

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

(COMMISSIONERS MARION ASHLEY, BOB BUSTER, ROGER BERG, TERRY HENDERSON, ROBIN LOWE, JEFF MILLER, JEFF STONE, JOHN TAVAGLIONE, MICHAEL WILSON, ROY WILSON)

9:00 A.M.

Wednesday, April 12, 2006

County of Riverside Administrative Center

Conference Room A

4080 Lemon Street, 3rd Floor, Riverside

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Executive Committee meeting, please contact the Clerk of the Board at (951) 787-7141. Notification of at least 48 hours prior to meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

1. **CALL TO ORDER**
2. **PUBLIC COMMENTS**
3. **APPROVAL OF MINUTES – [FEBRUARY 8, 2006](#)**
4. **ADDITIONS/REVISIONS** *(The Committee may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Committee subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Committee. If there are less than 2/3 of the Committee members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.)*

5. CLASSIFICATION AND COMPENSATION STUDY AND RECOMMENDATIONS

Overview

This item is for the Committee to:

- 1) Reclassify Administrative Analyst on Range 5 to Clerk of the Board on Range 8, (\$6,847-\$9,243), with a corresponding promotional pay increase. This position will assume oversight of the Commission's agenda, records management, and information technology services;
- 2) Establish Administrative Assistant on Range 4, (\$3,818-\$5,155), to provide support to the Clerk of the Board;
- 3) Reclassify the Accounting Manager in the Finance Department on Range 7 to the new Accounting and Human Resources Manager position on Range 9, (\$7,361-\$9,937), with a corresponding promotional pay increase. This position will continue to have general professional accounting responsibilities and supervise accounting support personnel, as well as handle payroll and personnel administration duties;
- 4) Upgrade the Executive Assistant from Range 3 to Range 5 (\$4,398-\$5,938) with a corresponding promotional pay increase, given its assumed responsibility for designated office support personnel, and given market rate movement;
- 5) Reclassify the Programming and Administration Director on Range 11 to Deputy Executive Director on Range 12 (\$10,708-\$14,456) to reflect the accountability of this position for all administrative functions, including finance, personnel, information technology, board services, and regional programs;
- 6) Reclassify the Office Assistant position to Senior Office Assistant on Range 2 (\$2,545-\$3,436) with a corresponding promotional pay increase to account for increased records management and administrative duties;
- 7) Establish a Senior Staff Analyst classification on Range 7, (\$5,589-\$7,545) in order to establish a career path for designated positions that will assume a greater range of responsibility for complex projects and assignments, and to provide staffing flexibility to management, while maintaining internal equity;
- 8) Modify the pay structure to incorporate the new staff assignments and market increases since July 1, 2005, and adopt the new class specifications that have been prepared. A general pay structure increase will only need to be considered for the 2007-2008 Fiscal Year, based on market movement;

- 9) Approve the revised organizational chart to reflect the proposed changes; and
- 10) Approve a budget adjustment of \$38,370 for salaries and benefits to support the proposed reclassifications and upgrades.

6. INJURY AND ILLNESS PREVENTION PROGRAM

Overview

This item is for the Committee to:

- 1) Approve the Injury and Illness Prevention Program; and
- 2) Adopt Resolution No. 06-005, *"A Resolution of the Riverside County Transportation Commission Regarding the Injury and Illness Prevention Program."*

7. CLOSED SESSION ITEM

**A. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Section 54957.6**

Agency Representative: Executive Director

Title of Unrepresented Employees: Deputy Executive Director

8. ADJOURNMENT

The next Executive Committee meeting is scheduled to be held at 9:30 a.m., **Wednesday, May 10, 2006**, Conference Room A, County of Riverside Administrative Center, 4080 Lemon Street, Third Floor, Riverside.

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

February 8, 2006

Minutes

1. CALL TO ORDER

Chair Marion Ashley called the meeting to order at 8:10 a.m., on Wednesday, February 8, 2006 at the Riverside County Transportation Commission's Conference Room A, 4080 Lemon Street, Third Floor, Riverside, California 92501.

Commissioners Present

Marion Ashley
Bob Buster
Chris Buydos
Terry Henderson
Jeff Stone
Mike Wilson
Roy Wilson

Commissioners Absent

Robin Lowe
Jeff Miller
John Tavaglione

2. PUBLIC COMMENTS

There were no public comments.

3. APPROVAL OF MINUTES

M/S/C (M. Wilson/Buydos) to approve the minutes of December 14, 2005 as submitted.

4. ADDITIONS/REVISIONS

Eric Haley, Executive Director, noted a revision to Agenda Item 5, "Approval Of Revised 401(A) Defined Contribution Qualified Plan Loan Guidelines And 457 Deferred Compensation Plan Loan Program And Guidelines And Adoption Of Resolutions 06-001 And 06-002"

5. APPROVAL OF REVISED 401(A) DEFINED CONTRIBUTION QUALIFIED PLAN LOAN GUIDELINES AND 457 DEFERRED COMPENSATION PLAN LOAN PROGRAM AND GUIDELINES AND ADOPTION OF RESOLUTIONS 06-001 AND 06-002

Anne Mayer, Programming and Administration Director, presented the revised 401(a) Defined Contribution Qualified Plan Loan Guidelines and the new 457 Deferred Compensation Plan Loan Program and Guidelines to the Committee.

