



California High-Speed Rail Authority
2013-14 Position Summary and Vacancy Report
Executive Summary Report

June 2014

Chief Executive Officer
 Jeff Morales
 and
 Chief Deputy Director
 Dennis Trujillo

	Alloted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
All Divisions	174.0	\$12,035,916	174.0	56.0	54.5	32.2%	\$7,530,133
Executive Office	14.0	\$1,406,855	14.0	4.0	4.0	28.6%	\$865,286
Administration Office	26.0	\$1,488,943	26.0	5.0	5.0	19.2%	\$849,807
External Affairs Office	13.0	\$979,750	13.0	3.0	3.0	23.1%	\$679,068
Financial Office	42.0	\$2,175,587	42.0	11.0	8.5	26.2%	\$1,234,291
Legal Office	6.0	\$568,300	6.0	0.0	0.0	0.0%	\$396,881
Program Management Office	73.0	\$5,386,481	73.0	33.0	34.0	45.2%	\$3,504,800
Total	174.0	\$12,035,916	174.0	56.0	54.5	32.2%	\$7,530,133
Vacancy Rate Including All Vacant Positions	<u>174.0</u>		<u>174.0</u>	<u>56.0</u>	<u>54.5</u>	<u>32.2%</u>	<u>Balance \$4,505,783</u>

The California High-Speed Rail Authority (Authority) received an increase of 106.5 newly authorized positions for Fiscal Year 2013/14, increasing the total number of authorized from 67.5 to 174. The effective dates were staggered between August 2013 through January 2014. The Authority implemented a diligent recruitment plan to fill the majority of these positions before the end of the current fiscal year. A significant challenge to filling vacancies was due to classifications requiring the development of examinations because there was no prior existing examination list available for the Authority's use. The examination development process typically takes approximately four months and requires a time commitment from subject matter experts at the Authority and other departments who have staff that are available to assist. The Authority has transitioned the Human Resource personal services contract from DGS to Caltrans. This will streamline the duty statement approval process given that many of the classifications that the Authority utilizes exist at Caltrans. This will apply to any positions that are authorized in future fiscal years.



**California High-Speed Rail Authority
2013-14 Position Summary and Vacancy Report
Executive Division**

June 2014

Chief Deputy Director
Dennis Trujillo

	Alloted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
Executive Office	14.0	\$1,406,855	14.0	4.0	4.0	28.6%	\$865,286
Executive Director/CEO	1.0	\$375,948	1.0	0.0	0.0	0.0%	\$313,296
	1.0	\$375,948	1.0	0.0	0.0	0.0%	\$313,296
Executive Staff							
Chief Deputy Director	1.0	\$142,896	1.0	0.0	0.0	0.0%	\$121,222
Risk Manager	1.0	\$162,996	1.0	0.0	0.0	0.0%	\$138,272
Supervising Transportation Engineer	1.0	\$84,753	1.0	1.0	1.0	100.0%	\$0
Administrative Assistant II	2.0	\$128,352	2.0	0.0	0.0	0.0%	\$140,946
Special Assistant	1.0	\$49,992	1.0	0.0	0.0	0.0%	\$42,410
	6.0	\$568,989	6.0	1.0	1.0	16.7%	\$442,850
Audit Services							
Sr. Management Auditor	2.0	\$156,912	2.0	1.0	1.0	50.0%	\$69,588
Staff Management Auditor	1.0	\$51,813	1.0	0.0	0.0	0.0%	\$14,483
Assoc. Management Auditor	4.0	\$189,288	4.0	2.0	2.0	50.0%	\$25,069
	7.0	\$398,013	7.0	3.0	3.0	42.9%	\$109,140
Total	14.0	\$1,406,855	14.0	4.0	4.0	28.6%	\$865,286
Vacancy Rate Including All Vacant Positions	14.0		14.0	4.0	4.0	28.6%	Balance \$541,569

The High-Speed Rail Authority (Authority) Executive Division received 7 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 7 to 14. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.



