



Agenda

PERSONNEL COMMITTEE Meeting Notice

DATE: Tuesday, May 9, 2023, 9:30 a.m.
LOCATION: Legislative Chamber, Room 250, City Hall
 Watch SF Cable Channel 26 or 99
 (depending on your provider)
 Watch www.sfgovtv.org

PUBLIC COMMENT CALL-IN: 1-415-655-0001; Access Code: 2594 799 0703 # #

To make public comment on an item, when the item is called, dial '*3' to be added to the queue to speak. Do not press *3 again or you will be removed from the queue. When the system says your line is unmuted, the live operator will advise that you will be allowed 2 minutes to speak. When your 2 minutes are up, we will move on to the next caller. Calls will be taken in the order in which they are received.

COMMISSIONERS: Mandelman (Chair), Melgar (Vice Chair), and Ronen

CLERK: Elijah Saunders

Remote Participation

Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or may watch SF Cable Channel 26 or 99 (depending on your provider) or may visit the SFGovTV website (www.sfgovtv.org) to stream the live meeting or may watch them on demand.

Members of the public may comment on the meeting during public comment periods in person or remotely. In-person public comment will be taken first; remote public comment will be taken after.

Written public comment may be submitted prior to the meeting by emailing the Clerk of the Transportation Authority at clerk@sfcta.org or sending written comments to Clerk of the Transportation Authority, 1455 Market Street, 22nd Floor, San Francisco, CA 94103. Written comments received by 5 p.m. on the day before the meeting will be distributed to Board members before the meeting begins.

1. Roll Call
2. Approve the Minutes of the December 7, 2022 Meeting – **ACTION*** **page 3**
3. Adopt Three Revised Job Classifications and a Revised Organization Chart – **ACTION*** **page 5**



Other Items

4. Introduction of New Items – INFORMATION

During this segment of the meeting, Commissioners may make comments on items not specifically listed above or introduce or request items for future consideration.

5. Public Comment

6. Adjournment

*Additional Materials

The meeting proceedings can be viewed live or on demand after the meeting at www.sfgovtv.org. To know the exact cablecast times for weekend viewing, please call SFGovTV at (415) 554-4188 on Friday when the cablecast times have been determined.

The Legislative Chamber (Room 250) and the Committee Room (Room 263) in City Hall are wheelchair accessible. Meetings are real-time captioned and are cablecast open-captioned on SFGovTV, the Government Channel 26 or 99 (depending on your provider). Assistive listening devices for the Legislative Chamber and the Committee Room are available upon request at the Clerk of the Board's Office, Room 244. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Transportation Authority at (415) 522-4800. Requests made at least 48 hours in advance of the meeting will help to ensure availability. Attendees at all public meetings are reminded that other attendees may be sensitive to various chemical-based products.

If any materials related to an item on this agenda have been distributed to the Board after distribution of the meeting packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, Floor 22, San Francisco, CA 94103, during normal office hours.

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; (415) 252-3100; www.sfethics.org.



DRAFT MINUTES

Personnel Committee

Wednesday, December 7, 2022

1. Roll Call

Chair Mandelman called the meeting to order at 10:02 a.m.

Present at Roll Call: Commissioners Mandelman, Peskin, and Ronen (3)

Absent at Roll Call: none

2. Approve the Minutes of the July 12, 2022 Meeting - ACTION

There was no public comment.

Chair Mandelman moved to approve the minutes.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Mandelman, Peskin, and Ronen (3)

Nays: none

Absent: none

3. [CLOSED SESSION] Evaluate Public Employee Performance and Recommend Approval of the Executive Director's Performance Objectives for 2023 – ACTION

There was no public comment.

Chair Mandelman moved to disclose the results of the closed session discussion.

The motion was approved without objection by the following vote:

Ayes: Commissioners Mandelman, Peskin, and Ronen (3)

Nays: none

Absent: none

Chair Mandelman reported that the committee met in closed session, recommended acceptance of the Executive Director's Performance Objectives for 2023 and rated the work of Executive Director Tilly Chang as outstanding.

4. Recommend Adoption of the Revised Salary Structure, Amendment of the Existing Employment Agreement, and Setting the Annual Compensation for the Executive Director for 2023 – ACTION

Chair Mandelman reported that based on Director Chang's performance rating, the committee recommended a revised salary structure range between \$239,682 and \$326,501 and amending the existing employment agreement expiration from December 31, 2019, to December 31, 2025. He continued by stating that the committee recommended setting the Executive Director's annual compensation for



2023 in the amount of \$310,000, along with a one-time bonus of \$3,000 for extraordinary performance in 2022 and deferred supplemental retirement compensation of \$13,500, to be increased by \$1,000 each year for the second and third years of the extended contract.

There was no public comment.

Vice Chair Peskin expressed his appreciation for the stability of the Personnel Committee over the years, along with Director Chang, Transportation Authority staff, and Chair Mandelman.

Commissioner Ronen echoed the Vice Chair's sentiments and expressed appreciation for Deputy Director for Finance and Administration Cynthia Fong for streamlining the meetings and materials for the committee members.

Chair Mandelman moved to approve the item.

The item was approved without objection by the following vote:

Ayes: Commissioners Mandelman, Peskin, and Ronen (3)

Nays: none

Absent: none

5. Introduction of New Items - INFORMATION

There were no new items introduced.

6. Public Comment

There was no general public comment.

7. Adjournment

The meeting was adjourned at 12:00 p.m.



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

RECOMMENDATION Information Action

Adopt Three Revised Job Classifications and a Revised Organization Chart.

SUMMARY

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 & 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).

- Fund Allocation
- Fund Programming
- Policy/Legislation
- Plan/Study
- Capital Project Oversight/Delivery
- Budget/Finance
- Contract/Agreement
- Other: Position Reclassification and Org Chart



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 9th 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/19th Subway and the Caltrain Bayview studies and DTX, which also encompasses the 4th 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

