



MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: February 23, 2010

FOR AGENDA: March 4, 2010

SUBJECT: Extension of Regional Planner and Transportation Assistant's temporary salary increases

At your regular meeting on December 3, 2009, you authorized temporary 10% salary increases thru March for the Agency's 3 Regional Planners and the Transportation Assistant in view of the additional responsibilities they were assuming in response to the departure of the Agency's Deputy Director. The Agency has continued to function with its current staff configuration, and should be able to do so until the end of this fiscal year. Nevertheless, after that we feel that a reorganization would be appropriate as noted on the attached organization chart. This new organizational structure could be achieved by re-classifying two of the current Regional Planners to Senior Planners, and the Transportation Assistant to a Transit Program Manager.

The Office Manager and I are in the process of developing complete classification descriptions and salary recommendations for those new positions, and will have them available for the April meeting when we will present a draft FY2010-2011 budget.

RECOMMENDATION

that your Committee

Authorize the continuation of the salary increases granted for the Regional Planners and Transportation Assistant on December 3, 2009, thru the month of April.

cc: Agency Board
Attachment: Draft FY2010-2011 Organization Chart

Agency Organization Chart

