

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
21	05/14/12	Open	Action	05/02/12

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. 12-05-____, Amending Exhibit A of Resolution No. 12-02-0032, and Approving the District's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$2,707*
Budget Source:	Various	Next FY:	\$4,899
Funding Source:	Operating	Annualized:	\$4,899
Cost Cntr/GL Acct(s) or	Legal 61 = \$2,707	Total Amount:	\$7,606*
Capital Project #:			
Total Budget:	\$ NA		

* Incremental increase due to reclassification

DISCUSSION

This proposed action will result in the reclassification of one existing position (Administrative Assistant II to Senior Administrative Assistant). The FY 2012 budget impact is reflected above.

OFFICE OF CHIEF LEGAL COUNSEL

Staff recently conducted a review of one of the Legal Department's current Administrative Assistant II positions and determined that because the position supports the Chief Legal Counsel, the position is more appropriately classified as a Senior Administrative Assistant. RT management has determined that the need exists to have the work performed at this level.

Therefore, staff recommends that one of the two positions be reclassified as a Senior Administrative Assistant, effective December 7, 2011. If the Board approves this action, one of the current Administrative Assistant IIs in the Legal 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 2012 includes a retroactive payment of \$1,336 which represents the difference in the

Approved:

Presented:

Final 5/7/12

General Manager/CEO

Director, Human Resources

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incumbent's monthly salary from December 7, 2011 through April 30, 2012.

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. 12-05-_____

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

May 14, 2012

AMENDING EXHIBIT A OF RESOLUTION NO. 12-02-0032, 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 May 15, 2012, Resolution No. 12-02-0032 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classification, Positions and Salary Grades."

BONNIE PANNELL, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective May 15, 2012
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	0	200
	Administrative Assistant II	12	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
	Marketing and Communications Specialist	1	206
	Network Operations Engineer	1	208
	Operations Trainer	4	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
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:	86	

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(1) Increase in Position(s)
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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
*(a) 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
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	1	112
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	**
Human Resources Analyst I	1	205
Human Resources Analyst II	0	208

* 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

Job Classification Titles

(a) Total number of authorized positions filled for both the Administrative Assistant II and the Senior Administrative Assistant in the MCEG family may not exceed 7.

	Authorized Positions	Grade
Information Technology Service and Support Administrator	1	110
Labor Relations Analyst I	0	205
Labor Relations Analyst II	0	208
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
Risk/Claims Administrator	1	110
*(1)(a) Senior Administrative Assistant	6	206
Senior Attorney	2	113
Senior Claims Analyst	1	109
Senior Classification and Compensation Analyst	0	108
Senior Financial Analyst	3	108
Senior Human Resources Analyst	4	109
Senior Labor Relations Analyst	2	109
Senior Paralegal	2	207
Senior Schedule Analyst	0	108
Transportation Superintendent - Bus	2	110
Transportation Superintendent - Light Rail	2	110
Total Management and Confidential Allocations:	88	
Total District-wide Salaried Allocations:	174	

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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>
<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	
	<u>Total AFSCME 146 Allocations:</u>		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	***
	Operators (CBS, Bus and Light Rail combined)	437	***
	Payroll Technician	1	***
	Senior Clerk	1	***
	Transit Officer	18	***
	<u>Total ATU 254 Allocations:</u>		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	26	***
Mechanic A (Body/Fender)	6	***
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	***
Total IBEW 1245 Allocations:	209	
TOTAL DISTRICT-WIDE AUTHORIZED ALLOCATIONS (including (a) footnote):	952	
TOTAL OVERALL AUTHORIZED ALLOCATIONS WILL NOT EXCEED:	951	

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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
Claims Analyst I, II, Senior, Administrator
Customer Advocate I, Senior
Engineering Technician, Senior
Grants Analyst, Senior
Human Resources Analyst I, II, 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 I, II, 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
Safety Specialist I, II, Senior
Schedule Analyst I, II, Senior