

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
5	01/25/16	Open	Action	01/14/16

Subject: Delegating Authority to the General Manger/CEO to Approve Job Description and Authorized Position Modifications

ISSUE

Whether or not to approve Delegation of Authority to the General Manger/CEO for Approval of Job Description and Authorized Position Allocation Modifications.

RECOMMENDED ACTION

Adopt Resolution No. 16-01-_____, Delegating Authority to the General Manager/CEO to Approve Job Description and Authorized Position Allocation Modifications for Positions Included in the Board Approved Annual Budget

FISCAL IMPACT

There is no fiscal impact associated with this action.

DISCUSSION

Summary: This proposed action will result in the delegation of authority to the General Manager/CEO allowing him/her to approve job description and authorized position allocation modifications. There will be no fiscal impact or change to the total number of authorized positions as a result of the proposed action.

Approval of Job Description Modifications

Creating a job description involves a multi-step process which includes Human Resources staff, input from Department Heads, benchmarking of external public agencies (local and transit), as well as review by the Unions, or in the case of salaried positions, the Job Evaluation Team (JET). This thorough process and subsequent review ensures preservation of classification methodology related to the placement and value of all positions at RT, the accuracy of tasks and compensable factors included in the job descriptions, as well as appropriate placement of the position within RT's previously adopted pay scales/bands.

From time to time throughout the year, as Divisional/Departmental needs change, job descriptions require modifications. These modifications are currently presented to the Board in an Authorized Position Issue Paper ("APIP") that is generally placed on the Board's consent calendar for approval. In order to expedite this process and minimize consent items presented to the Board, staff is recommending delegation of authority to approve these modifications be provided to the General Manager/CEO. There is no fiscal impact associated with this action because these positions are already budgeted and funded within RT's current budget and are already approved

Approved:

Presented:

Final 01/20/16

General Manager/CEO

Director, Human Resources

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by the Board when the Board adopts the budget. New job descriptions requiring budget authority will continue to be presented to the Board for approval and will not be subject to the approvals contained within this document.

Authorized Position Modification

Each year, RT presents to the Board a balanced budget for the upcoming fiscal year. Included within the budget are the total number of positions, including existing authorized positions, increases/decreases to Division/Department position levels, labor budgets, etc. Any necessary modifications are included in the mid-year revisions, and again balanced against revenues. Each necessary position is outlined in both the annual and mid-year budget revisions and accounted for by Human Resources Position Control and the Office of Budget Management.

From time to time Departments find it necessary to modify the allocation of a position to fill a need within the department. These modifications may include hiring within the same position family at a higher class or hiring a different position at a comparable level to fill a gap left in the department due to changes in priorities or staffing levels. Recent examples include; (1) changing a Sr. Financial Analyst to a Sr. Grants Analyst, and (2) hiring a Human Resources Analyst II in lieu of a Human Resources Analyst I. In both instances, the positions are contained within the current budget and any salary increases related to the position allocation and subsequent hiring are achieved through salary savings related to the vacancy rate. Delegating authority to the General Manager/CEO to approve these modifications will expedite the process to fill these vacancies and allow the Departments to continue to provide service as usual.

Staff recommends that the Board delegate authority to the General Manager/CEO to approve job description and authorize position allocation modifications for positions that were included in the Board approved budget.

RESOLUTION NO. 16-01-_____

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

January 25, 2016

DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO APPROVE JOB DESCRIPTION AND AUTHORIZED POSITION ALLOCATION MODIFICATIONS FOR POSITIONS INCLUDED IN THE BOARD APPROVED ANNUAL BUDGET

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

THAT, effective January 26, 2016, the Board hereby delegates authority to the General Manager/CEO to approve job description and authorized position allocation modifications for any position that is included in the Board's approved annual budget.

JAY SCHENIRER, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary