

Attachment 1 to Board Item No. 5

Position: Controller

Incumbent Years with ACTA: 11 Applicable Salary Range: \$113,984 - \$162,196

This position fulfills the financial responsibilities of a controller, including but not limited to developing and tracking the annual budget; establishing, managing, coordinating the internal and external audit process; managing grant and Caltrans reimbursements for projects.

In addition, this position is now responsible for the administration of all ACTA contracts. When ACTA downsized its and ACET's staff in 2013 in response to budgetary concerns described in the body of the Board Report, this position absorbed the responsibilities of the former ACET Manager of Contracts, saving ACTA approximately \$400,000 per year in fully burdened consultant (ACET) costs.

This position is also a potential candidate in the succession planning for the CFO position.

Position: Financial Systems and Payables Manager

Incumbent Years with ACTA: 17 Applicable Salary Range: \$88,364 - \$129,185

This position is responsible for managing all payable for the organization. This position is also prepares and verifies all railroad self-assessment exception invoices. The position provides support/back-up and is the succession candidate for the MIS Administrator, which is a most critical ACTA position that manages the system that receives and verifies all of ACTA's Railroad revenue (currently \$100 million per year).

This position absorbed the previous downsizing of ACTA staff in 2013 losing one of two accounts payable technicians, which saved ACTA approximately \$125,000 per year in salary and benefits. This position also absorbed in part the duties of the former **Accounting and Finance Manager** position eliminated in 2013, saving ACTA approximately an additional \$150,000 in salary and benefits.

Position: Public Affairs, Events and Media Officer (also Governing Board Secretary)

Incumbent Years with ACTA: 10 Applicable Salary Range: \$102,375 - \$145,680

This part-time position manages ACTA's media relations, ACTA's participation and sponsorship of industry and charity events and the handling of all public records act requests. The position also absorbed the additional duties of the ACTA Governing Board Secretary in 2013. As Board Secretary the incumbent records and transcribes minutes for both the Governing Board and Audit Committee and interfaces with Board member staffs regarding availability to attend meetings and manages logistics at the meeting venues. The incumbent also helped create, manages, and updates ACTA's website that includes all ACTA financial, performance and contract opportunities information.

Position: Accounts Payable Technician

Incumbent Years with ACTA: 12 Applicable Salary Range: \$62,536 - \$91,392

This position supports the **Financial Systems and Payables Manager**, and absorbed in part the duties of an eliminated technician position in 2013, saving ACTA approximately \$125,000 per year in salary and benefits. The position reviews invoices for accuracy and matches them to authorized values. The number of checks issued per month averages about 75.

Position: Director of Government and Community Affairs

Incumbent Years with ACTA: 10 Applicable Salary Range: \$101,957 - \$145,074

This position manages all community and government affairs and interfaces with the staffs at the ports; is a member of local industry and civic organizations; represents ACTA at regular meetings and functions of local agencies and industry groups; interfaces with staffs of local, state and federal elected officials on ACTA matters; coordinates ACTA's federal advocacy with its Washington DC consultant; and attends annual meeting in Sacramento and Washington DC as a member of the regional team of agency representatives supporting goods movement funding. This position absorbed many of the support functions of a previous ACTA consultant, saving ACTA approximately \$100,000 per year.

Position: Administrative Manager

Incumbent Years with ACTA: 17 Applicable Salary Range: \$68,612 - \$100,308

This position manages all of ACTA's administrative duties including human resources, payroll, benefit coordination, and communications with employees involving same. The position also manages and safeguards legal records, performs document control duties, manages office supplies and landlord interface, and manages telephone communications. The position also manages the annual Form 700 process involving staff and Board Members.

In previous downsizing the position absorbed many duties of the former **Director of Administration**, which was eliminated through attrition in 2005 saving ACTA over \$300,000 per year in salary and benefits. The position also absorbed the duties of an office management position eliminated in 2013, saving ACTA approximately \$100,000 in salary and benefits.

Special Salary Adjustment - Attachment 2 to Board Item No. 5

Position	A Top of Range	B Proposed % of Top of Range as Decimal	C Proposed Salary (A x B)	D Existing Salary	E Special Salary Adjustment (C - D)	F % Increase (E/D x 100)	G 3% Cost of Living Adjustment (C x .03)	H New Total Amount (C+G)	I Net FY18 Increase (E + G)	J Net % Increase (I/D x 100)
Controller	\$ 162,196	0.85	\$ 137,867	\$ 126,967	\$ 10,900	8.6	\$ 4,136	\$ 142,003	\$ 15,036	11.8
Financial Systems & Payables Manager	129,185	0.85	109,807	100,463	9,344	9.3	3,294	113,101	12,638	12.6
Public Affairs, Events & Media Officer (and Board Secretary)	145,680	0.87	126,742	124,009	2,733	2.2	3,802	130,544	6,535	5.3
Accounts Payable Technician	91,392	0.85	77,683	75,513	2,170	2.9	2,330	80,014	4,501	6.0
Director of Government & Community Affairs	145,074	0.85	123,313	117,364	5,949	5.1	3,699	127,012	9,648	8.2
Administrative Manager	100,308	0.9	90,277	87,787	2,490	2.8	2,708	92,986	5,199	5.9
Total	\$ 773,835	-	\$ 665,689	\$ 632,103	\$ 33,586	5.3	\$ 19,971	\$ 685,659	\$ 53,556	8.5

6/8/17