

STAFF REPORT

SUBJECT: LAVTA Annual Salary Band Review

FROM: Tamara Edwards, Director of Finance

DATE: June 3, 2019

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**Action Requested**

Approve the proposed Resolution 15-2019 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 FY2019 based on the update to the salary survey conducted by a third party contractor.

**Discussion**

*Organization Chart*

The proposed FY2020 budget includes the positions as reflected in the attached organization chart adopted by the Board in June 2018, no additional changes to the organization chart are recommended for FY2020.

*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, 2018 and this year. The previous updates were made based on 11 comparator transit agencies. For the 2019 study staff asked that one of the comparator agencies, Foothill Transit be eliminated from comparison based on Board Discussion.

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-Hayward, CA CPI-U bi-monthly and annual percent changes). Therefore, staff recommends 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 FY2019 Monthly Salary Range</b>		<b>Proposed FY2020 Monthly Salary Range</b>	
1	\$3,557	\$4,981	\$3,699	\$5,180
2	\$4,447	\$6,226	\$4,625	\$6,475
3	\$5,338	\$7,473	\$5,552	\$7,772
4	\$6,405	\$8,966	\$6,661	\$9,325
5	\$7,685	\$10,760	\$7,992	\$11,190
6	\$9,223	\$12,910	\$9,592	\$13,426

**Proposed Salary Band Ranges**

**Monthly Salary Ranges**

**Band 1** **\$3,699 - \$5,180**

Customer Service Representative

**Band 2** **\$4,625 - \$6,475**

Executive Assistant  
Customer Service Supervisor

**Band 3** **\$5,552 - \$7,772**

Paratransit Planning Specialist  
Accounting Analyst  
Marketing and Communications Specialist

**Band 4** **\$6,661 - \$9,325**

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

**Band 5** **\$7,992 - \$11,190**

Manager of Customer Service and Contract Oversight

**Band 6** **\$9,592 - \$13,426**

Director of Finance  
Director of Planning and Marketing

**Budget Impact**

These Salary Band Ranges and the Organizational Chart are consistent with the proposed FY2020 operating budget.

**Recommendation**

The Finance and Administration Committee recommends approval of the attached Resolution 15-2019 adjusting the salary bands for LAVTA positions.

