



**MAY 10, 2018**

**AGENDA ITEM # 6**

**STA STAFF RECLASSIFICATION**

Action Requested: Approve

Key Staff: Norman Hom, Executive Director

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**NOTE:** This item was discussed with the STA Budget Subcommittee on March 8, 2018

**Recommendation**

Approve the classification and title of the STA's Accounting & Finance Manager position to the County of Sacramento's Chief Financial & Administrative Officer position and index the STA's current Special Programs Manager salary to the County's Administrative Services Officer III position.

**Background Information**

For the foreseeable future, STA staff consists of three positions: Executive Director, Accounting & Finance Manager, and Special Programs Manager. Due to structural and personnel changes within the organization the last several years, the duties and responsibilities of STA staff have changed significantly. The Executive Director has determined that the Accounting & Finance Manager and Special Programs Manager are both working out of class in relation to their current County-indexed job classifications.

**Discussion**

**ACCOUNTING & FINANCE MANAGER**

The Accounting & Finance Manager oversees and manages the STA's Measure A bond program, its financial investment and banking portfolio, Measure A revenue projections, allocation and expenditure contracts, and prepares and presents the STA budget and the Comprehensive Annual Financial Report (CAFR) while also performing all the Authority's accounting functions. The position is indexed to the County of Sacramento's Accounting Manager classification which does not include—among other things—any of the above-cited responsibilities over bonds, investments, and the CAFR. A summary of the other distinguishing characteristics between the current and proposed classification equivalents is shown in Table 1.

The requested action is to reclassify the position and title equivalent to the County of Sacramento's Chief Financial and Administrative Officer (CFAO). The incumbent, Timothy Jones, will be at the equivalent of the E step of the County's Accounting Manager classification and the requested action

is to move him to the equivalent of the A step of the CFAO classification. The total net impact of this change to the FY2018/19 STA budget, including benefits, is an increase of \$18,498.66 as follows:

*Table 1 – Budget Impact of Accounting & Finance Manager Reclassification*

<b>Program Area</b>	<b>Amount</b>
Measure A — Administration	\$17,573.73
SacMetro Freeway Service Patrol — Administration	\$693.70
Sacramento Abandoned Vehicle Service Authority — Administration	\$231.23

### **SPECIAL PROGRAMS MANAGER**

The Special Programs Manager oversees the SacMetro Freeway Service Patrol (FSP) Program and the Sacramento County Abandoned Vehicle Abatement (AVA) Program. The position is indexed to the County of Sacramento’s Administrative Services Officer (ASO) series classification.

The incumbent, Jennifer Doll, is currently at the equivalent of the E step of the ASO I classification and the requested action is to move her to the equivalent of the A step of the ASO III classification. Under the previous organization, the Executive Director was more directly involved in both programs. Currently, the Special Programs Manager is the primary person responsible for budgeting and operating both programs and makes recommendations to the Executive Director only on issues that cannot otherwise be resolved at the staff level.

The primary distinguishing characteristic between the ASO I and II classifications and the ASO III classification is ASO III is a management class whereas ASO I and II are both journey class. The Special Programs Manager oversees the implementation of the contracts and works with the vendors and local entities to ensure compliance with the contracts and holds all parties accountable. The total net impact of this change to the FY2018/19 budget, including benefits, is an increase of \$35,640.35 as follows:

*Table 2 – Budget Impact of Special Programs Manager Salary Adjustment*

<b>Program Area</b>	<b>Amount</b>
Measure A — Administration	\$2,227.52
SacMetro Freeway Service Patrol — Administration	\$32,076.32
Sacramento Abandoned Vehicle Service Authority — Administration	\$1,336.51

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Attachment 1 – Differences between Current and Proposed Accounting/Finance Classifications

*The following is a summary of some of the primary distinguishing characteristics of the Chief Financial and Administrative Officer classification over the Accounting Manager classification that are already being performed by the STA's Accounting and Finance Manager:*

Develops administrative and fiscal policies and practices, and procedures in response to changes in functions, programs or direction from governing boards

Higher complexity with the following characteristics: securing financing from multiple sources (including municipal debt financing) for large capital projects and/or complex maintenance and operations programs; establishing reserves and monitoring fund balances to insure overall financial stability and the continued ability to provide mandated services; and meeting with citizen/advisory groups as well as boards of the governing jurisdictions to explain rate/fee increases.

1. In providing overall financial management for the [Authority], performs the following financial planning activities:

- Serves as team leader in securing capital project financing for projects and programs such as planning and implementing a bonding program.
- Develops and maintains collaborative relationships with banking and investor communities. Develops selection processes and contracts for financial advisors, bond underwriters and attorneys, and other members of the financing team. Develops and makes presentations to bond and rating agencies.
- Maintains and analyzes current economic data from a variety of sources in order to assess growth potential in the community. As required by this analysis of economic indicators, develops and/or amends rate and fee ordinances and/or benefit assessments.
- Establishes and monitors funds and reserves to assess the overall financial condition of the Department and its ability to provide mandated services.
- Prepares portions of the Comprehensive Annual Financial Report, financial portions of annual reports, and multi-year capital improvement program reports.

2. Tracks budgetary expenditures for each business unit and/or cost center in the [Authority]; monitors specific appropriations; evaluates changing fixed asset and facilities requirements; and monitors revenues to determine impact on recommendations for service levels.

3. Performs administrative support activities such as studying organization and administrative problems and making recommendations to resolve them; recommending changes to the organization structure of the department due to operational deficiencies, changes to functions, etc; promoting quality management and team development; and reviewing and approving all financial correspondence to the [Governing Board] and other comparable entities/jurisdictions.