**California High-Speed Rail Authority
2013-14 Position Summary and Vacancy Report
Administrative Division**

June 2014

Chief Administrative Officer
Wendy Boykins

	Alloted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
Administration Office	26.0	\$1,488,943	26.0	5.0	5.0	19.2%	\$849,807
Chief Administrative Officer	1.0	\$94,044	1.0	0.0	0.0	0.0%	\$80,720
	1.0	\$94,044	1.0	0.0	0.0	0.0%	\$80,720
Human Resources							
Staff Services Manager I	1.0	\$70,560	1.0	0.0	0.0	0.0%	\$58,800
Associate Governmental Program Analyst	1.0	\$52,800	1.0	0.0	0.0	0.0%	\$18,040
Staff Services Analyst	2.0	\$82,305	2.0	0.0	0.0	0.0%	\$46,336
Assoc. Personnel Assistant	1.0	\$43,866	1.0	0.0	0.0	0.0%	\$24,514
Office Technician (Typing)	1.0	\$39,168	1.0	0.0	0.0	0.0%	\$22,644
	6.0	\$288,699	6.0	0.0	0.0	0.0%	\$170,334
Business Services							
Staff Services Manager I	1.0	\$50,427	1.0	0.0	0.0	0.0%	\$61,090
Associate Governmental Program Analyst	2.0	\$87,732	2.0	1.0	1.0	50.0%	\$16,295
Office Technician	2.0	\$79,512	2.0	0.0	0.0	0.0%	\$57,297
	5.0	\$217,671	5.0	1.0	1.0	20.0%	\$134,682
Information Technology							
Data Processing Manager IV	1.0	\$99,012	1.0	1.0	1.0	100.0%	\$56,905
Data Processing Manager II	1.0	\$83,868	1.0	0.0	0.0	0.0%	\$71,635
System Software Specialist II (Supv)	2.0	\$116,775	2.0	1.0	1.0	50.0%	\$39,903
Sr. Information System Analyst (Spec)	3.0	\$141,669	3.0	1.0	1.0	33.3%	\$76,861
Staff Programmer Analyst (Spec)	1.0	\$51,894	1.0	1.0	0.0	100.0%	\$0
Sr. Programmer Analyst (Spec)	1.0	\$50,139	1.0	0.0	0.0	0.0%	\$58,960
Staff Information Systems Analyst	2.0	\$131,196	2.0	0.0	1.0	0.0%	\$42,538
Associate Information Systems Analyst	3.0	\$150,072	3.0	0.0	0.0	0.0%	\$117,269
	14.0	\$824,625	14.0	4.0	4.0	28.6%	\$464,071
Total	26.0	\$1,488,943	26.0	5.0	5.0	19.2%	\$849,807
Vacancy Rate Including All Vacant Positions	26.0		26.0	5.0	5.0	19.2%	Balance
							\$639,136

The High-Speed Rail Authority (Authority) Administration Division received 15 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 11 to 26. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.



**California High-Speed Rail Authority
2013-14 Position Summary and Vacancy Report
External Affairs Division**

June 2014

Chief of External Affairs
Robert Magnuson

	Alloted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
External Affairs Division	13.0	\$979,750	13.0	3.0	3.0	23.1%	\$679,068
Chief of Communications/External Affairs	1.0	\$115,008	1.0	0.0	0.0	0.0%	\$65,868
	1.0	\$115,008	1.0	0.0	0.0	0.0%	\$65,868
Office of External Affairs							
Deputy Director of External Affairs	1.0	\$114,996	1.0	0.0	0.0	0.0%	\$75,838
	1.0	\$114,996	1.0	0.0	0.0	0.0%	\$75,838
Office of Legislation							
Deputy Director of Legislation**	0.0	\$96,576	0.0	1.0	1.0	0.0%	\$64,850
Associate Governmental Program Analyst	1.0	\$52,800	1.0	0.0	0.0	0.0%	\$30,800
Legislative Aide	1.0	\$44,112	1.0	0.0	0.0	0.0%	\$39,616
	2.0	\$193,488	2.0	1.0	1.0	50.0%	\$135,266
Office of Small Business							
Staff Services Manager II*	1.0	\$55,368	1.0	1.0	1.0	100.0%	\$0
	1.0	\$55,368	1.0	1.0	1.0	100.0%	\$0
Office of Communications							
Deputy Director Public Affairs	1.0	\$91,152	1.0	0.0	0.0	0.0%	\$79,404
Information Officer I	5.0	\$257,508	5.0	1.0	1.0	20.0%	\$165,790
Associate Governmental Program Analyst	1.0	\$43,866	1.0	0.0	0.0	0.0%	\$16,047
Graphics Designer II	1.0	\$44,460	1.0	0.0	0.0	0.0%	\$37,975
	8.0	\$436,986	8.0	1.0	1.0	20.0%	\$299,216
Caltrans On-loan Positions	0.0	\$0	0.0	0.0	0.0	0.0%	\$102,880
	0.0	\$0	0.0	0.0	0.0	0.0%	\$102,880
Total	13.0	\$979,750	13.0	3.0	3.0	23.1%	\$679,068
Vacancy Rate Including All Vacant Positions	13.0		13.0	3.0	3.0	23.1%	Balance
							\$300,682
*Caltrans Loaned Position							
**Temporary Help Position							

The High-Speed Rail Authority (Authority) External Affairs Division received 4 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 9 to 13. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.



