

PLTDKR

Public notice was given to *The Register-Guard* for publication on March 27, 1987.

**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS
SALARY COMMITTEE MEETING**

April 1, 1987

11:30 a.m.

LTD Conference Room
1938 W. 8th, Eugene

A G E N D A

I. LUNCH/CALL TO ORDER

II. ROLL CALL

Smith_____ Brandt_____ Calvert_____

III. COMPENSATION STUDY

A. Purpose

1. Board Salary Committee Concerns
2. Executive Committee Concerns

B. Results of Study

1. Comparison with Local Public/Private Sectors and Pacific Northwest Transit Properties
2. Internal Equity and Relationship between Classes

C. Study Methodology and Recommendations

D. Staff Involvement--Appeal Process, etc.

IV. EXECUTIVE COMMITTEE RECOMMENDATION

- A. Implementation: 100 percent/50 percent Cost Comparison
- B. Secretary Issue
- C. Salary Grades

V. FUTURE ACTIVITY

A. Board Approval April 29?

B. Budget Development April 22 or May 6?

VI. COMMITTEE DELIBERATIONS AND DECISION

VII. OTHER ITEMS FROM COMMITTEE

VIII. ADJOURNMENT



Lane Transit District

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

March 31, 1987

TO: Board Salary Committee
FROM: General Manager
RE: Administrative Compensation Study Recommendations

In October, 1986, the Board Salary Committee retained a consultant to conduct an administrative compensation study. Martin Kenny of James Consulting Services has been working with the Executive Committee since that time to complete the study.

In terms of the studies scope and objectives, two major issues had been identified by the Salary Committee and the Executive Committee. These included:

- A comparison of Lane Transit District administrative salaries and benefits with like positions in other organizations, in both the public and private sectors.
- A review of the internal salary relationships between administrative jobs and review of the method of analyzing and establishing those relationships.

In summarizing Mr. Kenny's final recommendations, the study found most Lane Transit District administrative salaries to be below the average for comparable positions in both the public and private sectors. The study also confirmed, with few exceptions, that the District's internal alignment of positions is appropriate.

At Wednesday's Board Salary Committee meeting, Mr. Kenny will present his final study recommendations. These recommendations have been developed after review of staff appeals and supervisory comments to those appeals. The Executive Committee endorses Mr. Kenny's salary and grade recommendations, with the following exceptions:

- Administrative Analyst is reclassified to MIS Administrator at Grade 13, rather than consultants recommended Grade 12.
- Transportation Supervisor at Grade 13, rather than consultant's recommended Grade 12.

- Transportation Administrator at Grade 15, rather than consultant's recommended Grade 16.
- Secretaries/Finance clerical at 3% above market average, rather than consultant's recommended freeze.

I am recommending that the Salary Committee approve a salary schedule with full implementation of the combined Executive Committee/James Consulting plan as provided in the agenda packet. My recommendation is based on the following:

- The Board has adopted a policy setting administrative staff salaries at market average. This goal has never been achieved.
- There will always be some environmental or political factors that argue against raising salaries.
- During the last three years the Board has made incremental steps toward the market average. That goal will continue to be elusive until it is finally met and joined.
- The District staff is highly skilled, motivated, hard working, and dedicated, and are deserving of salaries at least equal to the market average.

Phyllis
Phyllis Loobey
General Manager

March 30, 1987

SUMMARY OF RECOMMENDATIONS

JAMES AND COMPANY COMPENSATION STUDY

EXECUTIVE COMMITTEE

<u>Grade</u>	<u>Job Classification</u>	<u>Salary</u>	<u>Recommended Changes</u>
1	Clerk Typist	\$ 941-1253	
2		1028-1369	
3		1105-1473	
4	Administrative Secretary Operations Secretary Accounting Clerk	1219-1625	\$1256-1674 (+3%)
5	Maintenance Data Tech.	1339-1783	1377-1836 (+3%)
6		1471-1959	
7		1626-2166	
8	Marketing Representative	1799-2397	
9	System Supervisor Executive Secretary Research Assistant Transit Planner Maintenance Supervisor Purchasing Agent	2004-2670	
10	Field Supervisor Senior Transit Planner	2085-2779	
11	Customer Service Admin.	2148-2862	
12	MIS Administrator Transportation Supervisor	2221-2959	Both Grade 13 \$2304-3070
13	Safety and Risk Manager Personnel Administrator	2304-3070	
14		2399-3197	
15	Maintenance Administrator Finance Administrator Marketing Administrator Planning Administrator	2509-3343	
16	Transportation Administrator	2635-3511	Grade 15 \$2509-3343
17		2780-3704	
18	Director of Operations Director of Administrative Services	2947-3927	

