

STAFF REPORT

SUBJECT: LAVTA Annual Salary Band Review

FROM: Tamara Edwards, Director of Finance

DATE: May 28, 2023

Action Requested

Staff requests the Finance and Administration Committee recommend Board adoption of Resolution 15-2024, codifying the results from the 2024 review of the LAVTA organization and 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. The FY 2025 org chart is included as Attachment 1.

LAVTA transitioned to a new contractor for the salary band study in FY24. The new contractor, GovInvest, has developed a software to collect salary information from their clients, allowing for easy comparison between LAVTA and our comparator agencies. As GovInvest builds their database, the salary comparisons will become more comprehensive.

Working with GovInvest, for this year’s study the number of comparator agencies increased from ten to fourteen. Prior comparator agencies were similar in make up to LAVTA, such as stand-alone agencies not part of a City or County, most were similar in size, as well as in organizational structure. For this year’s study, additional agencies were added that were not necessarily similar in organizational make-up, but are close enough geographically that they could compete with LAVTA for recruiting. Therefore, AC Transit, Santa Clara VTA, and Sacramento Regional Transit were added. The other comparator agencies are Santa Cruz Metro, San Joaquin Regional Transit District, Tri-Delta Transit, Monterey-Salinas Transit, Napa Valley Transportation Authority, Marin Transit, County Connection, WestCat, Yolo County Transportation District and San Luis Obispo Regional Transit Authority.

Discussion

The annual Salary Band Review conducted in FY 2023 showed three positions whose salary bands were not in alignment with those of LAVTA’s comparator agencies. At that time, it was decided that these imbalances and any subsequent organizational changes would be addressed

with update of the strategic plan. Given that the LAVTA strategic plan will not be complete until 2025, in late 2023 staff engaged with a new contractor GovInvest to review the recommendations for the realignment of three positions identified in the the FY 2023 salary study, and also to conduct the Agency’s the FY 2024 salary band review.

Related to the FY 2023 recommendations, the first of the three positions out of alignment is the position of Customer Service Supervisor. Based on data from comparator agencies, GovInvest recommended that this could be corrected by moving this position from band two to band three. The second position identified was Director of Finance, and GovInvest recommended that this could be corrected by increasing the salary band by 5%. Neither of these salary band changes would result in an increase for the staff members in these positions as increases are based on merit. The third position is that of the Executive Director and adjustments to the Executive Director salary will be left to the discretion of the Board of Directors. The results of the FY 2023 Salary Band Review are included as Attachment 2.

For the FY 2024 salary band review, the survey showed that in addition to the above changes, all salary bands should be increased by the CPI, and that band one should increase the low end by 6%. The results are included in Attachment 3.

In FY 2025 LAVTA will be embarking on a new Strategic Plan which will likely include an analysis of the organization as a whole. With the new Strategic Plan there may be recommendations of position titles and job description changes, changes in the salary bands in terms of where each position fits in, changes in department responsibilities and where each position fits into the organization as a whole. The salary band study just completed is based on the current organizational structure and does not indicate that any changes need to be made before the origination assessment and Strategic Plan are completed.

The Bureau of Labor Statistics Consumer Price index for the San Francisco Area April 2024 is included as Attachment 4. Based on the update this year, and the outstanding recommendations from the FY 2023 Salary Study, staff is recommending an increase in band six of 5% plus the CPI of 3.8%, an increase in the low end for band one of 6% plus CPI of 3.8%, and a shift for all other bands up by CPI of 3.8%. There are no other indications that salaries in the transit agency labor market have fluctuated enough to warrant more than these increases. Staff recommendations for increases in the salary bands to ensure that the bands stay competitive in the labor market 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 FY2024 Monthly Salary Range		Proposed FY2025 Monthly Salary Range	
1	\$4,247	\$5,948	\$4,673	\$6,174
2	\$5,253	\$7,435	\$5,453	\$7,718
3	\$6,374	\$8,924	\$6,616	\$9,263

4	\$7,648	\$10,707	\$7,939	\$11,114
5	\$9,176	\$12,848	\$9,525	\$13,336
6	\$10,959	\$15,416	\$11,944	\$16,802

Proposed Salary Band Ranges

Monthly Salary Ranges

Band 1 **\$4,673 - \$6,174**

Customer Service Representative

Band 2 **\$5,453 - \$7,718**

Executive Assistant

Band 3 **\$6,616 - \$9,263**

Accounting Analyst
Paratransit Specialist
Customer Service Supervisor

Band 4 **\$7,939 - \$11,114**

Senior Transit Planner
Senior Operations Analyst: Fleet & ITS
Senior Grants, and Management Specialist
Senior Operations Analyst: Quality Assurance
Senior Marketing and Outreach Coordinator

Band 5 **\$9,525 - \$13,336**

Manager of Capital Projects
Manager of Capital Planning and Grants

Band 6 **\$11,944 - \$16,802**

Director of Finance
Director of Customer Experience
Director of Operations

Budget Impact

These Salary Band Ranges and the Organizational Chart are consistent with the proposed FY2025 operating budget.

Recommendation

Staff requests that the Finance and Administration Committee recommend that the Board of Directors approve the Resolution 15-2024 adjusting the salary bands for LAVTA positions.

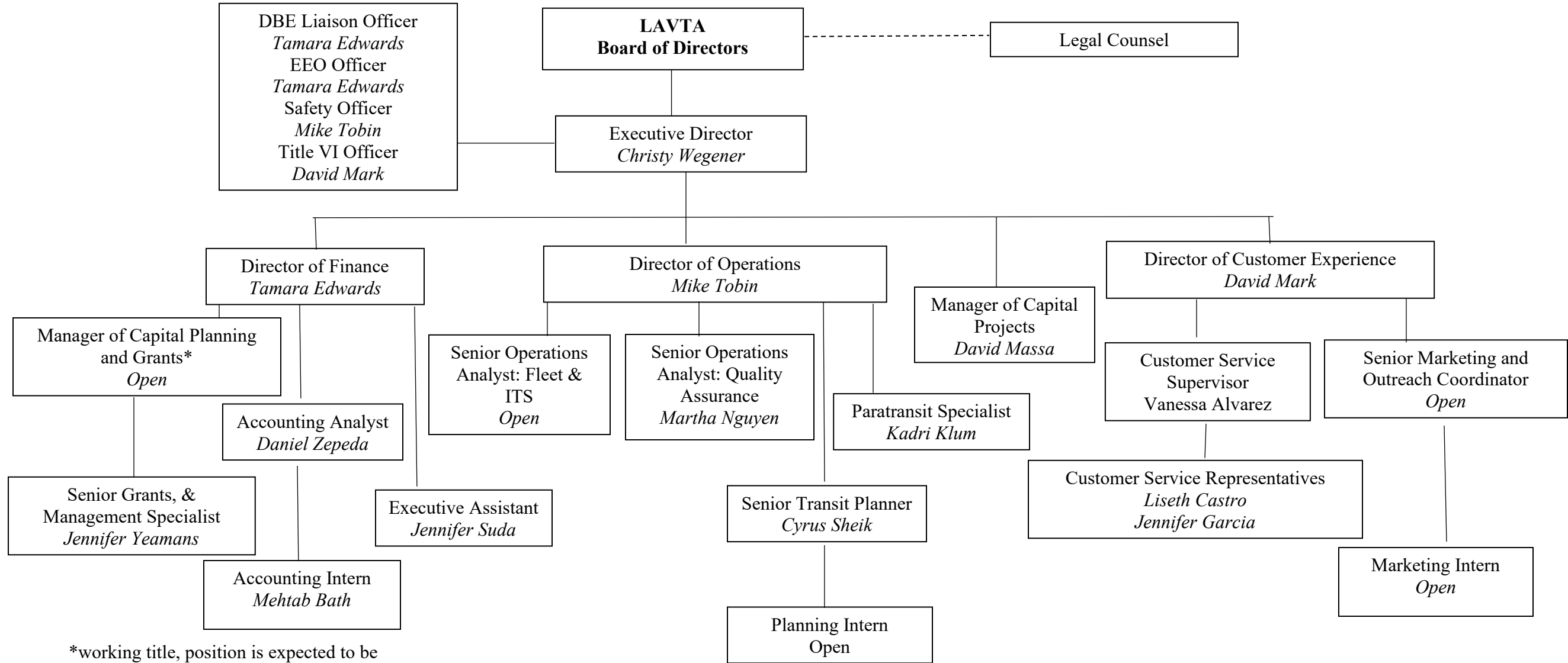
Attachments:

