

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
15	08/23/10	Open	Action	08/16/10

Subject: Approving the District's Authorized Classifications, Positions and Salary Grades

ISSUE

Whether or not to approve the District's Authorized Classifications, Positions and Salary Grades.

RECOMMENDED ACTION

Adopt Resolution No. 10-08 _____, Amending Exhibit A of Resolution No. 10-07-0085, and Approving the District's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

Budgeted:	No	This FY:	\$	4,068.75
Budget Source:	Operating	Next FY:	\$	3,255.00
Funding Source:	Operating	Annualized:	\$	3,255.00
Cost Cntr/GL Acct(s) or Capital Project #:	40000079	Total Amount:	\$	4,068.75
Total Budget:	\$ 4,068.75			

DISCUSSION

Planning Division

A review of RT's practice that administrative support staff reporting to a Chief or Assistant General Manager are classified as Senior Administrative Assistants was completed by staff and staff determined that because the current Administrative Assistant II supports the District's AGM of Planning and Transit System Development, the position is more appropriately classified as a Senior Administrative Assistant, effective June 1, 2009. RT management has determined that the need exists to have the work performed at this level.

Therefore, staff recommends that the position be reclassified as a Senior Administrative Assistant. If the Board approves this action, the current Administrative Assistant II in the Service Planning Department will be shifted into the Senior Administrative Assistant classification by the General Manager/CEO.

The salary grade for the Senior Administrative Assistant classification is 206. Because the current incumbent's salary falls below the established salary grade minimum, the resulting fiscal impact for FY 2011 includes a retroactive payment of \$4,068.75 which represents the difference in the incumbent's monthly salary from June 1, 2009 through August 31, 2010.

Approved:

Presented:

FINAL 8/18/10

General Manager/CEO

Director, Human Resources

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The changes to position control are reflected in the authorized Classifications, Positions, and Salary Grades List attached as Exhibit A to the Resolution.

Staff recommends approval of this action.

RESOLUTION NO. 10-08-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 23, 2010

AMENDING EXHIBIT A OF RESOLUTION NO. 10-07-0085, AND APPROVING THE DISTRICT'S AUTHORIZED CLASSIFICATIONS, POSITIONS AND SALARY GRADES

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, effective September 1, 2010, Resolution No. 10-07-0085 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classifications, Positions and Salary Grades."

STEVE MILLER, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective September 1, 2010
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

See Footnote: */**/****/(1)/(2)

<u>AEA Family:</u>	<u>Job Classification Titles</u>	<u>Authorized</u>	
		<u>Positions</u>	<u>Grade</u>
	Accessible Services Eligibility Specialist	4	205
	Accountant I	0	205
	Accountant II	2	108
	Administrative Assistant I	1	200
	*(a) Administrative Assistant II	11	202
	Administrative Supervisor	1	207
	Administrative Technician	12	204
	Assistant Architect	0	206
	Assistant Engineer	0	208
	Assistant Planner	2	207
	Assistant Resident Engineer	2	208
	Associate Architect	1	109
	Associate Civil Engineer	1	110
	Associate Engineer	0	109
	Associate Systems Engineer	4	110
	Customer Advocacy Supervisor	1	109
	Customer Advocate I	1	201
	Customer Service Supervisor	1	108
	Engineering Technician	1	205
	Facilities Supervisor	3	109
	Grants Analyst	0	206
	Graphics Designer	2	205
	Human Resources Trainer	0	206
	Information Technology Business Systems Analyst	0	107
	Information Technology Project Coordinator	1	109
	Information Technology Technician I	0	205
	Information Technology Technician II	1	206
	Inspector	0	204
	Junior Engineer	0	205
	Maintenance Supervisor - Bus	8	210
	Maintenance Supervisor - Light Rail	9	210
	Maintenance Supervisor - Wayside	4	211
	Maintenance Trainer - Bus	1	210
	Maintenance Trainer - Light Rail	1	210
	Marketing and Communications Specialist	2	206
	Network Operations Engineer	1	208
	Operations Trainer	2	209
	Payroll Analyst	0	204
	Planner	1	208
	Procurement Analyst I	0	205
	Procurement Analyst II	5	207
	Programmer Analyst I	0	205
	Programmer Analyst II	0	208
	Quality Assurance Specialist I	0	202
	Quality Assurance Specialist II	0	205

(a) Total number of authorized positions filled for both the Administrative Assistant II in the General Family and the Senior Administrative Assistant in the MCEG family may not exceed 1.

