

STAFF REPORT

SUBJECT: LAVTA Annual Salary Band Review

FROM: Tamara Edwards, Director of Finance

DATE: May 24, 2022

Action Requested

Approve the proposed Resolution 25-2022 resulting from the annual review of the LAVTA organization and of salary bands as required by the LAVTA Human Resources Policy.

Background

LAVTA’s Human Resources Policy states that “As part of the annual budget approval process, salary ranges will be established in accordance with procedures in the Human Resources Manual, which includes adherence to the Executive Director Compensation Policy and an annual salary survey for all established positions within the Authority.” LAVTA also reviews the organization for any changes that have occurred over the last fiscal year or that are recommended to the Board for the next fiscal year. Last year, LAVTA’s Board approved an adjustment to the salary bands for FY2022 based on the update to the salary survey conducted by a third-party contractor.

Discussion

The Board of Directors approved a budget for Fiscal Year 2023 on May 2, 2022. That budget included a position of Senior Capital Projects Specialist which has been open for the last year. As part of the compensation study staff would like to move this position from salary band 4 to salary band 5.

Organization Chart

The FY2023 budget forecast includes the positions as reflected in the attached organization chart.

Salary Bands

A thorough compensation study conducted by the third party contractor was completed in 2014, with an update to the survey, including any adjustments subsequent to the study, was completed each year since. The first four updates were made based on 11 comparator transit agencies. Beginning in the 2019 study staff asked that one of the comparator agencies, Foothill Transit be eliminated from comparison based on Board Discussion.

Based on the update this year, there is no indication that salaries in the transit agency labor market have fluctuated enough to warrant more than a CPI-based increase in the salary bands (Table A. San Francisco-Oakland-Hayward, CA CPI-U bi-monthly and annual percent changes).

Therefore, staff recommends a 5% CPI increase in the salary bands in order to ensure that the bands stay competitive in the labor market. The changes are summarized below.

Please note: Changes to the Salary Bands do not affect individual salaries which are increased based solely on performance and in accordance with the adopted budget.

Table of Proposed Monthly Salary Range Changes

Band	Current FY2022 Monthly Salary Range		Proposed FY2023 Monthly Salary Range	
1	\$3,882	\$5,436	\$4,076	\$5,708
2	\$4,801	\$6,795	\$5,041	\$7,135
3	\$5,826	\$8,156	\$6,117	\$8,564
4	\$6,990	\$9,786	\$7,340	\$10,275
5	\$8,387	\$11,743	\$8,806	\$12,330
6	\$10,067	\$14,090	\$10,517	\$14,795

Proposed Salary Band Ranges

Monthly Salary Ranges

Band 1 **\$4,076 - \$5,708**

Customer Service Representative

Band 2 **\$5,041 - \$7,135**

Executive Assistant
Customer Service Supervisor

Band 3 **\$6,117 - \$8,564**

Accounting Analyst
Marketing and Communications Specialist
Paratransit Specialist

Band 4 **\$7,340 - \$10,275**

Senior Transit Planner
Senior Fleet & Technology Management Specialist
Senior Grants, and Management Specialist
Senior Operations Specialist

Band 5 **\$8,806 - \$12,330**

Manager of Capital Projects

Band 6 **\$10,5175 - \$14,795**

Director of Finance
Director of Planning and Marketing
Director of Operations and Innovation

Budget Impact

These Salary Band Ranges and the Organizational Chart are consistent with the proposed FY2023 operating budget.