1. LAVTA Organization Chart

2. FY 2023 Salary Band Recommendations
3. FY 2024 Annual Organizational Review Results Summary
4. Bureau of Labor Statistics
5. Resolution 15-2024 of the Board of Directors of the Livermore Amador Valley Transit Authority Establishing FY2024 Salary Bands

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

Organizational Chart



*working title, position is expected to be added after the completion of the Strategic Plan



Market Summary: Current Salary Comparison & Recommendation

Currently, salaries for 6 of 15 classifications at LAVTA are below a competitive range in at least one part of the salary range (min/mid/max). Proposed recommendations on the right assume changes to salaries only.

Position	Sample Size	Base Salary									Recommendation
		LAVTA			Market Median			% from Median			
		Min	Mid	Max	Min	Mid	Max	Min	Mid	Max ▼	
Sr Grants and Mgmt Specialist	n=6	\$7,340	\$8,808	\$10,275	\$6,376	\$7,506	\$8,683	15.1%	17.3%	18.3%	No change
Capital Projects Manager	n=3	\$8,806	\$10,568	\$12,330	\$7,917	\$9,375	\$10,833	11.2%	12.7%	13.8%	No change
Sr Fleet & Tech Mgmt Spec	n=6	\$7,340	\$8,808	\$10,275	\$6,231	\$7,706	\$9,180	17.8%	14.3%	11.9%	No change
Accounting Analyst	n=8	\$6,117	\$7,341	\$8,564	\$5,369	\$6,536	\$7,741	13.9%	12.3%	10.6%	No change
Customer Service Representative	n=4	\$4,076	\$4,892	\$5,708	\$4,053	\$4,656	\$5,260	0.6%	5.1%	8.5%	No change
Paratransit Planner	n=6	\$6,117	\$7,341	\$8,564	\$5,724	\$7,079	\$8,115	6.9%	3.7%	5.5%	No change
Administrative Assistant	n=8	\$5,041	\$6,088	\$7,135	\$4,848	\$5,964	\$6,822	4.0%	2.1%	4.6%	No change
Operations Specialist	n=4	\$7,340	\$8,808	\$10,275	\$7,321	\$8,585	\$9,849	0.3%	2.6%	4.3%	No change
Director of Planning and Marketing	n=8	\$10,570	\$12,683	\$14,795	\$10,820	\$12,851	\$14,566	-2.3%	-1.3%	1.6%	Increase salary range by +5%
Marketing and Communications Specialist	n=4	\$6,117	\$7,341	\$8,564	\$6,650	\$7,552	\$8,455	-8.0%	-2.8%	1.3%	No change
Senior Transit Planner	n=7	\$7,340	\$8,808	\$10,275	\$7,533	\$9,574	\$10,790	-2.6%	-8.0%	-4.8%	No change
Director of Operations	n=7	\$10,570	\$12,683	\$14,795	\$11,178	\$13,006	\$15,649	-5.4%	-2.5%	-5.5%	Increase salary range by +5%
Director of Finance	n=10	\$10,570	\$12,683	\$14,795	\$11,758	\$13,471	\$15,896	-10.1%	-5.9%	-6.9%	Increase salary range by +5%
Customer Service Supervisor	n=4	\$5,041	\$6,088	\$7,135	\$5,699	\$6,889	\$8,080	-11.5%	-11.6%	-11.7%	Increase salary band
Executive Director	n=10	\$17,917	\$17,917	\$17,917	\$21,105	\$21,105	\$21,105	-15.1%	-15.1%	-15.1%	+10% correctional increase

