

REGIONAL TRANSIT ISSUE PAPER

| Agenda Item No. | Board Meeting Date | Open/Closed Session | Information/Action Item | Issue Date |
|-----------------|--------------------|---------------------|-------------------------|------------|
| 6 | 11/14/11 | Open | Action | 11/08/11 |

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. 11-11-_____, Amending Exhibit A of Resolution No. 11-06-0102, and Approving the District's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

| | | | | |
|-----------------|-----------|---------------|----|----------|
| Budgeted: | No | This FY: | \$ | 314,669* |
| Budget Source: | Operating | Next FY: | \$ | 650,000 |
| Funding Source: | Operating | Annualized: | \$ | 650,000 |
| | | Total Amount: | \$ | 314,669 |

* Partial budget impact based on expected fill dates during remainder of FY 2012. Also, of this amount, \$158,675 will be reimbursed through service agreements. The remainder, \$155,994 will be absorbed through budget savings.

DISCUSSION

Operations Division

With the adoption of the operating budget for fiscal year 2012, the Board of Directors authorized an Operator staffing level of 425 full time positions. This level of staffing was sufficient to operate the bus, light rail and community bus services anticipated in the FY 2012 operating budget.

During the course of this year, RT has successfully bid on two shuttle services within the RT service area (Granite Park and North Natomas TMA shuttles). During the past year, the Gold Line operation has become less reliable due to an increase in traffic, wheelchair boardings and increasing station dwell times due to an increase in passengers boarding with bicycles. Consequently, service disruptions have become more common, especially during the afternoon rush hour. In order to address this reliability issue, RT staff is preparing to adjust the operating schedule of the Gold Line which will require the operation of an additional train. To operate these services, staff is requesting that the number of full time operator positions be increased by twelve (12) positions to a total of 437.

The number of positions needed for each service is three (3) positions for the Granite Park Shuttle, five (5) positions for the North Natomas TMA shuttle service, and four (4) for the eighth train added to the Gold Line timetable. The cost for the 8 shuttle service operators (\$158,675) will

Approved:

Presented:

Final 11/09/11

General Manager/CEO

Director, Human Resources

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be funded by third-party contracts for these services. The four Gold Line positions will be paid out of RT's operating budget and the FY 2012 fiscal impact for the four (4) Gold Line positions is \$105,339. There is sufficient operating cost savings in the operating budget to accommodate this expense. Staff recommends that the number of full time operator positions be increased by twelve.

Marketing and Communications Department

The Marketing and Communications Department has determined the need for a Senior Marketing and Communications Specialist position to serve in a lead capacity in the implementation of the advertising, marketing, outreach and promotional activities of the District. This position will serve as a lead in the planning and coordination of advertising campaigns, promotions, special events and public information programs; designing and developing print materials and publications; developing and maintaining website and web-based social media programs; writing news releases, articles, and other print materials; organizing special events and outreach activities; representing the District at external events and activities; conducting presentations to internal and external audiences; gathering and interpreting data, and providing direct or indirect supervision to lower level staff.

RT is currently authorized to fill two Marketing and Communications Specialist positions. This action will replace one of the authorized Specialist positions with a Senior Marketing and Communications Specialist position. Therefore, there will be no change to the overall total number of authorized positions in the Marketing and Communications Department. The FY 2012 fiscal impact of this action is estimated to be approximately \$5,037 for six months. There are sufficient operating dollars in the Marketing budget to cover this cost.

Human Resources Department

As a result of the FY 2011 budget, the Human Resources Department lost six positions (Benefits, Recruiting and Classification/ Compensation) due to layoff and/or position elimination. During the past fourteen (14) months, workload has been distributed among the remaining positions, including significant cross-training efforts. Those efforts included the reassignment of 60% of the Recruiting Administrator's time to the Benefits Unit and 80% of the Senior Recruitment and Selection Analyst's time assigned to projects and classification and compensation tasks.

