

## INTER OFFICE MEMO

**To:** Administration & Finance Committee

**Date:** 05/31/2023

**From:** Amber Johnson, Chief Financial Officer

**Reviewed by:** WC.

---

**SUBJECT: Adjustment to Non-Represented Administrative Employees Compensation**

---

### **Background:**

County Connection employees consist of the following groups: Transit Operators, Transit Supervisors, Maintenance and Administrative staff. The Administrative employee group is the only non-represented group. The other three employee groups are all represented by a separate union with distinct Memorandums of Understanding (MOU).

### **Summary of Issues:**

It looks reasonably certain that for FY24 the Authority can prudently afford an increase for the non-represented employees.

The General Manager requests a 5% cost of living adjustment ("COLA") for all satisfactorily performing administrative employees effective July 1, 2023 (see Attachment 1). This is the same percentage increase included in all three of the recently negotiated MOUs for the represented employees.

The General Manager also requests a Merit Pool not to exceed \$50,000, to be allocated at the General Manager's discretion, to employees in Grade 10 and above who are not part of the step increase system and are meeting performance standards as assessed by their supervisors.

### **Financial Implications:**

The cost for the above requested increases will not exceed \$308,000 and is included in the proposed FY 2024 budget.

### **Recommendation:**

Staff recommends that the A&F Committee review and discuss the proposed 5% COLA and \$50,000 merit pool allocation, for a not to exceed total cost of \$308,000.

**Action Requested:**

Staff requests the A&F Committee forward the COLA and merit pool proposal to the full Board of Directors with a recommendation for approval at the June meeting.

**Attachments:**

Attachment 1: Proposed FY24 Pay Scale

**PROPOSED PAY SCALE FY 2024**  
**Annual Salary Amounts**

GRADE POSITION	STEPS								
	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
<b>GRADE 13</b>									
ASSISTANT GENERAL MANAGER ADMINISTRATION	171,359								230,448
CHIEF OPERATING OFFICER	171,359								230,448
CHIEF FINANCIAL OFFICER	171,359								230,448
<b>GRADE 12</b>									
DIRECTOR OF TRANSPORTATION	111,085								214,891
DIRECTOR OF HUMAN RESOURCES	111,085								214,891
DIRECTOR OF PLANNING & MARKETING	111,085								214,891
DIRECTOR OF MAINTENANCE	111,085								214,891
DIRECTOR OF INFORMATION TECHNOLOGY	111,085								214,891
DIRECTOR OF RECRUITMENT & EE DEV/DBE OFFICER	111,085								214,891
DIRECTOR OF ADA & SPECIALIZED SERVICES	111,085								214,891
<b>GRADE 11</b>									
MGR. OF ACCOUNTING	87,064								170,390
MGR. OF TRAINING & SAFETY	87,064								170,390
MGR. OF ACCESSIBLE SERVICE	87,064								170,390
MGR. OF TRANSPORTATION	87,064								170,390
MGR. OF PLANNING	87,064								170,390
MGR. OF MARKETING AND COMMUNICATIONS	87,064								170,390
MGR. OF MAINTENANCE	87,064								170,390
MGR. OF PURCHASING AND GRANTS	87,064								170,390
FACILITIES SUPERINTENDENT	87,064								170,390
DEVELOPER	87,064								170,390
SYSTEMS/NETWORK ADMINISTRATOR	87,064								170,390
<b>GRADE 10</b>									
TRAINING COORDINATOR	80,133								108,933
ASST. TO THE GM/CFO & BOARD CLERK	80,133								108,933
CUSTOMER SERVICE & OUTREACH COORDINATOR	80,133								108,933
PLANNER/COMMUNITY LIASON	80,133								108,933
CHIEF SCHEDULER	80,133								108,933
GRANTS ADMINISTRATOR	80,133								108,933
BUYER	80,133								108,933
<b>GRADE 9</b>									
ASST. FACILITIES SUPERINTENDENT	73,740	76,715	79,722	82,950	86,210	89,723	93,267	97,065	
MAINTENANCE ASSISTANT	73,740	76,715	79,722	82,950	86,210	89,723	93,267	97,065	
PLANNER/ASSISTANT SCHEDULER	73,740	76,715	79,722	82,950	86,210	89,723	93,267	97,065	
TRANSPORTATION ASSISTANT	73,740	76,715	79,722	82,950	86,210	89,723	93,267	97,065	
MAINTENANCE DATA ANALYST	73,740	76,715	79,722	82,950	86,210	89,723	93,267	97,065	
MARKETING ASSISTANT	73,740	76,715	79,722	82,950	86,210	89,723	93,267	97,065	
ACCOUNTING ANALYST	73,740	76,715	79,722	82,950	86,210	89,723	93,267	97,065	

**PROPOSED PAY SCALE FY 2024**  
**Annual Salary Amounts**

GRADE POSITION	STEPS								
	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
<b>GRADE 8</b>									
ACCOUNTING TECHNICIAN II	66,968	69,626	72,443	75,259	78,329	81,462	84,754	88,077	
SERVICE SCHEDULER	66,968	69,626	72,443	75,259	78,329	81,462	84,754	88,077	
HELP DESK & USER SUPPORT	66,968	69,626	72,443	75,259	78,329	81,462	84,754	88,077	
HR SPECIALIST	66,968	69,626	72,443	75,259	78,329	81,462	84,754	88,077	
SR. ACCOUNTING ASSISTANT	66,968	69,626	72,443	75,259	78,329	81,462	84,754	88,077	
FACILITY SPECIALIST	66,968	69,626	72,443	75,259	78,329	81,462	84,754	88,077	
SENIOR CUSTOMER SERVICE REP	66,968	69,626	72,443	75,259	78,329	81,462	84,754	88,077	
<b>GRADE 7</b>									
DATA ANALYST	60,859	63,391	65,860	68,487	71,303	74,088	77,063	80,133	
ASST. SCHEDULER	60,859	63,391	65,860	68,487	71,303	74,088	77,063	80,133	
ACCOUNTING TECHNICIAN I	60,859	63,391	65,860	68,487	71,303	74,088	77,063	80,133	
ADMIN ASST. III	60,859	63,391	65,860	68,487	71,303	74,088	77,063	80,133	
<b>GRADE 6</b>									
CUSTOMER SERVICE REP	55,321	57,600	59,910	62,252	64,784	67,379	70,037	72,822	
ADA SPECIALIST	55,321	57,600	59,910	62,252	64,784	67,379	70,037	72,822	
<b>GRADE 5</b>									
LEAD CUSTODIAN	45,637	47,441	49,371	51,333	53,390	55,574	57,726	60,068	
<b>GRADE 4</b>									
CUSTODIAN	41,522	43,168	44,877	46,744	48,580	50,542	52,536	54,656	