

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
11	10/22/18	Open	Action	10/09/18

Subject: Delegating Authority to the General Manager/CEO to Approve New Positions, Position Allocations and Authorized Position Allocation Modifications that are within Budget Authority

ISSUE

Whether or not to approve a delegation of authority to the General Manager/CEO to approve new positions, position allocations and authorized allocation modifications that are within budget authority.

RECOMMENDED ACTION

Adopt Resolution No. 18-10-____, Delegating Authority to the General Manager/CEO to Approve New Positions, Position Allocations and Authorized Position Allocation Modifications that are within Budget Authority.

FISCAL IMPACT

It is expected that any costs associated with this proposed authority change will be contained within the approved budget. Per Title VI of Administrative Code Section 6.1.1.2, transfers between Operating Budget Expense Categories that do not exceed 10% of the Expense Category can be done administratively. Any expense transfers in excess of 10% or that increase the total operating budget will be brought to the Board for approval.

DISCUSSION

Summary: The proposed action will result in the delegation of authority to the General Manager/CEO allowing him/her to approve new positions, position allocations and authorized position allocation modifications that are within budget authority.

New Positions, Position Allocations and Authorized Position Allocation Modifications

Each year, SacRT presents to the Board a balanced budget for the upcoming fiscal year. Contained 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 then included in mid-year revision(s), and again balanced against revenues. Each necessary position is outlined in the budget or revised budget and accounted for by Human Resources (HR) Position Control and the Office of Management and Budget.

SacRT recently retained the services of a consultant to complete an extensive Business Process Re-engineering (BPR) study charged with modernizing, streamlining and improving SacRT's business processes for recruiting, hiring and retention.

Approved:

Presented:

Final 10/15/18

General Manager/CEO

VP, Finance/Chief Financial Officer

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Through the study, the team identified some non-Board action items, that were recently implemented, which eliminates the need for a multitude of management level approval signatures prior to moving forward with the filling of vacant positions. In addition, the HR team is currently in the process of implementing an Applicant Tracking System which will automate the hiring process and thereby, significantly improve the candidates and District's experience and expectations by reducing the number of days it takes to fill vacant positions.

The team also found that delays in the hiring process lead to additional costs and sometimes the risk that good candidates could be passed up due to previous administrative tasks that required additional steps such as Board action prior to moving positions forward. Understanding that there needs to be checks and balances in place to ensure Board involvement and fairness, the BPR team came up with some suggested improvements and controls to improve the process. As a direct result of the BPR study, the team recommended that the General Manager/CEO along with the support from the Executive Management Team (EMT) have the ability to make reasonable shifts in staffing among position types, including creating new positions with reasonable internal safeguards based upon prudent business practice, and also allowing reasonable management judgement in changing the use of budgeted dollars between direct hire staff and expenses, as evolving needs and market changes impact decisions regarding the best use of funds.

The creation of any new authorized positions under this authority will be reported to the Board on a quarterly basis.

Staff recommends that the Board delegate authority to the General Manager/CEO to approve new positions, position allocations and authorized position allocation modifications within budget authority, will allow the District to streamline and improve our business processes for recruiting, hiring and retention.

RESOLUTION NO. 18-10-_____

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

October 22, 2018

DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO APPROVE NEW POSITIONS, POSITION ALLOCATIONS AND AUTHORIZED ALLOCATION MODIFICATIONS WITHIN BUDGET AUTHORITY

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

THAT, effective October 23, 2018, the Board hereby delegates authority to the General Manager/CEO to approve new positions, position allocations and authorized position allocation modifications within budget authority.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary