

STAFF REPORT

SUBJECT: LAVTA Annual Organizational Review

FROM: Tamara Edwards, Director of Finance

DATE: September 11, 2017

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**Action Requested**

Approve the proposed organization chart and Resolution 28-2017 resulting from the annual review of the LAVTA organization and of salary bands as required by LAVTA Human Resources Policy.

**Background**

LAVTA's Human Resources Policy states that "As part of the annual budget approval process, salary ranges will be established in accordance with procedures in the Human Resources Manual, which includes adherence to the Executive Director Compensation Policy and an annual salary survey for all established positions within the Authority." LAVTA also reviews the organization for any changes that have occurred over the last fiscal year or that are recommended to the Board for the next fiscal year. Last year, LAVTA's Board approved an adjustment to the salary bands for FY2017 based on the update to the salary survey conducted by a third party contractor, and in November changed the agency organizational chart.

**Discussion**

*Organization Chart*

The proposed FY2018 budget that was presented to the Committee, and Board includes the positions as reflected in the attached organization chart. For FY2018 Staff recommends no changes to the organization chart.

*Salary Bands*

A thorough compensation study conducted by the third part contractor was completed in 2014, with an update to the survey, including any adjustments subsequent to the study, was completed in 2015, 2016 and this year. These updates were made based on the same 11 comparator transit agencies.

Based on the update this year, there is no indication that salaries in the transit agency labor market have fluctuated enough to warrant more than a CPI-based increase in the salary bands (Table 10. Consumer Price Index for All Urban Consumers; selected areas all items index for the San Francisco-Oakland-San Jose, CA). Therefore, staff recommends 3.4% CPI increase in the

salary bands in order to ensure that the bands stay competitive in the labor market. The changes are summarized below.

**Please note: Changes to the Salary Bands do not affect individual salaries which are increased based solely on performance and in accordance with the adopted budget.**

*Table of Proposed Monthly Salary Range Changes*

<b>Band</b>	<b>Current FY2017 Monthly Salary Range</b>		<b>Proposed FY2018 Monthly Salary Range</b>	
1	\$3,334	\$4,668	\$3,447	\$4,827
2	\$4,167	\$5,835	\$4,309	\$6,033
3	\$5,002	\$7,003	\$5,172	\$7,241
4	\$6,002	\$8,402	\$6,206	\$8,688
5	\$7,202	\$10,083	\$7,447	\$10,426
6	\$8,643	\$12,099	\$8,937	\$12,510

**Proposed Salary Band Ranges**

**Monthly Salary Ranges**

**Band 1** **\$3,447 - \$4,827**

Customer Service Representative

**Band 2** **\$4,309 - \$6,033**

Administrative Assistant  
Customer Service Supervisor

**Band 3** **\$5,172 - \$7,241**

Paratransit Planning Specialist  
Accounting Analyst

**Band 4** **\$6,206 - \$8,688**

Senior Transit Planner  
Senior Fleet & Technology Management Specialist  
Senior Marketing and Communications Specialist  
Senior Grants, Project Management and Contract Specialist

**Band 5** **\$7,447 - \$10,426**

Marketing Manager

**Band 6** **\$8,937 - \$12,510**

Director of Finance  
Director of Planning and Operations

**Budget Impact**

These Salary Band Ranges and the Organizational Chart are consistent with the proposed FY2018 operating budget.

**Recommendation**

The Finance and Administration Committee forwards the attached organization chart and Resolution 28-2017 adjusting the rates of salary bands for LAVTA employees, to the Board for approval.

