

STAFF REPORT



MEETING DATE:	December 13, 2021
SUBJECT:	Authorize Executive Director to Hire An Assistant Transportation Planner at Step F (\$33.58 hourly)
AGENDA ITEM:	16
STAFF CONTACT:	Keith Williams, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to hire an assistant transportation planner candidate at step F (\$33.58 hourly) of SRTA's compensation plan.

DISCUSSION:

SRTA is currently understaffed because of one planner's recent departure and another's extended sick leave. Staff has advertised a vacancy since late August 2021, generating eight applications, and made three formal job offers to qualified individuals, all of which were declined. Since then, SRTA received a new application from a highly qualified candidate at the assistant transportation planner level. To address concerns over compensation, salary step F was offered and accepted, subject to approval by the board of directors.

Recruitment Challenges – In recent years, recruitments for SRTA vacancies have yielded fewer applicants overall and fewer applicants meeting job specifications. Departing SRTA staff and applicants from the current recruitment list the following quality of life factors for leaving or declining offers:

- High crime rate
- Poor summer air quality
- Cost of housing (for out-of-state candidates)

Each job classification ranges from salary steps A (low) to F (high). SRTA policy states "the executive director has the authority to hire either at step A, B, or C, depending on qualifications. The agency board of directors may authorize hiring at higher steps."

Recruitment Opportunity – Given the candidate's strong qualifications, and the current labor market, staff recommends hiring the applicant at step F (see attachment).

ALTERNATIVES:

The board of directors may decline to accept the offer negotiated by the executive director. The position would remain vacant and the recruitment effort continued.

FISCAL IMPACT:

Hiring an assistant transportation planner at step F (\$33.58 hourly) is comparable to the wage budgeted (\$31.98 hourly) for the SRTA planner who vacated the position.

A handwritten signature in blue ink that reads "Dan Little".

Daniel S. Little, AICP, Executive Director

**Shasta Regional Transportation Agency
Compensation Plan
Fiscal Year 2021-22**

Approved by SRTA Board of Directors on April 23, 2019 (Effective July 1, 2021)

Job Title	Base Pay						
	Step	A	B	C	D	E	F
CHIEF FISCAL OFFICER	Annual	\$ 84,079	\$88,301	\$92,714	\$97,339	\$102,219	\$107,311
	Monthly	\$ 7,007	\$ 7,358	\$ 7,726	\$ 8,112	\$ 8,518	\$ 8,943
	Hourly	\$ 40.42	\$ 42.45	\$ 44.57	\$ 46.80	\$ 49.14	\$ 51.59
SENIOR TRANSPORTATION PLANNER	Annual	\$ 84,079	\$88,301	\$92,714	\$97,339	\$102,219	\$107,311
	Monthly	\$ 7,007	\$ 7,358	\$ 7,726	\$ 8,112	\$ 8,518	\$ 8,943
	Hourly	\$ 40.42	\$ 42.45	\$ 44.57	\$ 46.80	\$ 49.14	\$ 51.59
ASSOCIATE TRANSPORTATION PLANNER	Annual	\$ 63,351	\$66,512	\$69,843	\$73,322	\$ 77,014	\$ 80,875
	Monthly	\$ 5,279	\$ 5,543	\$ 5,820	\$ 6,110	\$ 6,418	\$ 6,740
	Hourly	\$ 30.46	\$ 31.98	\$ 33.58	\$ 35.25	\$ 37.03	\$ 38.88
ASSISTANT TRANSPORTATION PLANNER	Annual	\$ 54,716	\$57,453	\$60,338	\$63,351	\$ 66,512	\$ 69,843
	Monthly	\$ 4,560	\$ 4,788	\$ 5,028	\$ 5,279	\$ 5,543	\$ 5,820
	Hourly	\$ 26.31	\$ 27.62	\$ 29.01	\$ 30.46	\$ 31.98	\$ 33.58
ADMINISTRATIVE ASSOCIATE	Annual	\$ 45,445	\$47,736	\$50,112	\$52,594	\$ 55,246	\$ 58,005
	Monthly	\$ 3,787	\$ 3,978	\$ 4,176	\$ 4,383	\$ 4,604	\$ 4,834
	Hourly	\$ 21.85	\$ 22.95	\$ 24.09	\$ 25.29	\$ 26.56	\$ 27.89
EXECUTIVE DIRECTOR ¹	Annual	\$ 183,327.46					
	Monthly	\$ 15,277.29					
	Hourly	\$ 88.14					

Added Special Pay	
10-year Longevity Pay	² Maximum Performance Based Compensation
5%	5%
5%	5%
5%	5%
5%	5%
5%	5%
5%	5%
5%	5%
5%	5%
5%	5%
5%	5%
5%	5%
5%	5%
5%	5%
5%	5%

Notes:

¹The Executive Director salary is established by employment agreement between the board and the executive director. The salary is not subject to "steps." This position may receive cost of living increases commensurate with all other staff.

²The "Maximum Performance Based Compensation" represents the maximum possible added compensation on an annual basis. The increase is based on annual review of employee performance and ranges from 0-5%.