




Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO
Beverly A. Scott, Ph.D., General Manager
and Rail & Transit Administrator



TO: Beverly A. Scott, Ph.D.
General Manager and Rail & Transit Administrator

FROM: Mary Runkel 
Budget Director

DATE: March 3, 2015

RE: Monthly Headcount Analysis from July 2011 to January 2015

Attached please find an analysis by department of Authority employees. The data in the first three tables captures paid employees through the last pay period of each month. The analysis of the first three tables distinguishes between full-time and part-time status and operating versus capital budget status. The first three tables do not include employees on Worker's Compensation and employees on unpaid leave.

Starting this month (January 2015) an additional table has been added to the Monthly Headcount Analysis. **Table 4 – All Paid & Unpaid Employees** includes employees on Workers' Compensation and employees on unpaid leave.

Highlights

- January 2015 paid headcount is 435 **under** budget. All paid and unpaid headcount is 173 **under** budget.
- Operating paid headcount is 336 **under** budget. Operating paid and unpaid headcount is 86 **under** budget.
- Capital paid headcount is 99 **under** budget. Capital paid and unpaid headcount is 87 **under** budget
- The average monthly paid headcount January year-to-date is favorable to budget by 444.

Table 1 – Historical Trends since January 2012

- Total Authority paid headcount has increased 1.22% (74 employees) from January 2012 to January 2015.
- January paid headcount has increased by 0.10% (6 employees) from last month.
- January paid headcount has increased by 3.04% (181 employees) over January 2014.

Table 2 – FY15 Monthly Budget vs. Paid Comparison by Department

Table 3 – Paid Statistics

- Operating departments are 321 under their budgeted headcount and have a paid variance rate of 5.5%.
- Administrative support departments are under by 79 and have a paid variance rate of 14.0%.
- Design & Construction is 35 under their budgeted headcount with a paid variance rate of 15.9%.
- Total Authority has 435 vacant and unpaid positions with a 6.6% paid variance rate.

Table 4 – All Paid & Unpaid Employees

- Operating departments are 63 under their budgeted headcount and have a vacancy rate of 1.1%.
- Administrative support departments are under by 76 and have a paid vacancy rate of 13.5%.
- Design & Construction is 34 under their budgeted headcount with a vacancy rate of 15.6%.
- Total Authority has 173 vacancies with a 2.6% vacancy rate.

