



Agenda Item No. 2

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole Meeting of December 8, 2005

From: Larry Daniel, Director of Human Resources  
Teri W. Mantony, Deputy General Manager/Administration & Development  
Celia G. Kupersmith, General Manager

Subject: **APPROVE CHANGES TO THE DISTRICT'S CLASSIFICATION SYSTEM AND TABLE OF ORGANIZATION IN THE BRIDGE DIVISION AND THE ENGINEERING DEPARTMENT**

### **Recommendation**

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors approve the following actions relative to the Communications and Electronics Unit in the Bridge Division and the District Engineer's Office in the Engineering Department, with the understanding that funds for the proposed changes, and associated benefits, would be absorbed within the Bridge Division and Engineering Department's Fiscal Year 2005/2006 budgets, and that the actions would be effective as noted:

- a. Reclassify three Communications and Electronics Technician positions from a Grade 288.5, \$55,973 - \$67,642, to a Grade 333.3, \$63,690 - \$76,960, effective the first pay period of 2006; and,
- b. Reclassify one position of Senior Communications and Electronics Technician, Grade 323.4, \$61,963 - \$74,901, to Communications and Electronics Supervisor, Grade 380.8, \$71,843 - \$86,840, effective the first pay period of 2006; and,
- c. Eliminate a vacant Administrative Assistant/Engineering position, Grade 245.9, \$45,591 - \$55,107, effective immediately; and,
- d. Add one Engineering Office Manager position, Grade 274.2, \$50,154 - \$60,626, effective immediately.

This matter will be presented to the Board of Directors at its December 16, 2005, meeting for appropriate action.

### **Background**

#### **Bridge Division – Communications and Electronics Unit**

In April 2004, the Board of Directors approved a reorganization of the Information Systems Department. At that time, it was recognized that technology was changing at a fast rate, and the

long-existing jobs in the department were obsolete relative to District requirements today. Several jobs were restructured and pay rates were adjusted to reflect the training and skills set now needed to meet the demands of the changing environment.

A similar situation has occurred in the Bridge Division's Communications and Electronics Unit. While these functions are different from those in the Information Systems Department, a similar skills set and training are required. It is important that the District remain competitive in this area to protect its training investments, but more importantly, to assure that technology is available and operable for critical District functions that now rely on advanced technology as part of its routine business functions. It is also crucial that the District remain poised to meet its future needs. Several new projects will be undertaken in the near future, and among them is a highly integrated radio system for the Bridge, Bus, and Ferry operating divisions.

Over the last few years, and particularly since September 2001, the District's need for communications and electronics equipment has expanded from basic telephone and radio maintenance, to a highly integrated network of communications devices. Today this group is responsible for the maintenance of equipment used in the areas of radio, telephone and microwave communications, video surveillance, intrusion detection, access control, highly secure WAN and LAN networking (security-related), data communications, fiber-optic networking, traffic monitoring and other projects involving the use of electronic components.

The four-person work group consists of three Communications and Electronics Technicians and a Senior Communications and Electronics Technician. As a result of expanded technology applications, this work group's duties have become more technically complex, and skills have been upgraded to reflect this change. In addition, the incumbent in the Senior Communications and Electronics Technician position has also assumed full supervisory responsibility for the work group, and additionally performs systems research, design, specification development and system integration. He serves as an in-house technology consultant and project leader, and is routinely asked by the Engineering Department and others to design and lay out plans for fiber-optic telephone, seismic instrumentation and security infrastructure.

The Human Resources Department conducted an external survey of comparable positions in related industries within the Bay Area. Analysis of that market data, in conjunction with a comparison of District compensation of positions with similar levels of responsibility, has led to the indicated salary recommendations.

#### Engineering Department Reorganization

The District Engineer's Office staff consists of an Administrative Assistant (currently vacant), who in turn supervises three Specialist level clerical positions. The office performs a variety of functions including bid document preparation, contracts review, tracking of existing contracts including the seismic retrofit project, and detailed and complex work. Further, this work unit provides support service to all engineering staff as needed. After review of departmental needs, it has been determined that an Engineering Office Manager position should be created in place of the Administrative Assistant position. In addition to performing the current duties of the Administrative Assistant, the incumbent in the new position will be required to have legal

experience writing, editing and managing legal and contract documents. It is proposed that the position pay approximately 10 percent above the current salary.

**Fiscal Impact**

The list below shows the wage increase for the recommended changes on an annualized basis, at Step 5:

Position	Current Step 5	Proposed Step 5	Annualized Increase
Communications and Electronics Technician (3 positions)	\$67,642	\$76,960	\$27,954 (total for 3 positions)
Reclassify Senior Communications Technician to Supervisor	\$74,901	\$86,840	\$11,939
Reclassify Administrative Assistant to Engineering Office Manager	\$55,107	\$60,626	\$5,519

The total annualized amount for all five positions would be \$45,412. In the current fiscal year, the budgetary impact would be half of this amount, given that six months of the fiscal year have lapsed. The salary increases, and associated benefits costs, will be paid through other cost savings measures in the respective departments/division. The additional costs for future years will be allocated through the annual budget process.