California High-Speed Rail Authority
2013-14 Position Summary and Vacancy Report
Financial Office

June 2014

Chief Financial Officer
Russell Fong

	Alloted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
Financial Services Division	42.0	\$2,175,587	42.0	11.0	8.5	26.2%	\$1,234,291
Chief Financial Officer	1.0	\$124,200	1.0	0.0	0.0	0.0%	\$104,122
Fiscal Services Administrator	1.0	\$60,300	1.0	1.0	1.0	100.0%	\$0
	<u>2.0</u>	<u>\$184,500</u>	<u>2.0</u>	<u>1.0</u>	<u>1.0</u>	<u>50.0%</u>	<u>\$104,122</u>
Office of Accounting							
Accounting Administrator II	1.0	\$77,196	1.0	0.0	0.0	0.0%	\$64,330
Accounting Administrator I (Sup)	2.0	\$100,854	2.0	0.0	0.0	0.0%	\$95,275
Accounting Administrator I (Spec)	1.0	\$48,186	1.0	1.0	1.0	100.0%	\$0
Associate Accounting Analyst	2.0	\$111,690	2.0	1.0	1.0	50.0%	\$28,991
Sr. Accounting Officer (Specialist)	6.0	\$289,740	6.0	1.0	0.0	16.7%	\$163,403
Accountant Trainee	7.0	\$251,712	7.0	1.0	0.0	14.3%	\$162,603
Accounting Technician	1.0	\$38,484	1.0	1.0	1.0	100.0%	\$33,265
	<u>20.0</u>	<u>\$917,862</u>	<u>20.0</u>	<u>5.0</u>	<u>3.0</u>	<u>25.0%</u>	<u>\$547,867</u>
Office of Budgets							
Staff Services Manager II	1.0	\$77,196	1.0	0.0	0.0	0.0%	\$64,330
Associate Budget Analyst	2.0	\$87,732	2.0	0.0	0.0	0.0%	\$51,955
Associate Governmental Program Analyst	2.0	\$111,012	2.0	1.0	0.0	50.0%	\$93,899
	<u>5.0</u>	<u>\$275,940</u>	<u>5.0</u>	<u>1.0</u>	<u>0.0</u>	<u>20.0%</u>	<u>\$210,184</u>
Office of Contracts & Procurement							
Staff Services Manager I	1.0	\$73,524	1.0	1.0	0.0	100.0%	\$56,983
Associate Governmental Program Analyst/Staff Services Analyst	10.5	\$512,067	10.5	1.0	1.0	9.5%	\$263,960
Staff Services Analyst	1.5	\$70,596	1.5	1.0	1.5	66.7%	\$51,175
Office Technician	1.0	\$26,766	1.0	1.0	1.0	100.0%	\$0
	<u>14.0</u>	<u>\$682,953</u>	<u>14.0</u>	<u>4.0</u>	<u>3.5</u>	<u>28.6%</u>	<u>\$372,118</u>
Office of Grants							
Staff Services Manager I	1.0	\$50,427	1.0	0.0	1.0	0.0%	\$0
	<u>1.0</u>	<u>\$50,427</u>	<u>1.0</u>	<u>0.0</u>	<u>1.0</u>	<u>0.0%</u>	<u>\$0</u>
Total	<u>42.0</u>	<u>\$2,175,587</u>	<u>42.0</u>	<u>11.0</u>	<u>8.5</u>	<u>26.2%</u>	<u>\$1,234,291</u>
Vacancy Rate Including All Vacant Positions	<u>42.0</u>		<u>42.0</u>	<u>11.0</u>	<u>8.5</u>	<u>26.2%</u>	Balance <u>\$941,296</u>

The High-Speed Rail Authority (Authority) Financial Office received 27.5 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 14.5 to 42. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.



