

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
5	11/11/13	Open	Action	10/28/13

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. 13-11- ____, Amending Exhibit A of Resolution No. 13-10-0153, and Approving the District's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

There is no fiscal impact as a result of this action at this time. Staff anticipates that these positions will not be filled until calendar year 2014; therefore, the fiscal impact as a result of this change will be presented to the Board in RT's 2014 mid-year budget adjustment.

DISCUSSION

Personnel Action Summary: This proposed action will result in the addition of two authorized positions: Principal Civil Engineer and Principal Systems Engineer.

Engineering and Construction Division

As a result of RT's 2010 reduction in force, the Engineering and Construction Division reduced its total staff by approximately one-third. Three of the positions eliminated were the Director, Systems Design and two Associate Systems Engineer positions. The remaining Systems Design staff were reassigned to the supervision of the Director, Civil and Track Design.

Since the 2010 reduction in force, project activity has remained at a level that no new positions have been required. However, as the Blue Line to Cosumnes River College construction activities escalate over the next two years, and with the Green Line to the Airport and streetcar projects ramping up, the design team will need to be augmented to fully support these projects.

Rather than filling the Director, Systems Design position, the Assistant General Manager, Engineering and Construction is proposing the addition of one Principal Civil Engineer and one Principal Systems Engineer. These two positions will manage the Civil and Track Design and Systems Design functions by focusing on the more technical issues allowing the Director, Civil and Track Design to devote more time providing oversight to all projects on a broader basis.

Approved:

Presented:

Final 11/01/13

General Manager/CEO

Director, Human Resources

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Staff recommends that one Principal Civil Engineer position and one Principal Systems Engineer position be added to RT's authorized positions. Because the positions will not be filled until 2014 or later, there is no fiscal impact associated with this action at this time. Changes to the number of authorized positions at RT is reflected in the Authorized Positions List attached to the Resolution as Exhibit A.

Staff recommends approval of this action.

RESOLUTION NO. 13-11-_____

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

_____ November 11, 2013 _____

AMENDING EXHIBIT A OF RESOLUTION NO. 13-10-0153 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, 2013, Resolution No. 13-10-0153 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classification, Positions and Salary Grades."

PATRICK HUME, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective November 16, 2013
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

AEA Family:	<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
	Accountant I	0	205
	Accountant II	0	108
	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	2	110
	Engineering Analyst I	0	205
	Engineering Analyst II	0	207
	Engineering Technician	1	205
	Grants Analyst	0	206
	Human Resources Trainer	0	206
	Information Technology Business Systems Analyst	0	107
	Inspector	0	204
	Junior Engineer	0	205
	Long Range Planner	1	208
	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
	Schedule Analyst I	1	205
	Schedule Analyst II	2	207
	Senior Accountant	2	109
	Senior Architect	1	111
	Senior Civil Engineer	1	111
	Senior Community and Government Affairs Officer	2	108
	Senior Engineering Analyst	1	109
	Senior Engineering Technician	1	207
	Senior Grants Analyst	2	108
	Senior Information Technology Business Systems Analyst	3	109
	Senior Marketing and Communications Specialist	1	108
	Senior Planner	0	109
	Senior Procurement Analyst	3	109
	Senior Programmer Analyst	2	109

* 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 Quality Assurance Specialist	1	108
Senior Real Estate Analyst	0	108
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:		43

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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>
MANAGEMENT & CONFIDENTIAL FAMILY:		
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>	1	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
Chief Administrative Officer	1	III
Chief Counsel	1	**
Chief Financial Officer	1	IV
Chief of Facilities and Business Support Services	1	III
Chief Operating Officer	1	V
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, Long Range Planning	1	112
Director, Office Management and Budget	1	112
Director, Planning	0	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 Administrator	1	110
Human Resources Analyst I	1	205
Human Resources Analyst II	1	208
Labor Relations Analyst I	0	205

