

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
12	02/14/11	Open	Action	02/03/11

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

## ISSUE

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

## RECOMMENDED ACTION

Adopt Resolution No. 11-02-\_\_\_\_, Amending Exhibit A of Resolution No. 10-09-0126 and Exhibit B of Resolution No. 10-06-0076, and Approving the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values.

## FISCAL IMPACT

Fiscal impact to this action is included in Regional Transit's FY 2011 Mid-Year Budget Update.

## DISCUSSION

### Finance and Treasury Department

The Finance Department has determined that significant data analysis, audit and supervisory functions that must be done are not being performed because they reside in the Senior Accountant classification. To more efficiently distribute these functions, the Department proposes that two Senior Accountant positions be authorized. Since the two Accountant II incumbents will under fill the two Senior Accountant positions until such time as they are filled, there will be no change to the overall total number of authorized positions in the Finance Department at this time. Staff recommends that two Senior Accountant positions be authorized.

### Legal Department

The Legal Department proposes that a second Senior Attorney position be authorized in order to better coordinate contract, procurement, real estate and other transactional law matters, as well as provide a structure to support career development and professional growth. Adding a second Senior Attorney position will complete the restructuring of the Legal Division as presented to the RT Board at its August 24, 2009 meeting and bring the authorized Attorney positions to five. Staff recommends that the number of authorized Senior Attorney positions be increased by one.

### Bus Maintenance Department

The Bus Maintenance Department has reviewed the staffing levels for their paint and body/fender functions and has determined that, based on an increase in the Painter's work load, staffing levels

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Approved:

Presented:

FINAL 2/8/11

General Manager/CEO

Director, Human Resources

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would be more effectively distributed by increasing the number of Painter positions. The Department proposes that their vacant Mechanic A Body/Fender position be converted to an additional Painter position. This change will not affect the overall total number of authorized positions within the Bus Maintenance Department. There is no fiscal impact resulting from this change. Staff recommends that the vacant Mechanic A Body/Fender position be eliminated and that one additional Painter position be authorized.

### Light Rail Department

The Light Rail Department has determined that, in order to more effectively support the repair and maintenance of light rail vehicles, fare vending machines, parking machines and other equipment, an additional Light Rail Vehicle Technician position is needed. The Department proposes that the number of Light Rail Vehicle Technician positions be increased by one. Staff recommends that the number of authorized Light Rail Vehicle Technician positions be increased by one.

### Planning Department

The Planning Department has determined that the responsibility of administering the Green Line and other TransitAction projects, which were previously handled by consultants, would be handled in-house more cost effectively. Because these responsibilities require a high level of planning knowledge, the Department proposes that the Principal Planner position that was eliminated in the FY 2011 budget be re-authorized.

The Department also determined that the current classification staffing does not provide the capability to conduct data review and technical analysis that is necessary for effective service planning. To more efficiently distribute these responsibilities, the Department proposes that one additional Planner position be authorized. Since one of the two Assistant Planner incumbents will under fill this position until such time as the position is filled, there will be no change to the overall total number of authorized positions in the Planning Department at this time.

In April of 2010, all Route Checkers were laid off due to budget cuts. In order to continue to fulfill the National Transit Database passenger count reporting requirements, RT employees from all departments have volunteered to conduct the required route checks. As a result, it has become increasingly difficult to complete the reporting requirements accurately. The Planning Department proposes that four (4) of the Route Checker positions that were eliminated in the FY 2011 budget be re-authorized.

Staff recommends that the Board authorize one Principal Planner position, one additional Planner position and four (4) Route Checker positions.

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

Authorized Classifications, Positions and Salary Grades and Values

Changes to position control described above are reflected in the Authorized Classifications, Positions and Salary Grades list, attached to the Resolution as Exhibit A, and the Authorized Salary Grade Values list, attached to the Resolution as Exhibit B.

Staff recommends approval of this action.