California High-Speed Rail Authority
2013-14 Position Summary and Vacancy Report
Legal Division

June 2014

Chief Counsel
 Thomas Fellenz

	Alloted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
Legal Division	6.0	\$568,300	6.0	0.0	0.0	0.0%	\$396,881
Chief Counsel	1.0	\$160,896	1.0	0.0	0.0	0.0%	\$134,080
Assistant Chief Counsel	1.0	\$124,212	1.0	0.0	0.0	0.0%	\$88,826
Attorney III	1.0	\$77,220	1.0	0.0	0.0	0.0%	\$49,933
Attorney I	2.0	\$98,202	2.0	0.0	0.0	0.0%	\$87,742
Associate Governmental Program Analyst	1.0	\$43,866	1.0	0.0	0.0	0.0%	\$36,300
	6.0	\$504,396	6.0	0.0	0.0	0.0%	\$396,881
Total	6.0	\$568,300	6.0	0.0	0.0	0.0%	\$396,881
Vacancy Rate Including All Vacant Positions	6.0		6.0	0.0	0.0	0.0%	Balance
							\$171,419

The High-Speed Rail Authority (Authority) Legal Division received 2 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 4 to 6. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.



**California High-Speed Rail Authority
2013-14 Position Summary and Vacancy Report
Program Management Division**

June 2014

Chief Program Manager
Frank Vacca

	Alloted		Revised				YTD Expenditures
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	
Program Management	73.0	\$5,386,481	73.0	33.0	34.0	45.2%	\$3,504,800
Chief Program Manager	1.0	\$324,996	1.0	0.0	0.0	0.0%	\$274,890
Assistant Chief Program Manager	1.0	\$140,652	1.0	0.0	0.0	0.0%	\$117,210
	2.0	\$465,648	2.0	0.0	0.0	0.0%	\$392,100
Engineering Division							
Principal Transportation Engineer	1.0	\$93,132	1.0	1.0	1.0	100.0%	\$0
	1.0	\$93,132	1.0	1.0	1.0	100.0%	\$0
Contract Compliance Division							
Staff Services Manager II	1.0	\$75,036	1.0	0.0	0.0	0.0%	\$26,771
Staff Services Manager I (Spec)	1.0	\$64,548	1.0	1.0	1.0	100.0%	\$0
Transportation Engineer (Civil)	1.0	\$73,236	1.0	1.0	1.0	100.0%	\$0
Associate Governmental Program Analyst	3.0	\$131,698	3.0	1.0	1.0	33.3%	\$19,092
	6.0	\$344,418	6.0	3.0	3.0	50.0%	\$45,863
Design and Construction Division							
Principal Transportation Engineer	1.0	\$93,132	1.0	0.0	0.0	0.0%	\$31,540
Supervising Transportation Engineer (CP 1)	1.0	\$85,379	1.0	0.0	0.0	0.0%	\$19,392
Supervising Transportation Engineer (CP 2)	1.0	\$85,379	1.0	0.0	0.0	0.0%	\$10,174
Senior Transportation Engineer	1.0	\$80,964	1.0	0.0	0.0	0.0%	\$20,332
Senior Bridge Engineer	1.0	\$80,964	1.0	0.0	1.0	0.0%	\$51,780
Transportation Engineer (Range D)*	5.0	\$349,335	5.0	4.0	3.0	80.0%	\$48,708
	10.0	\$775,153	10.0	4.0	4.0	40.0%	\$181,926
Right of Way Division							
Principal Right of Way Agent	1.0	\$70,515	1.0	0.0	0.0	0.0%	\$64,416
Supervising Right of Way Agent	1.0	\$85,524	1.0	1.0	1.0	100.0%	\$0
Senior Right of Way Agent	7.0	\$483,942	7.0	0.0	0.0	0.0%	\$320,646
Associate Right of Way Agent*	1.0	\$46,082	1.0	1.0	1.0	100.0%	\$0
	10.0	\$685,143	10.0	2.0	2.0	20.0%	\$394,062
Environmental Planning Division							
Director of Environmental Services	1.0	\$124,200	1.0	0.0	0.0	0.0%	\$104,560
Supervising Environmental Planner	1.0	\$64,143	1.0	1.0	1.0	100.0%	\$0
Senior Environmental Planner	8.0	\$479,541	8.0	4.0	4.0	50.0%	\$282,528
Environmental Scientist	1.0	\$56,780	1.0	0.0	0.0	0.0%	\$47,300