Position	Sample Size	Monthly Salary								
		LAVTA			Market Median			% from Median		
		MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX
Accounting Analyst	n=10	6374	7649	8924	5599	6718	7838	13.8%	13.9%	13.9%
Executive Assistant	n=8	5253	6344	7435	5041	6197	7135	4.2%	2.4%	4.2%
Capital Projects Manager	n=4	9176	11012	12330	8806	10568	10833.33	4.2%	4.2%	13.8%
Customer Service Representative	n=5	5253	5097.5	5948	5599	4892	5708	-6.2%	4.2%	4.2%
Customer Service Supervisor	n=4	5041	6344	7435	5698.58	6718	7838	-11.5%	-5.6%	-5.1%
Director of Finance	n=11	10959	13187.5	15416	12027	14119	16236	-8.9%	-6.6%	-5.1%
Director of Operations	n=8	10959	13187.5	15416	11775	13414	15649	-6.9%	-1.7%	-1.5%
Director of Customer Experience	n=5	6374	13187.5	15416	6506	12916	14895	-2.0%	2.1%	3.5%
Marketing and Communications Specialist	n=4	6117	7649	8924	6649.58	7436	8605	-8.0%	2.9%	3.7%
Senior Operations Specialist	n=4	7648	9178	10707	7340	8808	10275	4.2%	4.2%	4.2%
Paratransit Planner	n=7	6374	7649	8924	5996	7079.303	8827	6.3%	8.0%	1.1%
Senior Operations Analyst: Fleet & ITS	n=8	7648	7649	10707	7340	8808	10257	4.2%	-13.2%	4.4%
Senior Grants and Management Specialist	n=8	7648	9177.5	10707	6935	8054	9173	10.3%	13.9%	16.7%
Senior Transit Planner	n=9	7648	9177.5	10707	7770	9365	10736	-1.6%	-2.0%	-0.3%



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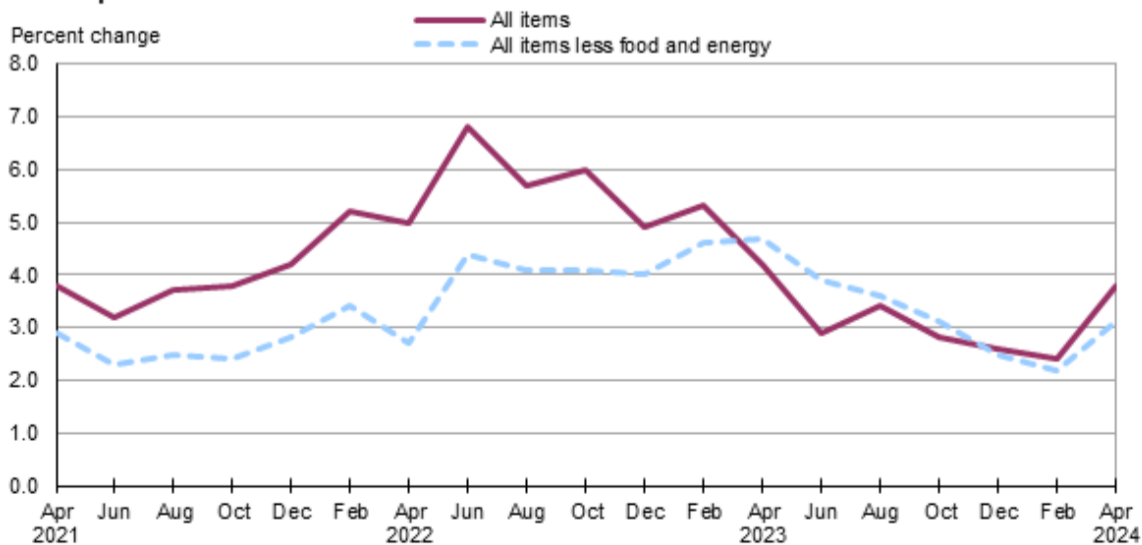
Consumer Price Index, San Francisco Area — April 2024

Area prices were up 1.8 percent over the past two months, up 3.8 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 1.8 percent for the two months ending in April 2024, 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 shelter and 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 increased 3.8 percent. (See [chart 1](#) and [table A.](#)) Food prices advanced 3.1 percent. Energy prices advanced 18.0 percent, largely the result of an increase in the price of electricity. The index for all items less food and energy increased 3.1 percent over the year. (See [table 1.](#))

Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, April 2021–April 2024



Source: U.S. Bureau of Labor Statistics.