RESOLUTION NO. 11-02-\_\_\_\_\_

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

February 14, 2011

**AMENDING EXHIBIT A OF RESOLUTION NO. 10-09-0126 AND EXHIBIT B OF  
RESOLUTION NO. 10-06-0076, AND APPROVING THE DISTRICT'S AUTHORIZED  
CLASSIFICATIONS, POSITIONS AND SALARY GRADES, AND SALARY GRADE  
VALUES**

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

THAT, effective February 15, 2011, Resolution No. 10-09-0126 is hereby amended  
by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classification,  
Positions and Salary Grades."

THAT, effective February 15, 2011, Resolution No. 10-06-0076 is hereby amended  
by deleting Exhibit B and replacing it with attached Exhibit B "Authorized Salary Grade  
Values."

\_\_\_\_\_  
DON NOTTOLI, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary

**EXHIBIT A**  
**Effective February 15, 2011**  
**AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES**

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
<b><u>AEA Family:</u></b> Accessible Services Eligibility Specialist	4	205
Accountant I	0	205
*(a) 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
*(b) 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
*(1)(b) Planner	2	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 Accountant II and Senior Accountant in the General Family may not exceed 2.

(b) Total number of authorized positions filled for both the Assistant Planner and Planner in the General Family may not exceed 3.

\* 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>	<u>Authorized</u>	
	<u>Positions</u>	<u>Grade</u>
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
*(1) Route Checker	4	200
Safety Specialist I	0	205
Safety Specialist II	1	207
Schedule Analyst I	0	205
Schedule Analyst II	2	207
*(1)(a) Senior Accountant	2	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
<b>Total General Family Allocations:</b>	<b>118</b>	

\* Denotes Change in Classification

(1) Increase in Position(s)

(2) Decrease in Position(s)

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\*\*\* No Grade, Salary Stated in MOU

<u>MANAGEMENT &amp; 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 &amp; Legal Cost Centers)</i>	0	200
	Administrative Assistant II <i>(GM &amp; 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)

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<u>Job Classification Titles</u>	<u>Authorized</u>	
	<u>Positions</u>	<u>Grade</u>
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
*(1) Principal Planner	1	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
*(1) Senior Attorney	2	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
<b>Total Management and Confidential Allocations:</b>		<b>84</b>
<b>Total District-wide Salaried Allocations:</b>		<b>202</b>

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(1) Increase in Position(s)  
(2) Decrease in Position(s)  
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	<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
<b><u>AFSCME 146 Family:</u></b>	Community Bus Services Dispatcher Supervisor	5	***
	Transit Officer Supervisor	1	***
	Transportation Supervisor	49	
	<b>Total AFSCME 146 Allocations:</b>	<b>55</b>	
<b><u>ATU 256 Family:</u></b>	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	***
	<b>Total ATU 254 Allocations:</b>	<b>467</b>	
*Board Authorized Operator Count: Bus Operator = 351, CBS Department = 13, Light Rail Operator = 57			
<b><u>IBEW 1245 Family:</u></b>	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	***
	*(1) Light Rail Vehicle Technician	32	***
	Lineworker I	0	***
	Lineworker II	0	***
	Lineworker III	16	***
	Mechanic A	25	***
	*(2) Mechanic A (Body/Fender)	7	***
	Mechanic A (Gasoline/Propane)	2	***
	Mechanic B	8	***
	Mechanic C	17	***
	*(1) Painter	2	***
	Rail Laborer	0	***
	Rail Maintenance Worker	8	***
	Senior Mechanic	0	***
	Senior Rail Maintenance Worker	1	***
	Storekeeper	8	***
	Upholsterer	1	***
	<b>Total IBEW 1245 Allocations:</b>	<b>208</b>	
	<b>TOTAL DISTRICT-WIDE AUTHORIZED ALLOCATIONS (including (a) footnote):</b>		<b>932</b>
<b>TOTAL OVERALL AUTHORIZED ALLOCATIONS WILL NOT EXCEED:</b>		<b>929</b>	

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(1) Increase in Position(s)  
(2) Decrease in Position(s)  
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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  
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



