

M E M O

Alameda Corridor Transportation Authority

To: Governing Board
Meeting Date: August 15, 2024
From: Kevin L. Scott, Chief Financial Officer
Michael C. Leue, Chief Executive Officer 
Subject: APPROVE and ADOPT the ACTA Officer and Employee Publicly Available Pay Schedule for Fiscal Year 2024/2025

Recommendation:

Staff requests that the Governing Board approve and adopt the Publicly Available Pay Schedule for ACTA's Officers and Employees effective July 1, 2024. The Publicly Available Pay Schedule presented in Transmittal 1 sets the range of salaries allowed for each ACTA position. The proposed ACTA Pay Schedule applies a 2.4 percent increase to the Minimum and the Maximum limit for each position based on the Fiscal Year 2023-2024 Pay Schedule.

Background:

The California Public Employee Retirement System (CalPERS) requires its member agencies to have each agency's governing body approve its then-current 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 separately from approving the Pay Schedule, the ACTA Governing Board approves the salary budget line item during each annual Operating Budget approval process.

Discussion:

ACTA ORGANIZATION

ACTA's Organization Chart is shown in Transmittal 2. In January 2024, management reorganized the Accounts Payable office in response to a staff departure. The position of Accounts Payable Supervisor was eliminated due to declining workload in the department and the remaining duties were distributed to the two Accounts Payables Technicians. These two positions were each promoted to new positions, namely *Accounts Payable Lead Person* and *Accounts Payable Contracts Specialist*.

As previously presented to the Board, ACTA's management will be hiring an Executive Assistant/Analyst (previously referred to as Production Analyst) to perform data analysis and produce presentation graphics, reports, Governing Board meeting packages and provide contract administration support.

PAY SCHEDULE

ACTA management proposes salary ranges and a Pay Schedule for 12 positions including three 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 ACTA salary ranges are not tied directly to 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 ACTA position also consider the consumer price index and changes in roles and responsibilities. The comparable City of Los Angeles employee positions and their pay scales are provided in Transmittal 3.

The ACTA Governing Board also asked staff to research other public agencies for a wider sampling of pay schedules. Transmittal 4 presents a comparison of the salary ranges for equivalent positions from several other agencies. Equivalent positions are not always available and comparisons between agencies must consider the specific requirements and level of responsibilities agencies place on each position.

Transmittal 5 indicates variances in maximum end of ranges for each position comparing ACTA to City of Los Angeles in first table and comparing ACTA to other agencies in second table. ACTA's maximums are within 10% of each comparable City of Los Angeles position, and ACTA is generally higher for each position. For the comparison with other agencies (excluding City of Los Angeles), ACTA is generally lower, with a few exceptions. Comparing the total of all position maximum salaries, ACTA is 4.9 percent higher than City of Los Angeles and 6 percent lower than the average of other agencies.

Budget Impact:

The approval of ACTA's Pay Schedule will not directly impact ACTA's budget. Salary increases are approved by the Governing Board separately through the annual Operating 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 Publicly Available Pay Schedule Effective July 1, 2024, for FY24-25

Transmittal 2 – ACTA Organization Chart

Transmittal 3 – City of Los Angeles Equivalent Job Description Positions Pay Schedule

Transmittal 4 – Other Agencies Equivalent Job Description Positions Pay Schedules

Transmittal 5 – Statistical Comparison of ACTA with City of Los Angeles and Other Agencies