

ORDINANCE NO. 101

**BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA**

* * *

**ADOPTION OF COMPENSATION CHANGES FOR ADMINISTRATIVE EMPLOYEES AND
ADOPTION OF SALARY ORDINANCE NO. 101**

WHEREAS, the District periodically engages in a comprehensive compensation study to ensure that compensation, including wages and benefits are established in a manner that maintains the District as a competitive employer in the Bay Area and to organize and manage effectively the transit needs of the public with the parameters of the District's Operating and Capital Budgets; and

WHEREAS, by Resolution 2016-52 enacted on October 5, 2016, the Board of Directors awarded a contract to The Segal Company, Inc. (Segal) to conduct a pay practices and compensation review study; and

WHEREAS, prior to completion of the compensation study and in conjunction with approval of the District's Fiscal Year 2018 Operating Budget, the General Manager/CEO recommended and the Board enacted Ordinance No. 100 on June 7, 2017, establishing the Table of Position Classifications based upon the compensation system then in effect; and

WHEREAS, based upon recommendations contained in the comprehensive compensation study, which now has been completed, the General Manager/CEO has recommended approval of (1) a new pay structure attached and incorporated herein as "Exhibit A" and (2) implementation of a new salary schedule with the understanding that the number of full-time and part-time employees remain at the same level as contained in Ordinance No. 100; and

WHEREAS, the proposed new Table of Position Classifications attached and incorporated herein as Exhibit "B", "C", "D", and "E."

NOW, THEREFORE, BE IT ORDAINED that this aforementioned recommendations of the General Manager/CEO and the revised Table of Position Classifications hereinabove identified hereby are approved with an effective date of March 4, 2018 and adopted.

Regularly passed and adopted this 7th day of March by the following vote:

AYES: GEE, GUILBAULT, KERSTEEN TUCKER, MATSUMOTO, PINE, POWELL
RATTO, STONE

NOES: NONE

ABSENT: GROOM



Chair, San Mateo County Transit District

ATTEST:



District Secretary

SALARY PAY STRUCTURE

EFFECTIVE MARCH 4, 2018

Grade	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Range Width	% Interval between Pay Grade Midpoints
10	\$40,088	\$50,522	\$60,956	52.1%	- -
11	\$44,349	\$57,519	\$70,690	59.4%	13.9%
12	\$49,063	\$65,885	\$82,707	68.6%	14.5%
13	\$54,279	\$71,723	\$89,167	64.3%	8.9%
14	\$60,049	\$76,772	\$93,495	55.7%	7.0%
15	\$66,432	\$83,937	\$101,441	52.7%	9.3%
16	\$73,494	\$91,867	\$110,241	50.0%	9.4%
17	\$81,306	\$101,633	\$121,960	50.0%	10.6%
18	\$89,949	\$112,437	\$134,924	50.0%	10.6%
19	\$99,511	\$124,389	\$149,267	50.0%	10.6%
20	\$110,089	\$137,612	\$165,134	50.0%	10.6%
21	\$121,792	\$152,240	\$182,688	50.0%	10.6%
22	\$134,739	\$168,423	\$202,108	50.0%	10.6%
23	\$149,062	\$186,327	\$223,592	50.0%	10.6%
24	\$164,907	\$206,134	\$247,361	50.0%	10.6%
25	\$182,437	\$228,046	\$273,655	50.0%	10.6%
26	\$201,830	\$252,288	\$302,745	50.0%	10.6%

Table of Position Classifications (Ord. 101 effective 03/04/2018)

Exhibit "B"

