

AGENDA ITEM 2 A  
Action Item

**MEMORANDUM**

**DATE:** April 6, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Matthew Mauk, Executive Director  
**SUBJECT:** Fiscal Year 2023/24 Salary Schedule for Transit Operators,  
Unrepresented and Management Personnel

**REQUESTED ACTION:**

**BY MOTION,**

**Adopt Resolution No. 23-12 approving a Fiscal Year 2023/24 Salary Schedule and implementing salary adjustments for Transit Operators, Unrepresented and Management Personnel**

**BACKGROUND**

In an ongoing effort to recognize employees for the level and scope of work they perform and to ensure employees are paid fairly and competitively, the El Dorado County Transit Authority (El Dorado Transit/EDCTA) periodically contracts with a qualified consultant firm to conduct a comprehensive compensation study. Compensation studies are an effective means to objectively analyze and compare wages and the cost of benefits within the job market relative to the agency's current pay ranges and benefit offerings.

Following a competitive solicitation in 2021, El Dorado Transit selected Koff & Associates, A Gallagher Company (K&A) to develop an updated compensation and benefit study for the agency. In February 2022, the El Dorado Transit Board established an ad hoc committee that met three (3) times during the study process to review data with the consultant and staff. Staff also engaged employee group representatives to gather input and support for selection of comparator agencies. On September 1, 2022, the El Dorado Transit Board of Directors received K&A's Total Compensation Study Final Report, July 22, 2022 (Report), which included wage and benefit comparisons of seventeen (17) benchmark job classifications based on data from ten (10) comparator transit agencies.

The Report summarized the consultant's findings and recommendations including the following:

- El Dorado Transit's base salaries, overall, in comparison to the market median were 19.1% below the market and its total compensation, overall, was 8.2% below the market.
- The EDCTA's benefits package puts the EDCTA in a more competitive position compared to the market.
- K&A considers a classification falling within 5% of the median to be competitive.

Based on the Report's findings, staff recommended Board adoption of revisions to the salary structure/schedule and endorsed the option of implementation in two (2) phases to align each job's compensation more closely to the market median. At the October 2022 meeting, the Board approved execution of the first phase of recommended salary increases effective with the pay period beginning October 8, 2022. The second phase of salary schedule adjustments was anticipated for the fiscal year beginning July 1, 2023, assuming budget availability.

In conjunction with the salary structure revisions approved in October 2022, the Board approved staff's recommendation to move incumbent employees into the salary step within the new compensation structure that was at least 5% above their hourly compensation at the time. Additionally, the Board action included extending the salary range from three (3) to seven (7) merit steps for Extra Help Transit Operators and Transit Dispatchers, to match the salary range available to regular employees in the same positions.

## **DISCUSSION**

If approved, the recommended actions outlined below represent the second and final phase of recommended salary schedule adjustments based on the results of the 2022 Compensation Study. Included are individual base salary schedule increases, ranging from two point five-percent (2.5%) up to ten-percent (10%), for all current, unrepresented job classifications (excluding the Executive Director) and the three-percent (3%) base salary adjustment for the regular Transit Operator classification as negotiated and ratified in the Memorandum of Understanding with the Operating Engineer's Local Union No. 3 Transit Operator's Bargaining Unit, effective July 1, 2022. Figure 1 below summarizes recommended adjustments to the benchmark classifications.

Approval of the attached Resolution No. 23-12 will result in the following Board actions:

- Adoption of the revised Salary Schedule by Job Classification for FY 2023/24 (attached as Exhibit A). *Note: This requested action will establish a new salary range for unrepresented and management positions and recognize the base salary adjustment for the Transit Operator job classifications previously ratified by separate action.*
- Approval to move current incumbents (excluding those in the Executive Director and Transit Operator classifications) into the salary step within the new Salary Schedule that is closest to, but no lower than, their current hourly compensation, effective upon the full pay period beginning July 1, 2023.

