



ITEM ID: 2023-147-0

TRANSMITTAL DATE: March 17, 2023

MEETING DATE: March 24, 2023

TO: Board of Directors

FROM: Ilyssa DeCasperis, Chief People Officer

SUBJECT: Quarterly Compensation Report - 2nd Quarter FY23 - October 1, 2022 through December 31, 2022

Issue

In compliance with HR Policy No. 2.1, Wage and Salary Administration – Salary Program Administration, staff is required to make quarterly and annual reports to the Board on compensation matters.

Recommendation

Receive and file.

Strategic Commitment

This report aligns with the Strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on subsidy while bringing our system into a state of good repair and investing in the development of our employees. As required by the HR Policy No. 2.1, Wage and Salary Administration – Salary Program Administration, staff is required to make quarterly reports to the Board on all compensation matters to maintain transparency.

Background

In accordance with the HR Policy No. 2.1, Wage and Salary Administration – Salary Program Administration, the Board requires the Chief People Officer to report all salary placements for new hires, promotions, demotions, reclassifications and other changes in employee compensation to the Board on a quarterly basis.

Discussion

There were 17 compensation transactions that occurred during the second quarter of fiscal year 2022-23 October 1, 2022 through December 31, 2022. The compensation transactions are summarized below and in Attachment A, and described in detail in Attachment B:

New Hires*	9
Promotions**	2
Acting Pay	3
Additional Pay - Temporary	2
Return from Acting/Additional Pay	1
TOTAL	17

*New Hires

All of the positions are designated as mission critical.

**Promotions

In accordance with the HR Policy No. 2.1, Section 1.5 – Promotions:

A promotion is awarded when an employee moves from his/her current job classification to another when the new job classification is at least one salary grade higher than the previous job classification. The following factors may be taken into consideration in determining a promotional increase:

- The employee's new salary shall not be less than the minimum of the new salary range.
- The salaries and qualifications of employees in the same or similar positions and/or the same grade shall be taken into consideration to ensure internal equity. Demonstrated past performance and strength of experience and qualifications shall be considered in relation to the salary placement.

A salary increase of 42.01% was authorized by the CEO to maintain the internal equity within the salary grade for the position. The minimum qualification for this position is 10 years of related experience. The selected candidate possesses 16 years of experience. Additionally, the average salary for employees in a similar classification is \$157,676; hence the annual salary offered of \$150,000 reflects a reasonable and appropriate increase for the selected employee. Please see table below for salary details.

Effective December 19, 2022:

Type of Change	Current Information	Promotion Information
Job Title:	PTC Equipment Engineer I	Senior Manager, Train Control System
Salary Grade / Range:	Grade J / \$77,124- \$120,511	Grade O / \$117,205 - \$183,140
Annual Salary:	\$105,629.42	\$150,000.24

A salary increase of 30.27% was authorized by the CEO to maintain the internal equity within the salary grade for the position. The minimum qualification for this position is seven (7) years of related experience. The selected candidate possesses 19 years of experience. Additionally, the average salary for employees in a similar classification is \$139,491; hence the annual salary offered of \$131,000 reflects a reasonable and appropriate increase for the selected employee. Please see table below for salary details.

Effective December 26, 2022:

Type of Change	Current Information	Promotion Information
Job Title:	Supervisor Inventory Control	Manager II
Salary Grade / Range:	Grade K / \$83,231 - \$130,064	Grade L / \$92,665 - \$144,779
Annual Salary:	\$100,556.82	\$131,000.22

Next Steps

Human Resources will continue to report on a quarterly basis.

Prepared by: Agavni Bagdasarian, Senior Human Resources Analyst
 Ilyssa DeCasperis, Chief People Officer

Approved by: Ilyssa DeCasperis, Chief People Officer

Attachment(s)

[Attachment A - Board Compensation Summary 2nd Qtr FY23](#)
[Attachment B - Board Compensation Report 2nd Qtr FY23](#)
[Presentation - Quarterly Compensation Report “ 2nd Quarter FY23 ” October 1, 2022 through December 31, 2022](#)