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Accessibility Coordinator	1		15	66,432	101,441
Accessibility Specialist	1		13	54,279	89,167
Accountant II	17	5	16	73,494	110,241
Accountant III	6	3	18	89,949	134,924
Accounting Specialist	2		12	49,063	82,707
ADA Coordinator	1		16	73,494	110,241
Administrative Analyst II	1	1	16	73,494	110,241
Administrative Analyst III	1	1	18	89,949	134,924
Assistant District Secretary	2	2	15	66,432	101,441
Assistant Manager, Bus Maintenance	2		18	89,949	134,924
Assistant Manager, Bus Transportation	2		18	89,949	134,924
Assistant Manager, Employee Relations	1		18	89,949	134,924
Assistant Manager, Social Media	1	1	17	81,306	121,960
Assistant Manager, Transit Operations Training	1		18	89,949	134,924
Assistant Project Manager	1	1	17	81,306	121,960
Budget Analyst	6	3	18	89,949	134,924
Business Systems Analyst II	1		16	73,494	110,241
Business Systems Analyst III	2	1	19	99,511	149,267
CAD Technician	1	1	14	60,049	93,495
Capital Program Specialist	1	1	14	60,049	93,495
Chief Communications Officer	1		25	182,439	273,655
Chief Financial Officer	1		25	182,439	273,655
Chief Officer, Planning, Grants, and Transportation Authority	1	1	25	182,439	273,655
Chief Operating Officer, Bus	1		25	182,439	273,655
Chief Operating Officer, Rail	1	1	25	182,439	273,655
Claims Analyst	1	1	15	66,432	101,441
Contract Administrator	3	3	18	89,949	134,924
Cost Engineer	1	1	18	89,949	134,924
Customer Relations Specialist	2		12	49,063	82,707
Data Specialist	7	2	12	49,063	82,707
Database Administrator	2		18	89,949	134,924
DBE Administrator	1	1	18	89,949	134,924
Deputy Director, Facilities	1		21	121,792	182,688
Deputy Director, Intelligent Transportation Systems (ITS)	1		21	121,792	182,688
Deputy Director, Maintenance	1		21	121,792	182,688
Deputy Director, Quality Assurance & Standards	1	1	21	121,792	182,688
Deputy Director, Rail Vehicle Maintenance	1	1	21	121,792	182,688
Deputy Director, Railroad Infrastructure Maintenance	1	1	21	121,792	182,688
Deputy Director, Railroad Systems Engineering*	1	1	21	121,792	182,688
Deputy Director, Safety and Security	1	1	21	121,792	182,688
Deputy General Manager/CEO	1	1	26	201,830	302,745
Designer	1		15	66,432	101,441
Digital Marketing Administrator	1		18	89,949	134,924
Director, Accounting	1		22	134,739	202,108
Director, Budgets and Financial Analysis	1		22	134,739	202,108
Director, Bus Transportation	1		22	134,739	202,108
Director, Caltrain Planning	1	1	22	134,739	202,108
Director, Capital Program Delivery	1	1	22	134,739	202,108
Director, Contracts and Procurement	1		22	134,739	202,108

Table of Position Classifications (Ord. 101 effective 03/04/2018)

Exhibit "B"

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Director, Engineering and Maintenance*	1	1	23	149,062	223,592
Director, Government and Community Affairs	1	1	22	134,739	202,108
Director, Human Resources	1		23	149,062	223,592
Director, Information Technology and Telecommunications	1		23	149,062	223,592
Director, Marketing and Communications	1	1	22	134,739	202,108
Director, Planning	1		22	134,739	202,108
Director, Rail Contracts and Budget	1	1	22	134,739	202,108
Director, Rail Operations*	1	1	23	149,062	223,592
Director, Real Estate and Development	1	1	22	134,739	202,108
Director, Safety and Security	1	1	23	149,062	223,592
Director, Transportation Authority Program	1	1	22	134,739	202,108
Director, Treasury	1		22	134,739	202,108
Distribution Clerk	2	1	11	44,349	70,690
Distribution Coordinator	1		13	54,279	89,167
Engineer II	5	4	18	89,949	134,924
Engineer III	6	6	19	99,511	149,267
Executive Assistant II	4	2	14	60,049	93,495
Executive Assistant III	1		15	66,432	101,441
Executive Officer, District Secretary, Executive Administration	1		21	121,792	182,688
Facilities Technician	5		12	49,063	82,707
Financial Analyst III	2		18	89,949	134,924
Government and Community Relations Coordinator	3	2	17	81,306	121,960
Grants Analyst	1	1	18	89,949	134,924
Grants and Real Estate Analyst	1	1	15	66,432	101,441
Human Resources Analyst	4		15	66,432	101,441
Human Resources Assistant	1		11	44,349	70,690
Human Resources Specialist	5		12	49,063	82,707
Information Technology Analyst II	2		16	73,494	110,241
Information Technology Analyst III	2		17	81,306	121,960
Intelligent Transportation Systems (ITS) Administrator	1		17	81,306	121,960
Intelligent Transportation Systems (ITS) Analyst	1		17	81,306	121,960
Intelligent Transportation Systems (ITS) Senior Technician	1		16	73,494	110,241
Internal Communications Specialist	1		14	60,049	93,495
Inventory Specialist	1		14	60,049	93,495
IT Computer Support Representative	3		12	49,063	82,707
Labor Compliance Administrator	1	1	18	89,949	134,924
Maintenance Contract Administrator	2		18	89,949	134,924
Maintenance Instructor	2		16	73,494	110,241
Manager, Accessible Transit Services	1		19	99,511	149,267
Manager, Budgets	3	2	20	110,089	165,134
Manager, Bus Contracts	1		19	99,511	149,267
Manager, Bus Maintenance	2		19	99,511	149,267
Manager, Bus Transportation	2		19	99,511	149,267
Manager, Caltrain Planning	1	1	20	110,089	165,134
Manager, Capital Projects and Environmental Planning	1	1	20	110,089	165,134
Manager, Civil Rights Programs	1	1	19	99,511	149,267
Manager, Communications	1	1	19	99,511	149,267
Manager, Configuration Management	1	1	20	110,089	165,134
Manager, Construction Services	1	1	21	121,792	182,688

