



RESOLUTION ADOPTING THE REVISED JOB CLASSIFICATIONS AND SALARY STRUCTURE AND REVISED ORGANIZATION CHART

WHEREAS, The Transportation Authority's Personnel Manual calls for a periodic review of the Transportation Authority job classifications and salary structure to benchmark the Transportation Authority's remuneration package against comparable agencies, and to recommend modifications as appropriate; and

WHEREAS, The Transportation Authority Board last approved revisions to the Transportation Authority's job classifications and salary structure in November 2015 (Resolution 16-25); and

WHEREAS, In December 2016 (Resolution 17-17), the Board approved a staff reorganization plan to address organizational structure changes that would need to be implemented to successfully launch the Treasure Island Implementation Plan which added eight full-time equivalent (FTE) positions, raising the agency's total from 41 to 46 FTEs; and

WHEREAS, The Transportation Authority contracted with The Pendolino Group (Pendolino), a human resources consulting firm experienced in compensation and employee benefits surveys and analysis, to conduct a total compensation study for the Transportation Authority's job classifications; and

WHEREAS, The study included a comprehensive review of the Transportation Authority's job classifications, descriptions, base compensation and benefits and compared job classifications against 9 comparator agencies and 2 non-public sources, using these results to internally align the balance of the classifications using internal equity principles; and

WHEREAS, Staff worked with Pendolino to update job descriptions to reflect current core duties and required skills of each position, with six proposed new position descriptions created to



provide growth pathways for staff to progress within the agency, for a total of 42 job descriptions; and

WHEREAS, The staff recommendation includes maintaining the total agency size at 46 FTEs, though the level of positions is generally more senior, reflecting the needs of the agency's work program; and

WHEREAS, Pendolino concluded 100% of the Transportation Authority's job classifications are paid below the market median, with salaries between 1% to 25% below the minimum with the average at 12% and the median at 9%; and

WHEREAS, Pendolino also observed that the agency's ranges are narrower than all comparator agencies and recommended increasing the ranges' spread consistently to 38% (median range spread of comparator agencies); and

WHEREAS, It has been six years since recommendations for salary range adjustments to some positions were last made and accounts for the gap between currently the Transportation Authority's approved salary structure and comparator agencies; and

WHEREAS, Based on the study results and recognizing that market conditions in San Francisco are highly competitive, Attachment 1 shows the shows the job classifications for which staff recommends revisions to the salary structure, Attachment 2 shows the proposed organization chart, and the enclosure contains the proposed job descriptions; and

WHEREAS, The revised structure is intended to provide a level of compensation reflective of the marketplace to attract and retain employees while fitting within the agency's means, as well as allowing for flexibility and fostering exemplary performance; and

WHEREAS, Staff recommends that two Senior Transportation Planners, two Transportation Planners, an Administrative Engineer, and Senior Engineer positions would better align with near-term work program needs if the positions were reclassified to Director of Communications, Principal



Transportation Planner, Public Policy Manager, Associate Engineer, and Assistant Deputy Director of Capital Projects; and

WHEREAS, Staff recommends bringing the four staff who benchmarked below their salary range to at least the minimum of their proposed ranges effective December 31, 2018, which amounts to an increased salary expenditure of at least \$17,000 and may be higher pending consideration of each employee's unique circumstance; and

WHEREAS, Staff proposes making adjustments to all 38 affected staff positions salaries, starting on December 31, 2018, which is estimated to result in an increased aggregate expenditure of approximately \$200,000, representing an average increase in salary expenditures of approximately 5%; and

WHEREAS, The total anticipated budget impact of implementing the new salary structure for this fiscal year is \$217,000 and is within the adopted Fiscal Year 2018/19 Annual Budget and will be reflected in the Fiscal Year 2018/19 Mid-Year Budget, utilizing resources saved from delayed recruitments of the TIMMA Program Manager and Principal Engineer classifications due to the revision of the TIMMA launch date to July 2021; and

WHEREAS, On December 5, 2018, the Personnel Committee met and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts the revised job classifications and salary structure and revised organization chart.