At Commissioners Bob Buster and Terry Henderson's requests, Anne Mayer reviewed the Default and Cure Period and the Rules and Limitations Governing Loans provisions of the policies.

M/S/C (R. Wilson/Buydos)

- 1) **Approve the revised 401(a) Defined Contribution Qualified Plan Loan Guidelines;**
- 2) ***Adopt Resolution 06-001, "Resolution of the Riverside County Transportation Commission Adopting a Loan Policy for Its Governmental Money Purchase Plan";***
- 3) **Approve the 457 Deferred Compensation Plan Loan Program and Guidelines; and,**
- 4) ***Adopt Resolution 06-002, "Resolution of the Riverside County Transportation Commission Adopting a Loan Policy for Its Deferred Compensation Plan".***

6. PROPOSED 2006 COMMITTEES MEETING SCHEDULE AND TRANSIT POLICY COMMITTEE MEMBERSHIP

Jennifer Harmon, Acting Clerk of the Board, presented the proposed 2006 Committee meeting schedule reflecting a time change for the Budget and Implementation and Transit Policy Committees. She stated that the Commissioners for the respective Committees were polled to seek feedback on the newly proposed times and presented the responses.

Eric Haley, Executive Director, recommended re-polling the Transit Policy Committee members to identify a new day and time for the meeting, possibly on the 3rd Wednesday or Thursday of the month to ensure timely submission of items to the Commission.

Commissioner Henderson requested staff explore video conferencing methods to allow members of the Commission in areas such as the Coachella Valley and the city of Blythe to attend meetings and avoid extensive commutes and reduce traffic congestion.

The Committee then discussed the augmentation of the Transit Policy Committee and determined to increase the membership to 11 members to better represent the transit areas.

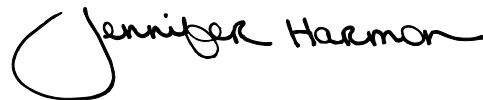
M/S/C (Henderson/Buster) to:

- 1) Approve a new meeting time of 9:30 a.m. for the Budget and Implementation Committee;**
- 2) Direct staff to poll the Transit Policy Committee members to identify a new day and time for the meetings;**
- 3) Approve an increase in the membership of the Transit Policy Committee to 11 members to augment the representation of the transit areas; and**
- 4) Direct staff to work with the County, CVAG, and the city of Blythe to explore videoconferencing methods and costs.**

7. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 8:45 a.m. The next meeting is scheduled to be held at 8:00 a.m., Wednesday, March 8, 2006.

Respectfully submitted,

A handwritten signature in black ink that reads "Jennifer Harmon". The signature is written in a cursive style with a large, looping initial "J".

Jennifer Harmon
Acting Clerk of the Board

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	April 12, 2006
TO:	Executive Committee
FROM:	Barry Newton, Compensation Consultant Creative Management Solutions, Inc.
THROUGH:	Eric Haley, Executive Director Anne Mayer, Programming and Administration Director
SUBJECT:	Classification and Compensation Study and Recommendations

CONSULTANT RECOMMENDATION:

This item is for the Committee to:

- 1) Reclassify Administrative Analyst on Range 5 to Clerk of the Board on Range 8, (\$6,847-\$9,243), with a corresponding promotional pay increase. This position will assume oversight of the Commission's agenda, records management, and information technology services;
- 2) Establish Administrative Assistant on Range 4, (\$3,818-\$5,155), to provide support to the Clerk of the Board;
- 3) Reclassify the Accounting Manager in the Finance Department on Range 7 to the new Accounting and Human Resources Manager position on Range 9, (\$7,361-\$9,937), with a corresponding promotional pay increase. This position will continue to have general professional accounting responsibilities and supervise accounting support personnel, as well as handle payroll and personnel administration duties;
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- 6) Reclassify the Office Assistant position to Senior Office Assistant on Range 2 (\$2,545-\$3,436) with a corresponding promotional pay increase to account for increased records management and administrative duties;

- 7) Establish a Senior Staff Analyst classification on Range 7, (\$5,589-\$7,545) in order to establish a career path for designated positions that will assume a greater range of responsibility for complex projects and assignments, and to provide staffing flexibility to management, while maintaining internal equity;
- 8) Modify the pay structure to incorporate the new staff assignments and market increases since July 1, 2005, and adopt the new class specifications that have been prepared. A general pay structure increase will only need to be considered for the 2007-2008 Fiscal Year, based on market movement;
- 9) Approve the revised organizational chart to reflect the proposed changes; and
- 10) Approve a budget adjustment of \$38,370 for salaries and benefits to support the proposed reclassifications and upgrades.

BACKGROUND INFORMATION:

The Riverside County Transportation Commission (RCTC) contracts with an independent consultant to conduct a Bi-Annual Compensation Survey. This program helps to assure that RCTC positions are assigned to appropriate job classifications and salary ranges given changes in the organization structure, market practices, and internal salary relationships.