Table of Position Classifications (Ord. 101 effective 03/04/2018)

Exhibit "B"

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Manager, Customer Service	1		19	99,511	149,267
Manager, Employee Relations	1		21	121,792	182,688
Manager, Employee Services	1		20	110,089	165,134
Manager, Engineering	2	2	21	121,792	182,688
Manager, Engineering, Traction Power/OCS	1	1	20	110,089	165,134
Manager, Facilities Maintenance	1		19	99,511	149,267
Manager, Fare Revenue	1		19	99,511	149,267
Manager, Financial Planning and Analysis	1		20	110,089	165,134
Manager, Financial Reporting and General Ledger	1		21	121,792	182,688
Manager, Grants and Capital Accounting	1	1	20	110,089	165,134
Manager, Grants and Fund Programming	1	1	20	110,089	165,134
Manager, Information Technology and Telecommunications	2		20	110,089	165,134
Manager, Maintenance of Way	1	1	20	110,089	165,134
Manager, Market Research and Development	1	1	20	110,089	165,134
Manager, Marketing and Creative Services	1	1	20	110,089	165,134
Manager, Materials and Inventory Control	1		19	99,511	149,267
Manager, Organizational Development and Talent Management	1		21	121,792	182,688
Manager, Operations Planning, Bus	1		20	110,089	165,134
Manager, Operations Planning, Rail	1	1	20	110,089	165,134
Manager, Payroll	1		21	121,792	182,688
Manager, Procurement	1	1	20	110,089	165,134
Manager, Project Controls	1	1	20	110,089	165,134
Manager, Rail Compliance	1	1	20	110,089	165,134
Manager, Rail Contracts and Budget	1	1	20	110,089	165,134
Manager, Rail Operations	1	1	19	99,511	149,267
Manager, Rail Transportation Communications	1	1	20	110,089	165,134
Manager, Rail Vehicle Maintenance	1	1	19	99,511	149,267
Manager, Real Estate and Development	1	1	20	110,089	165,134
Manager, Right of Way (ROW)	1	1	19	99,511	149,267
Manager, Safety and Security	1	1	19	99,511	149,267
Manager, Standards and Procedures	1	1	20	110,089	165,134
Manager, Stations and Access	1	1	19	99,511	149,267
Manager, TA Fund Programming and Monitoring	1	1	20	110,089	165,134
Manager, Technology Research and Development	1	1	20	110,089	165,134
Manager, Transit Operations Training	1		19	99,511	149,267
Manager, Treasury Accounting	1		19	99,511	149,267
Market Research and Development Analyst	1		16	73,494	110,241
Marketing Development Assistant	1	1	11	44,349	70,690
Marketing Development Specialist	3	2	14	60,049	93,495
Marketing Outreach Coordinator	1		16	73,494	110,241
Mobility Project Coordinator** (part-time)	1		17	81,306	121,960
Network Administrator	2		18	89,949	134,924
Network Administrator, Rail	1	1	18	89,949	134,924
Network Specialist	1		14	60,049	93,495
Office Assistant(full-time/part-time**)	7	3	11	44,349	70,690
Operations Contract Analyst	4	2	16	73,494	110,241
Payroll Specialist	1		13	54,279	89,167
Planning Administrator	6	5	19	99,511	149,267

Table of Position Classifications (Ord. 101 effective 03/04/2018)

Exhibit "B"