[View Chart Data](#)

Food

Food prices were unchanged for the two months ending in April. (See [table 1.](#)) Prices for food at home decreased 0.9 percent, with lower prices in four of the six grocery categories. Prices for food away from home advanced 1.1 percent for the same period.

Over the year, food prices advanced 3.1 percent. Prices for food at home increased 2.5 percent since a year ago, led by higher prices for nonalcoholic beverages and beverage materials (12.1 percent). Prices for food away from home increased 4.4 percent.

Energy

The energy index rose 8.5 percent for the two months ending in April. The increase was mainly due to higher prices for gasoline (20.1 percent). Prices for electricity rose 0.3 percent, while prices for natural gas service decreased 15.8 percent for the same period.

Energy prices advanced 18.0 percent over the year, largely due to higher prices for electricity (24.4 percent). Prices paid for natural gas service advanced 14.7 percent, and prices for gasoline advanced 12.2 percent during the past year.

All items less food and energy

The index for all items less food and energy increased 1.7 percent in the latest two-month period. Higher prices for apparel (13.3 percent) and shelter (1.7 percent) were partially offset by lower prices for recreation (-0.8 percent).

Over the year, the index for all items less food and energy increased 3.1 percent. Components contributing to the increase included apparel (13.2 percent) and shelter (2.9 percent). Partly offsetting the increases was a price decrease in new and used motor vehicles (-1.5 percent).

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

Month	2020		2021		2022		2023		2024	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February	0.9	2.9	0.5	1.6	1.4	5.2	1.8	5.3	1.5	2.4
April	-0.5	1.1	1.7	3.8	1.5	5.0	0.4	4.2	1.8	3.8
June	0.7	1.6	0.0	3.2	1.7	6.8	0.5	2.9		
August	0.0	1.6	0.5	3.7	-0.5	5.7	0.0	3.4		
October	0.5	1.1	0.7	3.8	1.0	6.0	0.3	2.8		
December	0.4	2.0	0.8	4.2	-0.3	4.9	-0.4	2.6		

The June 2024 Consumer Price Index for the San Francisco area is scheduled to be released on July 11, 2024.

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	Indexes				Percent change from-		
	Historical data	Feb. 2024	Mar. 2024	Apr. 2024	Apr. 2023	Feb. 2024	Mar. 2024
Expenditure category							
All items		345.151	-	351.247	3.8	1.8	-
All items (1967=100)		1,061.089	-	1,079.830	-	-	-
Food and beverages		369.175	-	369.070	3.5	0.0	-
Food		372.025	-	371.953	3.1	0.0	-