Attachments (2):

1. Proposed Salary Structure
2. Proposed Organization Chart

Enclosure:


Proposed Job Descriptions (42)



The foregoing Resolution was approved and adopted by the San Francisco County Transportation Authority at a regularly scheduled meeting thereof, this 11th day of December, 2018 by the following votes:

Ayes: Commissioners Brown, Cohen, Fewer, Kim, Mandelman, Peskin, Ronen, Safai, Stefani, Tang and Yee (11)

Absent:

 12-14-18 12-14-18
Aaron Peskin Date
Chair

ATTEST:  12/18/18
Tilly Chang Date
Executive Director

ATTACHMENT 1
PROPOSED SALARY STRUCTURE

SFCTA Job Title	Current Minimum Base Salary	Current Maximum Base Salary	Proposed Minimum Base Salary	Proposed Maximum Base Salary	Agency Match	Current vs. Proposed		Last Salary Range Adjustment Year	CLASSIFICATION STATUS (does not represent # of positions, only that at least 1 person holds this position)
						Minimum Salary Difference	Maximum Salary Difference		
1 TRANSPORTATION MODELER	76,464	103,224	86,730	119,683	City and County of San Francisco	13%	16%	2015	FILLED
2 SENIOR TRANSPORTATION MODELER	88,680	119,712	108,410	149,604	City and County of San Francisco	22%	25%	2015	FILLED
3 PRINCIPAL TRANSPORTATION MODELER	102,840	138,828	125,365	173,000	Internal Alignment	22%	25%	2015	VACANT
4 DEPUTY DIRECTOR FOR TECHNOLOGY, DATA & ANALYSIS	134,928	182,160	164,840	227,472	Metropolitian Transportation Commission	22%	25%	2012	FILLED
5 ADMINISTRATIVE ENGINEER	90,888	122,700	91,115	125,739	Alameda County Transportation Commission	0%	2%	2012	FILLED
6 ASSOCIATE ENGINEER	N/A	N/A	101,690	140,328	Contra Costa Transportation Authority	N/A	N/A	PROPOSED	PROPOSED
7 SENIOR ENGINEER	105,408	142,296	113,425	156,528	Contra Costa Transportation Authority	8%	10%	2015	FILLED
8 PRINCIPAL ENGINEER	134,928	182,160	136,110	187,833	Internal Alignment	1%	3%	2015	VACANT
9 ASSISTANT DEPUTY DIRECTOR FOR CAPITAL PROJECTS	N/A	N/A	147,520	203,576	Contra Costa Transportation Authority	N/A	N/A	PROPOSED	PROPOSED
10 DEPUTY DIRECTOR FOR CAPITAL PROJECTS/TIMMA EXECUTIVE DIRECTOR	145,308	196,164	178,255	246,000	Alameda County Transportation Commission/Contra Costa Transportation Authority	23%	25%	2012	FILLED
11 TIMMA PROGRAM MANAGER	145,308	196,164	146,740	202,500	Riverside County Transportation Commission/Orange County Transportation Authority	1%	3%	2016	VACANT
12 TIMMA SYSTEMS MANAGER	134,928	182,160	135,000	186,300	Riverside County Transportation Commission/Orange County Transportation Authority	0%	2%	2016	VACANT
13 TRANSPORTATION PLANNER (PLANNING DIVISION)	76,464	103,224	80,035	110,450	City and County of San Francisco/Metropolitian Transportation Commission	5%	7%	2015	FILLED
14 SENIOR TRANSPORTATION PLANNER (PLANNING DIVISION)	88,680	119,712	92,820	128,090	City and County of San Francisco/Metropolitian Transportation Commission	5%	7%	2015	FILLED
15 PRINCIPAL TRANSPORTATION PLANNER (PLANNING DIVISION)	102,840	138,828	107,645	148,550	City and County of San Francisco/Metropolitian Transportation Commission	5%	7%	2015	FILLED
16 ASSISTANT DEPUTY DIRECTOR PLANNING	110,748	149,508	118,090	162,970	Internal Alignment	7%	9%	2014	VACANT
17 DEPUTY DIRECTOR FOR PLANNING	134,928	182,160	154,440	213,130	City and County of San Francisco	14%	17%	2012	FILLED
