



# Memorandum

## AGENDA ITEM 3

**DATE:** May 5, 2023  
**TO:** Personnel Committee  
**FROM:** Cynthia Fong - Deputy Director for Finance and Administration  
**SUBJECT:** 5/09/23 Personnel Committee Meeting: Adopt Three Revised Job Classifications and a Revised Organization Chart

<p><b>RECOMMENDATION</b>   <input type="checkbox"/> Information   <input checked="" type="checkbox"/> Action</p> <p>Adopt Three Revised Job Classifications and a Revised Organization Chart.</p> <p><b>SUMMARY</b></p> <p>The purpose of this memorandum is to present proposed staff reclassifications for three currently vacant positions to address changes to our business processes and practices as we emerge from the COVID-19 pandemic and provide growth opportunities for staff; revise the current organization chart; and to seek a recommendation for adoption. We have concluded that two Senior Transportation Planners in the Planning Division and a Transportation Modeler in the Technology, Data and Analysis Division, would better align with near-term work program needs if the positions were reclassified to a Principal Engineer in the Capital Projects Division, and a Manager position with a focus on technology policy and a Principal Transportation Modeler both in the Technology, Data &amp; Analysis Division, respectively. Attachment 1 shows the proposed changes to the organizational structure, which would retain the current number of full-time equivalent positions (47).</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fund Allocation</li> <li><input type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input type="checkbox"/> Budget/Finance</li> <li><input type="checkbox"/> Contract/Agreement</li> <li><input checked="" type="checkbox"/> Other: Position Reclassification and Org Chart</li> </ul>
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## **BACKGROUND**

In December 2018 through Resolution 19-33, the Board approved a staff reorganization plan to update all job positions and reclassify six job positions to meet existing workload management needs and provided growth pathways for staff to progress within the agency. That plan kept the agency at 46 full-time equivalent positions (FTEs) and the level of positions generally more senior, reflecting the needs of our work program.

In December 2019 through Resolution 20-26, the Board approved one new job classification for a Rail Program Manager and increased the agency total to 47 FTE. The Rail Program Manager position was in response to the Board's need for the agency to cultivate in-house rail expertise and perform additional oversight on regional rail development and delivery capacity.

The agency has five core functions:

- Local Transportation Sales Tax Administrator (Prop B in 1989, superseded by Prop K in 2003, superseded by Prop L in 2022)
- County Congestion Management Agency (CMA) (1990)
- Transportation Fund for Clean Air Administrator (1992)
- Prop AA Vehicle Registration Fee Administrator (2010)
- Treasure Island Mobility Management Agency (TIMMA) (2014)

We have filled 38 of the 47 FTE and have the following positions vacant: TIMMA Program Manager, TIMMA Systems Manager, Associate Engineer, Principal Transportation Planner, 3 Senior Transportation Planners, Transportation Modeler, and Staff Accountant.

## **DISCUSSION**

As we have been implementing the new organizational structure over the past few years, we have continued to pay close attention to workload management needs, striving to address them through a combination of the staff reorganization plan, as well as changes to our business processes and practices as we emerge from the COVID-19 pandemic.



Our proposed Fiscal Year 2023/24 agency workplan, under current consideration by the Board at its May 9<sup>th</sup> meeting, requires additional staff resources for an expanding sector of technology policy work that has been led by the Technology, Data, & Analysis Division. Additionally, more staff resources are needed for project delivery support and oversight of The Portal/Downtown Rail Extension (DTX), Muni, BART, Caltrain and Link21. We have already obtained funding appropriations for Geary/19<sup>th</sup> Subway and the Caltrain Bayview studies and DTX, which also encompasses the 4<sup>th</sup> and King Railyards and Pennsylvania Avenue Extension. Based on these considerations, along with creating growth pathways for staff to progress within the agency, we have concluded that the current vacant positions, two Senior Transportation Planners in the Planning Division and a Transportation Modeler in the Technology, Data and Analysis Division, would better align with work program needs if the positions were reclassified to a Principal Engineer in the Capital Projects Division, and a Manager position with a focus on technology policy (a new job classification for the agency since July 2022) and a Principal Transportation Modeler in the Technology, Data & Analysis Division, respectively.

Attachment 1 shows the proposed changes to the organizational structure, which would retain the current number of full-time equivalent positions (47). We are also proposing to shift the Public Policy Manager and Principal Transportation Planner from the Policy & Programming Division to the Executive Division under the Chief Deputy Director to reflect the current staff reporting structure.

## **FINANCIAL IMPACT**

The reclassification of the two Senior Transportation Planner positions to Principal Engineer and Technology Policy Manager and Transportation Modeler to Principal Transportation Modeler is estimated to increase personnel costs up to a maximum of \$124,108 and represents approximately 10 months of expenditures in the preliminary FY 23/24 budget and up to a maximum of \$138,040 in subsequent fiscal years. These positions would be funded by a combination of current and future regional, state and federal grants and Prop L operating and appropriations.

## **CAC POSITION**

The CAC does not consider personnel items.



## **SUPPLEMENTAL MATERIALS**

- Attachment 1 - Proposed Changes to Organizational Structure

# Proposed Agency Structure 47 STAFF POSITIONS



San Francisco  
County Transportation  
Authority

Revised May 5, 2023