The RCTC contracted with Creative Management Solutions, Inc. (CMS), to administer the study in order to update its compensation program in preparation for FY 2006-2007. The bi-annual compensation study cycle is typically initiated and completed between December and February. The study cycle was lengthened this fiscal year to consider organizational and staffing changes, and to update a large number of agency class specifications, including those job descriptions that had not been revised since the FY 1999-2000.

OVERVIEW OF ORGANIZATION CHANGES:

The RCTC has undergone several significant organizational changes in the current fiscal year, given the assumption of major new projects, programs, and funding, and given recent employee retirements. The agency's largest transportation capital projects, involving billions of dollars, have required substantial attention at the senior management level, and have been taken on by the existing Deputy Executive Director as part of ongoing operations.

As part of the strategy of providing experienced executive leadership, while controlling overall costs and fulfilling the RCTC strategic plan, a second Deputy Executive Director position has been proposed to oversee operations, while the total number of department head positions has been reduced.

Following the retirement of the Director of Administrative Services, this department was restructured and the department head position was eliminated. The human resources function was incorporated into the Finance Department as part of the existing Accounting Manager position. A Clerk of the Board position was established at a lower salary range to manage the records management and information technology functions. Following the retirement of the Director of Regional Programs and Public Affairs, this department was restructured and the department head position was re-titled Regional Programs Director. Public affairs and communications functions were incorporated into the Public Information and Media Relations Department. That department head position was re-titled to Public Affairs Director.

Several administrative support positions have assumed increasing analytical and administrative responsibility given a reduction in the total number of director level management positions in the agency. The emphasis in the staffing structure has been to hire Staff Analysts and Program Managers to meet the agency's funding commitments and program requirements.

Financial Information					
In Fiscal Year Budget:	No	Year:	FY 2005/06	Amount:	\$38,370
Source of Funds:	Measure A, TDA, Motorist Assistance			Budget Adjustment:	Yes
GLA No.:	\$ 1,080	S-11-60001	\$ 510	S-11-61000	
	5,780	S-12-60001	3,210	S-12-61000	
	1,580	S-14-60001	890	S-14-61000	
	3,470	S-19-60001	1,940	S-19-61000	
	1,980	103-25-60001	1,120	103-25-61000	
	420	106-62-60001	240	106-62-61000	
	5,480	106-66-60001	3,100	106-66-61000	
	500	106-67-60001	290	106-67-61000	
	4,330	222-31-60001	2,450	222-31-61000	
\$ 24,620	Total Salaries	\$ 13,750	Total Benefits		
Fiscal Procedures Approved:	<i>Theresa Ioverno</i>			Date:	04/06/06

Attachments:

- 1) Compensation Study Executive Summary
- 2) Pay Structures 2004-2006
- 3) Market Survey Analysis Summary
- 4) Organization Chart

Riverside County Transportation Commission (RCTC)

Classification and Compensation Study



CREATIVE
MANAGEMENT
SOLUTIONS, INC.

Presented
April 12, 2006

A. STUDY BACKGROUND

The Riverside County Transportation Commission (RCTC) seeks to provide a compensation and benefits plan that will allow the agency to effectively attract, retain and motivate its employees. This goal is consistent with the mission of the agency and its program goals and service standards.

The RCTC compensation plan is reviewed on a bi-annual basis to assess whether the agency's pay practices are competitive with the marketplace and to assure that the positions are classified in an acceptable manner. The job descriptions are updated on a periodic basis to address needed changes in the organization structure, industry titling, scope of work, and changing qualifications.

The RCTC engaged the services of Creative Management Solutions, Inc. (CMS), an independent human resources firm, to conduct the study. The firm has worked with over 150 organizations conducting similar types of analyses in the public, non-profit, and private sectors over the past 16 years, and has assisted the RCTC with these types of analyses over the past six years.

CMS completed an analysis of the current compensation plan and has recommended improvements in the plan design for consideration by both the Executive Director and the Executive Committee of the Board of Directors. The information from the compensation survey and the internal job evaluation process have been used to update the RCTC's job descriptions and pay structure, and to recommend salary ranges for each classification.

B. STUDY METHODOLOGY

The Consultant has utilized the labor market definition for the RCTC that was established in earlier management planning meetings. The survey analysis has included other transportation planning and regional planning bodies. Consideration has also been given the prevailing rate practices that are generally associated with CalPACS, the California Public Agency Compensation Survey, representing about 130 public agencies in Southern California. The survey labor market was enlarged to include the Transportation Corridor Agencies, which provided a number of meaningful comparisons, and provided greater stability to the rates being reported in the survey data.

The RCTC's recruiting radius is relatively large when all jobs are considered. Given the specialized nature of the job definitions and qualifications and the limited labor market, the agency has been recruiting personnel throughout California for its highly experienced professional and management jobs.

B. Study Methodology (Continued)

This labor market definition reflects the past employment experience of agency employees and encompasses future potential employers. Based upon available information, the prior transportation and planning organizations from the 2004 analysis that was approved by the Executive Committee were included in the survey sample. Only the TCA was added based on the Consultant's recommendation.