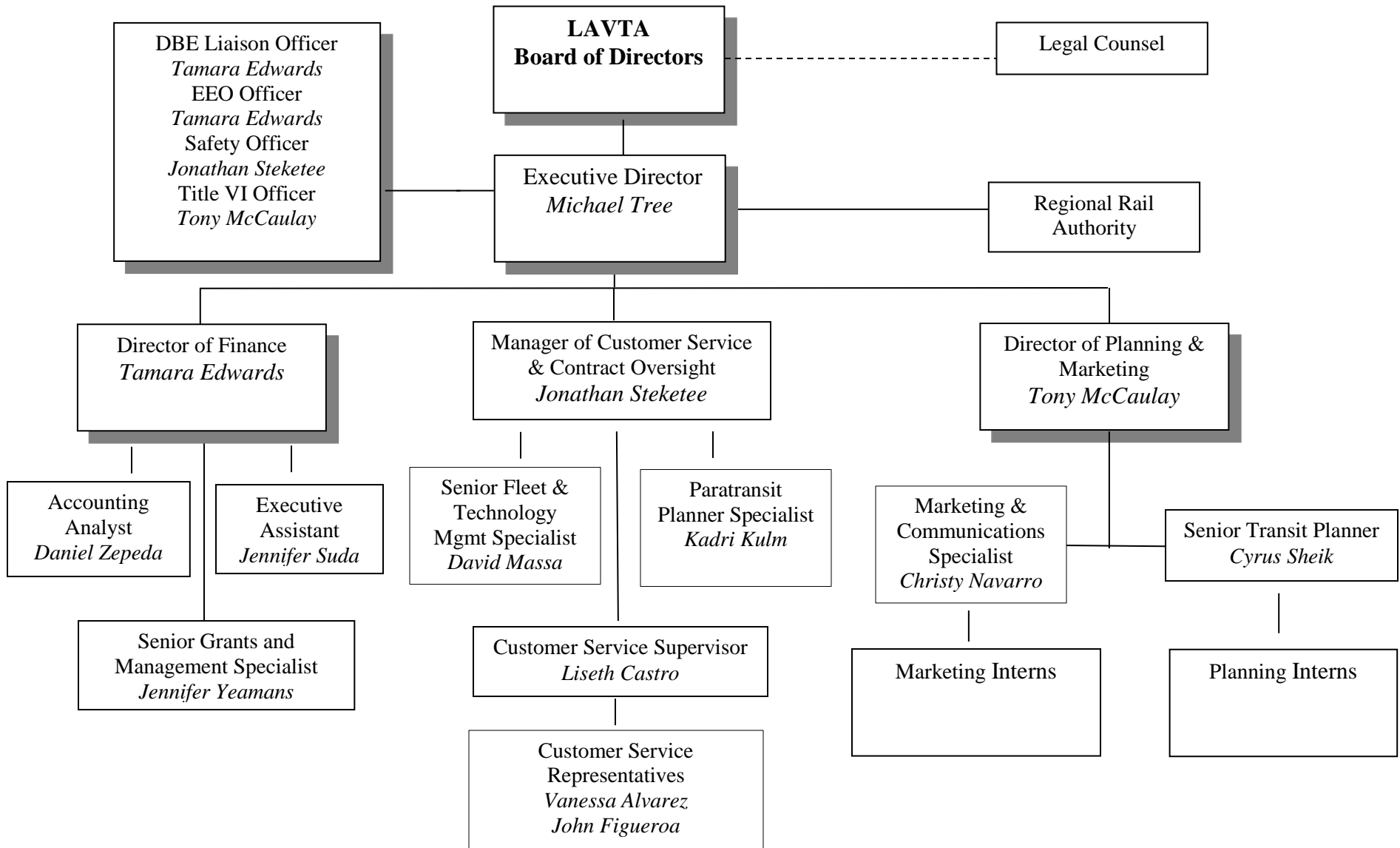
Attachments:

1. LAVTA Organization Chart
2. Resolution 15-2019 of the Board of Directors of the Livermore Amador Valley Transit Authority Establishing FY2020 Salary Bands
3. Annual Organizational Review Results Summary
4. Bureau of Labor Statistics

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

# LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## Organizational Chart



**RESOLUTION NO. 15-2019****RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
ESTABLISHING FY2020 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 FY2020 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, 2019.

**Monthly Salary Ranges**

<b>Band 1</b>	<b>\$3,699 - \$5,180</b>
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Customer Service Representative

<b>Band 2</b>	<b>\$4,625 - \$6,475</b>
---------------	--------------------------

Executive Assistant

Customer Service Supervisor

<b>Band 3</b>	<b>\$5,552 - \$7,772</b>
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Paratransit Planning Specialist

Accounting Analyst

Marketing and Communications Specialist

<b>Band 4</b>	<b>\$6,661 - \$9,325</b>
---------------	--------------------------

Senior Transit Planner

Senior Fleet & Technology Management Specialist

Senior Grants, and Management Specialist

<u>Band 5</u>	<u>\$7,992 - \$11,190</u>
Manager of Customer Service and Contract Oversight	

<u>Band 6</u>	<u>\$9,592 - \$13,426</u>
Director of Finance	
Director of Planning and Marketing	

