

**To:** Administration & Finance Committee

**Date:** May 27, 2026

**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 fiscal year (FY) 27 the Authority can 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, 2026 (see Attachment 1). This is the same percentage increase included in all three of the recently negotiated MOUs for the represented employees, effective as of September 28, 2025 for the ATU Local 1605 and Automotive Machinists Lodge No. 1173, and June 1, 2026 for the Teamsters Local 856.

Due to the economic uncertainty surrounding Senate Bill (SB) 63, and the anticipated \$6.0 million operating deficit that County Connection will be facing next year, staff has begun evaluating austerity measures that balance the agency's financial stability alongside operational needs.

At the April Board of Directors meeting, the Board adopted an Alternative Service Plan to address the budget reductions necessary should voters not approve the sales tax measure in November. At the Board's direction, this plan included both service reductions as well as austerity measures impacting departmental budgets, travel and raises. With this in mind and following careful review, the General Manager has determined that it is necessary to place a temporary hold on any merit or step increases for Administrative staff as of July 1, 2026. Thus, the merit pool request which is generally included at the time of the COLA request made to the Administration & Finance (A&F) Committee as well as the Board, will not be included for FY27. Additional measures, including departmental budgets and travel will be brought to the Board under the budget discussion.

**Financial Implications:**

The cost for the cost-of-living adjustment (COLA) totals approximately \$243,000 and is included in the proposed FY27 budget.

**Recommendation:**

Staff recommends that the A&F Committee review and discuss the proposed 4% COLA and the austerity measures proposed for FY27.

**Action Requested:**

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

**Attachments:**

Attachment 1: Proposed FY27 Pay Scale



**PROPOSED PAY SCALE FY 2027**  
**Annual Salary Amounts**

GRADE	STEPS								
	1	2	3	4	5	6	7	8	9
POSITION	(MIN)								(MAX)
<b>GRADE 9</b>									
ASST. FACILITIES SUPER.	\$ 82,151	\$ 85,464	\$ 88,814	\$ 92,410	\$ 96,042	\$ 99,955	\$ 103,904	\$ 108,135	
MAINTENANCE ASSISTANT	\$ 82,151	\$ 85,464	\$ 88,814	\$ 92,410	\$ 96,042	\$ 99,955	\$ 103,904	\$ 108,135	
ASSOCIATE PLANNER/SCHEDULER	\$ 82,151	\$ 85,464	\$ 88,814	\$ 92,410	\$ 96,042	\$ 99,955	\$ 103,904	\$ 108,135	
TRANSPORTATION ASSISTANT	\$ 82,151	\$ 85,464	\$ 88,814	\$ 92,410	\$ 96,042	\$ 99,955	\$ 103,904	\$ 108,135	
MAINTENANCE DATA ANALYST	\$ 82,151	\$ 85,464	\$ 88,814	\$ 92,410	\$ 96,042	\$ 99,955	\$ 103,904	\$ 108,135	
MARKETING ASSISTANT	\$ 82,151	\$ 85,464	\$ 88,814	\$ 92,410	\$ 96,042	\$ 99,955	\$ 103,904	\$ 108,135	
ACCOUNTING ANALYST	\$ 82,151	\$ 85,464	\$ 88,814	\$ 92,410	\$ 96,042	\$ 99,955	\$ 103,904	\$ 108,135	
<b>GRADE 8</b>									
ACCOUNTING TECHNICIAN II	\$ 74,605	\$ 77,567	\$ 80,705	\$ 83,843	\$ 87,263	\$ 90,753	\$ 94,420	\$ 98,122	
ASSISTANT PLANNER/SCHEDULER	\$ 74,605	\$ 77,567	\$ 80,705	\$ 83,843	\$ 87,263	\$ 90,753	\$ 94,420	\$ 98,122	
DESKTOP SUPPORT SPECIALIST	\$ 74,605	\$ 77,567	\$ 80,705	\$ 83,843	\$ 87,263	\$ 90,753	\$ 94,420	\$ 98,122	
HUMAN RESOURCES SPECIALIST	\$ 74,605	\$ 77,567	\$ 80,705	\$ 83,843	\$ 87,263	\$ 90,753	\$ 94,420	\$ 98,122	
SR. ACCOUNTING ASSIST.	\$ 74,605	\$ 77,567	\$ 80,705	\$ 83,843	\$ 87,263	\$ 90,753	\$ 94,420	\$ 98,122	
FACILITY SPECIALIST	\$ 74,605	\$ 77,567	\$ 80,705	\$ 83,843	\$ 87,263	\$ 90,753	\$ 94,420	\$ 98,122	
SENIOR CUSTOMER SERVICE REP	\$ 74,605	\$ 77,567	\$ 80,705	\$ 83,843	\$ 87,263	\$ 90,753	\$ 94,420	\$ 98,122	
<b>GRADE 7</b>									
ACCOUNTING TECHNICIAN I	\$ 67,801	\$ 70,621	\$ 73,371	\$ 76,297	\$ 79,435	\$ 82,538	\$ 85,852	\$ 89,273	
HUMAN RESOURCES ASSISTANT	\$ 67,801	\$ 70,621	\$ 73,371	\$ 76,297	\$ 79,435	\$ 82,538	\$ 85,852	\$ 89,273	
ADMINISTRATIVE ASSISTANT III	\$ 67,801	\$ 70,621	\$ 73,371	\$ 76,297	\$ 79,435	\$ 82,538	\$ 85,852	\$ 89,273	
<b>GRADE 6</b>									
CUSTOMER SERVICE REPRESENTATIVE	\$ 61,630	\$ 64,169	\$ 66,743	\$ 69,352	\$ 72,172	\$ 75,063	\$ 78,025	\$ 81,127	
ADA SPECIALIST	\$ 61,630	\$ 64,169	\$ 66,743	\$ 69,352	\$ 72,172	\$ 75,063	\$ 78,025	\$ 81,127	
<b>GRADE 5</b>									
LEAD CUSTODIAN	\$ 50,841	\$ 52,851	\$ 55,002	\$ 57,188	\$ 59,480	\$ 61,912	\$ 64,310	\$ 66,919	
<b>GRADE 4</b>									
CUSTODIAN	\$ 46,258	\$ 48,091	\$ 49,995	\$ 52,075	\$ 54,120	\$ 56,306	\$ 58,528	\$ 60,890	