Recommendation

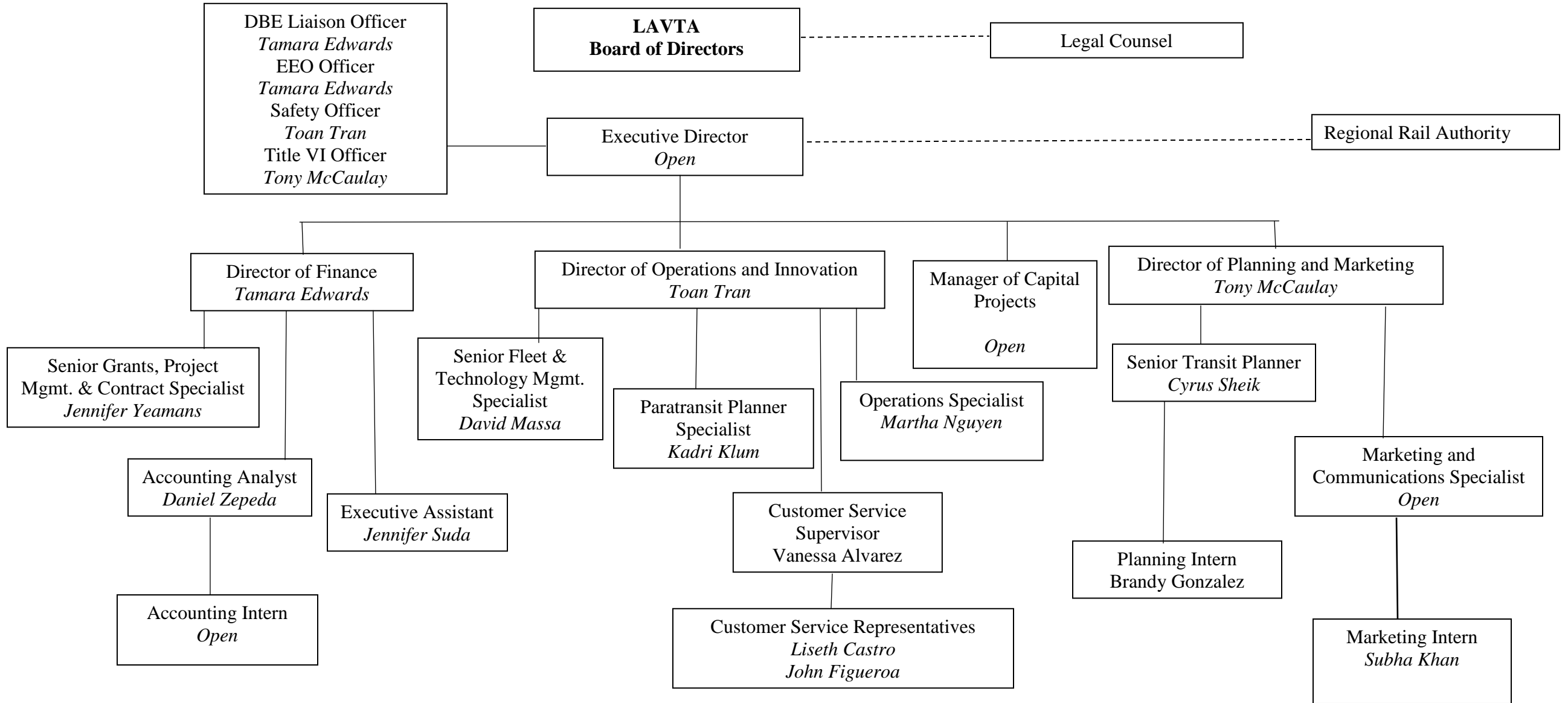
Staff recommends approval of the attached Resolution 25-2022 adjusting the salary bands for LAVTA positions.

Attachments:

1. LAVTA Organization Chart
2. Resolution 25-2022 of the Board of Directors of the Livermore Amador Valley Transit Authority Establishing FY2023 Salary Bands
3. Annual Organizational Review Results Summary
4. Bureau of Labor Statistics

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

Organizational Chart



RESOLUTION NO. 25-2022

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
ESTABLISHING FY2023 SALARY BANDS**

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 03-2020 which established the current Human Resources Policy; and

WHEREAS, Section 4.2, Rates of Pay, of the Human Resources Policy requires an annual review of the Salary Ranges as part of the annual budget process; and

WHEREAS, it is desirable and necessary to revise the Salary Bands.

NOW, THEREFORE, BE IT RESOLVED that the Salary Bands for FY2023 are revised as follows:

Salary Bands

The following salary bands represent the categories of employment within the agency. Bands will be adjusted annually as part of the budget process. Periodically the Board of Directors may make additional one time adjustments to the bands based on market conditions, or other relevant factors indicating that the bands have become non-competitive. The Executive Director will have the authority to set salaries for positions within each band based on adopted budget constraints.

