



ITEM ID: 2023-194-0

TRANSMITTAL DATE: May 19, 2023

MEETING DATE: May 26, 2023

TO: Board of Directors

FROM: Ilyssa DeCasperis, Chief People Officer

SUBJECT: Quarterly Compensation Report - 3rd Quarter FY23 - January 1, 2023 through March 31, 2023

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 19 compensation transactions that occurred during the third quarter of fiscal year 2022-23, January 1, 2023 through March 31, 2022. The compensation transactions are summarized below and in Attachment A, and described in detail in Attachment B:

New Hires*	9
Promotions**	3
Acting Pay	3
ATU Salary Increase	1
Return from Acting/Additional Pay	3
TOTAL	19

***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 29.84% was authorized by the CEO to maintain the internal equity within the salary grade for the position. The minimum qualification for this position is four (4) years of related experience. The selected candidate possesses 18 years of experience. Additionally, the average salary for employees in a similar classification is \$118,376; hence the annual salary offered of \$116,000 reflects a reasonable and appropriate increase for the selected employee. Please see table below for salary details.

Effective February 6, 2023:

Type of Change	Current Information	Promotion Information
Job Title:	Executive Assistant II	Operations Administrator
Salary Grade / Range:	Grade G / \$57,172- \$89,340	Grade K / \$83,231 - \$130,064
Annual Salary:	\$89,339.95	\$116,000.00

A salary increase of 6.51% was authorized by the CEO to maintain the internal equity within the salary grade for the position. The minimum qualification for this position is five (5) years of related experience. The selected candidate possesses 25 years of experience. Additionally, the average salary for employees in a similar classification is \$113,801; hence the annual salary offered of \$115,000 reflects a reasonable and appropriate increase for the selected

employee. Please see table below for salary details.

Effective March 6, 2023:

Type of Change	Current Information	Promotion Information
Job Title:	Compliance Officer I	Railroad Civil Engineer II
Salary Grade / Range:	Grade I / \$70,930- \$110,836	Grade K / \$83,231 - \$130,064
Annual Salary:	\$102,000.00	\$115,000.00

A salary increase of 9.14% 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 16 years of experience. Additionally, the average salary for employees in a similar classification is \$150,902; hence the annual salary offered of \$145,600 reflects a reasonable and appropriate increase for the selected employee. Please see table below for salary details.

Effective March 27, 2023:

Type of Change	Current Information	Promotion Information
Job Title:	Supervisor Inventory Control	Senior Manager - Various
Salary Grade / Range:	Grade L / \$92,665 - \$144,779	Grade M / \$99,926 - \$156,135
Annual Salary:	\$133,409.64	\$145,600.00

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 3rd Qtr FY23](#)

[Attachment B - Board Compensation Report 3rd Qtr FY23](#)