* 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>
Labor Relations Analyst II	0	208
Legal Secretary	1	204
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 and End User Operations Administrator	1	110
Operations Training Administrator	0	110
Paralegal	0	205
Payroll Supervisor	1	109
Principal Planner	1	110
*(1) Principal Civil Engineer	1	112
*(1) Principal Systems Engineer	1	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
Risk Administrator	1	110
Risk Analyst I	0	204
Risk Analyst II	1	207
Senior Administrative Assistant	5	206
Senior Attorney	2	113
Senior Classification and Compensation Analyst	0	108
Senior Financial Analyst	3	108
Senior Human Resources Analyst	5	109
Senior Labor Relations Analyst	2	109
Senior Paralegal	2	207
Senior Risk Analyst	1	109
Senior Schedule Analyst	0	108
Transportation Superintendent - Bus	3	110
Transportation Superintendent - Light Rail	2	110
Total Management and Confidential Allocations:		89
Total District-wide Salaried Allocations:		132

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<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
AFSCME 146 Family:		
Accessible Services Eligibility Specialist	3	205
Administrative Assistant I	0	200
Administrative Assistant II	11	202
Administrative Supervisor	1	***
Administrative Technician	14	204
Community Bus Services Dispatcher Supervisor	5	***
Customer Advocacy Supervisor	1	***
Customer Advocate I	2	201
Customer Service Supervisor	1	***
Facilities Supervisor	3	***
Graphic Designer	2	205
Information Technology Project Coordinator	1	109
Information Technology Technician I	0	205
Information Technology Technician II	2	206
Maintenance Supervisor - Bus	8	***
Maintenance Supervisor - Light Rail	10	***
Maintenance Supervisor - Wayside	5	***
Maintenance Trainer - Bus	1	***
Maintenance Trainer - Light Rail	1	***
Marketing and Communications Specialist	1	206
Network Operations Engineer	1	208
Network Operations Technician	2	205
Operations Trainer	4	209
Route Check Supervisor	0	***
Route Checker	4	200
Safety Specialist I	0	205
Safety Specialist II	0	207
Senior Customer Advocate	1	205
Senior Facilities Specialist	2	109
Senior Inspector	1	206
Senior Safety Specialist	2	109
Transit Officer Supervisor	1	***
Transportation Supervisor	49	
Total AFSCME 146 Allocations:	139	
ATU 256 Family:		
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)	457	***
Payroll Technician	1	***
Senior Clerk	1	***
Transit Officer	13	***
Total ATU 254 Allocations:	499	

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<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
IBEW 1245 Family:		
Bus Service Worker	29	***
Electronic Mechanic	2	***
Facilities and Grounds Worker I	2	***
Facilities and Grounds Worker II	4	***
Facilities Electronic Technician	1	***
Facilities Maintenance Mechanic	16	***
Facilities Service Worker	9	***
Light Rail Assistant Mechanic	7	***
Light Rail Service Worker	20	***
Light Rail Vehicle Technician	38	***
Lineworker I	0	***
Lineworker II	0	***
Lineworker III	20	***
Mechanic A	26	***
Mechanic A (Body/Fender)	6	***
Mechanic A (Gasoline/Propane)	2	***
Mechanic B	8	***
Mechanic C	17	***
Painter	2	***
Rail Laborer	2	***
Rail Maintenance Worker	8	***
Senior Mechanic	0	***
Senior Rail Maintenance Worker	1	***
Storekeeper	10	***
Upholsterer	1	***
Total IBEW 1245 Allocations:	231	

TOTAL OVERALL AUTHORIZED ALLOCATIONS: 1001

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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
Customer Advocate I, Senior
Engineering Analyst I, II, Senior
Engineering Technician, Senior
Grants Analyst, Senior
Human Resources Analyst I, II, Senior, Administrator
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 I, II, Senior
Marketing and Communications Specialist, Senior
Network Operations Technician, Network Operations Engineer, Network and End User Operations Administrator
Network Operations Technician, Video Communications Systems Analyst, Network and End User Operations 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
Risk Analyst I, II, Senior, Administrator
Safety Specialist I, II, Senior
Schedule Analyst I, II, Senior