Monthly salary ranges as of July 1, 2023.

Monthly Salary Ranges

Band 1 \$4,076 - \$5,708
Customer Service Representative

Band 2 \$5,041 - \$7,135
Executive Assistant
Customer Service Supervisor

Band 3 \$6,117 - \$8,564
Accounting Analyst
Marketing and Communications Specialist
Paratransit Specialist

Band 4 \$7,340 - \$10,275
Senior Transit Planner
Senior Fleet & Technology Management Specialist

Senior Grants, and Management Specialist
Senior Operations Specialist

Band 5 \$8,806 - \$12,330
Manager of Capital Projects

Band 6 \$10,5175 - \$14,795
Director of Finance
Director of Planning and Marketing
Director of Operations and Innovation

PASSED AND ADOPTED this 6th day of June 2022.

Karla Brown, Chair

ATTEST:

Tamara Edwards, Interim Executive Director

Approved as to form:

Michael Conneran, Legal Counsel

Livermore Amador Valley Transit Authority
Market Compensation Study - Results Summary
May 2022

Classification	# of Matches	Top Monthly Salary Data					Total Monthly Compensation Data						
		LAVTA	Average of Comparators	% above or below	Median of Comparators	% above or below	LAVTA	Average of Comparators	% above or below	Median of Comparators	% above or below		
Accounting Analyst	8	\$ 8,156	\$ 7,691	5.7%	\$ 7,278	10.8%	\$ 13,003	\$ 12,038	7.4%	\$ 11,365	12.6%		
Administrative Assistant	10	\$ 6,795	\$ 6,289	7.4%	\$ 6,364	6.3%	\$ 11,437	\$ 9,835	14.0%	\$ 10,062	12.0%		
Customer Service Representative	4	\$ 5,436	\$ 5,397	0.7%	\$ 5,139	5.5%	\$ 9,875	\$ 9,133	7.5%	\$ 8,742	11.5%		
Customer Service Supervisor	4	\$ 6,795	\$ 7,373	-8.5%	\$ 7,458	-9.8%	\$ 11,437	\$ 11,400	0.3%	\$ 11,323	1.0%		
Director of Finance	9	\$ 14,090	\$ 14,953	-6.1%	\$ 14,943	-6.1%	\$ 20,206	\$ 20,760	-2.7%	\$ 20,857	-3.2%		
Director of Operations and Innovation	7	\$ 14,090	\$ 14,145	-0.4%	\$ 13,541	3.9%	\$ 20,206	\$ 19,604	3.0%	\$ 19,020	5.9%		
Director of Planning and Marketing	8	\$ 14,090	\$ 14,215	-0.9%	\$ 14,242	-1.1%	\$ 20,206	\$ 19,724	2.4%	\$ 20,115	0.4%		
Marketing and Communications Specialist	5	\$ 8,156	\$ 7,640	6.3%	\$ 6,758	17.1%	\$ 13,003	\$ 11,837	9.0%	\$ 10,901	16.2%		
Operations Specialist	4	\$ 9,786	\$ 9,077	7.2%	\$ 9,314	4.8%	\$ 14,877	\$ 13,698	7.9%	\$ 13,758	7.5%		
Paratransit Planner	6	\$ 8,156	\$ 7,864	3.6%	\$ 7,671	5.9%	\$ 13,003	\$ 12,066	7.2%	\$ 11,881	8.6%		
Senior Capital Projects Specialist	4	\$ 9,786	\$ 10,271	-5.0%	\$ 10,283	-5.1%	\$ 14,877	\$ 15,476	-4.0%	\$ 15,447	-3.8%		
Senior Fleet and Technology Management Specialist	6	\$ 9,786	\$ 8,922	8.8%	\$ 9,305	4.9%	\$ 14,877	\$ 12,600	15.3%	\$ 12,867	13.5%		
Senior Grants, Project Management and Contract Specialist	4	\$ 9,786	\$ 9,350	4.5%	\$ 9,353	4.4%	\$ 14,877	\$ 13,786	7.3%	\$ 13,265	10.8%		
Senior Transit Planner	6	\$ 9,786	\$ 10,264	-4.9%	\$ 10,323	-5.5%	\$ 14,877	\$ 14,710	1.1%	\$ 14,836	0.3%		
		AVERAGE:		1.3%	AVERAGE:		2.6%	AVERAGE:		5.4%	AVERAGE:		6.7%