Attachments

cc: J. Davis
S. McCarthy
E. Hunter

P. Andruszkiewicz
C. Planck
B. Kane

T. Powell
T. Basta
T. Dugan

**Budget vs. Actual PAID Positions
FY2015**

DEPARTMENT	OCT			NOV			DEC			JAN			Approved BUDGET			YTD Avg.			Avg. vs. Budget (Fav)/Unfav		
	Oper		Cap	Oper		Cap	Oper		Cap	Oper		Cap	Oper		Cap	Oper		Cap	YTD	Jan/Fav	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	Total	Jan	
General Manager & Bd	6		6		6		6		6		6		6		6		6		6	0	(4)
Systemwide Accessibility & ADA	6		6		6		6		6		6		6		6		6		6	(8)	(11)
Law	22		22		21		20		20		18		18		29		21		21	0	8
Labor Relations	8		8		8		8		8		8		8		9		8		8	(1)	(13)
Police	261		261		264		261		261		256		256		269		259		259	0	0
Security	6		6		6		6		6		6		6		6		6		6	0	(10)
Safety	15		15		15		18		18		20		20		30		17		17	(0)	(1)
Public Affairs	2		2		2		2		2		1		1		2		2		2	0	0
Audit	0		0		0		0		0		0		0		0		0		0	0	0
Diversity	10		10		10		10		10		10		10		19		10		10	(9)	(9)
Supplier Diversity	3		3		3		3		3		3		3		4		3		3	(1)	(1)
Real Estate	14		14		14		14		14		14		14		15		14		14	(1)	(1)
OTA	14		14		14		14		14		14		14		16		14		14	(2)	(2)
Strategic Bus Initiatives & Innovation	8		8		8		8		8		9		9		12		8		8	(4)	(3)
Passenger Serv & Sched	21		21		21		24		24		24		24		34		22		22	(12)	(10)
Environmental Affairs	12		12		12		12		12		12		12		16		12		12	(4)	(4)
Materials	64		64		63		65		66		68		68		70		65		65	(5)	(2)
Marketing/Comm	7		7		7		8		8		9		9		10		7		7	(3)	(1)
Charlie Store	10	2	12	11	13	11	13	11	13	11	13	11	13	11	14	10	2	0	13	(1)	(1)
Customer Communications	32		32		31		31		31		31		31		34		32		32	(2)	(3)
Human Resources	27		27		27		27		27		27		27		35		28		28	(7)	(8)
Employee Relations	1		1		1		1		1		0		0		3		1		1	(2)	(3)
Interagency	11		11		11		11		11		9		9		12		11		11	(1)	(3)
Occupational Health	27		27		27		28		28		29		29		31		27		27	(4)	(2)
Bus Transportation	1,449	347	12,808	1,454	348	10,812	1,439	350	11,800	1,442	336	11,789	1,445	359	1,804	1,439	349	13	1,801	(3)	(15)
Bus Maintenance	477	3	480	484	3	487	481	3	484	477	1	478	512	3	515	479	2	0	482	(33)	(37)
Chief Operating Off-Staff	7		7		9		9		9		9		9		7		8		8	1	2
Ops Employee Customer Init (OEC)	4		4		4		4		4		4		4		4		4		4	0	0
Commuter Rail Supervisor	39		39		40		39		39		40		40		55		38		38	(17)	(15)
E & M																					
Power Systems Maintenance	164		188		160		163		187		163		186		197		162		186	(35)	(35)
Transit Facilities Mainte	246		246		249		252		252		250		250		260		247		247	(13)	(10)
MOW	163		94		163		160		89		168		91		181		164		93	(47)	(44)
Signals & Communications	119		57		128		128		57		128		182		139		121		178	(14)	(10)
Subway																					
Heavy Rail	546	105	655	535	109	4	648	106	640	532	107	2	641	49	677	541	97	4	642	(35)	(36)
Light Rail	438	124	562	433	122		555	424	539	455	112		567	81	561	440	107	0	546	(15)	6
OCC & Training	133		133		130		132		132		130		130		136		131		131	(5)	(6)
Rail Maintenance	371		35		375		410		374		372		33		380		370		35	(48)	(48)
Everett & Vehicle Engineering	232		36		224		224		35		228		34		259		229		36	(56)	(56)
Budget	8		8		8		9		9		8		8		9		8		8	(1)	(1)
Compliance & Reporting	4		4		4		4		4		5		5		(21)		4		4	25	26
ITD	57		57		57		57		57		54		54		71		57		57	(17)	(17)
Treasurer/Controller & Money Room	101		101		101		99		99		97		97		106		98		98	(8)	(9)
Construction	186		186		184		185		186		186		185		220		0		185	(35)	(35)
TOTAL	5,145	581	6,174	5,147	584	444	6,175	5,122	6,137	5,152	558	6,143	5,549	497	6,578	5,130	558	446	6,134	(444)	(455)

