



DRAFT MINUTES

PERSONNEL COMMITTEE

Tuesday, April 29, 2014

1. Roll Call

Chair Avalos called the meeting to order at 10:41 a.m.

Present at Roll Call: Commissioners Avalos and Cohen (2)

Absent at Roll Call: Commissioner Mar (entered during Item 3) (1)

2. Approve the Minutes of the November 12, 2013 Meeting – ACTION

There was no public comment. The minutes were approved without objection by the following vote:

Ayes: Commissioners Avalos and Cohen (2)

Absent: Commissioner Mar (1)

3. Recommend Adoption of the Proposed Staff Reorganization Plan and Job Classifications, and Amendment of the Prop K 2013 Strategic Plan Baseline – ACTION

Cynthia Fong, Deputy Director for Finance and Administration, and Tilly Chang, Executive Director, presented the item per the staff memorandum.

Chair Avalos asked about the differences between the Policy and Programming Division and the Planning Division regarding the agency structure and functions.

Ms. Chang responded that the Policy and Programming Division was focused on strategic funding opportunities and legislative advocacy on policy issues that affect the implementation of many important improvements to the transportation system in coordination with the city agencies. She explained that the Planning Division was focused on long-range, medium- and short-term planning, and policy studies in collaboration with the Policy and Programming Division.

Chair Avalos asked for an example of a neighborhood-scale capital project.

Ms. Chang responded that there were many and one example was the Ocean Avenue improvement program, which included the streetscape, traffic calming, and pedestrian safety improvements.

Chair Avalos stated that over the past five years, increased collaboration between the commissioners and the Transportation Authority staff enabled commissioners to better serve their districts and the entire city's transportation needs, which was a significant factor and should be included in the staffing plan.

Ms. Chang said that the Transportation Authority was striving to be more coordinated and consistent with its initiatives across each district, as well as throughout the city.

Chair Mar asked if there had been vacancies within the Transportation Authority that had not been filled, similar to other departments in San Francisco.

Ms. Chang responded that in the past, it had taken a great deal of time to fill certain vacancies due to a competitive labor market.

Chair Avalos asked for the current number of vacancies.

Ms. Chang replied that there were no vacancies at the moment.

Chair Mar asked for further clarification about the differences between the Policy and Programming Division and the Planning Division.

Ms. Chang responded that the Policy and Programming Division was focused on identifying and securing funding resources to support the agency's overall capital program and for any given initiative, crafting a funding plan, as well as leading development of the Prop K Strategic Plan while the Planning Division was focused on project planning and project management/delivery efforts in collaboration with the Policy and Programming Division.

Chair Avalos asked if both the Assistant Deputy Director level positions would be full-time employee positions.

Ms. Chang responded that the Assistant Deputy Director designations were increments as shown on the chart, and as positions, were currently filled by Principal Transportation Planners. She explained that the idea was to change the title and job description slightly for existing roles to encompass more management functions.

Chair Avalos asked about the workload shifting from consultants to staff.

Ms. Chang responded that over the years it had been appropriate to rely on external support for certain tasks but currently, having a communications function in-house was anticipated to yield a savings of a 25% reduction in that budget. She noted, however, that depending on the projects that came forward, the Transportation Authority might expand that budget based on the projects that it took on. She explained that the Finance and Administration Division heavily relied on temporary staff for accounting or audit activities, which would be addressed by the proposed new staff accountant position. She said that there were opportunities to reduce reliance on contract project managers in the Planning Division as well. She stated that a staff member would provide the agency more flexibility and from a cultural standpoint and investment in the organization, it would lead to a more unified and cohesive staff as a result of being able to communicate regularly, externally and internally.

Commissioner Mar said that the Senior Communications Officer position was a wise addition to the organization.

Chair Avalos said that he appreciated that the staffing plan came out of the Strategic Plan that was unveiled late last year. He said based on the experience of the agency so far and looking at the goals for next year, he was supportive of the proposed staffing plan. He asked that the Transportation Authority continue its close collaboration with the commissioners.

There was no public comment. The item was approved without objection by the following vote:

Ayes: Commissioners Avalos, Cohen and Mar (3)

4. Introduction of New Items – INFORMATION

There were no new items. There was no public comment.

5. Public Comment

There was no public comment.

6. Adjournment

The meeting was adjourned at 11:25 a.m.