

TO: Regional Transportation Commission

FROM: Tegan Speiser, Senior Transportation Planner  
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REGARDING: RTC Autonomy – Organizational Chart, Salary Schedule, and Job Descriptions

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### ***RECOMMENDATIONS***

Staff recommends that the Regional Transportation Commission adopt a resolution (Attachment 1) approving an Organizational Chart, Salary Schedule, and Job Descriptions (Exhibits A-C) for the RTC as an autonomous public agency with an effective date of November 4, 2006.

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### ***BACKGROUND***

The Commission approved establishing the RTC as an autonomous governmental entity in June 2005 and authorized the Budget and Administration/Personnel Committee to direct staff and consultants in the implementation of autonomy tasks. One of the tasks outlined in the work plan is to prepare an organizational chart, salary schedule and job descriptions for the Commission's consideration and adoption.

### ***DISCUSSION***

Before you today are draft job descriptions, a draft organizational chart and a draft salary schedule for your consideration. In keeping with the direction to staff provided by the Budget and Administration/Personnel Committee and the Commission, the documents presented here mirror those currently in place under the County Personnel system. Changes are noted either in the text of this staff report or, as in the case of the RTC job descriptions, in underline/ strikethrough format. The Budget and Administration/Personnel Committee briefly discussed this item at their September meeting and approved taking this item directly to the RTC in October without their advance review.

#### Organizational Chart

A new organizational chart for the RTC is provided as Exhibit A. Reporting relationships have been updated to reflect that both the Secretary and Typist Clerk II now report to the Administrative Services Officer, a new position approved by the Commission in May 2006. The remainder of the organizational chart remains unchanged.

#### Salary Schedule

The salary schedule, which is identical to the County's, is provided as Exhibit B and reflects recent salary increases for employees in the General Representation Unit and Mid Management Association employees as well as equity adjustments for the Fiscal Officer and the Administrative Services Officer positions as required in current County bargaining agreements.

The salary schedule also footnotes potential increases for the Executive Director that would be effective April 7, 2007 and negotiated equity adjustments for the Fiscal Officer and Administrative Services Officer positions effective September 8, 2007. No further changes to the salary schedule are anticipated at this time. Current labor agreements with the General Representation Unit and the Mid Management Association Unit are effective through September 10, 2007 and September 15, 2007 respectively.

### Job Descriptions

Job descriptions are provided in Exhibit C. Changes to the County's job descriptions are shown in underline/strikethrough format. The job descriptions are almost identical to the County's, but now reflect the RTC as the employer. Job descriptions have also been updated to reflect the new reporting relationships for the RTC's administrative support staff. The title of the Principal Transportation Planner has been changed to Deputy Director to reflect the Commission's actual practice of the past several years.

**Staff recommends that the RTC adopt a resolution approving the new organizational chart, salary schedule and job descriptions for the Santa Cruz County Regional Transportation Commission as an autonomous governmental employer.**

### ***SUMMARY***

A resolution (Attachment 1) adopting updated job descriptions, an organizational chart, salary schedule has been prepared for the Commission's consideration and approval.

Attachment 1. Resolution approving the Organizational Chart, Salary Schedule, and Job Descriptions

Exhibits A-C. Draft Organizational Chart, Salary Schedule, and Job Descriptions