Labor Market Survey Agencies:

- Cal-Trans District 8
- County of Riverside
- Orange County Transportation Authority
- Sacramento Area Council of Governments
- San Bernardino Associated Governments
- Southern California Association of Governments
- Southern California Regional Rail Authority
- Transportation Corridor Agencies
- Ventura County Transportation Commission

The Consultant attempted to collect survey data for all of the agency's jobs that were in effect at that time. The Consultant submitted a survey questionnaire to all of the survey participants, as well as copies of job summaries for the RCTC's job descriptions, and full job descriptions for matching purposes. The survey participants submitted information to the Consultant for validation and tabulation purposes.

In making base salary range comparisons, the Consultant has shown the mean or median survey rates at the maximum rates of the salary range. The median, which reflects the middle rate of all rates reported, is intended to account for survey comparisons where there is a more limited number of comparisons or greater variations in the market rates. The Consultant has recommended the use of the survey median, and preferably those jobs that are most directly comparable (X), when interpreting the survey results.

The actual positioning of the RCTC's compensation practices will vary for *each benchmark job*. The agency's positioning will also be different based upon the *years of service* of the employee with the organization, the *level of job experience*, the *performance levels* of employees, the *demographic status* (number of dependents) of the employee, and the *level of specialized education, training, and experience* of the employee, and *performance ratings*.

C. SURVEY FINDINGS AND CONCLUSIONS

The survey results show continued market increases for the RCTC benchmark jobs, with the most substantial adjustments being associated with the director and division-management level classifications, as well as the professional and administrative support jobs. The RCTC Pay Structure has been updated to address these changes, and reflect changes in job responsibilities, while maintaining internal pay equity.

A new pay structure has been presented for adoption for the 2006 Fiscal Year. Salary range adjustments for employees have been proposed outside of the regular scheduled merit review only if one or more of the following two conditions are satisfied:

1. Employee pay rates have been increased to assure that employees are paid at least at the minimum rate of the new salary range.
2. A limited number of promotional increases have been proposed for those employees who have assumed substantially greater job responsibility and new classifications as part of the reorganization of work within the District.
3. Consideration has been given to establishing appropriate internal salary relationships between supervisory positions and direct reports.

The Consultant recommends that the RCTC follow its Compensation Guidelines in establishing promotional increases of 10% to 15% and equity increases as required to achieve the pay range minimum rates for each job classification, as indicated below:

- Accounting and Human Resources Manager (formerly Accounting Mgr)
- Clerk of the Board (formerly Administrative Analyst)
- Deputy Executive Director (formerly Dir. Admin/Programming)
- Executive Assistant
- Senior Office Assistant (formerly Office Assistant)

Detailed charts have been presented to show the summary market results, 2006 Pay Structures, salary range assignments by classifications, and recommended pay equity and promotional adjustments.

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

PAY STRUCTURE

Effective July 1, 2004

Pay Grade				Exceptional Performance Zone	
	Range Minimum	Range 25th %	Range Midpoint	Control Point	Range Maximum
Entry	\$1,714 \$9.89	\$1,800 \$10.38	\$1,999 \$11.54	\$2,181 \$12.58	\$2,399 \$13.84
1	\$1,971 \$11.37	\$2,069 \$11.94	\$2,299 \$13.27	\$2,508 \$14.47	\$2,759 \$15.92
2	\$2,464 \$14.21	\$2,587 \$14.92	\$2,874 \$16.58	\$3,135 \$18.09	\$3,449 \$19.90
3	\$2,956 \$17.06	\$3,104 \$17.91	\$3,449 \$19.90	\$3,763 \$21.71	\$4,139 \$23.88
4	\$3,400 \$19.61	\$3,570 \$20.60	\$3,966 \$22.88	\$4,327 \$24.96	\$4,760 \$27.46
5	\$4,080	\$4,284	\$4,760	\$5,192	\$5,712
6	\$4,692	\$4,926	\$5,474	\$5,971	\$6,568
7	\$5,161	\$5,419	\$6,021	\$6,568	\$7,225
8	\$5,935	\$6,232	\$6,924	\$7,554	\$8,309
9	\$6,528	\$6,855	\$7,617	\$8,309	\$9,140
10	\$7,181	\$7,540	\$8,378	\$9,140	\$10,054
11	\$7,899	\$8,294	\$9,216	\$10,054	\$11,059
12	\$9,479	\$9,953	\$11,059	\$12,065	\$13,271
E*	\$11,849	\$12,442	\$13,824	\$15,081	\$16,589

Number of Grades = 14 when including entry-level and a range for Executive Director.
Range Spread = Open Range to Control Point and 10% Exceptional Performance Range
Range Differential = Variable 10% to 25% between ranges
Shaded Area Represents Exceptional Performance Zone

*Originally established as of 12/01/03; updated on 10/06/04 and 05/01/05.

