



Agenda Item No. 7

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole Meeting of February 27, 2009

From: Harvey Pye, Director of Human Resources
Z. Wayne Johnson, Deputy General Manager, Administration and Development
Celia G. Kupersmith, General Manager

Subject: **APPROVE CHANGES TO THE DISTRICT'S TABLE OF ORGANIZATION WITHIN THE DISTRICT DIVISION**

Recommendation

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors approve the following actions relative to the Table of Organization:

1. Transfer the position of an Office Specialist position in the Engineering Department to the Office of the District Secretary;
2. Eliminate one position of Capital Analyst in the Capital and Grant Programs Office with a salary range of \$62,654 to \$75,699;
3. Authorize a new position of Principal Capital and Grant Programs Analyst in the Capital and Grant Programs Office, with a salary range of \$90,168 to \$108,947, plus associated benefits; and,
4. Amend the Table of Organization accordingly.

Summary

Transfer Office Specialist to the Office of the District Secretary

The Receptionist position located on the first floor of the Bridge Administration Building was assigned to the Procurement Department. Upon the retirement of the incumbent, the vacant position was transferred to the Engineering Department. At that time, the Board granted approval for the accretion of this position to Local 21, Allied Administrative employee bargaining unit.

Instead of immediately filling the position, Engineering Department Office Specialists covered the receptionist responsibilities on a daily rotating basis. It has proven to be inefficient for the Engineering Department to have responsibility for receptionist responsibilities due to interruptions to work flow and ability to perform Engineering administrative tasks.

It is recommended that the Office Specialist position be transferred to the Office of the District Secretary and posted for recruitment. The District Secretary is in close physical proximity of the reception area and this position will provide necessary administrative support.

Capital and Grant Programs Office

The current economic environment requires the District's Capital and Grant Programs Office to operate in an extremely competitive and complex grants environment. To support the District's goal of bringing in substantially more grant funds, restructuring of the vacant position in the Capital and Grant Programs staff is recommended.

It is requested that the vacant Capital Analyst position be eliminated and a Principal Capital and Grant Programs Analyst position be approved. The vacant Capital Analyst position is an entry level position that requires substantial training. After researching the public sector market, it has been determined that the Principal Capital and Grant Programs Analyst is the appropriate level to enable the District to recruit and retain highly experienced and knowledgeable staff.

The workload in the Capital and Grant Programs office has greatly expanded in the past couple of years due to increasing grants demand and competition. More importantly, it is critical that an experienced individual be hired in order to support District access to new grant funding programs such as FTA Section 5309, RM2, Proposition 1B Corridor Mobility Improvement Account, Prop 1B PTMSEA population based, Prop 1B PTMSEA revenue based, Prop 1B Transit Security, Prop 1B Port Security, Urban Partnership Grant, UASI, and TSGP.

The Principal Capital and Grant Programs Analyst will be required to work effectively within the complexity of relationships within the multiple granting agencies in the Bay Area and will position us to pursue more aggressively, new grant sources. It will also position the District to more effectively support special projects such as the Urban Partnership Program grant, Ferry Replacement, Economic Stimulus, and Pass-through agreements with local partners, etc.

Fiscal Impact

The transfer of the Office Specialist would not result in a fiscal impact as the Office Specialist is a budgeted position. The recommendation in the Capital and Grant Programs Office would increase net loaded expenses by approximately \$41,500 annually. The additional expense in FY 08/09 will be absorbed in the Auditor-Controller's existing budget through salary savings due to vacancies in the Capital and Grant Programs office. The additional funds will be budgeted in future years through the annual budget process. Further, it is anticipated that the position will generate District income, far above the position cost.