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. 2024	Mar. 2024	Apr. 2024	Apr. 2023	Feb. 2024	Mar. 2024
Food at home		337.705	335.599	334.687	2.5	-0.9	-0.3
Cereals and bakery products		341.261	335.455	338.361	4.1	-0.8	0.9
Meats, poultry, fish, and eggs		352.233	355.660	352.382	1.3	0.0	-0.9
Dairy and related products		332.577	336.841	342.013	3.0	2.8	1.5
Fruits and vegetables		436.079	439.412	428.608	-0.3	-1.7	-2.5
Nonalcoholic beverages and beverage materials(1)		261.332	247.089	253.426	12.1	-3.0	2.6
Other food at home		295.399	293.820	292.229	1.4	-1.1	-0.5
Food away from home		413.574	-	418.167	4.4	1.1	-
Alcoholic beverages		336.159	-	335.512	7.6	-0.2	-
Housing		400.750	-	406.337	3.6	1.4	-
Shelter		443.865	447.747	451.395	2.9	1.7	0.8
Rent of primary residence(2)		503.938	506.000	504.927	2.1	0.2	-0.2
Owners' equiv. rent of residences(2)(3)		475.570	476.261	477.504	1.5	0.4	0.3
Owners' equiv. rent of primary residence(1)(2)		475.570	476.261	477.504	1.5	0.4	0.3
Fuels and utilities		646.485	-	632.424	16.1	-2.2	-
Household energy		634.527	621.674	612.395	22.9	-3.5	-1.5
Energy services(2)		639.406	626.248	616.600	23.4	-3.6	-1.5
Electricity(2)		728.997	730.759	731.389	24.4	0.3	0.1
Utility (piped) gas service(2)		476.774	432.650	401.648	14.7	-15.8	-7.2
Household furnishings and operations		172.101	-	174.413	0.8	1.3	-
Apparel		112.180	-	127.051	13.2	13.3	-
Transportation		256.537	-	270.807	6.4	5.6	-
Private transportation		254.169	-	268.135	5.7	5.5	-
New and used motor vehicles(4)		118.298	-	120.198	-1.5	1.6	-
New vehicles(1)		193.419	-	192.662	-1.8	-0.4	-
Used cars and trucks(1)		325.453	-	327.027	-6.4	0.5	-
Motor fuel		331.815	359.973	397.919	12.1	19.9	10.5
Gasoline (all types)		329.546	357.710	395.754	12.2	20.1	10.6
Gasoline, unleaded regular(4)		328.983	357.618	396.228	12.3	20.4	10.8
Gasoline, unleaded midgrade(4)(5)		308.411	333.917	368.506	12.0	19.5	10.4
Gasoline, unleaded premium(4)		314.537	339.665	373.861	12.0	18.9	10.1
Medical care		586.760	-	587.011	0.6	0.0	-
Recreation(6)		149.805	-	148.629	2.8	-0.8	-
Education and communication(6)		161.437	-	163.130	1.9	1.0	-
Tuition, other school fees, and child care(1)		1,951.663	-	1,966.792	-	0.8	-
Other goods and services		617.911	-	626.628	4.2	1.4	-
Commodity and service group							
All items		345.151	-	351.247	3.8	1.8	-
Commodities		231.401	-	238.131	2.0	2.9	-
Commodities less food & beverages		161.576	-	170.688	1.6	5.6	-
Nondurables less food & beverages		213.382	-	233.034	5.3	9.2	-
Durables		112.659	-	114.414	-2.5	1.6	-
Services		441.194	-	446.721	4.6	1.3	-
Special aggregate indexes							
All items less medical care		335.127	-	341.467	4.0	1.9	-
All items less shelter		306.843	-	312.421	4.4	1.8	-
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. 2024	Mar. 2024	Apr. 2024	Apr. 2023	Feb. 2024	Mar. 2024
Commodities less food		169.056	-	178.134	1.9	5.4	-
Nondurables		292.666	-	302.437	4.0	3.3	-
Nondurables less food		222.891	-	241.671	5.7	8.4	-
Services less rent of shelter ⁽³⁾		464.780	-	467.275	7.6	0.5	-
Services less medical care services		430.366	-	436.347	4.8	1.4	-
Energy		449.829	464.887	487.966	18.0	8.5	5.0
All items less energy		344.555	-	349.467	3.1	1.4	-
All items less food and energy		341.209	-	346.935	3.1	1.7	-
Footnotes							
(1) Indexes on a December 1977=100 base.							
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Last Modified Date: Wednesday, May 15, 2024

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RESOLUTION NO. 15-2024

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
ESTABLISHING FY2025 SALARY BANDS**

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 25-2022 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 FY2025 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, 2025.

Monthly Salary Ranges

Band 1 \$4,673 - \$6,174
Customer Service Representative

Band 2 \$5,453 - \$7,718
Executive Assistant

Band 3 \$6,616 - \$9,263
Accounting Analyst
Paratransit Specialist
Customer Service Supervisor

Band 4 \$7,939 - \$11,114
Senior Transit Planner
Senior Fleet & Technology Management Specialist
Senior Grants, and Management Specialist

Senior Operations Analyst: Quality Assurance
Senior Marketing and Outreach Coordinator

Band 5 \$9,525 - \$13,336

Manager of Capital Projects
Manager of Capital Planning and Grants

Band 6 \$11,944 - \$16,802

Director of Finance
Director of Customer Experience
Director of Operations

PASSED AND ADOPTED this 3rd day of June 2024.

Melissa Hernandez, Chair

ATTEST:

Christy Wegener, Executive Director

Approved as to form:

Michael Conneran, Legal Counsel