Riverside County Transportation Commission

Pay Structure
Effective July 1, 2005

Pay Grade	Position				Exceptional Performance Zone	
		Range Minimum	Range 25th %	Range Midpoint	Control Point	Range Maximum
Entry	No position assigned	\$1,743	\$1,830	\$2,033	\$2,218	\$2,440
		\$10.06	\$10.56	\$11.73	\$12.80	\$14.08
1	Office Assistant	\$2,004	\$2,105	\$2,338	\$2,551	\$2,806
		\$11.56	\$12.14	\$13.49	\$14.72	\$16.19
2	Administrative Support Specialist Senior Accounting Assistant	\$2,505	\$2,631	\$2,923	\$3,189	\$3,508
		\$14.45	\$15.18	\$16.86	\$18.40	\$20.24
3	Executive Assistant	\$3,132	\$3,288	\$3,654	\$3,986	\$4,384
		\$18.07	\$18.97	\$21.08	\$23.00	\$25.29
4	Accounting Technician	\$3,523	\$3,699	\$4,110	\$4,484	\$4,932
		\$20.33	\$21.34	\$23.71	\$25.87	\$28.46
5	Administrative Analyst Real Property Agent Staff Analyst	\$4,228	\$4,439	\$4,932	\$5,381	\$5,919
6	No position assigned	\$5,285	\$5,549	\$6,166	\$6,726	\$7,399
7	Accounting Manager	\$6,077	\$6,381	\$7,090	\$7,735	\$8,508
8	Program Manager	\$6,685	\$7,019	\$7,799	\$8,508	\$9,359
9	Rail Department Manager	\$7,354	\$7,721	\$8,579	\$9,359	\$10,295
10	Director Public Affairs Director Regional Programs	\$8,089	\$8,494	\$9,437	\$10,295	\$11,325
11	Chief Financial Officer Director Administration/Programming Director Project Delivery	\$8,898	\$9,343	\$10,381	\$11,325	\$12,457
12	Deputy Executive Director	\$9,788	\$10,277	\$11,419	\$12,457	\$13,703
E*		\$12,235	\$12,846	\$14,274	\$15,571	\$17,129

Number of Grades = 14 when including entry-level and a range for Executive Director.
Range Spread = Open Range to Control Point and 10% Exceptional Performance Range
Range Differential = Variable 10% to 25% between ranges
Shaded Area Represents Exceptional Performance Zone

*Originally established as of 12/01/03; updated on 10/06/04 and 05/01/05.

Riverside County Transportation Commission

Pay Structure

Effective July 1, 2006

Pay Grade	Job Classifications:	Exceptional Performance Zone			
		Range Minimum	Range 25th %	Control Point	Range Maximum
1	Office Assistant	\$2,314	\$2,517	\$2,840	\$3,124
		\$13.35	\$14.52	\$16.38	\$18.02
2	Senior Office Assistant	\$2,545	\$2,768	\$3,124	\$3,436
		\$14.69	\$15.97	\$18.02	\$19.83
3	Administrative Support Specialist Senior Accounting Assistant	\$3,055	\$3,322	\$3,749	\$4,124
		\$17.62	\$19.16	\$21.63	\$23.79
4	Accounting Technician Administrative Assistant	\$3,818	\$4,152	\$4,686	\$5,155
		\$22.03	\$23.96	\$27.04	\$29.74
5	Executive Assistant Property Administrator	\$4,398	\$4,783	\$5,398	\$5,938
		\$25.38	\$27.60	\$31.14	\$34.26
6	Staff Analyst	\$4,860	\$5,285	\$5,965	\$6,561
7	Senior Staff Analyst	\$5,589	\$6,078	\$6,860	\$7,545
8	Program Manager Right-of-Way Manager Clerk of the Board	\$6,847	\$7,446	\$8,403	\$9,243
9	Accounting & Human Resources Manager	\$7,361	\$8,005	\$9,034	\$9,937
10	Director, Regional Programs Director, Public Affairs	\$8,465	\$9,206	\$10,389	\$11,428
11	Director, Project Delivery Chief Financial Officer	\$9,311	\$10,126	\$11,427	\$12,570
12	Deputy Executive Director	\$10,708	\$11,645	\$13,142	\$14,456
Top Executive	Executive Director	\$12,391	\$13,630	\$15,770	\$17,347

Number of Grades = 12, not including Executive Director.
Range Spread = Open Range to Control Point and 10% Exceptional Performance Range.
Total Range Spread = 35% to 40% Based on Range Maximum/Range Minimum Rates.
Range Differential = Variable 7.0% to 25.0% between ranges
Shaded Area Represents Exceptional Performance Zone