**FY15 Paid Headcount by Operating vs. Non-Operating Departments
January**

	Operating						Capital			Totals		
	Full-time			Part-time			Budget	Actuals	Variance	FY15 Budget	January Actuals	Variance
	Budget	Actuals	Variance	Budget	Actuals	Variance						
Operating Departments	480	455	(25)	81	112	31	561	567	6	567	6	
Light Rail	7	9	2	0	0	0	7	9	2	9	2	
Chief Oper Officer-Staff	4	4	0	0	0	0	4	4	0	4	0	
Ops Employee Customer Init	16	14	(2)	0	0	0	16	14	(2)	14	(2)	
OTA	136	130	(6)	0	0	0	136	130	(6)	130	(6)	
OCC & Training	139	128	(11)	0	0	0	139	128	(11)	182	(10)	
Signals & Communications	260	250	(10)	0	0	0	260	250	(10)	250	(10)	
Transit Facilities Maint	269	256	(13)	0	0	0	269	256	(13)	256	(13)	
Police	1,445	1,442	(3)	359	336	(23)	1,804	1,778	(26)	1,789	(15)	
Bus Transportation	55	40	(15)	0	0	0	55	40	(15)	40	(15)	
Commuter Rail Supervision	197	163	(34)	0	0	0	197	163	(34)	186	(35)	
Power Systems Maintenance	628	532	(96)	49	107	58	677	639	(38)	641	(36)	
Heavy Rail	512	477	(35)	3	1	(2)	515	478	(37)	478	(37)	
Bus Maintenance	181	168	(13)	0	0	0	181	168	(13)	259	(44)	
MOW	380	372	(8)	0	0	0	380	372	(8)	405	(48)	
Rail Maintenance	280	228	(52)	0	0	0	280	228	(52)	262	(58)	
Everett & Vehicle Engineering	4,989	4,668	(321)	492	556	64	5,481	5,224	(257)	5,472	(321)	
Subtotal	(21)	5	26	0	0	0	(21)	5	26	(21)	26	
Administrative Support	5	5	0	0	0	0	5	5	0	5	0	
Compliance & Reporting	0	0	0	0	0	0	0	0	0	0	0	
General Manager	6	6	0	0	0	0	6	6	0	6	0	
Audit	2	1	(1)	0	0	0	2	1	(1)	1	(1)	
Security	9	8	(1)	0	0	0	9	8	(1)	8	(1)	
Public Affairs/GA	4	3	(1)	0	0	0	4	3	(1)	3	(1)	
Budget	9	8	(1)	0	0	0	9	8	(1)	8	(1)	
Supplier Diversity	9	8	(1)	0	0	0	9	8	(1)	8	(1)	
Labor Relations	9	11	2	5	2	(3)	14	13	(1)	13	(1)	
Charlie Store	15	14	(1)	0	0	0	15	14	(1)	14	(1)	
Real Estate	10	9	(1)	0	0	0	10	9	(1)	9	(1)	
Marketing	31	29	(2)	0	0	0	31	29	(2)	29	(2)	
Occupational Health Serv	70	68	(2)	0	0	0	70	68	(2)	68	(2)	
Materials	12	9	(3)	0	0	0	12	9	(3)	9	(3)	
Interagency	3	0	(3)	0	0	0	3	0	(3)	0	(3)	
Employee Relations	34	31	(3)	0	0	0	34	31	(3)	31	(3)	
Customer Care Center	12	9	(3)	0	0	0	12	9	(3)	9	(3)	
Strategic Bus Inits & Innova	16	12	(4)	0	0	0	16	12	(4)	12	(4)	
Environmental Affairs	10	6	(4)	0	0	0	10	6	(4)	6	(4)	
Accessibility & ADA	35	27	(8)	0	0	0	35	27	(8)	27	(8)	
Human Resources	106	97	(9)	0	0	0	106	97	(9)	97	(9)	
Treasurer/Controller	19	10	(9)	0	0	0	19	10	(9)	10	(9)	
Diversity	34	24	(10)	0	0	0	34	24	(10)	24	(10)	
Operations Planning & Sched	30	20	(10)	0	0	0	30	20	(10)	20	(10)	
Safety	29	18	(11)	0	0	0	29	18	(11)	18	(11)	
Law	71	54	(17)	0	0	0	71	54	(17)	54	(17)	
ITD	560	484	(76)	5	2	(3)	565	486	(79)	486	(79)	
Administration	220	185	(35)	0	0	0	220	185	(35)	185	(35)	
Design & Construction	532	433	(99)	58	58	61	6,046	5,710	(336)	6,143	(435)	
Total	5,549	5,152	(397)	497	558	61	6,046	5,710	(336)	6,578	(435)	

**FY15 Paid Headcount by Operating vs. Non-Operating Departments
Summary
January**

	Operating						Capital			Totals			Paid Variance Rate
	Full-time			Part-time			Budget	Actuals	Variance	FY15 Budget	January Actuals	Variance	
	Budget	Actuals	Variance	Budget	Actuals	Variance							
Operating Departments	4,989	4,668	(321)	492	556	64	312	248	(64)	5,793	5,472	(321)	5.5%
Administrative Support	560	484	(76)	5	2	(3)	0	0	0	565	486	(79)	14.0%
Design & Construction	0	0	0	0	0	0	220	185	(35)	220	185	(35)	15.9%
TOTAL	5,549	5,152	(397)	497	558	61	532	433	(99)	6,578	6,143	(435)	6.6%



