

INTER OFFICE MEMO

To: Board of Directors

Date: 06/11/2024

From: Kristina Martinez, Director of Human Resources

Reviewed by: *W.C.*

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 FY25 the Authority can prudently afford an increase for the non-represented employees. The General Manager requests a 4% cost of living adjustment ("COLA") for all satisfactorily performing administrative employees effective July 1, 2024 (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 \$264,000 and is included in the proposed FY 2025 budget.

Recommendation:

The A&F Committee and staff recommend a 4% COLA and \$50,000 merit pool allocation, for a not to exceed total cost of \$264,000, effective July 1, 2024.

Action Requested:

The A&F Committee and staff request that the Board of Directors adopt Resolution No. 2024-027 approving adjustments to the salary ranges for administrative staff and establishing a merit pool for management employees.

Attachments:

Attachment 1: Proposed FY25 Pay Scale

Attachment 2: Resolution No. 2024-027

Attachment 1: Proposed FY25 Pay Scale

PROPOSED PAY SCALE FY 2025
Annual Salary Amounts

GRADE POSITION	STEPS									
	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)	
GRADE 13										
ASSISTANT GENERAL MANAGER ADMINISTRATION	\$ 178,213									\$ 239,666
CHIEF OPERATING OFFICER	\$ 178,213									\$ 239,666
CHIEF FINANCIAL OFFICER	\$ 178,213									\$ 239,666
GRADE 12										
DIRECTOR OF TRANSPORTATION	\$ 115,529									\$ 223,487
DIRECTOR OF HUMAN RESOURCES	\$ 115,529									\$ 223,487
DIRECTOR OF PLANNING & MARKETING	\$ 115,529									\$ 223,487
DIRECTOR OF MAINTENANCE	\$ 115,529									\$ 223,487
DIRECTOR OF INFORMATION TECHNOLOGY	\$ 115,529									\$ 223,487
DIRECTOR OF ADA & SPECIALIZED SERVICES	\$ 115,529									\$ 223,487
GRADE 11										
MGR. OF HUMAN RESOURCES	\$ 90,547									\$ 177,205
MGR. OF ACCOUNTING	\$ 90,547									\$ 177,205
MGR. OF TRAINING	\$ 90,547									\$ 177,205
MGR. OF ACCESSIBLE SERVICE	\$ 90,547									\$ 177,205
MGR. OF TRANSPORTATION	\$ 90,547									\$ 177,205
MGR. OF PLANNING	\$ 90,547									\$ 177,205
MGR. OF MARKETING AND COMMUNICATIONS	\$ 90,547									\$ 177,205
MGR. OF MAINTENANCE	\$ 90,547									\$ 177,205
MGR. OF PURCHASING AND GRANTS	\$ 90,547									\$ 177,205
FACILITIES SUPERINTENDENT	\$ 90,547									\$ 177,205
DEVELOPER	\$ 90,547									\$ 177,205
SYSTEMS/NETWORK ADMINISTRATOR	\$ 90,547									\$ 177,205
GRADE 10										
TRAINING COORDINATOR	\$ 83,339									\$ 113,290
ASST. TO THE GM/CFO & BOARD CLERK	\$ 83,339									\$ 113,290
CUSTOMER SERVICE & OUTREACH COORDINATOR	\$ 83,339									\$ 113,290
PLANNER/COMMUNITY LIASON	\$ 83,339									\$ 113,290
CHIEF SCHEDULER	\$ 83,339									\$ 113,290
GRANTS ADMINISTRATOR	\$ 83,339									\$ 113,290
BUYER	\$ 83,339									\$ 113,290
HR ANALYST	\$ 83,339									\$ 113,290
GRADE 9										
ASST. FACILITIES SUPERINTENDENT	\$ 76,690	\$ 79,784	\$ 82,911	\$ 86,268	\$ 89,658	\$ 93,311	\$ 96,998	\$ 100,948		
MAINTENANCE ASSISTANT	\$ 76,690	\$ 79,784	\$ 82,911	\$ 86,268	\$ 89,658	\$ 93,311	\$ 96,998	\$ 100,948		
PLANNER/ASSISTANT SCHEDULER	\$ 76,690	\$ 79,784	\$ 82,911	\$ 86,268	\$ 89,658	\$ 93,311	\$ 96,998	\$ 100,948		
TRANSPORTATION ASSISTANT	\$ 76,690	\$ 79,784	\$ 82,911	\$ 86,268	\$ 89,658	\$ 93,311	\$ 96,998	\$ 100,948		
MAINTENANCE DATA ANALYST	\$ 76,690	\$ 79,784	\$ 82,911	\$ 86,268	\$ 89,658	\$ 93,311	\$ 96,998	\$ 100,948		
MARKETING ASSISTANT	\$ 76,690	\$ 79,784	\$ 82,911	\$ 86,268	\$ 89,658	\$ 93,311	\$ 96,998	\$ 100,948		
ACCOUNTING ANALYST	\$ 76,690	\$ 79,784	\$ 82,911	\$ 86,268	\$ 89,658	\$ 93,311	\$ 96,998	\$ 100,948		
GRADE 8										
ACCOUNTING TECHNICIAN II	\$ 69,646	\$ 72,411	\$ 75,340	\$ 78,270	\$ 81,462	\$ 84,721	\$ 88,144	\$ 91,600		
SERVICE SCHEDULER	\$ 69,646	\$ 72,411	\$ 75,340	\$ 78,270	\$ 81,462	\$ 84,721	\$ 88,144	\$ 91,600		
HELP DESK & USER SUPPORT	\$ 69,646	\$ 72,411	\$ 75,340	\$ 78,270	\$ 81,462	\$ 84,721	\$ 88,144	\$ 91,600		
HR SPECIALIST	\$ 69,646	\$ 72,411	\$ 75,340	\$ 78,270	\$ 81,462	\$ 84,721	\$ 88,144	\$ 91,600		