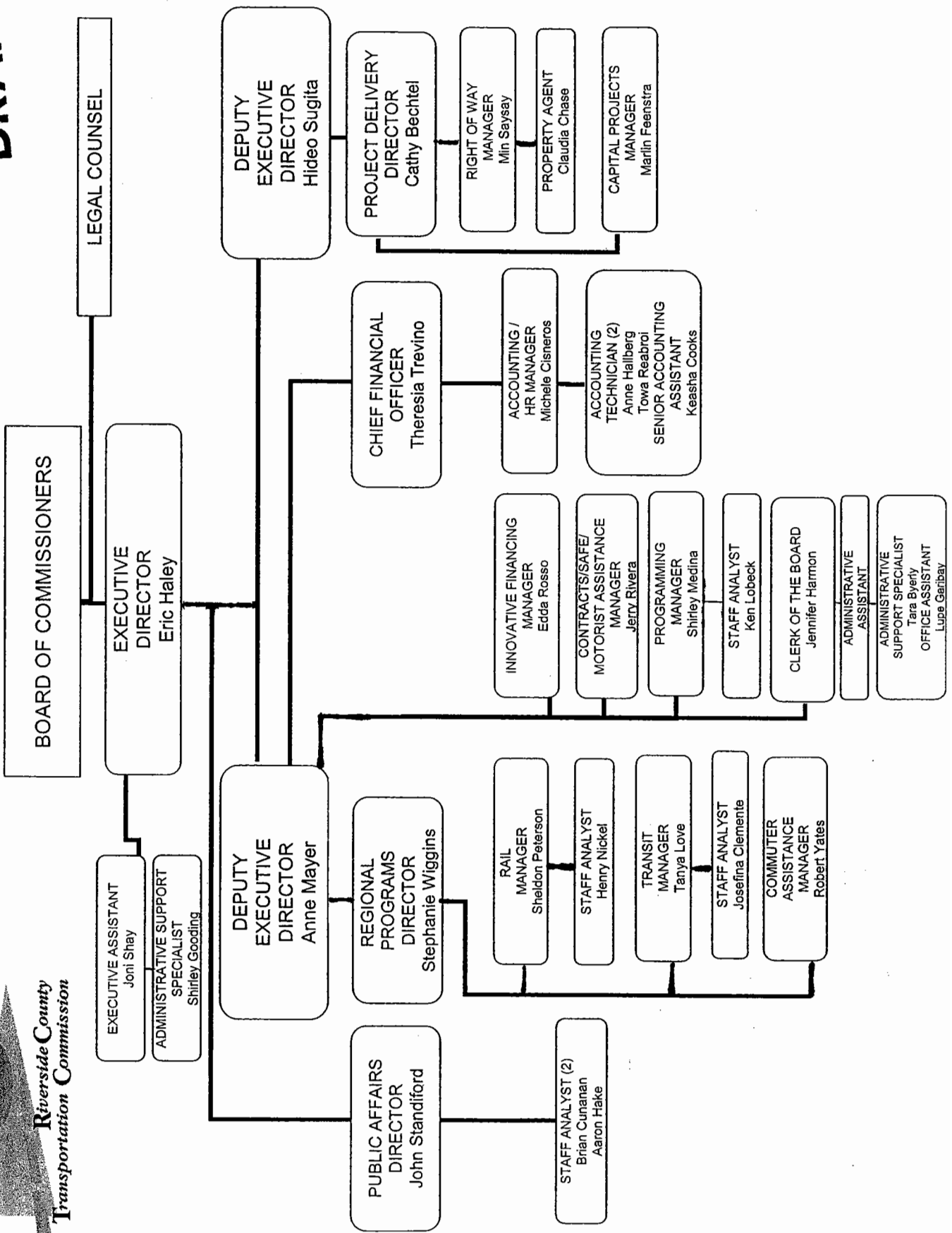
RCTC Compensation Results
(without RCTC salaries included in average)
February, 2006

Benchmark Job Title	RCTC Salary Range Control Point	Market Median Monthly Salary	Market Median (X) Monthly Salary	# of Benchmark Matches With Related Jobs	# of Benchmark Matches With Direct Comps (X)	RCTC vs Market Median (X Matches)	RCTC vs Market Median (All Matches)
Accounting and Human Resources Manager (New)	\$7,735	\$9,002	\$9,054	13	2	-14.57%	
Accounting Technician	\$4,484	\$4,929	\$4,309	7	4	4.06%	
Administrative Assistant	New	\$4,191	\$4,280	7	7	--	
Chief Financial Officer	\$10,295	\$11,736	\$11,392	8	3	-9.63%	
Clerk of the Board (New)	New	\$7,532	\$7,699	7	2	--	
Deputy Executive Director	\$12,457	\$11,228	\$13,258	9	4	-6.04%	
Director, Public Affairs	\$9,359	\$8,801	\$10,421	8	3	-10.19%	
Director, Project Delivery	\$11,235	\$10,117	\$11,697	9	3	-3.95%	
Director, Administration/Programming	\$11,235	\$10,085	\$11,515	4	1	-2.43%	
Executive Assistant	\$3,986	\$5,297	\$5,107	7	6	-21.95%	
Executive Director	\$15,571	\$15,944	\$15,944	7	7	-2.34%	
Office Assistant	\$2,551	\$2,845	\$2,937	9	8	-13.14%	
Program Manager	\$7,735	\$7,956	\$7,644	6	4	1.19%	
Property Administrator	\$5,381	\$5,216	\$5,216	2	2	3.16%	
Director, Regional Programs	\$9,359	\$11,067	--	2	0	--	-15.43%
Regional Planning Analyst	\$6,726	\$6,599	\$5,915	7	5	13.71%	
Right-of-Way Manager	--	\$7,985	\$7,985	5	3	--	
Senior Accounting Assistant	\$3,189	\$3,832	\$3,832	5	5	-16.78%	
Senior Office Assistant	\$3,189	\$3,137	\$3,135	7	4	1.72%	
Staff Analyst	\$5,381	\$5,785	\$5,957	4	3	-9.67%	

