

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
5	01/27/14	Open	Action	01/10/14

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. 14-01-\_\_\_\_, Amending Exhibit A of Resolution No. 13-11-0162 and Exhibit B of Resolution No. 13-01-0011, and Approving the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values.

## FISCAL IMPACT

Budgeted:	No	This FY:	\$	25,560
Budget Source:	Operating	Next FY:	\$	91,825
Funding Source:	Operating	Annualized:	\$	91,825
Cost Cntr/GL Acct(s) or Capital Project #:	Labor Relations (43)	Total Amount:	\$	na
Total Budget:	\$ 25,560			

\* These costs are on-going and will be included in future year budgets for the noted positions.

## DISCUSSION

Personnel Action Summary: The proposed action will allow the General Manager to reclassify one (1) Administrative Technician position to one (1) Labor Relations Analyst I position, and downgrade the Administrative Technician position to an Administrative Assistant II position within the Labor Relations Department. This proposed action will result in an overall increase of one Administrative Assistant II position which is reflected in the attached Exhibit A. The fiscal impact for the remainder of FY-14 will be \$25,560.

Administrative Services Division  
Labor Relations Department

On September 10, 2013, RT received a Request for Reclassification Study from the Administrative Technician incumbent in the Labor Relations department.

The Human Resources department initiated a job analysis on the position, which included asking the incumbent to complete a Job Description Questionnaire (JDQ) and conducting a desk audit interview with the incumbent as well as the incumbent's manager. The JDQ and interviews

Approved:

Presented:

Final 01/17/14

General Manager/CEO

Director, Human Resources

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showed that the incumbent's responsibilities include ongoing analytical support of the Department of Transportation/Federal Transit Administrative (DOT/FTA) drug and alcohol program and that the incumbent provides analytical support to both the Director, Labor Relations and Senior Labor Relations Analyst positions relating to past arbitration decisions, contract side agreements and past practice/precedence. Additionally, the incumbent participates in on-going negotiations in a variety of ways, including drafting contract language for RT's non-economic proposals to the Unions. The incumbent's supervisor confirmed the need to have these functions performed.

Because the nature of the work is more appropriately classified as a Labor Relations Analyst I, staff recommends that the position be reclassified as a Labor Relations Analyst I, effective September 10, 2013. RT management has determined that the need exists to have the work performed at this level.

If the Board approves this action, the current Administrative Technician in Labor Relations will be shifted into the Labor Relations Analyst I classification by the General Manager/CEO.

The salary grade for the Labor Relations Analyst I classification is 205; therefore, the resulting fiscal impact for FY 2014 is \$2,202 which includes a retroactive payment of approximately \$953.42 representing the difference in the incumbent's monthly salary from September 10, 2013, through January 15, 2014.

Due to this reclassification, the Labor Relations department reassessed their need for administrative support for a variety of clerical tasks. Based on the level of clerical support required within the department, staff determined that the Administrative Technician (Grade 204) position should be downgraded to an Administrative Assistant II (Grade 202) position. Fiscal impact for the remainder of FY 2014 is \$23,358 which is based on completing an internal recruitment process to fill the position by March 1, 2014.

Changes to the overall number of authorized positions in the District is reflected in the Authorized Positions List attached to the Resolution as Exhibit A.

Authorized Classifications, Positions and Salary Grades and Salary Grade 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.

Changes to the District's Salary Grade Values, attached to the Resolution as Exhibit B, reflect January 1, 2014, range rates previously adopted with Resolution No. 11-09-0137 for the Administrative Employees Association (AEA) and Resolution No 11-06-0087 for the Management and Confidential Employees Group (MCEG).

Staff recommends approval of this action.

RESOLUTION NO. 14-01-\_\_\_\_\_

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

\_\_\_\_\_ January 27, 2014 \_\_\_\_\_

**AMENDING EXHIBIT A OF RESOLUTION NO. 13-11-0162 AND EXHIBIT B OF  
RESOLUTION NO. 13-01-0011, 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 January 28, 2014, Resolution No. 13-11-0162 is hereby amended  
by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classifications,  
Positions, and Salary Grades."

THAT, effective January 1, 2014, Resolution No. 13-01-0011 is hereby amended by  
deleting Exhibit B and replacing it with attached Exhibit B "Authorized Salary Grade  
Values."

\_\_\_\_\_  
PHILLIP R. SERNA, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

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

**EXHIBIT A**  
**Effective January 28, 2014**  
**AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES**

<b>AEA Family:</b>	<b><u>Job Classification Titles</u></b>	<b><u>Authorized Positions</u></b>	<b><u>Grade</u></b>
	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

<b><u>Job Classification Titles</u></b>	<b><u>Authorized Positions</u></b>	<b><u>Grade</u></b>
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
<b><u>Total General Family Allocations:</u></b>		<b><u>43</u></b>

\* 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>
<b>MANAGEMENT &amp; CONFIDENTIAL FAMILY:</b>		
Accessible Services Administrator	1	110
Administrative Assistant I <i>(GM &amp; Legal Cost Centers)</i>	0	200
* <sup>(1)</sup> Administrative Assistant II <i>(GM, Labor Relations &amp; Legal Cost Centers)</i>	2	202
* <sup>(a)(2)</sup> Administrative Technician <i>(Labor 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

\* 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**

**Authorized**  
**Positions**    **Grade**

\*(a) Total number of authorized Administrative Technician and Labor Relations Analyst I positions in the MCEG family will not exceed 1.