**EXHIBIT B**  
**AUTHORIZED SALARY GRADE VALUES**  
**Management and Confidential Employee Group (MCEG)**  
**Effective July 1, 2010**

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<b>Grade</b>	<b>Monthly</b>		<b>Annual</b>	
	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
106	\$3,949.75	\$5,529.58	\$47,397	\$66,355
107	\$4,344.70	\$6,082.58	\$52,136	\$72,991
108	\$4,779.17	\$6,690.83	\$57,350	\$80,290
109	\$5,257.08	\$7,359.92	\$63,085	\$88,319
110	\$5,835.36	\$8,169.51	\$70,024	\$98,034
111	\$6,535.61	\$9,149.85	\$78,427	\$109,798
112	\$7,387.85	\$10,342.99	\$88,654	\$124,116
113	\$8,422.15	\$11,791.01	\$101,066	\$141,492
114	\$9,685.50	\$13,559.67	\$116,226	\$162,716
200	\$2,811.86	\$3,936.61	\$33,742	\$47,239
201	\$2,952.42	\$4,133.42	\$35,429	\$49,601
202	\$3,100.08	\$4,340.11	\$37,201	\$52,081
203	\$3,255.08	\$4,557.08	\$39,061	\$54,685
204	\$3,450.39	\$4,830.54	\$41,405	\$57,967
205	\$3,691.92	\$5,168.68	\$44,303	\$62,024
206	\$3,987.27	\$5,582.18	\$47,847	\$66,986
207	\$4,306.25	\$6,028.75	\$51,675	\$72,345
208	\$4,650.75	\$6,511.05	\$55,809	\$78,133
209	\$5,022.83	\$7,031.92	\$60,274	\$84,383
210	\$5,424.67	\$7,594.50	\$65,096	\$91,134
211	\$5,858.58	\$8,202.08	\$70,303	\$98,425
I	\$7,599.25	\$10,182.92	\$91,191	\$122,195
II	\$8,207.17	\$10,997.58	\$98,486	\$131,971
III	\$8,945.83	\$11,987.33	\$107,350	\$143,848
IV	\$9,840.42	\$13,186.08	\$118,085	\$158,233
V	\$10,922.83	\$14,636.58	\$131,074	\$175,639
VI	\$12,124.33	\$16,246.58	\$145,492	\$194,959



**EXHIBIT B**  
**AUTHORIZED SALARY GRADE VALUES**  
**Administrative Employees Association (AEA)**  
**Effective January 1, 2011**

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<b>Grade</b>	<b>Monthly</b>		<b>Annual</b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
106	\$4,048	\$5,668	\$48,576	\$68,016
107	\$4,453	\$6,235	\$53,436	\$74,820
108	\$4,899	\$6,858	\$58,788	\$82,296
109	\$5,389	\$7,544	\$64,668	\$90,528
110	\$5,981	\$8,374	\$71,772	\$100,488
111	\$6,699	\$9,379	\$80,388	\$112,548
112	\$7,573	\$10,602	\$90,876	\$127,224
113	\$8,633	\$12,086	\$103,596	\$145,032
114	\$9,928	\$13,899	\$119,136	\$166,788
200	\$2,882	\$4,035	\$34,584	\$48,420
201	\$3,026	\$4,237	\$36,312	\$50,844
202	\$3,178	\$4,449	\$38,136	\$53,388
203	\$3,336	\$4,671	\$40,032	\$56,052
204	\$3,537	\$4,951	\$42,444	\$59,412
205	\$3,784	\$5,298	\$45,408	\$63,576
206	\$4,087	\$5,722	\$49,044	\$68,664
207	\$4,414	\$6,179	\$52,968	\$74,148
208	\$4,767	\$6,674	\$57,204	\$80,088
209	\$5,148	\$7,208	\$61,776	\$86,496
210	\$5,560	\$7,784	\$66,720	\$93,408
211	\$6,005	\$8,407	\$72,060	\$100,884