



ITEM ID: 2024-311-0

TRANSMITTAL DATE: October 18, 2024

MEETING DATE: October 25, 2024

TO: Board of Directors

FROM: Alberto Lara, Chief People Officer

SUBJECT: Quarterly Compensation Reports - 1st, 2nd, 3rd and 4th Quarters of Fiscal Year 2024 - July 1, 2023 through June 30, 2024

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

Because of staff shortages in the Human Resources Department due to vacancies and a leave of absence, the quarterly compensation report was not presented during fiscal year 2024. Therefore, this report contains the compensation transactions for all four quarters of fiscal year 2024.

First Quarter FY24 Compensation Transactions

There were 58 compensation transactions that occurred during the first quarter of fiscal year 2024, July 1, 2023 through September 30, 2023. The compensation transactions are summarized below and in Attachment A, and described in detail in Attachment B:

New Hires	8
Promotions	3
Acting Pay	1
Additional Pay – Temporary	4
ATU Salary Increases	38
Return from Acting/Additional Pay	4
TOTAL	58

Second Quarter FY24 Compensation Transactions

There were 21 compensation transactions that occurred during the second quarter of fiscal year 2024, October 1, 2023 through December 31, 2023. The compensation transactions are summarized below and in Attachment C, and described in detail in Attachment D:

New Hires	9
Promotions	2
Acting Pay	1
Additional Pay -- Temporary	4
Return from Acting/Additional Pay	5
TOTAL	21

Third Quarter FY24 Compensation Transactions

There were 41 compensation transactions that occurred during the third quarter of fiscal year 2024, January 1, 2024 through March 31, 2024. The compensation transactions are summarized below and in Attachment E, and described in detail in Attachment F:

New Hires	13
Promotions	3
Acting Pay	1
Additional Pay -- Temporary	3
ATU Salary Increase	3
Classification & Compensation Study	15
Return from Acting/Additional Pay	3
TOTAL	41

Fourth Quarter FY24 Compensation Transactions

There were 23 compensation transactions that occurred during the fourth quarter of fiscal year 2024, April 1, 2024 through June 30, 2024. The compensation transactions are summarized below and in Attachment G, and described in detail in Attachment H:

New Hires	11
Promotions	4
Acting Pay	1
Additional Pay – Temporary	3
ATU Salary Increase	1
Board Decision	1
Return from Acting/Additional Pay	2
TOTAL	23

FY24 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 44.75% was authorized by the CEO to maintain the internal equity within the salary grade for the position. The minimum qualifications for this position is a bachelor’s degree and four (4) years of related experience. The selected candidate possesses a master’s degree and 22 years of related experience. Additionally, the average salary for employees in a similar classification is \$117,188.37; hence the annual salary offered of \$118,000 reflects a reasonable and appropriate increase for the selected employee. Please see table below for

salary details.

Effective July 24, 2023:

Type of Change	Current Information	Promotion Information
Job Title:	Management Analyst I	Operations Administrator
Salary Grade / Range:	Grade G / \$57,172 - \$89,340	Grade K / \$83,231 - \$130,064
Annual Salary:	\$85,597.72	\$118,000

A salary increase of 33.33% was authorized in accordance with the salary schedule in Article 20 of the Collective Bargaining Agreement between the Southern California Regional Rail Authority and the Amalgamated Transit Union, Local 1277, effective January 1, 2023 to June 30, 2026. Please see table below for salary details.

Effective October 16, 2023:

Type of Change	Current Information	Promotion Information
Job Title:	Customer Relations Representative	Senior Customer Relations Representative
Hourly Rate:	\$21.67	\$28.89

A salary increase of 40.30% was authorized by the CEO to maintain the internal equity within the salary grade for the position. The minimum qualifications for this position is five (5) years of related experience. The selected candidate possesses 15 years of related experience. Additionally, the average salary for employees in a similar classification is \$106,250.30; hence the annual salary offered of \$100,000 reflects a reasonable and appropriate increase for the selected employee. Please see table below for salary details.

Effective January 8, 2024:

Type of Change	Current Information	Promotion Information
Job Title:	Inventory Control Operator II	Supervisor, Inventory Control
Salary Grade / Range:	Grade E / \$45,607 - \$71,274	Grade K / \$83,231 - \$130,064
Annual Salary:	\$71,273.90	\$100,000

Next Steps

Human Resources will resume reporting compensation transactions on a quarterly basis. The next quarterly compensation report for the first quarter of fiscal year 2025 will be presented at the November Board meeting.

Prepared by: Roxanne Randolph, Director, Human Resources

Approved by: Alberto Lara, Chief People Officer

Attachment(s)

Presentation - FY24 Quarterly Compensation Report
Attachment A - Board Compensation Summary FY24 Q1
Attachment B - Board Compensation Report FY24 Q1
Attachment C - Board Compensation Summary FY24 Q2
Attachment D - Board Compensation Report FY24 Q2
Attachment E - Board Compensation Summary FY24 Q3
Attachment F - Board Compensation Report FY24 Q3
Attachment G - Board Compensation Summary FY24 Q4
Attachment H - Board Compensation Report FY24 Q4