\* 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>
*(a)(1) Labor Relations Analyst I	1	205
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
Principal Civil Engineer	1	112
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
<b>Total Management and Confidential Allocations:</b>	<b>91</b>	
<b>Total District-wide Salaried Allocations:</b>	<b>134</b>	

\* 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>
<b>AFSCME 146 Family:</b>		
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	
<b>Total AFSCME 146 Allocations:</b>	<b>139</b>	
<b>ATU 256 Family:</b>		
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	***
<b>Total ATU 254 Allocations:</b>	<b>499</b>	

\* 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**

**Authorized  
Positions    Grade**

\* 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>
<b>IBEW 1245 Family:</b>		
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	***
<b>Total IBEW 1245 Allocations:</b>	<b>231</b>	
	<b>TOTAL AUTHORIZED ALLOCATIONS (Not to Exceed):</b>	<b>1002</b>
	<b>TOTAL AUTHORIZED ALLOCATIONS (including (a) footnote):</b>	<b>1003</b>

\* 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

**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



**EXHIBIT B**  
**AUTHORIZED SALARY GRADE VALUES**  
**AEA and MCEG**  
**Effective January 1, 2014**

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<u>Grade</u>	<u>Monthly</u>		<u>Annual</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
106	\$4,427	\$6,199	\$53,124	\$74,388
107	\$4,870	\$6,820	\$58,440	\$81,840
108	\$5,358	\$7,502	\$64,296	\$90,024
109	\$5,894	\$8,252	\$70,728	\$99,024
110	\$6,542	\$9,159	\$78,504	\$109,908
111	\$7,327	\$10,258	\$87,924	\$123,096
112	\$8,284	\$11,596	\$99,408	\$139,152
113	\$9,442	\$13,219	\$113,304	\$158,628
114	\$10,860	\$15,202	\$130,320	\$182,424
200	\$3,153	\$4,414	\$37,836	\$52,968
201	\$3,311	\$4,634	\$39,732	\$55,608
202	\$3,476	\$4,866	\$41,712	\$58,392
203	\$3,649	\$5,109	\$43,788	\$61,308
204	\$3,869	\$5,416	\$46,428	\$64,992
205	\$4,139	\$5,795	\$49,668	\$69,540
206	\$4,470	\$6,259	\$53,640	\$75,108
207	\$4,828	\$6,758	\$57,936	\$81,096
208	\$5,214	\$7,301	\$62,568	\$87,612
209	\$5,630	\$7,884	\$67,560	\$94,608
210	\$6,081	\$8,514	\$72,972	\$102,168
211	\$6,569	\$9,195	\$78,828	\$110,340
I	\$8,519	\$11,416	\$102,228	\$136,992
II	\$9,201	\$12,331	\$110,412	\$147,972
III	\$10,029	\$13,439	\$120,348	\$161,268
IV	\$11,032	\$14,784	\$132,384	\$177,408
V	\$12,246	\$16,409	\$146,952	\$196,908
VI	\$13,592	\$18,215	\$163,104	\$218,580



**EXHIBIT B**  
**AUTHORIZED SALARY GRADE VALUES**  
**AFSCME Administrative / Technical**  
**Effective January 1, 2013**

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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	\$4,294	\$6,013	\$51,528	\$72,156
107	\$4,724	\$6,615	\$56,688	\$79,380
108	\$5,197	\$7,276	\$62,364	\$87,312
109	\$5,717	\$8,004	\$68,604	\$96,048
110	\$6,345	\$8,884	\$76,140	\$106,608
111	\$7,107	\$9,950	\$85,284	\$119,400
112	\$8,035	\$11,247	\$96,420	\$134,964
113	\$9,158	\$12,822	\$109,896	\$153,864
114	\$10,533	\$14,745	\$126,396	\$176,940
200	\$3,058	\$4,281	\$36,696	\$51,372
201	\$3,211	\$4,495	\$38,532	\$53,940
202	\$3,371	\$4,720	\$40,452	\$56,640
203	\$3,539	\$4,955	\$42,468	\$59,460
204	\$3,753	\$5,253	\$45,036	\$63,036
205	\$4,015	\$5,621	\$48,180	\$67,452
206	\$4,336	\$6,071	\$52,032	\$72,852
207	\$4,683	\$6,555	\$56,196	\$78,660
208	\$5,057	\$7,081	\$60,684	\$84,972
209	\$5,461	\$7,647	\$65,532	\$91,764
210	\$5,898	\$8,258	\$70,776	\$99,096
211	\$6,371	\$8,919	\$76,452	\$107,028