

## INTER OFFICE MEMO

**To:** Administration & Finance Committee

**Date:** 05/28/2025

**From:** Kristina Martinez, Director of Human Resources

**Reviewed by:** WC.

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

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### **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 FY26 the Authority can prudently afford an increase for the non-represented employees.

The General Manager requests a 3% cost of living adjustment ("COLA") for all satisfactorily performing administrative employees effective July 1, 2025 (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 \$230,000 and is included in the proposed FY26 budget.

### **Recommendation:**

Staff recommends that the A&F Committee review and discuss the proposed 3% COLA and \$50,000 merit pool allocation, for a not to exceed total cost of \$230,000.

### **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 FY26 Pay Scale



**PROPOSED PAY SCALE FY 2026**  
**Annual Salary Amounts**

GRADE POSITION	STEPS								
	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
<b>GRADE 9</b>									
ASST. FACILITIES SUPER.	\$ 78,991	\$ 82,177	\$ 85,398	\$ 88,856	\$ 92,348	\$ 96,111	\$ 99,908	\$ 103,976	
MAINTENANCE ASSISTANT	\$ 78,991	\$ 82,177	\$ 85,398	\$ 88,856	\$ 92,348	\$ 96,111	\$ 99,908	\$ 103,976	
ASSOCIATE PLANNER/SCHEDULER	\$ 78,991	\$ 82,177	\$ 85,398	\$ 88,856	\$ 92,348	\$ 96,111	\$ 99,908	\$ 103,976	
TRANSPORTATION ASSISTANT	\$ 78,991	\$ 82,177	\$ 85,398	\$ 88,856	\$ 92,348	\$ 96,111	\$ 99,908	\$ 103,976	
MAINTENANCE DATA ANALYST	\$ 78,991	\$ 82,177	\$ 85,398	\$ 88,856	\$ 92,348	\$ 96,111	\$ 99,908	\$ 103,976	
MARKETING ASSISTANT	\$ 78,991	\$ 82,177	\$ 85,398	\$ 88,856	\$ 92,348	\$ 96,111	\$ 99,908	\$ 103,976	
ACCOUNTING ANALYST	\$ 78,991	\$ 82,177	\$ 85,398	\$ 88,856	\$ 92,348	\$ 96,111	\$ 99,908	\$ 103,976	
<b>GRADE 8</b>									
ACCOUNTING TECHNICIAN II	\$ 71,736	\$ 74,583	\$ 77,601	\$ 80,618	\$ 83,906	\$ 87,263	\$ 90,788	\$ 94,348	
ASSISTANT PLANNER/SCHEDULER	\$ 71,736	\$ 74,583	\$ 77,601	\$ 80,618	\$ 83,906	\$ 87,263	\$ 90,788	\$ 94,348	
DESKTOP SUPPORT SPECIALIST	\$ 71,736	\$ 74,583	\$ 77,601	\$ 80,618	\$ 83,906	\$ 87,263	\$ 90,788	\$ 94,348	
HUMAN RESOURCES SPECIALIST	\$ 71,736	\$ 74,583	\$ 77,601	\$ 80,618	\$ 83,906	\$ 87,263	\$ 90,788	\$ 94,348	
SR. ACCOUNTING ASSIST.	\$ 71,736	\$ 74,583	\$ 77,601	\$ 80,618	\$ 83,906	\$ 87,263	\$ 90,788	\$ 94,348	
FACILITY SPECIALIST	\$ 71,736	\$ 74,583	\$ 77,601	\$ 80,618	\$ 83,906	\$ 87,263	\$ 90,788	\$ 94,348	
SENIOR CUSTOMER SERVICE REP	\$ 71,736	\$ 74,583	\$ 77,601	\$ 80,618	\$ 83,906	\$ 87,263	\$ 90,788	\$ 94,348	
<b>GRADE 7</b>									
ACCOUNTING TECHNICIAN I	\$ 65,193	\$ 67,905	\$ 70,549	\$ 73,363	\$ 76,380	\$ 79,363	\$ 82,550	\$ 85,839	
HUMAN RESOURCES ASSISTANT	\$ 65,193	\$ 67,905	\$ 70,549	\$ 73,363	\$ 76,380	\$ 79,363	\$ 82,550	\$ 85,839	
ADMINISTRATIVE ASSISTANT III	\$ 65,193	\$ 67,905	\$ 70,549	\$ 73,363	\$ 76,380	\$ 79,363	\$ 82,550	\$ 85,839	
<b>GRADE 6</b>									
CUSTOMER SERVICE REPRESENTATIVE	\$ 59,260	\$ 61,701	\$ 64,176	\$ 66,684	\$ 69,396	\$ 72,176	\$ 75,024	\$ 78,007	
ADA SPECIALIST	\$ 59,260	\$ 61,701	\$ 64,176	\$ 66,684	\$ 69,396	\$ 72,176	\$ 75,024	\$ 78,007	
<b>GRADE 5</b>									
LEAD CUSTODIAN	\$ 48,886	\$ 50,818	\$ 52,886	\$ 54,988	\$ 57,192	\$ 59,531	\$ 61,836	\$ 64,345	
<b>GRADE 4</b>									
CUSTODIAN	\$ 44,479	\$ 46,242	\$ 48,072	\$ 50,073	\$ 52,039	\$ 54,141	\$ 56,277	\$ 58,548	