To: Rules, Policy and Industrial Relations/Committee of the Whole
Meeting of February 28, 2020

From: Brian P. Garrity, Director of Procurement
Joseph M. Wire, Auditor-Controller
Denis J. Mulligan, General Manager

Subject: APPROVE ACTIONS RELATIVE TO THE TABLE OF ORGANIZATION IN THE PROCUREMENT DEPARTMENT

Recommendation

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

1. Eliminate one vacant Office Specialist position at an annual salary savings of $63,169.60 to $76,336.00 not including benefits;

2. Eliminate one vacant Procurement Analyst position at an annual salary savings of $86,153.60 to $104,124.80 not including benefits; and,

3. Add two Assistant Procurement Specialist positions at an annual salary range of $71,801.60 to $86,715.20 each, not including benefits.

This matter will be presented to the Board of Directors at its February 28, 2020 meeting for appropriate action.

Summary

Over the past several years, the work and function of the Golden Gate Bridge, Highway and Transportation District’s (District) Procurement Department has grown, both in quantity of work and in complexity. In order to meet the changing needs of our internal customers, we are recommending the elimination of two currently vacant positions and the addition of the newly approved Assistant Procurement Specialist positions.

As the procurement environment has changed to include expanded use of technology, more complex contractual agreements and a greater reliance on data and analysis, the function of the two vacant positions has shifted to require a higher skill level of employee that has the ability to support a professional procurement team in multiple areas. These new positions are designed as
entry level professional procurement positions that allow the employees the opportunity to advance their skillsets and enable them for possible future promotional opportunities. This recommendation is in alignment with the intent of the recently-approved Employee Development Program by the Board. These position are the entry level Procurement Specialist level of the Procurement career track outlined in this program.

This change allows for an organizational shift in job assignments that would benefit the District and provide for greater flexibility and a more productive and efficient work force. The intent is to align one Assistant Procurement Specialist with the purchasing function to include duties associated with electronic vendor records management; assistance in the administration of the District’s Purchasing Card (pCard) and fleet programs; monitoring and analyzing vendor performance management; assists in the administration of the Department’s website. The second Assistant Procurement Specialist would support the contracts function in areas such as coordination of legal advertisements and solicitation notices; preparation of necessary procurement documents for task orders and contract renewals; management of department records and electronic files and databases. This realignment would provide greater flexibility for utilizing these positions to support administrative functions as well as learn and advance their skillset in the professional side of procurement.

No staff members would be eliminated with this change as both positions are presently vacant. The recommended restructure will allow for a procurement and contracting support team that is better prepared to meet and respond to the requirements of our operating divisions. It would also serve to foster an environment of cross-training, competency alignment and collaboration.

**Fiscal Impact**

The net estimated salary and benefits decrease for the position changes would be $9,905.89, calculated at the highest wage step and will be appropriately budgeted in future years’ operating budgets.

<table>
<thead>
<tr>
<th>Position</th>
<th>Estimated Annual Salary</th>
<th>Estimated Benefits</th>
<th>Total Salaries &amp; Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eliminate one Office Specialist</td>
<td>($76,336.00)</td>
<td>($67,686.00)</td>
<td>($144,022.00)</td>
</tr>
<tr>
<td>Eliminate one Procurement Analyst</td>
<td>($104,124.80)</td>
<td>($78,492.00)</td>
<td>($182,616.80)</td>
</tr>
<tr>
<td>Add two Assistant Procurement Specialist</td>
<td>$173,430.40</td>
<td>$143,302.51</td>
<td>$316,732.91</td>
</tr>
<tr>
<td>Estimated Net Decrease</td>
<td>($7,030.40)</td>
<td>($2,875.49)</td>
<td>($9,905.89)</td>
</tr>
</tbody>
</table>