



**Board Report**

**File #:** 2022-0502, **File Type:** Appointment

**Agenda Number:** 17.

**EXECUTIVE MANAGEMENT COMMITTEE  
AUGUST 18, 2022**

**SUBJECT: CORRECTION TO PAY GRADE AND ANNUAL SALARY FOR BOARD CLERK POSITION**

**ACTION: APPROVE RECOMMENDATION**

**RECOMMENDATION**

**APPROVE:**

- A. the correction of the Board Clerk position of the Los Angeles County Metropolitan Transportation Authority from a Pay Grade HAA to Pay Grade HBB; and
- B. the Board Clerk position annual salary of \$168,896 retroactive October 4, 2021.

**ISSUE**

At the May 26, 2022 Board Meeting, the FY23 Budget was approved and included within it was Recommendation D to “approve the pay grade upgrade for the Board Clerk job classification from Pay Grade H1P to Pay Grade HAA”. However, to make this position comparable to other positions with similar responsibilities, the position should have been upgraded to a Pay Grade HBB. In addition, the annual salary of this position needs to be approved by the Board.

**BACKGROUND**

The Board Clerk position was previously responsible for overseeing Board Administration and Legal Services. In September 2021, an agencywide realignment transferred the Research Department, including the Dorothy Peyton Gray Research Library & Archive, the Records Management Center, and Systems/Electronic Records, to the Office of Board Administration. The purpose of this realignment was to ensure that all of Metro’s records are housed under one cabinet department.

**DISCUSSION**

Upon reviewing the increased responsibilities, complexity, staffing, and budgetary oversight of the Board Clerk position and reviewing comparable job classifications and pay grades within Metro, it was determined that the Pay Grade would be upgraded from an H1P to an HBB. With the addition of the Research Department, the size of the Office of Board Administration increased from 9 FTEs to 22 FTEs. In addition, the budgetary oversight increased from \$500K to \$2.3M.

### **DETERMINATION OF SAFETY IMPACT**

Approval of this item will not impact the safety of Metro's employees and patrons

### **FINANCIAL IMPACT**

This position has been approved during the FY23 budget process in cost center 1110 Office of Board Administration.

#### **Impact to Budget**

The source of funding for this position is a combination of local operating funds. These funds are eligible for bus and rail operating and capital uses.

### **EQUITY PLATFORM**

There are no equity impacts anticipated as a result of this action.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommendation supports strategic plan goal #5 to provide responsive, accountable, and trustworthy governance within the Metro Organization.

### **ALTERNATIVES CONSIDERED**

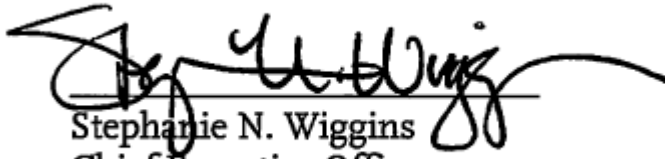
The Board may choose not to approve this recommendation. This option is not recommended as it would not properly align the Board Clerk position in the proper Pay Grade as determined from the review.

### **NEXT STEPS**

Upon approval, staff will correct the pay grade of the position as requested and implement the salary for the Board Clerk position.

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