* Denotes Change in Classification
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU

<u>Job Classification Titles</u>	Authorized	
	Positions	Grade
Real Estate Analyst I	0	205
Real Estate Analyst II	0	207
Resident Engineer	0	110
Revenue Analyst	1	207
Route Check Supervisor	1	205
Route Checker	0	200
Safety Specialist I	0	205
Safety Specialist II	1	207
Schedule Analyst I	0	205
Schedule Analyst II	2	207
Senior Accountant	0	109
Senior Architect	1	111
Senior Civil Engineer	1	111
Senior Community and Government Affairs Officer	2	108
Senior Customer Advocate	1	205
Senior Engineering Technician	1	207
Senior Facilities Specialist	2	109
Senior Grants Analyst	1	108
Senior Information Technology Business Systems Analyst	1	109
Senior Inspector	2	206
Senior Marketing and Communications Specialist	0	108
Senior Planner	0	109
Senior Procurement Analyst	2	109
Senior Programmer Analyst	1	109
Senior Project Control Engineer	1	109
Senior Quality Assurance Specialist	1	108
Senior Real Estate Analyst	0	108
Senior Safety Specialist	1	109
Senior Systems Engineer	1	111
Vehicle Equipment Maintenance Specialist	0	207
Video and Communications Systems Analyst	1	208
Total General Family Allocations:	111	

<u>MANAGEMENT & CONFIDENTIAL FAMILY:</u>	<u>Job Classification Titles</u>	<u>Authorized</u>	
		<u>Positions</u>	<u>Grade</u>
	Accessible Services Administrator	1	110
	Administrative Assistant I <i>(GM & Legal Cost Centers)</i>	0	200
	Administrative Assistant II <i>(GM & Legal Cost Centers)</i>	2	202
	Administrative Technician <i>(Employee Relations Cost Center)</i>	1	204
	AGM of Engineering and Construction	1	IV
	AGM of Marketing and Communications	1	II
	AGM of Planning and Transit System Development	1	III
	Attorney I	0	108
	Attorney II	0	110
	Attorney III	3	112
	Benefits Administrator	0	110
	Benefits Analyst II - Health and Welfare	0	207
	Benefits Analyst II - Leave Administration	1	207
	Chief Administrative Officer/EEO Officer	1	II
	Chief Financial Officer	1	IV
	Chief Legal Counsel	1	**
	Chief of Facilities and Business Support Services	1	II
	Chief Operating Officer	1	V
	Claims Analyst I	0	204
	Claims Analyst II	1	207
	Clerk to the Board	1	208
	Community Bus Services Superintendent	1	110
	Compliance and Quality Assurance Auditor	0	I
	Deputy General Manager	0	VI
	Director, Accessible Services and Customer Advocacy	1	112
	Director, Bus Maintenance	1	112
	Director, Civil and Track Design	1	113
	Director, Community Bus Services	1	112
	Director, Construction Management	1	112
	Director, Facilities	1	112
	Director, Finance and Treasury	1	112
	Director, Human Resources	1	112
	Director, Information Technology	1	112
	Director, Labor Relations	1	112
	Director, Light Rail	0	113
	Director, Office Management and Budget	1	112
	Director, Planning	1	112
	Director, Procurement Services	1	112
	Director, Project Management	1	112
	Director, Real Estate	0	112
	Director, Safety	1	112
	Director, Scheduling	1	112
	Director, Systems Design	0	113
	Director, Transportation	1	112
	EEO Administrator	1	110
	Executive Assistant	1	207
	General Manager/CEO	1	**
	Human Resources Analyst II - Information Systems	1	207
	Information Technology Service and Support Administrator	1	110

* Denotes Change in Classification

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

*** No Grade, Salary Stated in MOU

<u>Job Classification Titles</u>	Authorized	
	Positions	Grade
Labor Relations Analyst	1	207
Maintenance Superintendent - Bus	1	111
Maintenance Superintendent - Light Rail	1	111
Maintenance Superintendent - Wayside	1	111
Manager, Accounting	1	110
Manager, Community and Governmental Affairs	0	111
Manager, Contracts and Disadvantaged Business Enterprise	1	110
Manager, Customer Service	1	110
Manager, Enterprise Resources and Databases	1	111
Manager, Grants	1	110
Manager, Marketing and Communications	1	111
Manager, Quality Assurance	0	111
Manager, Revenue	1	110
Materiel Management Superintendent	3	110
Network Operations Administrator	1	110
Operations Training Administrator	1	110
Paralegal	0	205
Payroll Supervisor	1	109
Principal Planner	0	110
Principal Civil Engineer	0	112
Principal Systems Engineer	0	112
Purchasing and Materials Administrator	1	110
Quality Assurance Administrator	1	110
Real Estate Administrator - Acquisitions	0	109
Real Estate Administrator - Asset Management	1	109
Real Estate Administrator - Transit Oriented Development and Joint Development	0	109
Recruitment and Selection Administrator	1	110
Recruitment and Selection Analyst I	0	205
Recruitment and Selection Analyst II	2	207
Risk/Claims Administrator	1	110
*(1)(a) Senior Administrative Assistant	4	206
Senior Attorney	1	113
Senior Claims Analyst	1	109
Senior Classification and Compensation Analyst	0	108
Senior Financial Analyst	3	108
Senior Labor Relations Analyst	1	109
Senior Paralegal	2	207
Senior Recruitment and Selection Analyst	1	108
Senior Schedule Analyst	0	108
Transportation Superintendent - Bus	2	110
Transportation Superintendent - Light Rail	2	110
Total Management and Confidential Allocations:	82	
Total District-wide Salaried Allocations:	193	