	11.0	\$724,644	11.0	5.0	5.0	45.5%	\$434,388
Project Management Division							
Principal Transportation Engineer	1.0	\$93,132	1.0	0.0	0.0	0.0%	\$30,082
	1.0	\$93,132	1.0	0.0	0.0	0.0%	\$30,082
Project Managers Division							
Project Managers							
Supervising Transportation Engineer	2.0	\$85,379	2.0	1.0	1.0	50.0%	\$20,348
Transportation Engineer (Civil)	1.0	\$73,236	1.0	1.0	1.0	100.0%	\$0
Senior Transportation Engineer	1.0	\$80,964	1.0	1.0	1.0	100.0%	\$0
	4.0	\$239,579	4.0	3.0	3.0	75.0%	\$20,348
Project Management							
A&E Contract Management							
Supervising Transportation Engineer*	1.0	\$85,379	1.0	1.0	1.0	100.0%	\$0
Senior Transportation Engineer	1.0	\$118,440	1.0	0.0	0.0	0.0%	\$100,476
Transportation Engineer (Civil)	1.0	\$103,560	1.0	0.0	0.0	0.0%	\$85,296
	3.0	\$307,379	3.0	1.0	1.0	100.0%	\$185,772
Project Management							
Policy/Program Controls							
Supervising Transportation Engineer	1.0	\$85,379	1.0	0.0	0.0	0.0%	\$0
Senior Transportation Engineer*	1.0	\$80,964	1.0	1.0	1.0	100.0%	\$0
	2.0	\$166,343	2.0	1.0	1.0	50.0%	\$0
Project Management							
Administration							
Staff Services Manager I (Sup)	1.0	\$64,548	1.0	1.0	1.0	100.0%	\$0
Associate Governmental Program Analyst*	1.0	\$43,866	1.0	1.0	1.0	100.0%	\$0
Office Technician	2.0	\$53,542	2.0	2.0	2.0	100.0%	\$0
	4.0	\$161,956	4.0	4.0	4.0	100.0%	\$0
Project Management							
Procurement							
Supervising Transportation Engineer	1.0	\$85,379	1.0	1.0	1.0	100.0%	\$0
	1.0	\$85,379	1.0	1.0	1.0	100.0%	\$0
Transportation/Commercial Planning Division							
Supervising Transportation Planner	2.0	\$127,386	2.0	2.0	2.0	100.0%	\$0
Senior Transportation Planner	5.0	\$329,975	5.0	3.0	3.0	60.0%	\$136,762
	7.0	\$457,361	7.0	5.0	5.0	71.4%	\$136,762
Northern Region							
Northern California Regional Director	1.0	\$144,996	1.0	0.0	0.0	0.0%	\$123,002
Information Officer I	1.0	\$43,866	1.0	0.0	0.0	0.0%	\$26,400
Administrative Assistant I	1.0	\$38,151	1.0	1.0	1.0	100.0%	\$0
	3.0	\$227,013	3.0	1.0	1.0	33.3%	\$149,402
Central Valley							
Central Valley Regional Director	1.0	\$198,300	1.0	0.0	0.0	0.0%	\$120,770
Senior Right of Way Agent	1.0	\$69,005	1.0	0.0	1.0	0.0%	\$0
Information Officer I	2.0	\$87,732	2.0	0.0	0.0	0.0%	\$52,800
Administrative Assistant I	1.0	\$38,151	1.0	1.0	1.0	100.0%	\$0
	5.0	\$333,188	5.0	1.0	2.0	20.0%	\$173,570
Southern Region							
Southern California Regional Director	1.0	\$144,996	1.0	0.0	0.0	0.0%	\$123,002
Information Officer I	1.0	\$43,866	1.0	0.0	0.0	0.0%	\$6,800
Administrative Assistant I	1.0	\$38,151	1.0	1.0	1.0	100.0%	\$0
	3.0	\$227,013	3.0	1.0	1.0	33.3%	\$131,802
Caltrans On-loan Positions	0.0	\$0	0.0	0.0	0.0	0.0%	\$1,228,723
	0.0	\$0	0.0	0.0	0.0	0.0%	\$1,228,723
Total	73.0	\$5,386,481	73.0	33.0	34.0	45.2%	\$3,504,800
Vacancy Rate Including All Vacant Positions	73.0		73.0	33.0	34.0	45.2%	Balance \$1,881,681
*Caltrans On-Loan Position							

The High-Speed Rail Authority (Authority) Program Management Division received 52 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 21 to 73. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.