As RT continues to increase its recruitment efforts, the single full-time recruiting employee (Recruitment and Selection Analyst II) can no longer handle upcoming high-volume recruitments, which include Bus Operator, Customer Service Representative, Service Worker, Administrative Support and Transportation Supervisor. The recall of the Recruitment and Selection Analyst I will provide the support necessary to ensure recruitments are managed within the established time frames and ensure our customers' needs are met.

The Human Resources Department proposes that the Recruitment and Selection Analyst I position that was eliminated in the FY 2011 budget be re-authorized. The fiscal impact as a result

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of this change for FY 2012 is \$45,618. Staff recommends that one Recruitment and Selection Analyst I position be authorized.

Changes to Specific Job Classifications' Bargaining Unit

The Board of Directors approved Resolution 11-09-0135 on September 26, 2011, which amends the AFSCME Collective Bargaining Agreement to incorporate specific job classifications previously in the Administrative Employees Association (AEA) into the AFSCME CBA, effective October 1, 2011. Exhibit A reflects this change for the following job classifications: Administrative Supervisor, Customer Advocacy Supervisor, Customer Service Supervisor, Facilities Supervisor, Maintenance Supervisor-Bus, Maintenance Supervisor-Light Rail, Maintenance Supervisor-Wayside, Maintenance Trainer-Bus, Maintenance Trainer-Light Rail and Route Check Supervisor.

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.

Staff recommends approval of this action.

RESOLUTION NO. 11-11-_____

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

November 14, 2011

AMENDING EXHIBIT A OF RESOLUTION NO. 11-06-0102, 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 November 16, 2011, Resolution No. 11-06-0102 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classification, Positions and Salary Grades."

DON NOTTOLI, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective November 16, 2011
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

| <u>AEA Family:</u> | <u>Job Classification Titles</u> | <u>Authorized Positions</u> | <u>Grade</u> |
|--------------------|---|-----------------------------|--------------|
| | Accessible Services Eligibility Specialist | 3 | 205 |
| | Accountant I | 0 | 205 |
| | Accountant II | 0 | 108 |
| | Administrative Assistant I | 1 | 200 |
| | Administrative Assistant II | 11 | 202 |
| | Administrative Technician | 11 | 204 |
| | Assistant Architect | 0 | 206 |
| | Assistant Engineer | 0 | 208 |
| | Assistant Planner | 1 | 207 |
| | Assistant Resident Engineer | 2 | 208 |
| | Associate Architect | 1 | 109 |
| | Associate Civil Engineer | 1 | 110 |
| | Associate Engineer | 0 | 109 |
| | Associate Systems Engineer | 2 | 110 |
| | Customer Advocate I | 1 | 201 |
| | Engineering Technician | 1 | 205 |
| | 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 |
| | Long Range Planner | 1 | 208 |
| | * (2) Marketing and Communications Specialist | 1 | 206 |
| | Network Operations Engineer | 1 | 208 |
| | Operations Trainer | 2 | 209 |
| | Payroll Analyst | 1 | 204 |
| | Procurement Analyst I | 0 | 205 |
| | Procurement Analyst II | 4 | 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 |
| | Resident Engineer | 0 | 110 |
| | Revenue Analyst | 1 | 207 |
| | Route Checker | 4 | 200 |
| | Safety Specialist I | 0 | 205 |
| | Safety Specialist II | 1 | 207 |
| | Schedule Analyst I | 1 | 205 |
| | Schedule Analyst II | 2 | 207 |

* Denotes Change in Classification/Count
(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 Positions</u> | <u>Grade</u> |
|--|-----------------------------|--------------|
| 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 | 1 | 206 |
| *(1) Senior Marketing and Communications Specialist | 1 | 108 |
| Senior Planner | 0 | 109 |
| Senior Procurement Analyst | 3 | 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 |
| Service Planner | 1 | 208 |
| Vehicle Equipment Maintenance Specialist | 0 | 207 |
| Video Communications Systems Analyst | 2 | 208 |
| Total General Family Allocations: | 84 | |