PROPOSED PAY SCALE FY 2025
Annual Salary Amounts

GRADE POSITION	STEPS								
	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
SR. ACCOUNTING ASSISTANT	\$ 69,646	\$ 72,411	\$ 75,340	\$ 78,270	\$ 81,462	\$ 84,721	\$ 88,144	\$ 91,600	
FACILITY SPECIALIST	\$ 69,646	\$ 72,411	\$ 75,340	\$ 78,270	\$ 81,462	\$ 84,721	\$ 88,144	\$ 91,600	
SENIOR CUSTOMER SERVICE REP	\$ 69,646	\$ 72,411	\$ 75,340	\$ 78,270	\$ 81,462	\$ 84,721	\$ 88,144	\$ 91,600	
GRADE 7									
DATA ANALYST	\$ 63,294	\$ 65,927	\$ 68,494	\$ 71,226	\$ 74,155	\$ 77,052	\$ 80,146	\$ 83,339	
ASST. SCHEDULER	\$ 63,294	\$ 65,927	\$ 68,494	\$ 71,226	\$ 74,155	\$ 77,052	\$ 80,146	\$ 83,339	
ACCOUNTING TECHNICIAN I	\$ 63,294	\$ 65,927	\$ 68,494	\$ 71,226	\$ 74,155	\$ 77,052	\$ 80,146	\$ 83,339	
ADMIN ASST. III	\$ 63,294	\$ 65,927	\$ 68,494	\$ 71,226	\$ 74,155	\$ 77,052	\$ 80,146	\$ 83,339	
GRADE 6									
CUSTOMER SERVICE REP	\$ 57,534	\$ 59,904	\$ 62,306	\$ 64,742	\$ 67,375	\$ 70,074	\$ 72,839	\$ 75,735	
ADA SPECIALIST	\$ 57,534	\$ 59,904	\$ 62,306	\$ 64,742	\$ 67,375	\$ 70,074	\$ 72,839	\$ 75,735	
GRADE 5									
LEAD CUSTODIAN	\$ 47,462	\$ 49,338	\$ 51,346	\$ 53,387	\$ 55,526	\$ 57,797	\$ 60,035	\$ 62,471	
GRADE 4									
CUSTODIAN	\$ 43,183	\$ 44,895	\$ 46,672	\$ 48,614	\$ 50,523	\$ 52,564	\$ 54,637	\$ 56,843	

RESOLUTION NO. 2024-027

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

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**AUTHORIZING FY2025 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 (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 certain unincorporated portions of Contra Costa County;

WHEREAS, the General Manager has recommended an adjustment to the non-represented administrative employees salary ranges to reflect a 4% increase to be effective July 1, 2024, as set forth in Attachment 1, and the establishment of a merit pool of \$50,000 for 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, to be distributed within the discretion of the General Manager; and

WHEREAS, the Administration & Finance Committee concurs that the Board of Directors adopt the recommendations of the General Manager.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority approves the adjustments to the salary ranges for non-represented administrative employees as set forth in the FY2025 Annual Pay Scale attached hereto and incorporated herein as Attachment 1, to be effective July 1, 2024; and

BE IT FURTHER RESOLVED, that the Board of Directors approves the establishment of a merit pool in the amount of \$50,000 for 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, to be distributed within the discretion of the General Manager.

Regularly passed and adopted this 20th day of June 2024 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Don Tatzin, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board