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Consumer Price Index, San Francisco Area — April 2022

Area prices were up 1.5 percent over the past two months, up 5.0 percent from a year ago

Prices in the San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 1.5 percent for the two months ending in April 2022, the U.S. Bureau of Labor Statistics reported today. (See [table A](#).) Regional Commissioner Chris Rosenlund noted that the April increase was influenced by higher prices for gasoline. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U rose 5.0 percent. (See [chart 1](#) and [table A](#).) Food prices moved up 10.2 percent. Energy prices jumped 31.1 percent, largely the result of an increase in the price of gasoline. The index for all items less food and energy increased 2.7 percent over the year. (See [table 1](#).)

News Release Information

22-872-SAN
Wednesday, May 11, 2022

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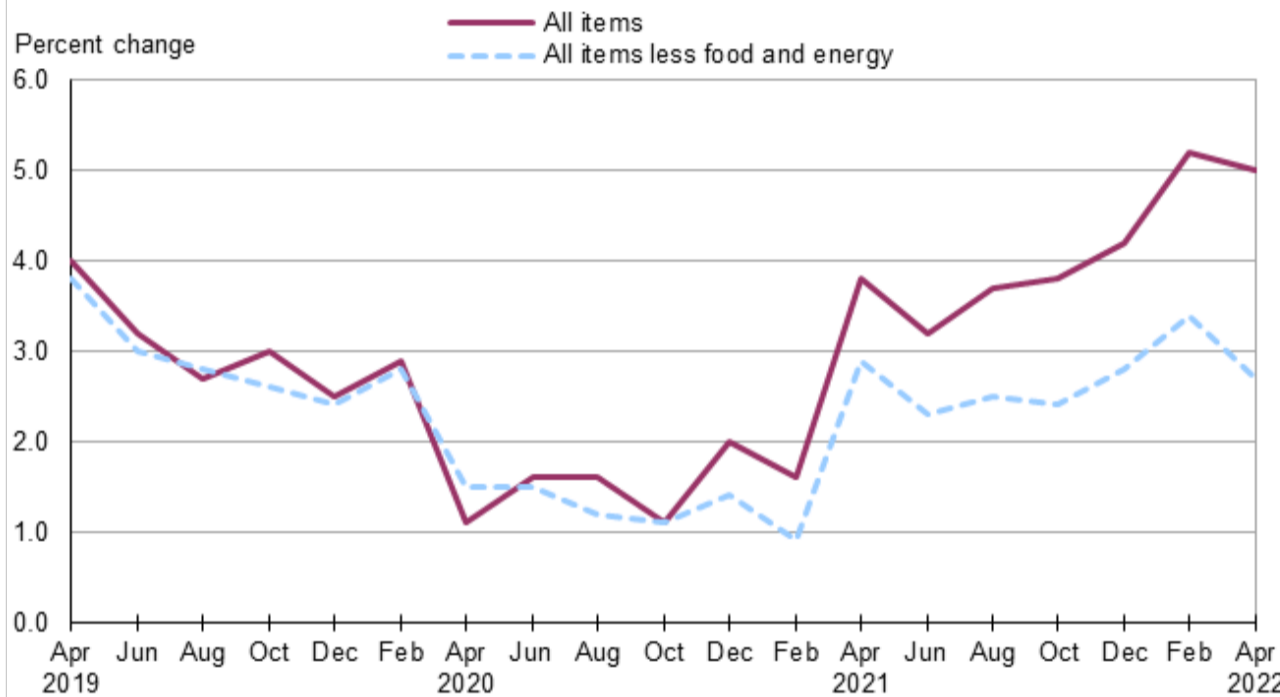
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Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, April 2019–April 2022



Source: U.S. Bureau of Labor Statistics.