18 TRANSPORTATION PLANNER (POLICY & PROGRAMMING DIVISION)	76,464	103,224	80,035	110,450	Metropolitian Transportation Commission	5%	7%	2015	FILLED
19 SENIOR TRANSPORTATION PLANNER (POLICY & PROGRAMMING DIVISION)	88,680	119,712	92,820	128,090	Metropolitian Transportation Commission	5%	7%	2015	FILLED
23 PRINCIPAL TRANSPORTATION PLANNER (POLICY & PROGRAMMING DIVISION)	102,840	138,828	107,645	148,550	City and County of San Francisco	5%	7%	2015	INACTIVE
24 PUBLIC POLICY MANAGER	N/A	N/A	111,030	153,223	Metropolitian Transportation Commission	N/A	N/A	PROPOSED	PROPOSED
25 ASSISTANT DEPUTY DIRECTOR POLICY & PROGRAMMING	110,748	149,508	118,090	162,970	Internal Alignment	7%	9%	2014	FILLED
26 DEPUTY DIRECTOR FOR POLICY & PROGRAMMING	134,928	182,160	154,445	213,130	City and County of San Francisco	14%	17%	2012	FILLED
20 PROGRAM ANALYST	56,856	76,752	65,585	90,506	City and County of San Francisco	15%	18%	2015	INACTIVE
21 SENIOR PROGRAM ANALYST	73,810	99,645	85,350	117,780	City and County of San Francisco	16%	18%	2016	FILLED
22 PRINCIPAL PROGRAM ANALYST	N/A	N/A	96,145	132,678	City and County of San Francisco	N/A	N/A	PROPOSED	PROPOSED
27 ADMINISTRATIVE ASSISTANT	45,528	61,464	51,110	70,534	City and County of San Francisco	12%	15%	2012	FILLED
28 OFFICE MANAGER	51,504	69,540	53,154	73,355	Internal Alignment	3%	5%	2012	INACTIVE
29 MANAGEMENT ANALYST	56,856	76,752	65,585	90,506	City and County of San Francisco	15%	18%	2016	FILLED
30 SENIOR MANAGEMENT ANALYST	74,604	100,704	85,350	117,780	City and County of San Francisco	14%	17%	2012	INACTIVE
31 PRINCIPAL MANAGEMENT ANALYST	86,508	116,796	96,145	132,678	City and County of San Francisco	11%	14%	2014	FILLED
32 STAFF ACCOUNTANT	56,856	76,752	59,610	82,264	City and County of San Francisco	5%	7%	2014	FILLED
33 SENIOR ACCOUNTANT	71,004	95,856	79,920	110,292	City and County of San Francisco	13%	15%	2012	INACTIVE
34 CONTROLLER	110,748	149,508	113,770	157,000	Internal Alignment	3%	5%	2012	FILLED
35 DEPUTY DIRECTOR FOR FINANCE & ADMINISTRATION	134,928	182,160	154,445	213,130	City and County of San Francisco	14%	17%	2012	FILLED
36 CLERK OF THE BOARD	67,584	91,236	69,665	96,140	Internal Alignment	3%	5%	2012	FILLED
37 GRAPHIC DESIGNER	N/A	N/A	61,610	85,020	City and County of San Francisco	N/A	N/A	PROPOSED	PROPOSED
38 COMMUNICATIONS OFFICER	72,780	98,256	74,890	103,350	City and County of San Francisco/Metropolitian Transportation Commission	3%	5%	2016	FILLED
39 SENIOR GRAPHIC DESIGNER	71,004	95,856	73,932	102,024	Internal Alignment	4%	6%	2014	INACTIVE
40 SENIOR COMMUNICATIONS OFFICER	93,168	125,772	99,890	137,850	City and County of San Francisco/Metropolitian Transportation Commission	7%	10%	2014	FILLED
41 DIRECTOR OF COMMUNICATIONS	N/A	N/A	119,868	165,420	Internal Alignment	N/A	N/A	PROPOSED	PROPOSED
42 CHIEF DEPUTY DIRECTOR	145,308	196,164	164,840	227,472	Internal Alignment	13%	16%	2012	FILLED

Attachment 2 – Proposed Organization Chart

SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY

Proposed Agency Structure 46 Staff Positions (no change from 2016 adopted structure)

V Vacant Position
 TIMMA
 Treasure Island Mobility
 Management Agency

