



Agenda Item No. (3)

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole Meeting of April 25, 2024

From: Kellee J. Hopper, Deputy General Manager, Administration and Development  
Denis J. Mulligan, General Manager

Subject: **AUTHORIZE SALARY ADJUSTMENT TO SELECT POSITIONS IN RESPONSE TO SALARY SURVEY FINDINGS**

### **Recommendation**

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors approve an adjustment to salaries of the following classifications relative to the recent compensation study findings, effective the beginning of the first pay period in March 2024:

1. Director of Budget and Electronic Revenue from an annual salary range of \$164,840 to \$199,243 to an annual salary of \$202,259 to \$245,835 not including benefits;
2. Chief Technology Officer from annual salary range of \$170,206 to \$205,670 to an annual salary of \$202,259 to \$245,835 not including benefits;
3. Manager of Electronic Revenue Collection from an annual salary range of \$133,411 to \$161,262 to an annual salary of \$150,696 to \$182,000 not including benefits;
4. Purchasing Officer from an annual salary range of \$126,693 to \$153,088 to an annual salary of \$142,355 to \$171,995 not including benefits;
5. Contracts Officer from an annual salary range of \$126,693 to \$153,088 to an annual salary of \$142,355 to \$171,995 not including benefits; and,
6. ADA Compliance and Program Manager from an annual salary range of \$110,677 to \$133,723 to an annual salary of \$122,907 to \$148,491 not including benefits,

with the understanding that sufficient funds to cover the annual salaries for the positions are included in the current appropriate Division Operating Budget and will be budgeted for accordingly in future years.

This matter will be presented to the Board of Directors at its April 26, 2024 meeting for appropriate action.

### **Summary**

The Golden Gate Bridge, Highway and Transportation District (District) recently completed a comprehensive salary study of represented and non-represented positions. At the February 2024, Rules, Policy and Industrial Relations Committee meeting, the committee discussed the need for a comprehensive salary policy, as well its desire to quickly address salaries for several positions

that the comprehensive study showed were significantly below market competitiveness. It directed staff to return with a comprehensive salary policy recommendation for committee consideration that would systematically keep positions from getting below competitive levels. Such a policy would use the data from the salary survey to mark positions without collective bargaining representation to the medium total compensation level in the market.

While the comprehensive study demonstrated that salaries for the vast majority of District positions are competitive or highly competitive with market targets, there are, however, five (5) positions that were in excess of 15 percent below market rate (as noted below). The committee also directed staff to return with a proposal as to getting the salaries for these positions into a more competitive range. All of these positions are currently filled.

<b>DIVISION</b>	<b>POSITION</b>	<b>PERCENTAGE BELOW MARKET COMPETITIVENESS</b>
Finance	Director of Budget & Electronic Revenue	-23%
Administration & Development	Chief Technology Director	-18%
Finance	Manager of Electronic Revenue Collection	-17%
Finance	Purchasing Officer/Contracts Officer	-17%
Administration & Development	ADA Compliance & Program Manager	-16%

In considering recommendations for salary adjustments, staff identified salary ranges within its existing pay scale that would bring each positions to within five percent of the position’s median salary from the compensation survey findings. That is the basis for the recommended salary adjustments listed in this report. Furthermore, it is recommended that the pay adjustments be made effective the beginning of the first pay period in May 2024.

One item of note is the Contracts Officer position. During the compensation study, the data collected did not support an adjustment. However, at the District, the Purchasing Officer and the Contracts Officer are at the same compensation level and do the same types of work with similar management responsibilities. In discussions with our consultant, it was confirmed that some agencies are structured differently and utilize their procurement staff in different ways but, given the District’s structure, there was justifiable reason to keep them together. For that reason, it is recommended that the salaries of these two classifications be aligned the same.

There was one additional position noted in the report (Operations Control Manager in the Bus Division) that was shown to be more than 15 percent under market. However, additional work is necessary on this position before staff can bring back a recommended salary adjustment for this position.

**Fiscal Impact**

The total annual fiscal impact for the recommended actions is estimated to be \$207,652, including payroll and fringes. This is devised of the proposed total salary adjustment for all these positions of approximately \$160,077 and \$47,575 in payroll and fringe benefits. Requisite funds in this

amount will be funded with salary savings from unfilled positions in the applicable Division's FY 23/24 Operating Budget and will be budgeted accordingly in future budget years.

<b>POSITION</b>	<b>CURRENT STEP 5 SALARY</b>	<b>RECOMMENDED STEP 5 SALARY</b>	<b>DIFFERENCE</b>
Director of Budget & Electronic Revenue	\$199,243	\$245,835	\$46,592
Chief Technology Director	\$205,670	\$245,835	\$40,165
Manager of Electronic Revenue Collection	\$161,262	\$182,000	\$20,738
Purchasing Officer	\$153,088	\$171,995	\$18,907
Contracts Officer	\$153,088	\$171,995	\$18,907
ADA Compliance & Program Manager	\$133,723	\$148,491	\$14,768
<b>TOTAL</b>			<b>\$160,077</b>

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