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Eddy Cumins

July 15, 2026

Sonoma- Marin Area Rail Transit Board of Directors
5401 Old Redwood Highway, Suite 200
Petaluma, CA 94954

SUBJECT: Modification of effective date for the reclassification of a SMART position.

Dear Board Members:

RECOMMENDATIONS:

Approve modification of the effective date of the reclassification of the Grants and Budget Analyst position to the Analyst I position from June 17, 2026, to April 6, 2026.

SUMMARY:

On June 17, 2026, the Board adopted Resolution No. 2026-16, which amended Resolution No. 2025-19 (Fiscal Year 2025/2026 Budget) to modify position authority by reclassifying the vacant Grants and Budget Analyst position (1.0 FTE) to an Analyst I position (1.0 FTE), an entry-level professional classification. The Grants and Budget Analyst position had been vacant since March 28, 2026.

A key responsibility of the Analyst I position is the processing and review of vendor invoices. This function requires detailed analysis to ensure invoice accuracy and compliance with contractual terms prior to payment, making it essential to the timely processing of vendor obligations and the continuity of financial operations. To maintain this critical function, a current employee assumed the duties of the Analyst I position on an interim basis beginning April 6, 2026.

At the time the Board approved the reclassification on June 17, 2026, it was the Chief Financial Officer's intent to request that the reclassification be made effective April 6, 2026, reflecting the date the employee began performing the duties associated with the position. Due to an administrative oversight, the April 6th effective date was not included in the original request. Accordingly, staff is requesting that the Board approve the reclassification of the Grants and Budget Analyst position to Analyst I, effective April 6, 2026, rather than June 17, 2026.

Fiscal Impact

Modifying the effective date will not increase Fiscal Year 2025/2026 budget expenditures due to existing salary savings generated by the vacancy. Once the position is filled, the reclassification is projected to generate annual salary savings of approximately \$22,484 to \$28,207.

Sincerely,

/s/

Eddy Cumins
General Manager