE FY 2022				STEPS				
GRADE	POSITION	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 13										
	ASSISTANT GENERAL MANAGER ADMINISTRATION	158,446								213,082
	CHIEF OPERATING OFFICER	158,446								213,082
	CHIEF FINANCIAL OFFICER	158,446								213,082
GRADE 12										
	DIRECTOR OF TRANSPORTATION	102,714								198,697
	DIRECTOR OF HUMAN RESOURCES	102,714								198,697
	DIRECTOR OF PLANNING & MARKETING	102,714								198,697
	DIRECTOR OF MAINTENANCE	102,714								198,697
	DIRECTOR OF IT	102,714								198,697
	DIRECTOR OF RECRUITMENT & EE DEV/DBE OFFICER	102,714								198,697
	DIRECTOR OF ADA & SPECIALIZED SERVICES	102,714								198,697
GRADE 11										
	MGR. OF ACCOUNTING	80,503								157,549
	MGR. TRAINING	80,503								157,549
	MGR. ACC SERVICE	80,503								157,549
	MGR. TRANSPORTATION	80,503								157,549
	MGR. PLANNING	80,503								157,549
	MGR. PURCHASING AND GRANTS	80,503								157,549
	FACILITY SUPERINTENDENT	80,503								157,549
	DEVELOPER	80,503								157,549
	SYSTEMS/NETWORK ADMINISTRATOR	80,503								157,549
GRADE 10										
	TRAINING COORDINATOR	74,094								100,724
	ASST. TO THE GM/CFO & BOARD CLERK	74,094								100,724
	ASST. MGR. CUST SERVICE	74,094								100,724
	PLANNER/COMMUNITY LIASON	74,094								100,724
	CHIEF SCHEDULER	74,094								100,724
GRADE 9										
	ASST. FACILITIES SUPER.	68,183	70,934	73,714	76,699	79,713	82,961	86,239	89,750	
	BUYER	68,183	70,934	73,714	76,699	79,713	82,961	86,239	89,750	
	MAINTENANCE ASSISTANT	68,183	70,934	73,714	76,699	79,713	82,961	86,239	89,750	
	PLANNER/ASSISTANT SCHEDULER	68,183	70,934	73,714	76,699	79,713	82,961	86,239	89,750	
	TRANSPORTATION ASSISTANT	68,183	70,934	73,714	76,699	79,713	82,961	86,239	89,750	
GRADE 8										
	PAYROLL SUPERVISOR	61,921	64,379	66,984	69,588	72,426	75,324	78,367	81,440	
	SERVICE SCHEDULER	61,921	64,379	66,984	69,588	72,426	75,324	78,367	81,440	
	HELP DESK & USER SUPPORT	61,921	64,379	66,984	69,588	72,426	75,324	78,367	81,440	
	HR SPECIALIST	61,921	64,379	66,984	69,588	72,426	75,324	78,367	81,440	
	SR. ACCOUNTING ASSIST.	61,921	64,379	66,984	69,588	72,426	75,324	78,367	81,440	
	FACILITY SPECIALIST	61,921	64,379	66,984	69,588	72,426	75,324	78,367	81,440	

PROPOSED PAY SCALE FY 2022

STEPS

GRADE	POSITION	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 7										
	DATA ANALYST	56,273	58,614	60,897	63,326	65,930	68,505	71,256	74,094	
	ASST. SCHEDULER	56,273	58,614	60,897	63,326	65,930	68,505	71,256	74,094	
	PAYROLL SPECIALIST	56,273	58,614	60,897	63,326	65,930	68,505	71,256	74,094	
	ADMIN ASST. III	56,273	58,614	60,897	63,326	65,930	68,505	71,256	74,094	
	SENIOR CUSTOMER SERVICE REP	56,273	58,614	60,897	63,326	65,930	68,505	71,256	74,094	
GRADE 6										
	C.S REP.	51,152	53,259	55,395	57,561	59,902	62,301	64,760	67,335	
	ADA SPECIALIST	51,152	53,259	55,395	57,561	59,902	62,301	64,760	67,335	
GRADE 5										
	LEAD CUSTODIAN	42,198	43,866	45,651	47,465	49,367	51,386	53,376	55,542	
GRADE 4										
	CUSTODIAN	38,393	39,915	41,495	43,222	44,919	46,733	48,577	50,538	

RESOLUTION NO. 2021-027

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

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**AUTHORIZING FY2022 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;

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, 2021, 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, as set forth in Exhibit A.

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 FY2022 Annual Pay Scale attached hereto and incorporated herein as Exhibit A, to be effective July 1, 2021. And a merit pool of \$50,000 to be distributed to select management employees at the General Manager's discretion.

Regularly passed and adopted this 17th day of June, 2021 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Keith L. Haydon Jr., Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board