REGIONAL TRANSIT ISSUE PAPER

Page 1 of 2

Agenda	Board Meeting	Open/Closed	Information/Action	Issue
Item No.	Date	Session	Item	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

<u>ISSUE</u>

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	4000071	Total Amount:	\$ 51,300

Capital Project #:

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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REGIONAL TRANSIT ISSUE PAPER

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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

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
ATTEST:
MICHAEL R. WILEY, Secretary
Ву:
Cindy Brooks, Assistant Secretary

EXHIBIT A

Effective October 1, 2010

AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

AEA Family: Accessible Services Eligibility Specialist Accessible Services Eligibility Specialist 20.00 AEA Family: Accountant II 1.00 2.00 Accountant II 1.00 2.00 1.00 2.00 1.00 2.00 1.00 2.00 1.00 2.00 1.00 2.00 1.00 2.00<			See Footnote: */**	/***/(1)/(2)
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		Quality Assurance Specialist II	0	205
Real Estate Analyst II 0 207		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

	Authorized	
b Classification Titles	<u>Positions</u>	<u>Grade</u>
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	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

MANACEMENT 9	Job Classification Titles	Authorized <u>Positions</u>	<u>Grade</u>
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	П
	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

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localification Titles	Authorized	,
lassification Titles	<u>Positions</u>	<u>G</u>
Labor Relations Analyst	1	
Maintenance Superintendent - Bus	1	
Maintenance Superintendent - Light Rail	1	
Maintenance Superintendent - Wayside	1	
Manager, Accounting	1	
Manager, Community and Governmental Affairs	0	
Manager, Contracts and Disadvantaged Business Enterprise	1	
Manager, Customer Service	1	
Manager, Enterprise Resources and Databases	1	
Manager, Grants	1	
Manager, Marketing and Communications	1	
Manager, Quality Assurance	0	
Manager, Revenue	1	
Materiel Management Superintendent	3	
Network Operations Administrator	1	
Operations Training Administrator	1	
Paralegal	0	
Payroll Supervisor	1	
Principal Planner	0	
Principal Civil Engineer	0	
Principal Systems Engineer	0	
Purchasing and Materials Administrator	1	
Quality Assurance Administrator	1	
Real Estate Administrator - Acquisitions	0	
Real Estate Administrator - Asset Management	1	
Real Estate Administrator - Transit Oriented Development and Joint Development	0	
Recruitment and Selection Administrator	1	
Recruitment and Selection Analyst I	0	
Recruitment and Selection Analyst II	2	
Risk/Claims Administrator	1	
	4	
Senior Attenday	1	
Senior Attorney		
Senior Claims Analyst	1	
Senior Classification and Compensation Analyst	0	
Senior Financial Analyst	3	
Senior Labor Relations Analyst	1	
Senior Paralegal	2	
Senior Recruitment and Selection Analyst	1	
Senior Schedule Analyst	0	
Transportation Superintendent - Bus	2	
Transportation Superintendent - Light Rail	2	
Total Management and Confidential Allocations:	82	
	•	

^{*} 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

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

		See Foothole. 7	` '
		Authorized	_
	Job Classification Titles	<u>Positions</u>	<u>Gra</u>
SCME 146 Family:	Community Bus Services Dispatcher Supervisor	5	,
	Transit Officer Supervisor	1	1
	Transportation Supervisor	49	
	Total AFSCME 146 Allocations:	55	• •
Г U 256 Famil у:	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		=
W 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

^{*} 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

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