EXECUTIVE COMMITTEE RECOMMENDATION-3/30/87

LANE TRANSIT DISTRICT
SALARY STUDY COST IMPACT-CONTROL POINTS
FY 87-88

GRADE	POSITION	# OF EMPL	MONTH	CURRENT ANNUAL	MONTH	FULL IMPLEMENTATION ANNUAL CHANGE	MONTH	50% IMPLEMENTATION ANNUAL CHANGE	CURRENT	FULL	TOTAL ANNUAL COST 50%
1	CLERK TYPIST	0	1,171	14,052	1,253	15,036	7.0%	1,218	14,616	4.0%	
2	-	-	-	-	1,369	-	-	-	-	-	-
3	-	-	-	-	1,473	-	-	-	-	-	-
4	ADMINISTRATION SECRETARY	2	1,641	19,692	1,674	20,088	2.0%	1,674	20,088	2.0%	39,384
	OPERATIONS SECRETARY	1	1,641	19,692	1,674	20,088	2.0%	1,674	20,088	2.0%	19,692
	ACCOUNTING CLERK	3	1,641	19,692	1,674	20,088	2.0%	1,674	20,088	2.0%	59,076
5	MAINT DATA TECHNICIAN	1	1,784	21,408	1,836	22,032	2.9%	1,836	22,032	2.9%	21,408
6	-	-	-	-	1,959	-	-	-	-	-	-
7	-	-	-	-	2,166	-	-	-	-	-	-
8	MARKETING REPRESENTATIVE	3	2,304	27,648	2,397	28,764	4.0%	2,397	28,764	4.0%	82,944
9	PURCHASING AGENT	1	2,421	29,052	2,670	32,040	10.3%	2,546	30,552	5.2%	29,052
	TRANSIT PLANNER	2	2,421	29,052	2,670	32,040	10.3%	2,546	30,552	5.2%	58,104
	RESEARCH ASSISTANT	1	2,304	27,648	2,670	32,040	15.9%	2,487	29,844	7.9%	27,648
	EXECUTIVE SECRETARY	1	2,421	29,052	2,670	32,040	10.3%	2,546	30,552	5.2%	29,052
	MAINTENANCE SUPERVISOR	4	2,421	29,052	2,670	32,040	10.3%	2,546	30,552	5.2%	116,208
	SYSTEM SUPERVISOR	6	2,421	29,052	2,670	32,040	10.3%	2,546	30,552	5.2%	174,312
10	SENIOR PLANNER	1	2,566	30,792	2,779	33,348	8.3%	2,673	32,076	4.2%	30,792
	FIELD SUPERVISOR	3	2,566	30,792	2,779	33,348	8.3%	2,673	32,076	4.2%	92,376
11	CUSTOMER SERVICE ADMIN	1	2,421	29,052	2,862	34,344	18.2%	2,642	31,704	9.1%	29,052
12	-	-	-	-	2,959	-	-	-	-	-	-
13	PERSONNEL ADMINISTRATOR	1	2,772	33,264	3,070	36,840	10.8%	2,921	35,052	5.4%	33,264
	SAFETY & RISK ADMIN	1	2,772	33,264	3,070	36,840	10.8%	2,921	35,052	5.4%	33,264
	TRANSPORTATION SUPERVISOR	1	2,772	33,264	3,070	36,840	10.8%	2,921	35,052	5.4%	33,264
	MIS ADMINISTRATOR	1	2,566	30,792	3,070	36,840	19.6%	2,818	33,816	9.8%	30,792
14	-	-	-	-	3,197	-	-	-	-	-	-
15	PLANNING ADMINISTRATOR	1	3,054	36,648	3,343	40,116	9.5%	3,199	38,388	4.7%	36,648
	MARKETING ADMINISTRATOR	1	3,054	36,648	3,343	40,116	9.5%	3,199	38,388	4.7%	36,648
	FINANCE ADMINISTRATOR	1	3,054	36,648	3,343	40,116	9.5%	3,199	38,388	4.7%	36,648
	MAINTENANCE ADMINISTRATOR	1	3,054	36,648	3,343	40,116	9.5%	3,199	38,388	4.7%	36,648
	TRANSPORTATION ADMIN	1	3,054	36,648	3,343	40,116	9.5%	3,199	38,388	4.7%	36,648
16	-	-	-	-	3,511	-	-	-	-	-	-
17	-	-	-	-	3,704	-	-	-	-	-	-
18	DIRECTOR OF ADMIN SVCS	1	3,430	41,160	3,927	47,124	14.5%	3,679	44,148	7.3%	41,160
	DIRECTOR OF OPERATIONS	1	3,430	41,160	3,927	47,124	14.5%	3,679	44,148	7.3%	41,160

1,205,244 1,319,376 1,265,640
=====

DIFFERENCE
114,132 60,396
9.5% 5.0%



Lane Transit District

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

March 31, 1987

TO: Board Salary Committee
FROM: Personnel Administrator
RE: Administrative Salary Policy

The following is provided for your information.

A primary goal of the Administrative Salary Plan is to:

"Provide fair and equitable compensation based on the relative value of each position within the Lane Transit District and with due consideration to rates of pay in like positions for comparable work in the market place and the District's financial position."

This goal was first adopted by the Board of Directors in 1981. In April, 1983, the Board readopted a Salary Committee recommendation which stated:

"...the Board readopt a policy directive that will lead to a position of salary comparability for District salaried staff with positions of like duties, functions, and responsibilities, with public and private sector employer's of similar size."