* Denotes Change in Classification/Count

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

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| <u>Job Classification Titles</u> | <u>Authorized Positions</u> | <u>Grade</u> |
|---|-----------------------------|--------------|
| <u>MANAGEMENT & CONFIDENTIAL FAMILY:</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 | III |
| 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 | III |
| Chief Financial Officer | 1 | IV |
| Chief Legal Counsel | 1 | ** |
| Chief of Facilities and Business Support Services | 1 | III |
| Chief Operating Officer | 1 | V |
| Claims Analyst I | 0 | 204 |
| Claims Analyst II | 2 | 207 |
| Clerk to the Board | 1 | 208 |
| Community Bus Services Superintendent | 0 | 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 | 1 | 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 | ** |

* Denotes Change in Classification/Count

(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> |
|--|-----------------------------|--------------|
| Human Resources Analyst II - Information Systems | 1 | 207 |
| Information Technology Service and Support Administrator | 1 | 110 |
| 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 | 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 |
| *(1) Recruitment and Selection Analyst I | 1 | 205 |
| Recruitment and Selection Analyst II | 1 | 207 |
| Risk/Claims Administrator | 1 | 110 |
| Senior Administrative Assistant | 5 | 206 |
| 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 |
| Total Management and Confidential Allocations: | 86 | |
| Total District-wide Salaried Allocations: | 170 | |

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(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
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| <u>Job Classification Titles</u> | <u>Authorized Positions</u> | <u>Grade</u> |
|---|-----------------------------|--------------|
| <u>AFSCME 146 Family:</u> | | |
| * Administrative Supervisor | 1 | *** |
| Community Bus Services Dispatcher Supervisor | 5 | *** |
| * Customer Advocacy Supervisor | 1 | *** |
| * Customer Service Supervisor | 1 | *** |
| * Facilities Supervisor | 3 | *** |
| * Maintenance Supervisor - Bus | 8 | *** |
| * Maintenance Supervisor - Light Rail | 9 | *** |
| * Maintenance Supervisor - Wayside | 4 | *** |
| * Maintenance Trainer - Bus | 1 | *** |
| * Maintenance Trainer - Light Rail | 1 | *** |
| * Route Check Supervisor | 1 | *** |
| Transit Officer Supervisor | 1 | *** |
| Transportation Supervisor | 49 | |
| Total AFSCME 146 Allocations: | 85 | |
| <u>ATU 256 Family:</u> | | |
| Accounting Technician | 1 | *** |
| Claims Technician | 1 | *** |
| Clerk II | 10 | *** |
| Computer Technician | 0 | *** |
| Customer Service Representative II | 14 | *** |
| Customer Service Representative III | 1 | *** |
| *(1) Operators (CBS, Bus and Light Rail combined) | 437 | *** |
| Payroll Technician | 1 | *** |
| Senior Clerk | 1 | *** |
| Transit Officer | 18 | *** |
| Total ATU 254 Allocations: | 484 | |

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| <u>Job Classification Titles</u> | <u>Authorized Positions</u> | <u>Grade</u> |
|--|-----------------------------|--------------|
| <u>IBEW 1245 Family:</u> | | |
| Bus Service Worker | 28 | *** |
| Electronic Mechanic | 2 | *** |
| Facilities and Grounds Worker I | 2 | *** |
| Facilities and Grounds Worker II | 4 | *** |
| 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 | 32 | *** |
| Lineworker I | 0 | *** |
| Lineworker II | 0 | *** |
| Lineworker III | 16 | *** |
| Mechanic A | 25 | *** |
| Mechanic A (Body/Fender) | 7 | *** |
| Mechanic A (Gasoline/Propane) | 2 | *** |
| Mechanic B | 8 | *** |
| Mechanic C | 17 | *** |
| Painter | 2 | *** |
| Rail Laborer | 0 | *** |
| Rail Maintenance Worker | 8 | *** |
| Senior Mechanic | 0 | *** |
| Senior Rail Maintenance Worker | 1 | *** |
| Storekeeper | 8 | *** |
| Upholsterer | 1 | *** |
| <u>Total IBEW 1245 Allocations:</u> | 209 | |

TOTAL DISTRICT-WIDE AUTHORIZED ALLOCATIONS: 948

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(1) Increase 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, Service Planner, Long Range 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, IT Service and Support Administrator
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
Network Operations Engineer, Network Operations Administrator
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