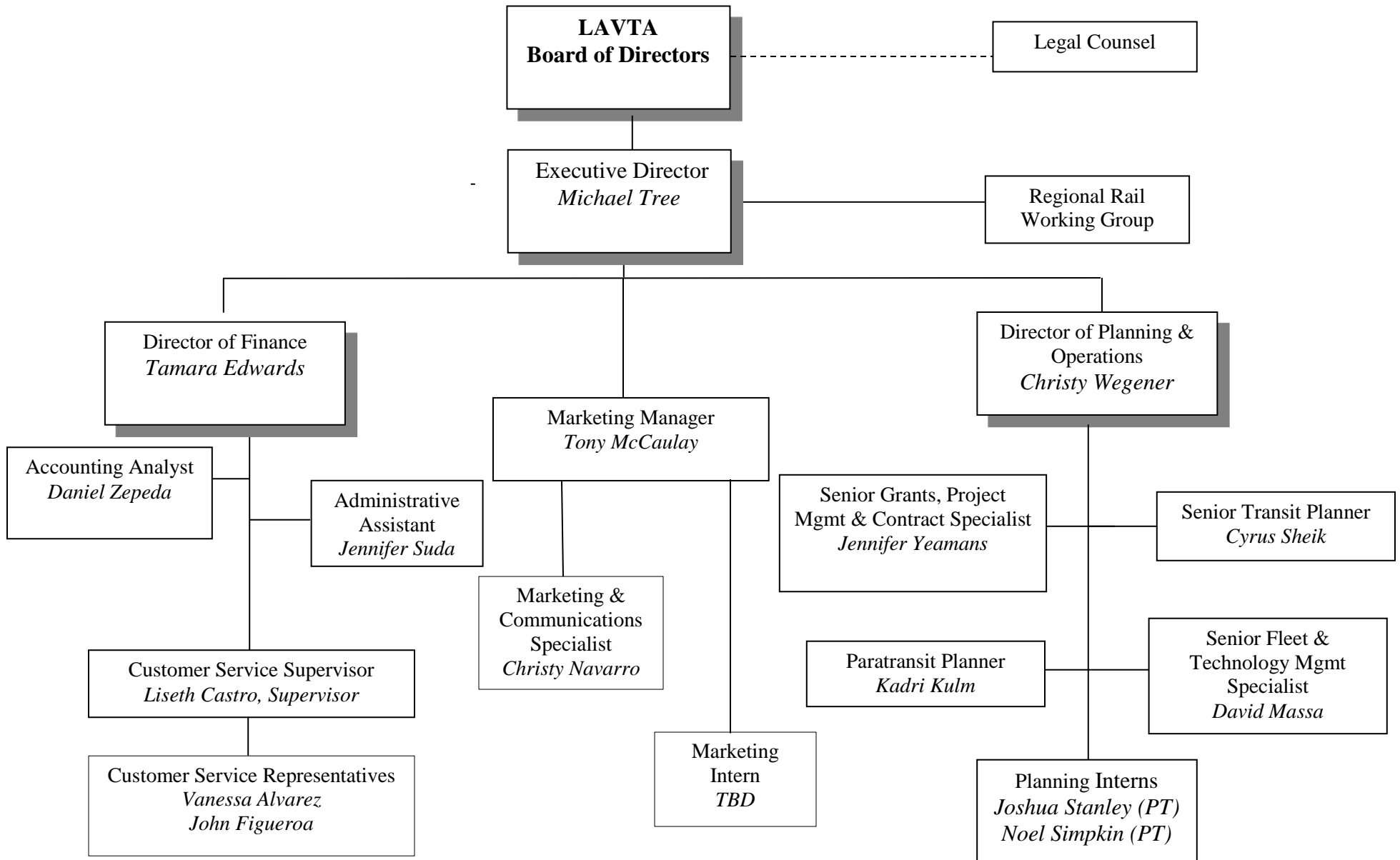
Attachments:

1. LAVTA Proposed Organization Chart
2. Resolution 28-2017 of the Board of Directors of the Livermore Amador Valley Transit Authority Establishing FY2018 Salary Bands

*Approved:* \_\_\_\_\_

# LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## Organizational Chart



**RESOLUTION NO. 28-2017****RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
ESTABLISHING FY2017 SALARY BANDS**

**WHEREAS**, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 26-2014, which established the current Human Resources Policy; and

**WHEREAS**, Section 4.2, Rates of Pay, of the Human Resources Policy requires an annual review of the Salary Ranges as part of the annual budget process; and

**WHEREAS**, it is desirable and necessary to revise the Salary Bands.

**NOW, THEREFORE, BE IT RESOLVED** that the Salary Bands for FY2018 are revised as follows:

**Salary Bands**

The following salary bands represent the categories of employment within the agency. Bands will be adjusted annually as part of the budget process. Periodically the Board of Directors may make additional one time adjustments to the bands based on market conditions, or other relevant factors indicating that the bands have become non-competitive. The Executive Director will have the authority to set salaries for positions within each band based on adopted budget constraints.

Monthly salary ranges as of July 1, 2017.

**Monthly Salary Ranges**

<u>Band 1</u>	<u>\$3,447 - \$4,827</u>
Customer Service Representative	
<u>Band 2</u>	<u>\$4,309 - \$6,033</u>
Administrative Assistant	
Customer Service Supervisor	
<u>Band 3</u>	<u>\$5,172 - \$7,241</u>
Paratransit Planning Specialist	
Accounting Analyst	
<u>Band 4</u>	<u>\$6,206 - \$8,688</u>
Senior Transit Planner	
Senior Fleet & Technology Management Specialist	
Senior Marketing and Communications Specialist	

Senior Grants, Project Management and Contract Specialist

Band 5 \$7,447 - \$10,426  
Marketing Manager

Band 6 \$8,937 - \$12,510  
Director of Finance  
Director of Planning and Operations

**PASSED AND ADOPTED** this 11th day of September, 2017.

\_\_\_\_\_  
Karla Brown, Chair

**ATTEST:**

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Michael Tree, Executive Director

**Approved as to form:**

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Michael Conneran, Legal Counsel