



Agenda Item No. 1

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole
Meeting of June 8, 2007

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

Subject: **APPROVE AMENDMENTS TO THE HUMAN RESOURCES GUIDE
RELATIVE TO THE OVERTIME POLICY FOR NON-REPRESENTED
EXEMPT EMPLOYEES**

Recommendation

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors:

1. Approve the attached updated list of Tier 1 and Tier 2 positions for Exempt employees, including transfer of the Accounting Manager, Budget and Program Analysis Manager, and Capital and Grant Programs Manager from Tier 2 to Tier 1;
2. Amend the existing policy to allow the Human Resources Director, Deputy General Manager/Administration and Development, and General Manager to determine exempt or non-exempt status, and eligibility for compensatory time, for all new classifications/positions.

Background

In evaluating the District's positions as part of the annual budget process, the listing of exempt positions and position eligibility for compensatory time was reviewed. Under District policy, exempt employee classifications are categorized as either Tier 1 or Tier 2. Tier 1 employees are the leadership and management group at the District such as district officers, deputy general managers, and department heads. Some Tier 1 positions are deemed as such by virtue of their independent decision-making authority and leadership role in the organization. Tier 1 individuals are expected to perform their duties until the work is done, and no compensatory time is earned for extra work required to complete tasks. Tier 2 positions meet the exempt employee test under the Fair Labor Standards Act, but are permitted to earn compensatory time at a straight rate up to an 80-hour maximum accrual in the compensatory time bank. These Tier 2 positions include lower level managers, program administrators, and some supervisory positions.

While the Overtime Policy in the *Human Resources Guide* actually needs a more thorough analysis, it is recommended that the position listing be updated now, particularly in light of the

fact that some of the job classifications do not function in the same manner today that they did when the policy was last updated several years ago. Specifically, three positions in the Auditor-Controller's area have significantly more responsibility than they had under the former structure of the Auditor-Controller's Office. The Accounting Manager, Budget and Program Analysis Manager, and Capital and Grant Programs Manager now function as department heads rather than as support positions to the former Deputy Auditor-Controller position.

The updated listing also reflects position reclassification and/or title changes, new or deleted positions, and other position status changes authorized by the Board of Directors either through previous Rules Committee actions or budget adoption actions.

It is also recommended that the policy be updated to include the Deputy General Manager/Administration and Development in the review and authorization process for new classifications/positions. The current policy states that new position review regarding exempt and non-exempt status will be done by the Human Resources Director, the Auditor-Controller, and the General Manager. This includes determination of whether or not a position is eligible for compensatory time. Under the District's current organizational structure, the Deputy General Manager/Administration and Development performs this analysis rather than the Auditor-Controller.

Fiscal Impact

The review and update of Tier 1 and Tier 2 exempt employee classifications has no detrimental fiscal impact.

Attachment

ATTACHMENT**TIER 1 EXEMPT POSITIONS**

AUDITOR CONTROLLER
BRIDGE CAPTAIN
DEPUTY DISTRICT ENGINEER
DEPUTY GENERAL MANAGER, ADMINISTRATION & DEVELOPMENT DIVISION
DEPUTY GENERAL MANAGER, BRIDGE DIVISION
DEPUTY GENERAL MANAGER, BUS DIVISION
DEPUTY GENERAL MANAGER, FERRY DIVISION
DIRECTOR, PLANNING
DIRECTOR, HUMAN RESOURCES
DIRECTOR, INFORMATION SYSTEMS
DIRECTOR, MARKETING & COMMUNICATIONS
DIRECTOR, PROCURMENT & RETAIL OPERATIONS
DIRECTOR, PUBLIC AFFAIRS
DIRECTOR, RISK MANAGEMENT & SAFETY
DISTRICT ENGINEER
GENERAL MANAGER
MANAGER, ACCOUNTING

MANAGER, BUDGET & PROGRAM ANALYSIS
MANAGER, BUSINESS IMPLEMENTATION
MANAGER, CAPITAL & GRANT PROGRAMS
MANAGER, BUS MAINTENANCE
MANAGER, MARINE PROJECTS
MANAGER, TRANSPORTATION
MARINE SUPERINTENDENT
SECRETARY OF THE DISTRICT
SUPERINTENDENT, FERRY MAINTENANCE
SUPERINTENDENT, BUS MAINTENANCE
SUPERINTENDENT, BUS TRANSPORTATION OPERATIONS
SUPERINTENDENT, ELECTRICAL
SUPERINTENDENT, FACILITIES & EQUIPMENT
SUPERINTENDENT, IRONWORKER
SUPERINTENDENT, PAINT
SUPERINTENDENT, SCHEDULES
SUPERINTENDENT, SAFETY & TRAINING
SUPERINTENDENT, SHOP/FACILITIES
SUPERINTENDENT, TERMINAL OPERATIONS
SUPERVISING CIVIL ENGINEER

TIER 2 EXEMPT POSITIONS

ADMINISTRATOR, BENEFITS
ADMINISTRATOR, BUS OPERATIONS
ADMINISTRATOR, DBE PROGRAM
ADMINISTRATOR, EMPLOYEE RELATIONS
ADMINISTRATOR, PAYROLL
ARCHIVIST
ASSOCIATE PLANNER
ASSISTANT CLERK OF THE BOARD
ASSISTANT PAYROLL ADMINISTRATOR
BUDGET & PROGRAM ANALYST
BUSINESS PROCESS ANALYST
BUYER
CAPITAL & GRANT PROGRAMS ANALYST
CAPITAL & GRANT PROGRAMS ASSISTANT ANALYST
COMMUNICATION SYSTEMS PROJECT MANAGER
CONTRACTS OFFICER
DATA ARCHITECT
ENVIRONMENTAL HEALTH & SAFETY SPECIALIST
EXECUTIVE ASSISTANT TO GENERAL MANAGER
FINANCIAL ANALYST
FINANCIAL ASSISTANT ANALYST
HRIS/FMIS HUMAN RESOURCES ANALYST
HUMAN RESOURCES ANALYST
HUMAN RESOURCES MANAGEMENT

ANALYST
INFORMATION SYSTEMS PROJECT MGR
MANAGER, ORGANIZATIONAL DEVELOPMENT
MANAGER, TECHNICAL SERVICES
MARKETING & COMMUNICATIONS SPECIALIST
OFFICE MANAGER, ENGINEERING
PARATRANSIT COORDINATOR
PRINCIPAL PLANNER
PROCUREMENT ANALYST
PROPERTY DEVELOPMENT & MANAGEMENT
PURCHASING OFFICER
SECURITY/EMERGENCY MANAGEMENT SPECIALIST
SENIOR BUYER
SENIOR PLANNER
SOFTWARE ENGINEER
SENIOR SPECIALIST FOR APPLICATIONS SUPPORT
SUPERVISING ACCOUNTANT
SUPERVISOR, CUSTOMER RELATION
TRANSPORTATION SUPERVISOR - STUDENT TRAINING
UNIX SYSTEM ADMINISTRATOR
WORKERS COMP SPECIALIST