


M E M O

Alameda Corridor Transportation Authority

To: Governing Board
Meeting Date: June 20, 2024
From: Kevin L. Scott, Chief Financial 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 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 separately from approving the Pay Schedule, the ACTA Governing Board approves the salary budget line item during each annual budget approval process.

Discussion:**ACTA ORGANIZATION**

ACTA's Organization Chart is shown in Transmittal 1.

In January 2024, management reorganized the Accounts Payable office in response to a staff departure. The position of Account Payable Supervisor was eliminated, and the duties were distributed among the remaining 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 produce data presentation graphics, reports, Governing Board meeting packages and support contract administration

Overall, staffing for ACTA has been reduced by one position.

PAY SCHEDULE

ACTA management proposes a salary budget and 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 Pay Schedule lines 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 position also consider consumer price index changes, merit raises and the Board's approved budget for the upcoming fiscal year. The proposed ACTA Pay Schedule applies a 5.4 percent 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. 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 Organization Chart

Transmittal 2 – ACTA Pay Schedule Effective FY25