[View Chart Data](#)

Food

Food prices rose 1.1 percent for the two months ending in April. (See [table 1](#).) Prices for food at home advanced 1.7 percent, led by higher prices for meats, poultry, fish, and eggs (7.3 percent) and dairy and related products (6.3 percent). Prices for food away from home advanced 0.3 percent for the same period.

Over the year, food prices rose 10.2 percent. Prices for food at home jumped 13.9 percent since a year ago. Increases across food at home expenditure categories ranged from 6.8 percent for fruits and vegetables to 19.3 percent for meats, poultry, fish, and eggs. Prices for food away from home increased 6.0 percent.

Energy

The energy index jumped 13.5 percent for the two months ending in April. The increase was mainly due to higher prices for gasoline (20.4 percent). Prices for electricity increased 8.6 percent, but prices for natural gas service declined 1.8 percent for the same period.

Energy prices jumped 31.1 percent over the year, largely due to higher prices for gasoline (43.0 percent). Prices paid for natural gas service rose 23.4 percent, and prices for electricity increased 18.2 percent during the past year.

All items less food and energy

The index for all items less food and energy rose 0.7 percent in the latest two-month period. Higher prices for other goods and services (3.2 percent) and medical care (1.0 percent) were partially offset by lower prices for apparel (-2.4 percent), recreation (-2.1 percent), and used cars and trucks (-2.1 percent).

Over the year, the index for all items less food and energy increased 2.7 percent. Components contributing to the increase included used cars and trucks (22.3 percent), recreation (8.0 percent), and medical care (3.2 percent). Partly offsetting the increases was a price decrease in shelter (-0.1 percent).

Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2018		2019		2020		2021		2022	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February	1.4	3.6	0.5	3.5	0.9	2.9	0.5	1.6	1.4	5.2
April	0.8	3.2	1.2	4.0	-0.5	1.1	1.7	3.8	1.5	5.0
June	0.9	3.9	0.2	3.2	0.7	1.6	0.0	3.2		
August	0.6	4.3	0.1	2.7	0.0	1.6	0.5	3.7		
October	0.7	4.4	1.0	3.0	0.5	1.1	0.7	3.8		

Month	2018		2019		2020		2021		2022	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
December	0.1	4.5	-0.5	2.5	0.4	2.0	0.8	4.2		

The June 2022 Consumer Price Index for the San Francisco area is scheduled to be released on July 13, 2022.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the internet at www.bls.gov/cpi and the CPI section of the BLS Handbook of Methods available on the internet at www.bls.gov/opub/hom/cpi/.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The San Francisco-Oakland-Hayward, CA. metropolitan area covered in this release is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California.

Information in this release will be made available to individuals with sensory impairments upon request. Voice phone: 202-691-5200; Telecommunications Relay Service: 7-1-1.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted)

Item and Group	Historical data	Indexes			Percent change from-		
		Feb. 2022	Mar. 2022	Apr. 2022	Apr. 2021	Feb. 2022	Mar. 2022
Expenditure category							
All items		320.195	-	324.878	5.0	1.5	-
All items (1967=100)		984.369	-	998.766	-	-	-
Food and beverages		334.605	-	338.207	9.5	1.1	-
Food		336.402	-	340.217	10.2	1.1	-
Food at home		305.485	308.745	310.554	13.9	1.7	0.6
Cereals and bakery products		308.332	-	308.815	15.1	0.2	-
Meats, poultry, fish, and eggs		333.698	-	358.126	19.3	7.3	-
Dairy and related products		302.103	-	321.150	12.0	6.3	-
Fruits and vegetables		397.584	-	394.023	6.8	-0.9	-
Nonalcoholic beverages and beverage materials⁽¹⁾		216.230	-	218.623	8.1	1.1	-
Other food at home		264.150	-	258.799	16.2	-2.0	-
Food away from home		370.023	-	371.272	6.0	0.3	-
Alcoholic beverages		315.737	-	316.572	1.4	0.3	-
Housing		370.763	-	372.662	1.2	0.5	-
Shelter		415.760	414.415	416.308	-0.1	0.1	0.5
Rent of primary residence⁽²⁾		469.286	469.629	471.426	0.8	0.5	0.4
Owners' equiv. rent of residences⁽²⁾⁽³⁾		444.617	444.852	444.585	1.4	0.0	-0.1

Footnotes

(1) Indexes on a December 1977=100 base.

