


M E M O

Alameda Corridor Transportation Authority

August 12, 2021

To:	Governing Board
From:	Michael C. Leue, Chief Executive Officer 
Subject:	<i>Approve and Adopt the ACTA Officer and Employee Publicly Available Pay Schedule</i>

Recommendation:

Staff requests that the Governing Board approve and adopt the attached Publicly Available Pay Schedule (Transmittal 3) for ACTA's Officers and Employees effective July 1, 2021. The Pay Schedule sets the range of salaries allowed for each ACTA position.

Background:

The California Public Employee Retirement System (CalPERS) requires its member agencies to have each agency's governing body approve its employee Pay Schedule and thereafter make it publicly available. This item is brought before the Governing Board for approval to update the past Governing Board-approved Pay Schedule and to comply with CalPERS requirements.

It has been ACTA's practice to set the ACTA Pay Schedule salary ranges based upon relatively equivalent positions within the City of Los Angeles employment system.

Note that in addition to approving the Pay Schedule, the ACTA Governing Board separately approves the salary line item during each annual budget approval process.

Discussion:

ACTA ORGANIZATION

ACTA's Organization Chart currently has two vacant positions: Controller and Director of Government & Community Affairs. These positions will be removed. ACTA is redistributing the responsibilities from the two removed positions and adding two new positions: Systems and Contracts Manager, and Staff Accountant. The updated ACTA Organization Chart is shown in Transmittal 1.



The Principal Accountant will adopt some responsibilities previously assigned to the Controller, and will also be responsible for supervising the Staff Accountant. The Controller formerly provided oversight of the Principal Accountant; in the updated organization, the Principal Accountant will provide oversight of the Staff Accountant.

The Systems and Contracts Manager will undertake certain responsibilities previously assigned to the Controller, and will also be responsible for supervising the Accounts Payable Supervisor.

In addition, the hiring of two subordinate positions, AP Supervisor and Staff Accountant, will fulfill ACTA's current financial administrative needs while also facilitating succession planning for the future.

The responsibilities of the former Director of Government & Community Affairs will be filled by ACTA's Director of Public Affairs who will transition from a part-time to full-time employee.

PAY SCHEDULE

Attached as Transmittal 2 is a chart showing each ACTA position title and the equivalent City of Los Angeles employee classification number, title, current salary range and collective bargaining unit number. City of Los Angeles Administrative Code Salary Ranges are publicly available at City of Los Angeles Memoranda of Understanding (MOU) Index. <<http://cao.lacity.org/MOUs/index.htm>>

ACTA currently has a salary budget and Pay Schedule for 11 positions including two officers and nine employees. The two vacant positions (Controller and Director of Government & Community Affairs) will be removed from ACTA's organization chart, and two new positions will be created and filled.

None of the City of Los Angeles salary ranges nor ACTA's salary ranges for the current positions were increased for 2021. The salary ranges shown in Transmittal 2 reflect the latest City of Los Angeles salary range for each position and the proposed adoption of these ranges for ACTA. Note that the aggregate minimum and maximum salary ranges are lowered by the proposed staff restructuring.

Transmittal 3 shows ACTA's proposed Pay Schedule for ACTA Governing Board approval.

Budget Impact:

The approval of ACTA's Pay Schedule will not impact ACTA's budget.

Co-General Counsel Review:

ACTA's Co-General Counsel has reviewed this board report and there are no legal issues at this time.

Transmittals:

Transmittal 1 – ACTA Organization Chart

Transmittal 2 – ACTA Employee Titles and Equivalent Los Angeles Employee Positions

Transmittal 3 – ACTA Pay Schedule Effective FY22