RCTC vs Survey Med (X) = -5.43%



DRAFT



RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	April 12, 2006
TO:	Executive Committee
FROM:	Theresia Trevino, Chief Financial Officer
THROUGH:	Anne Mayer, Programming and Administration Director
SUBJECT:	Injury and Illness Prevention Program

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Approve the Injury and Illness Prevention Program; and
- 2) Adopt Resolution No. 06-005, *"A Resolution of the Riverside County Transportation Commission Regarding the Injury and Illness Prevention Program."*

BACKGROUND INFORMATION:

The Commission is required to establish, implement, and maintain a written Injury and Illness Prevention (IIP) program in accordance with Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203). The IIP program is required to consist of eight elements including responsibility, compliance, communication, hazard assessment, accident/exposure investigation, hazard correction, training and instruction, and recordkeeping. The Clerk of the Board has been designated as the IIP Program Administrator and will be responsible for the implementation and maintenance of the Commission's IIP program. There are no additional administrative costs associated with the IIP program. The Commission's IIP program is attached, and staff recommends approval of the IIP program.

Financial Information					
In Fiscal Year Budget:	N/A	Year:	N/A	Amount:	N/A
Source of Funds:	N/A			Budget Adjustment:	N/A
GLA No.:	N/A				
Fiscal Procedures Approved:	<i>Theresia Trevino</i>			Date:	04/04/06

Attachments:

- 1) Resolution No. 06-005
- 2) Injury and Illness Prevention Program

RESOLUTION NO. 06-005

**A RESOLUTION OF THE
RIVERSIDE COUNTY TRANSPORTATION COMMISSION
REGARDING THE
INJURY AND ILLNESS PREVENTION PROGRAM**

WHEREAS, the Riverside County Transportation Commission (the "Commission") currently retains the authority to add, delete or otherwise modify the Commission's policies and procedures; and

WHEREAS, the Commission has granted the Executive Committee the authority to add, delete or otherwise modify the Commission's policies and procedures; and

WHEREAS, the Commission is required to establish, implement, and maintain an Injury and Illness Prevention Program.

THEREFORE BE IT RESOLVED by the Riverside County Transportation Commission, that the Riverside County Transportation Commission has adopted an Injury and Illness Prevention Program in accordance with Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203), and the Clerk of the Board is designated as the Illness and Injury Prevention Program Administrator. The Illness and Injury Prevention Program Administrator shall have the authority and the responsibility for implementing and maintaining the Illness and Injury Prevention Program.

APPROVED AND ADOPTED this 12th day of April, 2006.

Marion Ashley, Chairman
Riverside County Transportation Commission

ATTEST:

Jennifer Harmon
Acting Clerk of the Board

I, Jennifer Harmon, Acting Clerk of the Board, do hereby certify that the foregoing Resolution No. 06-005 was duly and regularly adopted by the Executive Committee at a regular meeting thereof, held on the 12th day of April, 2006, and that the foregoing is a full, true and correct copy of said Resolution.

Jennifer Harmon
Acting Clerk of the Board

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

INJURY AND ILLNESS PREVENTION PROGRAM

I. PURPOSE

Every California employer must establish, implement, and maintain a written Injury and Illness Prevention (IIP) Program. A copy must be maintained at each worksite. The requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program are contained in General Industry Safety Orders Section 3203 and consist of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

II. POLICY

The Riverside County Transportation Commission (RCTC) will maintain an illness and injury prevention program conforming to the best practices appropriate to the needs, size, and functions of this Agency. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

RCTC has adopted the model program provided by Cal/OSHA for non-high hazard organizations, has posted the program on the RCTC intranet, and has implemented this program in good faith.

III. REFERENCES

Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203)

Procedure 10104, General Workplace Health and Safety Practices

IV. RESPONSIBILITY

The IIP Program Administrator, the Clerk of the Board/Office Manager (Jennifer Harmon), has the authority and the responsibility for implementing and maintaining this IIP Program for RCTC. Managers and supervisors are

responsible for implementing and maintaining the IIP Program in their work areas and for answering employees' questions about the IIP Program. This policy is available on the RCTC intranet.

V. COMPLIANCE

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. RCTC's system of ensuring that all employees comply with these practices includes the following practices:

- Informing employees of the provisions of the IIP Program;
- Evaluating the safety performance of all employees;
- Disciplining employees for failure to comply with safe and healthful work practices;
- Requiring an immediate report of all accidents involving personal injuries; and
- Reviewing and investigating all accidents and taking such measures as may be indicated to prevent repetition or recurrence.

Safety rule infractions will result in disciplinary actions, up to, and including, termination of employment. The "Notice of Safety Infraction" form is included as Exhibit A.

