



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

February 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	Vacancy Rate	YTD Expenditures
All Divisions	175.0	\$12,035,916	175.0	72.0	41.1%	\$4,289,262
Executive Office	14.0	\$1,406,855	14.0	7.0	50.0%	\$510,034
Administration Office	26.0	\$1,488,943	26.0	7.0	26.9%	\$459,334
External Affairs Office	14.0	\$979,750	14.0	6.0	42.9%	\$419,370
Financial Office	42.0	\$2,125,160	42.0	6.0	14.3%	\$652,387
Legal Office	6.0	\$568,300	6.0	1.0	16.7%	\$220,963
Program Management Office	73.0	\$5,436,908	73.0	45.0	61.6%	\$2,027,174
Total	175.0	\$12,035,916	175.0	72.0	41.1%	\$4,289,262
Vacancy Rate Including All Vacant Positions	175.0		175.0	72.0	41.1%	Balance \$7,746,654

The California High-Speed Rail Authority (Authority) received an increase of 106.5 newly authorized positions for the Fiscal Year 2013/14, increasing the total number of authorized from 68.5 to 175. The effective dates were staggered, ranging from August 2013 through January 2014. 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. A significant challenge to filling vacancies was due to classifications requiring 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 is in the process of transitioning 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

February 2014

Chief Deputy Director
 Dennis Trujillo

	Alloted		Revised			
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	YTD Expenditures
Executive Office	14.0	\$1,406,855	14.0	7.0	50.0%	\$510,034
Executive Director/CEO	1.0	\$375,948	1.0	0.0	0.0%	\$187,976
	<u>1.0</u>	<u>\$375,948</u>	<u>1.0</u>	<u>0.0</u>	<u>0.0%</u>	<u>\$187,976</u>
Executive Staff						
Chief Deputy Director	1.0	\$142,896	1.0	0.0	0.0%	\$72,162
Risk Manager	1.0	\$162,996	1.0	0.0	0.0%	\$82,312
Supervising Transportation Engineer	1.0	\$84,753	1.0	1.0	100.0%	\$0
Administrative Assistant II	2.0	\$128,352	2.0	0.0	0.0%	\$101,126
Special Assistant	1.0	\$49,992	1.0	0.0	0.0%	\$25,246
	<u>6.0</u>	<u>\$568,989</u>	<u>6.0</u>	<u>1.0</u>	<u>16.7%</u>	<u>\$280,846</u>
Audit Services						
Sr. Management Auditor	2.0	\$156,912	2.0	1.0	50.0%	\$41,212
Staff Management Auditor	1.0	\$51,813	1.0	1.0	100.0%	\$0
Assoc. Management Auditor	4.0	\$189,288	4.0	4.0	100.0%	\$0
	<u>7.0</u>	<u>\$398,013</u>	<u>7.0</u>	<u>6.0</u>	<u>85.7%</u>	<u>\$41,212</u>
Total	<u>14.0</u>	<u>\$1,406,855</u>	<u>14.0</u>	<u>7.0</u>	<u>50.0%</u>	<u>\$510,034</u>
Vacancy Rate Including All Vacant Positions	<u><u>14.0</u></u>		<u><u>14.0</u></u>	<u><u>7.0</u></u>	<u><u>50.0%</u></u>	Balance <u><u>\$896,821</u></u>

The High-Speed Rail Authority (Authority) Executive Division received 6 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 8 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

