



AGENDA

PERSONNEL COMMITTEE Meeting Notice

Date: Wednesday, November 30, 2016; 3:00 p.m.
Location: Committee Room 263, City Hall
Commissioners: Wiener (Chair), Tang (Vice Chair) and Mar

Clerk: Steve Stamos

1. **Roll Call**
2. **Approve the Minutes of the December 4, 2015 Meeting – ACTION***
3. **Recommend Adoption of the Proposed Agency Reorganization Plan and Job Classifications – ACTION***

In May 2014 the Board approved a reorganization plan to address succession planning and capacity issues, increasing the number of staff positions from 33 to 41, and in November 2015 approved new job classifications to better align staff roles with work program needs. Over the past year, we conducted an organizational assessment with consulting firm HNTB to identify additional organizational structure changes that are needed to support our agency's role as the Treasure Island Mobility Management Agency (TIMMA). The purpose of TIMMA, as set forth in the Treasure Island Transportation Implementation Plan is to implement a comprehensive mobility management program to support the Island's development plans. The organizational assessment identified additional roles and expertise in our Capital Projects division that will be necessary to ensure the successful delivery of multiple bus transit programs, ferry and shuttle services, toll collection, parking, and coordination with Caltrans and the Bay Area Toll Authority. There will also be additional demands on existing responsibilities in the areas of human resources, accounting and reporting, procurements and contracts. We also recommend reclassifying some positions in other divisions. To meet these needs, we are proposing to add five new positions to the agency, to be hired incrementally leading up to the start of toll operations and funded by a mix of Treasure Island Development Authority and other grants, raising the agency's total size from 41 to 46 staff positions.

4. **[CLOSED SESSION] Public Employee Performance Evaluation and Approval of the Executive Director's Performance Objectives for 2017 – ACTION***

The Transportation Authority will hold a closed session under California Government Code 54957 concerning the evaluation of the performance of the Executive Director.

OPEN SESSION: After the closed session, the Chair shall report the vote taken on motion(s) made in the closed session, if any.

Per Administrative Code Section 2(e), the Transportation Authority shall conduct an employee performance evaluation of the Executive Director by December 31 of each year for the Executive Director's work performance for the current year. The performance review will be informed by documentation of the Executive Director's list of accomplishments and feedback from Board members. Beyond providing a basis for compensation adjustments, the annual evaluation is an opportunity for the Committee/Board and for the Executive Director to provide feedback, clarify expectations and set the stage for the collaborative efforts to take place over the next twelve months.

5. Recommend Amending the Existing Employment Agreement and Annual Compensation for the Executive Director for 2017 – ACTION*

Per the Administrative Code, the Transportation Authority shall fix the compensation of the Executive Director. The Personnel Committee will consider the Executive Director's performance, amend the existing employment agreement, and recommend the Executive Director's compensation for 2017.

6. Introduction of New Items – INFORMATION

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

7. Public Comment

8. Adjournment

* Additional materials

If a quorum of the Transportation Authority Board is present, it constitutes a Special Meeting of the Transportation Authority Board. The Clerk of the Authority shall make a note of it in the minutes, and discussion shall be limited to items noticed on this agenda.

Please note that 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.

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If any materials related to an item on this agenda have been distributed to the Personnel Committee 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.

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