VI. COMMUNICATION

Managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. RCTC's communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

This communication system includes the following items:

- New employee orientation including a discussion of safety and health policies and procedures;
- Training;
- Regularly scheduled safety meetings;
- Posted or distributed safety information; and
- A system for employees to anonymously inform management about workplace hazards.

VII. HAZARD ASSESSMENT

A health and safety inspection program is essential in order to reduce unsafe conditions that may expose employees to incidents that could result in personal injuries. Generally, supervisors are responsible for identification and correction of hazards that their employees face and should ensure that work areas they exercise control over are inspected. Supervisors should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed.

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in RCTC's 3rd Floor County Administrative Center offices located at 4080 Lemon Street, Riverside, CA 92501, and other workplace locations.

Periodic inspections are performed according to the following schedule:

1. Upon initial implementation of the RCTC IIP Program, and at least quarterly thereafter;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the RCTC workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.

VIII. ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured worker(s) and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken on a "Report of Minor Injury" (Exhibit B) for minor injuries or CalOSHA Form 301 "Injury and Illness Incident Report" for recordable injuries/incidents related to a serious injury or illness or the death of an employee. Serious injury or illness means any injury or illness which requires inpatient hospitalization for more than 24 hours for other than observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement. A serious injury or illness or death of an employee shall be reported immediately (within 8 hours) to the nearest District Office of the Division of Occupational Safety and Health. Supervisors must give an injured employee a claim form within 24 hours of knowledge of injury.

These procedures will be performed by the IIP Program Administrator, or if the IIP Program Administrator is not available by the employee's manager or supervisor. If the employee's manager or supervisor is not available, another manager will take this responsibility.

IX. HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, RCTC will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who may be required to assist in the correction of the hazardous condition shall be provided with the necessary protection. The appropriate agency/contractor will be called in to correct the hazardous condition.

X. TRAINING AND INSTRUCTION

A. The IIP Program Administrator shall be responsible for ensuring that all employees, including managers and supervisors, are provided with training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the RCTC IIP Program is first established;
2. To all new employees within five business days following commencement of employment;
3. To all employees given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the RCTC workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed; and
7. To all employees with respect to hazards specific to each employee's job assignment.

B. General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear as well as work areas neat and orderly, maintaining appliances in working order, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts, which tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.

8. Proper protection of cords in walk areas by means of being taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
9. Proper clearance from combustible materials for individual heaters at work areas, with a recommendation to use newer heaters with tip-over switches.
10. Proper reporting of hazards and accidents to supervisors.
11. Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers.
12. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.
13. Refusal to allow anyone known to be under the influence of intoxicating liquor or drugs to work while in that condition.
14. Proper use of pool cars, including prohibiting smoking near or in compressed natural gas vehicles.

XI. RECORDKEEPING

RCTC's recordkeeping policy falls into CalOSHA's Category 3. RCTC is a local governmental entity and is not required to keep written records of the steps taken to implement and maintain its IIP Program.

However, RCTC will keep written records to implement and maintain its IIP Program by keeping:

1. OSHA Log of Work-Related Injuries and Illnesses (Form 300), Summary of Work-Related Injuries and Illnesses (Form 300A), and Injuries and Illnesses Incident Reports.
2. Records of hazard assessment inspections.
3. Documentation of safety and health training for each worker.
4. Maintenance of inspection records and training documentation (by the IIP Program Administrator or his/her designee).

XII. WORKER'S COMPENSATION

Following an occupational injury or illness, employees receive full salary in lieu of Workers' Compensation benefits and sick leave for the first authorized 40 hours off work. Thereafter, accumulated leave may be used to supplement temporary disability compensation amounts as provided for in the Personnel Policies and Procedures Manual.

EXHIBIT A

NOTICE OF SAFETY INFRACTION

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce company safety rules. Infractions of safety rules will result in discipline, up to, and including, termination of employment.

_____ you have been observed working in the

Name

following unsafe manner, contrary to RCTC safety rules:

Action taken, therefore is:

Supervisor

Date

Employee

Date

EXHIBIT B

Riverside County Transportation Commission
REPORT OF MINOR INJURY

Front

Forward to the Human Resources Department

Employee's Name (Print)

Supervisor's Name (Print)

Date of Injury

Time of Injury

Date Injury Reported

Where Did Incident Occur

CONFIDENTIAL

This document contains personal information and shall be kept confidential in order to protect against unauthorized disclosure.

Riverside County Transportation Commission
REPORT OF MINOR INJURY

Front

Forward to the Human Resources Department

Employee's Name (Print)

Supervisor's Name (Print)

Date of Injury

Time of Injury

Date Injury Reported

Where Did Incident Occur

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This document contains personal information and shall be kept confidential in order to protect against unauthorized disclosure.

Riverside County Transportation Commission
REPORT OF MINOR INJURY

[Back](#)

Describe Injury And How It Occurred

Treatment

Employee's Signature

Supervisor's Signature

Riverside County Transportation Commission
REPORT OF MINOR INJURY

[Back](#)

Describe Injury And How It Occurred

Treatment

Employee's Signature

Supervisor's Signature