* Denotes Change in Classification

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

*** No Grade, Salary Stated in MOU

	<u>Job Classification Titles</u>	Authorized		
		Positions	Grade	
<u>AFSCME 146 Family:</u>	Community Bus Services Dispatcher Supervisor	5	***	
	Transit Officer Supervisor	1	***	
	Transportation Supervisor	49		
	Total AFSCME 146 Allocations:	55		
<u>ATU 256 Family:</u>	Accounting Technician	1	***	
	Claims Technician	1	***	
	Clerk II	8	***	
	Computer Technician	0	***	
	Customer Services Representative II	15	***	
	Customer Services Representative III	1	***	
	Operators*	421	***	
	Payroll Technician	1	***	
	Senior Clerk	1	***	
	Transit Officer	18	***	
	Total ATU 254 Allocations:	467		
	*Board Authorized Operator Count: Bus Operator = 351, CBS Department = 13, Light Rail Operator = 57			
	<u>IBEW 1245 Family:</u>	Bus Service Worker	28	***
Electronic Mechanic		2	***	
Facilities and Grounds Worker I		2	***	
Facilities and Grounds Worker II		3	***	
Facilities Electronic Technician		1	***	
Facilities Maintenance Mechanic		11	***	
Facilities Service Worker		9	***	
Light Rail Assistant Mechanic		6	***	
Light Rail Service Worker		19	***	
Light Rail Vehicle Technician		31	***	
Lineworker I		0	***	
Lineworker II		0	***	
Lineworker III		16	***	
Mechanic A		25	***	
Mechanic A (Body/Fender)		8	***	
Mechanic A (Gasoline/Propane)		2	***	
Mechanic B		8	***	
Mechanic C		17	***	
Painter		1	***	
Rail Laborer		0	***	
Rail Maintenance Worker		8	***	
Senior Mechanic		0	***	
Senior Rail Maintenance Worker		1	***	
Storekeeper	8	***		
Upholsterer	1	***		
Total IBEW 1245 Allocations:	207			
TOTAL DISTRICT-WIDE AUTHORIZED ALLOCATIONS (including (a) footnote):		922		
TOTAL OVERALL AUTHORIZED ALLOCATIONS WILL NOT EXCEED:		921		

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Salaried Classification Series

Note: A vacancy occurring within a salaried classification series may be filled at the same level as that vacated or at any lower level provided that only the one vacancy is filled.

Accessible Services Eligibility Specialist, Administrator
Accountant I, II, Senior
Administrative Assistant I, II, Technician, Senior, Supervisor
Assistant Architect, Associate, Senior
Assistant Planner, Planner, Senior, Principal
Attorney I, II, III, Senior
Benefits Analyst II, Administrator
Claims Analyst I, II, Senior, Administrator
Customer Advocate I, Senior
Customer Service Supervisor, Administrator
Engineering Technician, Senior
Grants Analyst, Senior
Information Technology Technician I, II
Inspector, Senior Inspector, Assistant Resident Engineer, Resident Engineer
IT Business Systems Analyst, Senior
Junior Engineer, Assistant, Associate, Associate Civil, Senior, Principal
Junior Engineer, Assistant, Associate, Associate Systems, Senior, Principal
Labor Relations Analyst, Senior
Marketing and Communications Specialist, Senior
Operations Trainer, Administrator
Paralegal, Senior
Payroll Analyst, Supervisor
Procurement Analyst I, II, Senior
Programmer Analyst I, II, Senior
Quality Assurance Specialist I, II, Senior, Administrator
Real Estate Analyst I, II, Senior, Administrator
Recruitment and Selection Analyst I, II, Senior, Administrator
Safety Specialist I, II, Senior
Schedule Analyst I, II, Senior