February 2014

Chief Administrative Officer
Wendy Boykins

	Alloted		Revised			
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	YTD Expenditures
Administration Office	26.0	\$1,488,943	26.0	7.0	26.9%	\$459,334
Chief Administrative Officer	1.0	\$94,044	1.0	0.0	0.0%	\$48,432
	<u>1.0</u>	<u>\$94,044</u>	<u>1.0</u>	<u>0.0</u>	<u>0.0%</u>	<u>\$48,432</u>
Human Resources						
Staff Services Manager I	1.0	\$70,560	1.0	0.0	0.0%	\$35,280
Associate Governmental Program Analyst	1.0	\$52,800	1.0	1.0	100.0%	\$8,800
Staff Services Analyst	2.0	\$82,305	2.0	0.0	0.0%	\$17,768
Assoc. Personnel Assistant	1.0	\$43,866	1.0	0.0	0.0%	\$13,200
Office Technician (Typing)	1.0	\$39,168	1.0	0.0	0.0%	\$11,900
	<u>6.0</u>	<u>\$288,699</u>	<u>6.0</u>	<u>1.0</u>	<u>16.7%</u>	<u>\$86,948</u>
Business Services						
Staff Services Manager I	1.0	\$50,427	1.0	0.0	0.0%	\$35,846
Associate Governmental Program Analyst	2.0	\$87,732	2.0	1.0	50.0%	\$0
Office Technician	2.0	\$79,512	2.0	0.0	0.0%	\$33,228
	<u>5.0</u>	<u>\$217,671</u>	<u>5.0</u>	<u>1.0</u>	<u>20.0%</u>	<u>\$69,074</u>
Information Technology						
Data Processing Manager IV	1.0	\$99,012	1.0	1.0	100.0%	\$56,905
Data Processing Manager II	1.0	\$83,868	1.0	0.0	0.0%	\$41,934
System Software Specialist II (Supv)	1.0	\$59,814	1.0	0.0	0.0%	\$9,554
System Software Specialist II	1.0	\$56,961	1.0	0.0	0.0%	\$0
Sr. Information System Analyst (Spec)	3.0	\$141,669	3.0	2.0	66.7%	\$20,976
Staff Programmer Analyst (Spec)	1.0	\$51,894	1.0	1.0	100.0%	\$0
Sr. Programmer Analyst (Spec)	1.0	\$50,139	1.0	0.0	0.0%	\$35,376
Staff Information Systems Analyst	2.0	\$131,196	2.0	1.0	50.0%	\$29,218
Associate Information Systems Analyst	3.0	\$150,072	3.0	0.0	0.0%	\$60,917
	<u>14.0</u>	<u>\$824,625</u>	<u>14.0</u>	<u>5.0</u>	<u>35.7%</u>	<u>\$254,880</u>
Total	<u>26.0</u>	<u>\$1,488,943</u>	<u>26.0</u>	<u>7.0</u>	<u>26.9%</u>	<u>\$459,334</u>
Vacancy Rate Including All Vacant Positions	<u><u>26.0</u></u>		<u><u>26.0</u></u>	<u><u>7.0</u></u>	<u><u>26.9%</u></u>	<u><u>Balance</u></u>
						<u><u>\$1,029,609</u></u>

