



2023 Side Letter – MEA – Extended Salary Ranges for Special Assistants
Tentative Agreement (Total Cumulative Cost; SFMTA Only)

Last Updated on 06/2/23

The proposal included in this Side Letter reflects additions to an existing program that is included in the current [Memorandum of Understanding \(MOU\) between the San Francisco Municipal Transportation Agency \(SFMTA\) and the Municipal Executives Association \(MEA\) covering the period of July 1, 2022 to June 30, 2024.](#)

Cost Analysis

TOPIC	PROPOSED CHANGE	FY2023-24
Special Assistant Classification Series	Addition of Extended Ranges B & C to the Special Assistant Classification Series, making incumbents eligible for salary adjustments according to the same annual MTAM program that covers all other represented employees.	
Total (\$)		14,106

The proposal included in this Side Letter reflects an estimated cost to SFMTA of \$14,106 in FY 2023-24. According to the Finance, Information and Technology Division, funds are available to cover these costs and will be funded by the FY 2023-24 SFMTA operating budget and does not require a supplemental appropriation.

There are currently two incumbents in the Special Assistant classification who would be eligible for bonuses or adjustments into Range B or C in the FY23-24 MTAM process. Cost estimate is based on the mid-range one time award through the MTAM process in the prior



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fiscal year. The table below reflects the fiscal impact in the year 2024, which is the point in time when the classifications would be eligible for compensation under Range B and C.

	FY2023	FY2024	FY2025
Special Assistant Positions - Addition to MTAM			
Mid Range MTAM Amount		\$5,750.00	
FTE		2.00	
Variable Fringe Rate (from FY24 Table)		22.66%	
Possible MTAM Qualification		\$14,106	

Comparison of proposed changes to the current CBA

Addition of Extended Ranges B & C to the Special Assistant Classification Series will require an amendment to the Citywide Compensation manual to reflect the addition of Range B and C but will not require an amendment to the current CBA. The table below reflects the proposed change by illustrating the current range maximums for the subject classifications and how those ranges will be amended according to their comparative job classifications, within the Citywide Compensation Manual.

Class	Class Name	Current Max	Comp Class	Comp Class Name	Proposed Range B Max	Proposed Range C Max
1372	Special Assistant XIII	\$ 155,662	9172	Manager II, MTA	\$ 180,622	\$ 189,644
1373	Special Assistant XIV	\$ 167,492	9173	Manager III, MTA	\$ 193,856	\$ 203,580
1374	Special Assistant XV	\$ 180,206	9174	Manager IV, MTA	\$ 209,118	\$ 219,570
1375	Special Assistant XVI	\$ 193,856	9179	Manager V, MTA	\$ 224,484	\$ 235,390
1376	Special Assistant XVII	\$ 208,572	9180	Manager VI, MTA	\$ 242,034	\$ 254,176
1377	Special Assistant XVIII	\$ 224,484	9181	Manager VII, MTA	\$ 259,870	\$ 272,792
1378	Special Assistant XIX	\$ 239,902	9182	Manager VIII, MTA	\$ 278,356	\$ 292,266