


M E M O

Alameda Corridor Transportation Authority

June 16, 2022

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 2) for ACTA's Officers and Employees effective July 1, 2022. 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.

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

Discussion:

ACTA ORGANIZATION

ACTA's Organization Chart is shown in Transmittal 1.

The Principal Accountant has adopted some responsibilities previously assigned to the Controller (position eliminated in 2021), 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 contract management 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, have fulfilled 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 has transitioned from part-time to full-time employee status.

PAY SCHEDULE

ACTA currently has a salary budget and Pay Schedule for 11 positions including two officers and nine employees. The salary ranges for each position have historically been established by comparing the salaries for ACTA's position descriptions with relatively equivalent City of Los Angeles employee positions. The proposed pay schedules are in line with, but not exactly the same as, the City of Los Angeles ranges because the City salaries take into consideration certain contractually negotiated terms and conditions that do not carry over to employment at ACTA. Therefore, the proposed salary ranges for each position also consider consumer price index changes and the Board's approved budget for the upcoming fiscal year. The resulting ACTA Pay Schedule applies a 6% increase to the Maximum limit for each position. Transmittal 2 shows ACTA's proposed Pay Schedule for ACTA Governing Board approval.

Budget Impact:

The approval of ACTA's Pay Schedule will not directly 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 Pay Schedule Effective FY23