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

February 2014

Chief of External Affairs
 Melissa White

	Alloted		Revised			
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	YTD Expenditures
External Affairs Division	14.0	\$979,750	14.0	6.0	42.9%	\$419,370
Chief of External Affairs	1.0	\$114,996	1.0	1.0	100.0%	\$48,202
	<u>1.0</u>	<u>\$114,996</u>	<u>1.0</u>	<u>1.0</u>	<u>100.0%</u>	<u>\$48,202</u>
Communications						
Deputy Director of Communications	1.0	\$115,008	1.0	0.0	0.0%	\$32,502
Asst. Deputy Director of Communications	1.0	\$91,152	1.0	0.0	0.0%	\$47,052
Information Officer I	5.0	\$257,508	5.0	2.0	40.0%	\$92,593
Associate Governmental Program Analyst	1.0	\$43,866	1.0	1.0	100.0%	\$0
Graphics Designer II	1.0	\$44,460	1.0	0.0	0.0%	\$22,415
	<u>9.0</u>	<u>\$551,994</u>	<u>9.0</u>	<u>3.0</u>	<u>33.3%</u>	<u>\$194,562</u>
Legislation						
Deputy Director of Legislation	1.0	\$96,576	1.0	1.0	100.0%	\$64,850
Legislative Analyst	1.0	\$52,800	1.0	0.0	0.0%	\$26,400
Legislative Aide	1.0	\$44,112	1.0	0.0	0.0%	\$23,628
	<u>3.0</u>	<u>\$193,488</u>	<u>3.0</u>	<u>1.0</u>	<u>33.3%</u>	<u>\$114,878</u>
Small Business						
Staff Services Manager II*	1.0	\$55,368	1.0	1.0	100.0%	\$0
	<u>1.0</u>	<u>\$55,368</u>	<u>1.0</u>	<u>1.0</u>	<u>100.0%</u>	<u>\$0</u>
Caltrans On-loan Positions	0.0	\$0	0.0	0.0	0.0%	\$61,728
	<u>0.0</u>	<u>\$0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0%</u>	<u>\$61,728</u>
Total	<u>14.0</u>	<u>\$979,750</u>	<u>14.0</u>	<u>6.0</u>	<u>42.9%</u>	<u>\$419,370</u>
Vacancy Rate Including All Vacant Positions	<u>14.0</u>		<u>14.0</u>	<u>6.0</u>	<u>42.9%</u>	Balance
						<u>\$560,380</u>

*Caltrans Loaned 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 10 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
Financial Office

February 2014

Chief Financial Officer
Russell Fong

	Alloted		Revised			
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	YTD Expenditures
Financial Office	42.0	\$2,125,160	42.0	6.0	14.3%	\$652,387
Chief Financial Officer	1.0	\$124,200	1.0	0.0	0.0%	\$62,100
Fiscal Services Administrator	1.0	\$60,300	1.0	1.0	100.0%	\$0
	<u>2.0</u>	<u>\$184,500</u>	<u>2.0</u>	<u>1.0</u>	<u>50.0%</u>	<u>\$62,100</u>
Accounting						
Accounting Administrator II	1.0	\$77,196	1.0	0.0	0.0%	\$38,598
Accounting Administrator I (Sup)	2.0	\$100,854	2.0	0.0	0.0%	\$55,610
Accounting Administrator I (Spec)	1.0	\$48,186	1.0	1.0	100.0%	\$0
Associate Accounting Analyst	2.0	\$111,690	2.0	2.0	100.0%	\$15,282
Sr. Accounting Officer (Specialist)	6.0	\$289,740	6.0	0.0	0.0%	\$52,853
Accountant Trainee	8.0	\$251,712	8.0	0.0	0.0%	\$91,788
Accounting Technician	1.0	\$38,484	1.0	1.0	100.0%	\$19,244
	<u>21.0</u>	<u>\$917,862</u>	<u>21.0</u>	<u>4.0</u>	<u>19.0%</u>	<u>\$273,375</u>
Budgets						
Staff Services Manager II	1.0	\$77,196	1.0	0.0	0.0%	\$38,598
Associate Budget Analyst	2.0	\$87,732	2.0	1.0	50.0%	\$30,814
Associate Governmental Program Analyst	2.0	\$111,012	2.0	0.0	0.0%	\$55,506
	<u>5.0</u>	<u>\$275,940</u>	<u>5.0</u>	<u>1.0</u>	<u>20.0%</u>	<u>\$124,918</u>
Contracts and Procurement						
Staff Services Manager I	1.0	\$73,524	1.0	0.0	0.0%	\$38,050
Associate Governmental Program Analyst	10.5	\$512,067	10.5	0.0	0.0%	\$121,063
Staff Services Analyst	1.5	\$70,596	1.5	0.0	0.0%	\$32,881
Office Technician	1.0	\$26,766	1.0	0.0	0.0%	\$0
	<u>14.0</u>	<u>\$682,953</u>	<u>14.0</u>	<u>0.0</u>	<u>0.0%</u>	<u>\$191,994</u>
Total	42.0	\$2,125,160	42.0	6.0	14.3%	\$652,387
Vacancy Rate Including All Vacant Positions	<u>42.0</u>		<u>42.0</u>	<u>6.0</u>	<u>14.3%</u>	Balance <u>\$1,472,773</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