**PASSED AND ADOPTED** this 3<sup>rd</sup> day of June 2019.

\_\_\_\_\_  
Scott Haggerty, Chair

**ATTEST:**

\_\_\_\_\_  
Michael Tree, Executive Director

**Approved as to form:**

\_\_\_\_\_  
Michael Conneran, Legal Counsel

Classification	# of Matches	Top Monthly Salary Data				
		Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below
Accounting Analyst	5	\$ 7,473	\$ 7,210	3.5%	\$ 7,278	2.6%
Administrative Assistant	8	\$ 6,226	\$ 5,553	10.8%	\$ 5,434	12.7%
Customer Service Representative	3	\$ 4,981	Insufficient Data	Insufficient Data	Insufficient Data	Insufficient Data
Customer Service Supervisor	4	\$ 6,226	\$ 6,108	1.9%	\$ 5,889	5.4%
Director of Finance	9	\$ 12,910	\$ 13,084	-1.4%	\$ 12,752	1.2%
Director of Planning and Marketing	9	\$ 12,910	\$ 12,047	6.7%	\$ 12,150	5.9%
Manager of Contract Oversight and Customer Service	1	\$ 10,760	Insufficient Data	Insufficient Data	Insufficient Data	Insufficient Data
Marketing and Communications Specialist	4	\$ 7,473	\$ 7,346	1.7%	\$ 7,318	2.1%
Paratransit Planner	5	\$ 7,473	\$ 7,301	2.3%	\$ 6,927	7.3%
Senior Fleet and Technology Management Specialist	4	\$ 8,966	\$ 8,545	4.7%	\$ 8,751	2.4%
Senior Grants, Project Management and Contract Specialist	6	\$ 8,966	\$ 8,798	1.9%	\$ 8,108	9.6%
Senior Transit Planner	7	\$ 8,966	\$ 8,917	0.5%	\$ 8,440	5.9%
			AVERAGE:	3.3%	AVERAGE:	5.5%
			MEDIAN:	2.1%	MEDIAN:	5.6%

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Data extracted on: May 10, 2019 (5:33:37 PM)

## CPI-All Urban Consumers (Current Series)

### 12-Month Percent Change

Series Id: CUURS49BSA0

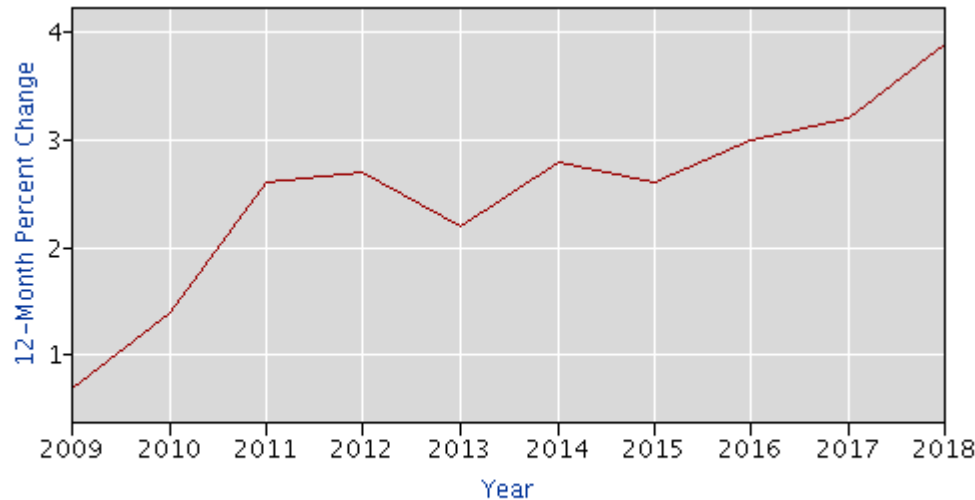
Not Seasonally Adjusted

Series Title: All items in San Francisco-Oakland-Hayward, CA, all urban consumers, not seasonally adjusted

Area: San Francisco-Oakland-Hayward, CA

Item: All items

Base Period: 1982-84=100





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Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2009		1.2		0.8		0.2		0.2		0.1		2.6	0.7	0.7	0.8
2010		1.8		1.7		1.1		1.0		0.9		1.5	1.4	1.7	1.1
2011		1.7		2.8		2.4		2.9		3.2		2.9	2.6	2.2	3.0
2012		3.0		2.1		2.6		2.8		3.2		2.2	2.7	2.6	2.8
2013		2.4		2.4		2.6		2.0		1.6		2.6	2.2	2.4	2.1
2014		2.4		2.8		3.0		3.0		3.2		2.7	2.8	2.7	3.0
2015		2.5		2.4		2.3		2.6		2.6		3.2	2.6	2.5	2.7
2016		3.0		2.7		2.7		3.1		3.6		3.5	3.0	2.8	3.2
2017		3.4		3.8		3.5		3.0		2.7		2.9	3.2	3.6	2.9
2018		3.6		3.2		3.9		4.3		4.4		4.5	3.9	3.4	4.3
2019		3.5		4.0											

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