Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
11	09/27/10	Open	Action	09/10/10

Subject: Approving an Additional Senior Grants Analyst Position and the District's Authorized Classifications, Positions and Salary Grades

ISSUE

Whether or not to approve an additional Senior Grants Analyst position and the District's Authorized Classifications, Positions and Salary Grades.

RECOMMENDED ACTION

Adopt Resolution No. 10-09 _____, Amending Exhibit A of Resolution No. 10-08-0104, and Approving an Additional Senior Grants Analyst Position and the District's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

Budgeted:	No	This FY:	$	51,300
Budget Source:	Operating	Next FY:	$	68,400
Funding Source:	Operating	Annualized:	$	68,400
Cost Cntr/GL Acct(s) or Capital Project #:	40000071	Total Amount:	$	51,300
Total Budget:	$ 51,300			

DISCUSSION

Finance Division

The Office of Management and Budget Department's Grants Unit is responsible for grant applications, grant reporting, grants processing and amendments, management of capital project funding, updating of the 5-year Capital Improvement Plan (CIP), budget revisions, and quarterly reporting.

The District's July 1, 2010 reduction in force impacted the Grants Unit by reducing the total number of Senior Grants Analysts from two to one. At that time, there was an expectation that the grants workload would be reduced since the South Line Project was delayed and the NEC project was deferred. It soon became evident that new reporting requirements are lengthy, complicated, and require much more interaction with RT staff as well as with other jurisdictions. The workload continues to increase and the remaining Grants staff is unable to complete the work in a timely manner.

The Grants Unit has been prioritizing the support of Capital Projects, yearly Federal Grant applications and year-end requirements for both grants and audits. Monitoring of the

Approved:	Presented:
FINAL 9/30/10	
General Manager/CEO	Director, Human Resources
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Subject:	Approving an Additional Senior Grants Analyst Position and the District's Authorized Classifications, Positions and Salary Grades

subrecipients is a federal requirement and is not currently being met. Because it is imperative that grants be submitted and that reporting is completed in a timely manner in order to keep RT in good standing with state and federal funding agencies, staff recommends that one additional Senior Grants Analyst position be authorized. Authorizing one additional Senior Grants Analyst (Grade 108) would have a fiscal impact for FY 2011 of $51,300 which represents the monthly salary for October 1, 2010 through June 30, 2011.

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. 10-09-_____

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

_____ September 27, 2010_____

AMENDING EXHIBIT A OF RESOLUTION NO. 10-08-0104, AND APPROVING AN ADDITIONAL SENIOR GRANTS ANALYST POSITION AND 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 October 1, 2010, Resolution No. 10-08-0104 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

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

	Job Classification Titles	Authorized Positions	Grade
AEA Family:	Accessible Services Eligibility Specialist	4	205
	Accountant I	0	205
	Accountant II	2	108
	Administrative Assistant I	1	200
	Administrative Assistant II	10	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
	Real Estate Analyst I	0	205
	Real Estate Analyst II	0	207

* 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

Page 1 of 6
Exhibit A - Part 1 of 2
Effective Date: 10-01-10

Job Classification Titles	Authorized Positions	Grade
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
*(1) Senior Grants Analyst	2	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**	

* 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

Page 2 of 6
Exhibit A - Part 1 of 2
Effective Date: 10-01-10

	Job Classification Titles	Authorized Positions	Grade
MANAGEMENT & **CONFIDENTIAL FAMILY:**	Accessible Services Administrator	1	110
	Administrative Assistant I *(GM & Legal Cost Centers)*	0	200
	Administrative Assistant II *(GM & Legal Cost Centers)*	2	202
	Administrative Technician *(Employee Relations Cost Center)*	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

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Exhibit A - Part 1 of 2
Effective Date: 10-01-10

Job Classification Titles	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
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**

Job Classification Titles	Authorized Positions	Grade
AFSCME 146 Family:		
Community Bus Services Dispatcher Supervisor	5	***
Transit Officer Supervisor	1	***
Transportation Supervisor	49	
Total AFSCME 146 Allocations:	**55**	
ATU 256 Family:		
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

Job Classification Titles	Authorized Positions	Grade
IBEW 1245 Family:		
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	**922**	

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(1) Increase in Position(s)
(2) Decrease in Position(s)
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*** No Grade, Salary Stated in MOU

Page 5 of 6
Exhibit A - Part 1 of 2
Effective Date: 10-01-10

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