February 2014

Chief Counsel
 Thomas Fellenz

	Alloted		Revised			
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	YTD Expenditures
Legal Division	6.0	\$568,300	6.0	1.0	16.7%	\$220,963
Chief Counsel	1.0	\$160,896	1.0	0.0	0.0%	\$80,448
Assistant Chief Counsel	1.0	\$124,212	1.0	1.0	100.0%	\$62,728
Attorney III	1.0	\$77,220	1.0	0.0	0.0%	\$19,205
Attorney I	2.0	\$98,202	2.0	0.0	0.0%	\$40,762
Associate Governmental Program Analyst	1.0	\$43,866	1.0	0.0	0.0%	\$17,820
	<u>6.0</u>	<u>\$504,396</u>	<u>6.0</u>	<u>1.0</u>	<u>16.7%</u>	<u>\$220,963</u>
Total	<u>6.0</u>	<u>\$568,300</u>	<u>6.0</u>	<u>1.0</u>	<u>16.7%</u>	<u>\$220,963</u>
Vacancy Rate Including All Vacant Positions	<u><u>6.0</u></u>		<u><u>6.0</u></u>	<u><u>1.0</u></u>	<u><u>16.7%</u></u>	<u><u>Balance</u></u>
						<u><u>\$347,337</u></u>