(2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.

(3) Indexes on a December 1982=100 base.

(4) Special index based on a substantially smaller sample.

(5) Indexes on a December 1993=100 base.

(6) Indexes on a December 1997=100 base.

- Data not available

NOTE: Index applies to a month as a whole, not to any specific date.

Item and Group	Indexes				Percent change from-		
	Historical data	Feb. 2022	Mar. 2022	Apr. 2022	Apr. 2021	Feb. 2022	Mar. 2022
Owners' equiv. rent of primary residence ⁽¹⁾⁽²⁾		444.617	444.852	444.585	1.4	0.0	-0.1
Fuels and utilities		514.971	-	535.078	13.9	3.9	-
Household energy		469.032	499.960	496.178	18.3	5.8	-0.8
Energy services ⁽²⁾		470.615	501.111	497.554	18.2	5.7	-0.7
Electricity ⁽²⁾		494.214	548.767	536.767	18.2	8.6	-2.2
Utility (piped) gas service ⁽²⁾		423.823	401.193	416.368	23.4	-1.8	3.8
Household furnishings and operations		160.063	-	162.568	4.0	1.6	-
Apparel		113.006	-	110.297	3.1	-2.4	-
Transportation		238.498	-	257.897	19.1	8.1	-
Private transportation		241.233	-	255.212	19.4	5.8	-
New and used motor vehicles ⁽⁴⁾		-	-	117.730	-	-	-
New vehicles ⁽¹⁾		-	-	189.443	-	-	-
Used cars and trucks ⁽¹⁾		376.607	-	368.593	22.3	-2.1	-
Motor fuel		343.538	408.338	414.030	43.2	20.5	1.4
Gasoline (all types)		342.218	406.871	411.914	43.0	20.4	1.2
Gasoline, unleaded regular ⁽⁴⁾		342.591	408.300	413.186	43.5	20.6	1.2
Gasoline, unleaded midgrade ⁽⁴⁾⁽⁵⁾		319.134	377.244	382.446	42.5	19.8	1.4
Gasoline, unleaded premium ⁽⁴⁾		322.988	380.191	385.567	40.8	19.4	1.4
Medical care		567.774	-	573.254	3.2	1.0	-
Recreation ⁽⁶⁾		137.237	-	134.314	8.0	-2.1	-
Education and communication ⁽⁶⁾		155.546	-	155.644	2.3	0.1	-
Tuition, other school fees, and child care ⁽¹⁾		-	-	-	-	-	-
Other goods and services		540.581	-	557.976	4.1	3.2	-
Commodity and service group							
All items		320.195	-	324.878	5.0	1.5	-
Commodities		222.186	-	227.995	12.5	2.6	-
Commodities less food & beverages		162.426	-	168.703	15.3	3.9	-
Nondurables less food & beverages		212.593	-	226.684	16.3	6.6	-
Durables		-	-	114.742	-	-	-
Services		402.721	-	406.485	2.0	0.9	-
Special aggregate indexes							
All items less medical care		309.967	-	314.604	5.1	1.5	-
All items less shelter		282.565	-	289.662	9.2	2.5	-
Commodities less food		169.355	-	175.590	14.4	3.7	-
Nondurables		275.005	-	283.926	12.1	3.2	-
Nondurables less food		220.811	-	234.134	14.7	6.0	-
Services less rent of shelter ⁽³⁾		405.976	-	415.532	5.8	2.4	-
Services less medical care services		391.232	-	394.977	2.0	1.0	-
Energy		395.621	447.197	449.124	31.1	13.5	0.4
All items less energy		320.537	-	323.112	3.7	0.8	-
All items less food and energy		318.955	-	321.347	2.7	0.7	-
Footnotes							
(1) Indexes on a December 1977=100 base.							
(2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.							
(3) Indexes on a December 1982=100 base.							
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- Data not available							
NOTE: Index applies to a month as a whole, not to any specific date.							

Last Modified Date: Wednesday, May 11, 2022

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