David Harrison
Personnel Administrator

LANE TRANSIT DISTRICT
WEIGHTED AVERAGE SALARY CHANGES-CONTROL POINT
FY 82-83 TO 87-88

GRADE	POSITION	# OF EMPL	TOTAL ANNUAL COSTS																		
			82-83	83-84	84-85	85-86	86-87	87-88	82-83	83-84	84-85	85-86	86-87	87-88	88-89						
4	ADMINISTRATION SECRETARY	2	1,416	1,487	1,539	1,593	1,641	1,674	2.0%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	35,984	35,688	36,936	38,232	39,384	40,176
	OPERATIONS SECRETARY	1	1,416	1,487	1,539	1,593	1,641	1,674	2.0%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	16,992	17,844	18,468	19,116	19,692	20,088
	ACCOUNTING CLERK	3	1,416	1,487	1,539	1,593	1,641	1,674	2.0%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	50,976	53,532	55,404	57,348	59,076	60,264
5	MAINT DATA TECHNICIAN	1	1,416	1,487	1,539	1,732	1,794	1,836	2.9%	6.5%	12.5%	3.0%	4.0%	4.0%	4.0%	16,992	17,844	18,468	20,784	21,408	22,032
8	MARKETING REPRESENTATIVE	3	1,878	1,972	2,100	2,237	2,304	2,397	4.0%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	67,608	70,992	75,600	80,532	82,944	86,292
9	PURCHASING AGENT	1	1,973	2,072	2,207	2,350	2,421	2,670	10.3%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	23,676	24,864	26,484	28,200	29,052	32,040
	TRANSIT PLANNER	2	1,973	2,072	2,207	2,350	2,421	2,670	10.3%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	47,352	49,728	52,968	56,400	58,104	64,080
	RESEARCH ASSISTANT	1	1,878	1,972	2,100	2,237	2,304	2,670	15.9%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	22,536	23,664	25,200	26,844	27,648	32,040
	EXECUTIVE SECRETARY	1	1,973	2,072	2,207	2,350	2,421	2,670	10.3%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	23,676	24,864	26,484	28,200	29,052	32,040
	MAINTENANCE SUPERVISOR	4	1,973	2,072	2,207	2,350	2,421	2,670	10.3%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	94,704	99,456	105,936	112,800	116,208	128,160
	SYSTEM SUPERVISOR	6	1,973	2,072	2,207	2,350	2,421	2,670	10.3%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	142,056	149,184	158,904	169,200	174,312	192,240
10	SENIOR PLANNER	1	2,072	2,176	2,339	2,491	2,566	2,779	8.3%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	24,864	26,112	28,068	29,892	30,792	33,348
	FIELD SUPERVISOR	3	2,072	2,176	2,339	2,491	2,566	2,779	8.3%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	74,592	78,336	84,204	89,676	92,376	100,044
	CUSTOMER SERVICE ADMIN	1	1,973	2,072	2,207	2,350	2,421	2,862	18.2%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	23,676	24,864	26,484	28,200	29,052	34,344
13	PERSONNEL ADMINISTRATOR	1	2,176	2,285	2,456	2,640	2,772	3,070	10.8%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	26,112	27,420	29,472	31,680	33,264	36,840
	SAFETY & RISK ADMIN	1	2,072	2,176	2,339	2,640	2,772	3,070	10.8%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	24,864	26,112	28,068	31,680	33,264	36,840
	TRANSPORTATION SUPERVISOR	1	2,176	2,285	2,456	2,640	2,772	3,070	10.8%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	26,112	27,420	29,472	31,680	33,264	36,840
	MIS ADMINISTRATOR	1	2,072	2,176	2,339	2,491	2,566	3,070	19.6%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	24,864	26,112	28,068	29,892	30,792	36,840
15	PLANNING ADMINISTRATOR	1	2,397	2,517	2,706	2,909	3,054	3,343	9.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	28,764	30,204	32,472	34,908	36,648	40,116
	MARKETING ADMINISTRATOR	1	2,397	2,517	2,706	2,909	3,054	3,343	9.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	28,764	30,204	32,472	34,908	36,648	40,116
	FINANCE ADMINISTRATOR	1	2,397	2,517	2,706	2,909	3,054	3,343	9.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	28,764	30,204	32,472	34,908	36,648	40,116
	MAINTENANCE ADMINISTRATOR	1	2,397	2,517	2,706	2,909	3,054	3,343	9.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	28,764	30,204	32,472	34,908	36,648	40,116
	TRANSPORTATION ADMIN	1	2,397	2,517	2,706	2,909	3,054	3,343	9.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	28,764	30,204	32,472	34,908	36,648	40,116
18	DIRECTOR OF ADMIN SVCS	1	2,643	2,775	3,011	3,267	3,430	3,927	14.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	31,716	33,300	36,132	39,204	41,160	47,124
	DIRECTOR OF OPERATIONS	1	2,643	2,775	3,011	3,267	3,430	3,927	14.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	31,716	33,300	36,132	39,204	41,160	47,124

972,888 1,021,656 1,089,312 1,163,304 1,205,244 1,319,376
5.0% 6.6% 6.8% 9.5%