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**

February 2014

Chief Program Manager
Frank Vacca

	Alloted		Revised			YTD Expenditures
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	
Program Management Division	73.0	\$5,436,908	73.0	45.0	61.6%	\$2,027,174
Chief Program Manager	1.0	\$324,996	1.0	0.0	0.0%	163,310
Assistant Program Manager	1.0	140,652	1.0	0.0	0.0%	70,326
	2.0	\$465,648	2.0	0.0	0.0%	\$233,636
Project Delivery						
Contract Management						
Principal Transportation Engineer	1.0	\$93,132	1.0	1.0	100.0%	\$0
Supervising Transportation Engineer*	1.0	\$84,753	1.0	1.0	100.0%	\$0
Senior Transportation Engineer	1.0	\$118,440	1.0	0.0	0.0%	\$59,812
Transportation Engineer (Civil)	2.0	\$157,653	2.0	1.0	50.0%	\$50,776
Staff Services Manager II	1.0	\$55,368	1.0	1.0	100.0%	\$0
Staff Services Manager I (Spec)	2.0	\$100,854	2.0	2.0	100.0%	\$0
Associate Governmental Program Analyst*	1.0	\$43,866	1.0	1.0	100.0%	\$0
Office Technician	1.0	\$26,766	1.0	0.0	0.0%	\$13,723
	10.0	\$690,832	10.0	7.0	70.0%	\$124,311
Construction Management						
Principal Transportation Engineer*	1.0	\$93,132	1.0	1.0	100.0%	\$0
Supervising Transportation Engineer (CP 1)	1.0	\$84,753	1.0	1.0	100.0%	\$0
Supervising Transportation Engineer (CP 2)	1.0	\$84,753	1.0	1.0	100.0%	\$0
Sr. Transportation Engineer*	1.0	\$80,964	1.0	1.0	100.0%	\$0
Sr. Bridge Engineer	1.0	\$80,964	1.0	1.0	100.0%	\$0
Transportation Engineer (Range D)*	3.0	\$209,601	3.0	2.0	66.7%	\$25,105
	8.0	\$634,167	8.0	7.0	87.5%	\$25,105
Right of Way						
Principal Right of Way Agent	1.0	\$70,515	1.0	0.0	0.0%	\$32,084
Supervising Right of Way	1.0	\$85,524	1.0	1.0	100.0%	\$0
Senior Right of Way Agent	7.0	\$497,232	7.0	2.0	28.6%	\$193,248
Associate Right of Way Agent*	1.0	\$45,062	1.0	1.0	100.0%	\$0
Office Technician	1.0	\$26,775	1.0	0.0	0.0%	\$0
	11.0	\$726,108	11.0	4.0	36.4%	\$225,332
Transportation Planning						
Supervising Transportation Engineer*	1.0	\$89,136	1.0	1.0	100.0%	\$0
Sr. Transportation Engineer	1.0	\$80,964	1.0	1.0	100.0%	\$0
Supervising Transportation Planner	3.0	\$191,079	3.0	3.0	100.0%	\$0
Sr. Transportation Planner	5.0	\$329,976	5.0	3.0	60.0%	\$81,936
	10.0	\$691,155	10.0	8.0	80.0%	\$81,936
Environmental Planning						
Deputy Director of Environmental Planning	1.0	\$124,200	1.0	0.0	0.0%	\$62,411
Sr. Supervising Environmental Planner	1.0	\$64,143	1.0	1.0	100.0%	\$0
Senior Environmental Planner	8.0	\$529,968	8.0	4.0	50.0%	\$154,831
Environmental Scientist	1.0	\$56,760	1.0	0.0	0.0%	\$28,380
	11.0	\$775,071	11.0	5.0	45.5%	\$245,722
Grants Division						
Staff Services Manager I	1.0	\$50,427	1.0	1.0	100.0%	\$0
	1.0	\$50,427	1.0	1.0	100.0%	\$0
Northern Region						
Northern California Regional Director	1.0	\$144,996	1.0	0.0	0.0%	\$73,222
Supervising Transportation Engineer	1.0	\$84,753	1.0	1.0	100.0%	\$0
Information Officer I	1.0	\$43,866	1.0	0.0	0.0%	\$8,800
Administrative Assistant I	1.0	\$38,151	1.0	1.0	100.0%	\$0
	4.0	\$311,766	4.0	2.0	50.0%	\$82,022
Central Valley						
Central Valley Regional Director	1.0	\$138,300	1.0	0.0	0.0%	\$70,990
Supervising Transportation Engineer	1.0	\$84,753	1.0	1.0	100.0%	\$0
Program Manager	1.0	\$50,427	1.0	1.0	100.0%	\$0
Transportation Engineer (Range D)*	2.0	\$139,734	2.0	1.0	50.0%	\$17,260
Sr. Right of Way Agent	1.0	\$55,368	1.0	1.0	100.0%	\$0
Information Officer I	2.0	\$87,732	2.0	0.0	0.0%	\$17,600
Associate Governmental Program Analyst	3.0	\$131,598	3.0	3.0	100.0%	\$0
Administrative Assistant I	1.0	\$38,151	1.0	1.0	100.0%	\$0
	12.0	\$726,063	12.0	8.0	66.7%	\$105,850
Southern Region						
Southern California Regional Director	1.0	\$144,996	1.0	0.0	0.0%	\$73,222
Supervising Transportation Engineer	1.0	\$84,753	1.0	1.0	100.0%	\$0
Information Officer I	1.0	\$43,866	1.0	1.0	100.0%	\$0
Administrative Assistant I	1.0	\$38,151	1.0	1.0	100.0%	\$0
	4.0	\$311,766	4.0	3.0	75.0%	\$73,222
Caltrans On-loan Positions	0.0	\$0	0.0	0.0	0.0%	\$830,038
	0.0	\$0	0.0	0.0	0.0%	\$830,038
Total	73.0	\$5,436,908	73.0	45.0	61.6%	\$2,027,174
Vacancy Rate Including All Vacant Positions	73.0		73.0	45.0	61.6%	Balance \$3,409,734
*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.