

To: Board of Directors

Date: June 8, 2026

From: Kristina Martinez, Director of Human Resources

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 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:

The A&F Committee and staff recommend a 4% COLA adjustment, effective July 1, 2026.

Action Requested:

The A&F Committee and staff request that the Board of Directors adopt Resolution No. 2026-31, approving adjustments to the salary ranges for administrative staff.

Attachments:

Attachment 1: Proposed FY27 Pay Scale

Attachment 2: Resolution No. 2026-31

PROPOSED PAY SCALE FY 2027
Annual Salary Amounts

[illegible]

PROPOSED PAY SCALE FY 2027
Annual Salary Amounts

GRADE POSITION	STEPS								
	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 9									
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	
GRADE 8									
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	
GRADE 7									
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	
GRADE 6									
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	
GRADE 5									
LEAD CUSTODIAN	\$ 50,841	\$ 52,851	\$ 55,002	\$ 57,188	\$ 59,480	\$ 61,912	\$ 64,310	\$ 66,919	
GRADE 4									
CUSTODIAN	\$ 46,258	\$ 48,091	\$ 49,995	\$ 52,075	\$ 54,120	\$ 56,306	\$ 58,528	\$ 60,890	

RESOLUTION NO. 2026-31

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

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**AUTHORIZING FY2027 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, 2026, as set forth in Attachment 1; 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 FY2027 Annual Pay Scale attached hereto and incorporated herein as Attachment 1, to be effective July 1, 2026; and

Regularly passed and adopted this 18th day of June, 2026 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Robert Storer, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board