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Planning Analyst II	2		16	73,494	110,241
Planning Analyst III	6	3	17	81,306	121,960
Procurement Coordinator	10	10	17	81,306	121,960
Procurement Specialist	2	1	14	60,049	93,495
Project Manager*	3	3	19	99,511	149,267
Public Affairs Specialist	3		14	60,049	93,495
Rail Safety Coordinator	2	2	18	89,949	134,924
RAMS Engineer*	1	1	20	110,089	165,134
Real Estate Administrator	1	1	19	99,511	149,267
Real Estate Specialist	1	1	14	60,049	93,495
Records Assistant	1	1	11	44,349	70,690
Safety and Security Specialist	1		12	49,063	82,707
Safety Coordinator	1		16	73,494	110,241
Scheduling Analyst II	3		16	73,494	110,241
Scheduling Analyst III	1		17	81,306	121,960
Scheduling Specialist	1		11	44,349	70,690
Senior Policy Advisor	1	1	20	110,089	165,134
Senior Procurement Administrator	5	4	19	99,511	149,267
Senior Project Manager	3	2	20	110,089	165,134
Social Media Specialist	1	1	14	60,049	93,495
Supervisor, Customer Service	1		15	66,432	101,441
Supervisor, Facilities Maintenance	1		16	73,494	110,241
Supervisor, Payroll	1		18	89,949	134,924
Supervisor, Staffing Services	1		18	89,949	134,924
Systems and Security Analyst	1		19	99,511	149,267
Systems Software Analyst	2		19	99,511	149,267
Telecommunications Specialist	1		17	81,306	121,960
Title VI Administrator	1	1	18	89,949	134,924
Warranty Analyst	1		14	60,049	93,495
Web Developer	1	1	15	66,432	101,441

Table of Position Classifications (Ord. 101 effective 03/04/2018)**Exhibit "C"**

Job Title	Authorized Positions	FTE(a) Offloads	Class	Salary Range	
<u>Caltrain Modernization Program</u>					
Chief Officer, Caltrain Modernization Program	1	1	25	182,437	273,655
Deputy Chief Officer, CalMod Program Delivery	1	1	24	164,907	247,361
Deputy Director, Program Management and Environmental Compliance	1	1	21	121,792	182,688
Construction Liaison Manager	1	1	17	81,306	121,960
Deputy Director, Project Delivery	1	1	21	121,792	182,688
Director, Project Delivery*	1	1	22	134,739	202,108
Executive Assistant	1	1	12	49,063	82,707
Budget Analyst	1	1	18	89,949	134,924

Table of Position Classifications (Ord. 101 effective 03/04/2018)

Exhibit "D"

Job Title	Authorized Positions	FTE(a) Offloads	Class	Salary Range
<u>Represented</u>				
Bus Contracts Inspector	3	1	IBT2	c
Bus Operator (full-time/part-time)(b)	308		ATU1	c
Bus Operator Trainee	as needed		ATU1	\$20.00 hour
Bus Transportation Supervisor	14		IBT1	c
Customer Service Representative 2	2	2	ATU2	c
Customer Service Representative 1 (extra-help)	8		ATU2	c
Customer Service Representative 1 (full-time)	10		ATU2	c
Customer Service Representative 1 (part-time)	4		ATU2	c
Dispatcher	4		IBT1	c
Maintenance Supervisor	8	1	IBT4	c
Mechanic "A"	30	1	ATU1	c
Mechanic "B"	23	5	ATU1	c
Mechanic "C"	11	1	ATU1	c
Radio Controller	3		IBT1	c
Receptionist	1		ATU2	c
Storeskeeper	7		ATU1	c
Transit Instructor	3		IBT3	c
Utility Maintenance Supervisor	2		IBT4	c
Utility Worker	29		ATU1	c

Table of Position Classifications (Ord. 101 effective 03/04/2018)**Exhibit "E"**

Job Title	Authorized Positions	FTE(a) Offloads	Class	Salary Range
General Manager/CEO	1		GM/CEO	281,051

*Market conditions require that certain positions be regarded as highly competitive to attract employees and must be provided a level of compensation reflective of the competitiveness of the marketplace.

** For part-time positions salary range reflects full-time wages; however, actual earnings are based on reduced hours worked.

(a) The expenses associated with 160 positions are 50% or more funded in the District's Capital Budget and/or JPB's and TA's Operating and Capital Budgets.

(b) Part-time operators shall not exceed 17 percent of the total number of operators, in accordance with the current Amalgamated Transit Union (ATU1) Collective Bargaining Agreement.

(c) Wages established in accordance with the Collective Bargaining Agreements with the Amalgamated Transit Union, Local 1574 (ATU1 - Bus Operators and Maintenance Employee Unit and ATU2 - Customer Service Unit) and the International Brotherhood of Teamsters, Local 856 (IBT1 - Bus Transportation Supervisory Unit, IBT2 - Bus Contracts Inspectors Unit, IBT3 - Transit Instructor Unit, and IBT4 - Maintenance Supervisor Unit).