

May 23, 2024



MINUTES OF THE RULES, POLICY AND INDUSTRIAL RELATIONS COMMITTEE

These minutes are supplemented by the audio recording that is posted online at:
<https://www.goldengate.org/district/board-of-directors/meeting-documents>.

Honorable Board of Directors
Golden Gate Bridge, Highway
and Transportation District

Honorable Members:

The Rules, Policy, and Industrial Relations Committee (Committee) of the Golden Gate Bridge, Highway and Transportation District (District) met in regular session in the Board Room, Administration Building, Golden Gate Bridge Toll Plaza, San Francisco, CA, on Thursday, May 23, 2024, at 12:10 p.m., with Chair Hernández presiding. A remote audio option for public participation was available.

- (1) **Call to Order:** 12:10 p.m.
- (2) **Roll Call:** Secretary of the District Amorette Ko-Wong.

Committee Members Present (8): Chair Hernández; Vice Chair Moulton-Peters; Directors Hill and Thier; President Cochran. Directors Giudice, Rabbitt and Thériault were appointed Committee Members Pro Tem for this meeting only.

Committee Members Absent (4): Directors Conroy, Garbarino, Grosboll and Pahre.

Chair Hernández appointed all Board members present to be Committee members.

Staff Present: General Manager Denis Mulligan; Auditor-Controller Joseph Wire; District Engineer Ewa Bauer-Furbush; Secretary of the District Amorette Ko-Wong; Attorney Kimon Manolius; Deputy General Manager/Bridge Division David Rivera; Deputy General Manager/Bus Transit Division Les Belton; Deputy General Manager/Ferry Division Michael Hoffman; Deputy General Manager/Administration and Development Kellee Hopper; Executive Administrator to the General Manager Justine Bock; Senior Board Analyst Elizabeth Eells.

Copies of all reports are available on the District's web site at <https://www.goldengate.org/district/board-of-directors/meeting-documents/> or upon request from the Office of the District Secretary.

[Directors Giudice and Thériault arrived.]

(3) Discussion and Possible Action Regarding a Compensation Policy for Non-Represented Employees [00:23 Minutes Mark on the Audio Recording]

Deputy General Manager/Administration and Development Kellee Hopper presented the staff report.

[04:04 Minutes Mark on the Audio Recording]

Director Thériault inquired about the term “compression” (page 1 of the staff report).

Chair Hernández inquired about how staff classifies the District’s unique positions.

Ms. Hopper responded to the inquiries. She stated that compression refers to one salary range being close to another one. She said that staff looks at knowledge, skills and requirements of the unique positions and compares those positions to other similar ones at the District.

(a) Action by Committee

Staff recommended and the Committee concurred by motion made and seconded by **Directors MOULTON-PETERS/THIER** to forward the following recommendation to the Board of Directors for its consideration:

RECOMMENDATION

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors consider approving the following compensation policy for all Non-Represented District classifications.

“The Golden Gate Bridge, Highway and Transportation District (District) is committed to providing a fair, flexible and competitive compensation program that will attract and retain employees at all levels. The compensation program’s policies and procedures will be consistent with the District’s Equal Employment Opportunity-Affirmative Action Program.

The District strives to provide total compensation for each position that is about the average of the total compensation for the same position at other Bay Area agencies. Using salary survey findings, if a position’s total compensation is more than five percent below market from the average of all of the comparator agencies, then as part of the District’s next budget adoption process that position’s salary will be considered for reassignment to the closest District pay band that brings the total compensation to about the median from comparator agencies. This may be done by reassigning the position to a higher pay band that most closely aligns to the target salary or may require individual adjustment of the salary band to remedy the situation.

If any adjustment creates a compression issue with an adjoining position or a professional development plan, those positions will be identified for discussion and consideration for adjustments. The recommended comprehensive package of all

**RULES, POLICY AND INDUSTRIAL RELATIONS COMMITTEE
MAY 23, 2024/PAGE 3**

positions proposed to be adjusted will be submitted as part of the budget process for Board approval.”

Action by the Board at its meeting of May 24, 2024 – Resolution

AYES (8): Chair Hernández; Vice Chair Moulton-Peters; Directors Giudice, Hill, Rabbitt, Thériault and Thier; President Cochran.

NOES (0): None.

ABSENT (4): Directors Conroy, Garbarino, Grosboll and Pahre.

(4) Approve Actions Relative to the Table of Organization in the Bus Division [06:28 Minutes Mark on the Audio Recording]

Deputy General Manager/Bus Transit Division Les Belton presented the staff report.

[10:05 Minutes Mark on the Audio Recording]

Director Giudice commented about Mr. Belton’s new direct report organization.

(a) Action by Committee

Staff recommended and the Committee concurred by motion made and seconded by **Directors HILL/COCHRAN** to forward the following recommendation to the Board of Directors for its consideration:

RECOMMENDATION

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

- (i) Eliminate three vacant positions on the Table of Organization:
 - (1) Senior Director of Transit Operations at an annual salary range of \$170,206 to \$205,670, not including benefits;
 - (2) Senior Director of Business Operations at an annual salary range of \$170,206 to \$205,670, not including benefits; and,
 - (3) Supervising Schedules & Data Analyst at an annual salary range of \$117,354 to \$141,877, not including benefits.
- (ii) Establish four new positions as follows:
 - (1) One Administrative Analyst at an annual salary range of \$98,883 to \$119,496, not including benefits, to report directly to the Deputy General Manager, Bus Division;
 - (2) One Manager of Fleet and Facilities at an annual salary range of \$117,354 to \$141,877 not including benefits, to report directly to the Director of Fleet and Facilities;
 - (3) One Bus Operations Program Manager at an annual salary range of \$117,354 to \$141,877 not including benefits, to report directly to the Director of Business Operations; and,
 - (4) One Apprenticeship Coordinator at an annual salary range of \$91,936 to

**RULES, POLICY AND INDUSTRIAL RELATIONS COMMITTEE
MAY 23, 2024/PAGE 4**

- Manager;
- (iii) Reclassify the following filled positions:
 - (1) Director of Schedules and Service Development (at an annual salary range of \$142,355 to \$171,995, not including benefits) to Principal Scheduling and Data Analyst (at an annual salary range of \$133,411 to \$161,262, not including benefits), reporting to the Director of Business Operations; and,
 - (2) Office Specialist (at an annual salary range of \$72,509 to \$87,630, not including benefits) to Office Coordinator (at an annual salary range of \$76,336 to \$92,269, not including benefits), reporting to the Supervising Administrative Assistant.
 - (iv) Amend the Bus Division Table of Organization, accordingly, as shown on Attachment A of the staff report.

These actions will be funded through salary savings in the current fiscal year, and then will be budgeted accordingly in future years.

Action by the Board at its meeting of May 24, 2024 – Resolution

AYES (8): Chair Hernández; Vice Chair Moulton-Peters; Directors Giudice, Hill, Rabbitt, Thériault and Thier; President Cochran.

NOES (0): None.

ABSENT (4): Directors Conroy, Garbarino, Grosboll and Pahre.

(5) Public Comment

There was no Public Comment.

Chair Hernández expressed appreciation to Ms. Hopper and Mr. Belton for their respective reports and commended their efforts. She noted that staff compensation is important and stated that Mr. Belton presented himself in a positive light.

(6) Adjournment [11:53 Minutes Mark on the Audio Recording]

All business having been concluded, **Directors THIER/HILL** moved and seconded that the meeting be adjourned at 12:23 p.m.

Carried

Respectfully submitted,



Sabrina Hernández, Chair
Rules, Policy and Industrial Relations Committee