MBTA Position Control Department Report - ALL PAID & UNPAID

As of Date: 2/6/2015

Org Department	Operating			Capital			Totals		
	Budgeted Head Count	Actual Head Count	Total Vacancies	Budgeted Head Count	Actual Head Count	Total Vacancies	Total Budgeted Head Count	Total Actual Head Count	Over/Under Head Count
COO - Bus Transportation Total	1804	1881	-77	0	0	-14	1804	1885	-81
COO - Light Rail Transp & Cust Total	561	606	-45	0	0	0	561	606	-45
COO - Heavy Rail Transp & Cust Total	677	679	-2	0	3	-3	677	682	-5
COO - Chief Operating Officer Total	7	9	-2	0	0	0	7	9	-2
COO - Compliance & Reporting Total	4	5	-1	0	0	0	4	5	-1
ASHR - OHS Workers' Compensation Total	9	9	0	0	0	0	9	9	0
COO - Ops Empl & Cust Initiatives Total	4	4	0	0	0	0	4	4	0
COO - Transit Facilities Maintenance Total	260	260	0	0	0	0	260	260	0
GMGR - General Manager Total	5	5	0	0	0	0	5	5	0
GMGR - Security Total	6	6	0	0	0	0	6	6	0
ASHR - OHS Employee Counseling Total	5	4	1	0	0	0	5	4	1
ASHR - OHS Medical Operations Total	17	16	1	0	0	0	17	16	1
CFO - Budget Total	9	8	1	0	0	0	9	8	1
C MKT - Charlie Store Total	14	13	1	0	0	0	14	13	1
C MKT - Marketing Communications Total	10	9	1	0	0	0	10	9	1
GC - Labor Relations Total	9	8	1	0	0	0	9	8	1
GMGR - Public Affairs Total	2	1	1	0	0	0	2	1	1
GMGR - Real Estate & Asset Dev Total	15	14	1	0	0	0	15	14	1
GMGR - Supplier Diversity Total	4	3	1	0	0	0	4	3	1
CSBI - Materials Management Total	70	68	2	0	0	0	70	68	2
C MKT - Customer Communications Total	34	32	2	0	0	0	34	32	2
GMGR - Transportation Access Total	16	14	2	0	0	0	16	14	2
ASHR - Employee Relations Total	3	3	0	0	0	0	3	3	0
ASHR - Inter-Agency Total	12	9	3	0	0	0	12	9	3
CSBI - Strategic Business Initiatives Total	12	9	3	0	0	0	12	9	3
COO - OCC & Training Total	136	132	4	0	0	0	136	132	4
GMGR - System-wide Accessibility Total	10	6	4	0	0	0	10	6	4
CSBI - Environmental Affairs Total	16	12	4	0	0	0	16	12	4
COO - Signals & Comm Maintenance Total	139	131	8	53	54	-1	192	185	7
GMGR - Police Total	269	262	7	0	0	0	269	262	7
CFO - Treasurer Controller Total	106	98	8	0	0	0	106	98	8
GMGR - Diversity & Civil Rights Total	19	10	9	0	0	0	19	10	9
GMGR - Safety Total	30	21	9	0	0	0	30	21	9
ASHR - Human Resources Total	35	27	8	0	0	0	35	27	8
CSBI - Plans & Schedules Total	34	24	10	0	0	0	34	24	10
GC - Legal Total	29	18	11	0	0	0	29	18	11
COO - Railroad Operations Total	55	40	15	0	0	0	55	40	15
CFO - Information Technology Dept Total	71	54	17	0	0	0	71	54	17
COO - Bus Maintenance Total	515	499	16	0	0	0	515	499	16
COO - Power Systems Maintenance Total	197	167	30	24	24	0	221	191	30
GMGR - Design & Construction Total	0	0	0	220	186	34	220	186	34
COO - Rail Maintenance Total	380	383	-3	73	35	38	453	418	35
COO - Maintenance of Way Total	181	170	11	122	92	30	303	262	41
COO - Everett & Vehicle Engineering Total	280	234	46	40	37	3	320	271	49
Total	6071	5960	111	552	445	87	6603	6405	198
Efficiency Diagnostic Study Savings	-25	0	25	0	0	0	-25	0	25
Grand Total	6046	5960	86	532	445	87	6578	6405	173

	Operating			Capital			January 2015 Vacancy Rates		
	Budgeted	Actual	Vacancy Rate	Budgeted	Actual	Vacancy Rate	Budgeted	Actual	Vacancy Rate
Operating Departments	5481	5471	0.18%	312	259	16.95%	5793	5730	1.05%
Administrative Support	565	489	13.45%	0	0	-	565	489	13.45%
Design & Construction	0	0	-	220	186	15.45%	220	186	15.45%
Total	6046	5960	1.42%	532	445	16.35%	6578	6405	2.63%