

STAFF REPORT

SUBJECT: LAVTA Annual Salary Band Review

FROM: Tamara Edwards, Director of Finance

DATE: June 26, 2018

Action Requested

Approve the proposed Resolution 20-2018 resulting from the annual review of the LAVTA organization and of salary bands as required by the 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 FY2018 based on the update to the salary survey conducted by a third party contractor, and last month changed the agency organizational chart.

Discussion

Organization Chart

The proposed FY2019 budget that was be presented to the Committee, and Board includes the positions as reflected in the attached organization chart adopted by the Board in June 2019, no additional changes to the organization chart are recommended at this time.

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, 2017 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 A. San Francisco-Oakland-San Jose, CA CPI-U bi-monthly and annual percent changes). Therefore, staff recommends 3.2% 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

Band	Current FY2018 Monthly Salary Range		Proposed FY2019 Monthly Salary Range	
1	\$3,447	\$4,827	\$3,557	\$4,981
2	\$4,309	\$6,033	\$4,447	\$6,226
3	\$5,172	\$7,241	\$5,338	\$7,473
4	\$6,206	\$8,688	\$6,405	\$8,966
5	\$7,447	\$10,426	\$7,685	\$10,760
6	\$8,937	\$12,510	\$9,223	\$12,910

Proposed Salary Band Ranges

Monthly Salary Ranges

Band 1 **\$3,557 - \$4,981**

Customer Service Representative

Band 2 **\$4,447 - \$6,226**

Administrative Assistant
Customer Service Supervisor

Band 3 **\$5,338 - \$7,473**

Paratransit Planning Specialist
Accounting Analyst
Marketing and Communications Specialist

Band 4 **\$6,405 - \$8,966**

Senior Transit Planner
Senior Fleet & Technology Management Specialist
Senior Grants, and Management Specialist

Band 5 **\$7,685 - \$10,760**

Manager of Customer Service and Contract Oversight

Band 6 **\$9,223 - \$12,910**

Director of Finance
Director of Planning and Marketing

Budget Impact

These Salary Band Ranges and the Organizational Chart are consistent with the proposed FY2019 operating budget.

Recommendation

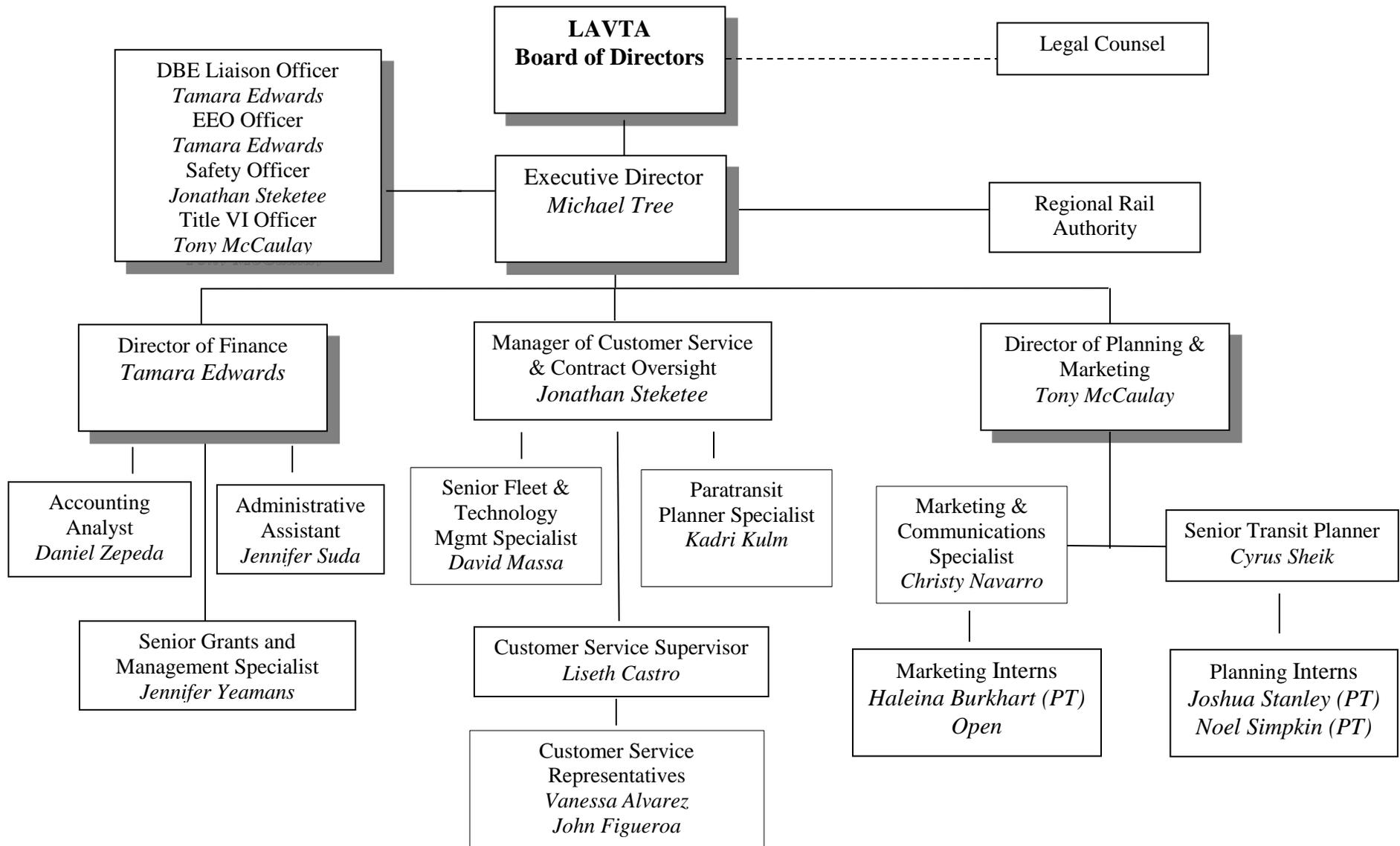
Staff recommends that the Finance and Administration Committee forward the attached Resolution 20-2018 adjusting the rates of salary bands for LAVTA employees, for approval.

Attachments:

1. LAVTA Organization Chart
2. Resolution 20-2018 of the Board of Directors of the Livermore Amador Valley Transit Authority Establishing FY2019 Salary Bands

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

Organizational Chart



RESOLUTION NO. 20-2018**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
ESTABLISHING FY2019 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 FY2019 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, 2018.

Monthly Salary Ranges

<u>Band 1</u>	<u>\$3,557 - \$4,981</u>
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Customer Service Representative

<u>Band 2</u>	<u>\$4,447 - \$6,226</u>
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Administrative Assistant

Customer Service Supervisor

<u>Band 3</u>	<u>\$5,338 - \$7,473</u>
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Paratransit Planning Specialist

Accounting Analyst

Marketing and Communications Specialist

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Senior Transit Planner

Senior Fleet & Technology Management Specialist
Senior Grants, and Management Specialist

Band 5 \$7,685 - \$10,760
Manager of Customer Service and Contract Oversight

Band 6 \$9,223 - \$12,910
Director of Finance
Director of Planning and Marketing

PASSED AND ADOPTED this 2nd day of July, 2018.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

Approved as to form:

Michael Conneran, Legal Counsel