As proposed, these adjustments maintain the internal alignment of the existing salary structure, while advancing the goal of achieving a competitive compensation structure within current fiscal constraints. Adoption of the recommended changes would build on the prior actions to further improve El Dorado Transit's total compensation, overall, in comparison to the market median, from eight point two-percent (8.2%) below the market, to approximately three-percent (3%) below the market median as reported in 2022.

Figure 1. Proposed Adjustments Per Benchmark Classifications

Classification	Current Personnel Allocation (FTE)	Current Salary Range (hourly)	Current Top Monthly Salary	Proposed Salary Range (hourly)	Proposed Top Monthly Salary	% change
Administrative Coordinator	1	\$23.59 - \$31.61	\$5,478.42	\$24.78 - \$33.21	\$5,755.77	5.0%
Custodian	2	\$15.50 - \$20.77	\$3,600.39	\$15.89 - \$21.29	\$3,690.40	2.5%
Dispatch Supervisor	1	\$20.85 - \$27.94	\$4,842.13	\$21.90 - \$29.35	\$5,087.26	5.0%
Equipment Technician II*	3	\$24.17 - \$32.40	\$5,615.38	\$25.40 - \$34.04	\$5,899.66	5.0%
Finance Manager	1	\$40.60 - \$54.41	\$9,431.49	\$41.62 - \$55.77	\$9,667.28	2.5%
Fiscal Technician II*	2	\$21.90 - \$29.35	\$5,087.26	\$23.01 - \$30.84	\$5,344.80	5.0%
Human Resources Manager	1	\$38.65 - \$51.79	\$8,977.03	\$39.61 - \$53.09	\$9,201.45	2.5%
Maintenance & Facilities Supervisor	1	\$28.74 - \$38.51	\$6,674.92	\$30.95 - \$41.47	\$7,188.16	7.5%
Maintenance Technician	2	\$19.84 - \$26.59	\$4,608.80	\$20.85 - \$27.94	\$4,842.13	5.0%
Office Assistant II*	2	\$17.11 - \$22.93	\$3,974.16	\$17.98 - \$24.09	\$4,175.35	5.0%
Operations Manager	1	\$42.66 - \$57.17	\$9,908.96	\$43.73 - \$58.60	\$10,156.68	2.5%
Planning & Marketing Manager	1	\$34.16 - \$45.78	\$7,934.39	\$35.89 - \$48.09	\$8,336.06	5.0%
Safety Coordinator	1	\$29.45 - \$39.47	\$6,841.80	\$32.51 - \$43.57	\$7,552.06	10%
Transit Dispatcher	3.5	\$17.98 - \$24.09	\$4,175.35	\$18.89 - \$25.31	\$4,386.73	5.0%
Transit Operations Supervisor	2	\$26.68 - \$35.76	\$6,198.33	\$27.35 - \$36.65	\$6,353.29	2.5%
Transit Operator**	25	\$19.55 - \$26.20	\$4,541.68	\$20.14 - \$26.99	\$4,678.79	3.0%

\*For job classifications with a Level I and II, only the Level II compensation is shown. Level I salary ranges are aligned accordingly.

\*\*Base salary adjustment for Transit Operator job classification shown was negotiated and ratified by separate action.

Note: Percent Change calculations are based on the recommended change to salary bands on the adopted Salary Structure and does not represent actual changes to incumbent's compensation.

**FISCAL IMPACT**

Projected impacts to payroll expenses include increased wages, payroll taxes, employer contributions for retirement, and workers compensation premiums. The fiscal impacts of the recommended adjustments to total employee compensation are estimated at \$118,753 for FY 2023/24. These additional salary and benefit related costs are included in the FY 2023/24 Preliminary Operating Budget as proposed for adoption elsewhere on this agenda.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 23-12**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
EL DORADO COUNTY TRANSIT AUTHORITY APPROVING A REVISED SALARY  
STRUCTURE AND SALARY SCHEDULE, IMPLEMENTING SALARY ADJUSTMENTS  
FOR THE UNREPRESENTED AND MANAGEMENT PERSONNEL**

**WHEREAS**, Article 3.1 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual (Manual) provides that a salary schedule shall be established by Resolution of the Board of Directors (Board) of El Dorado County Transit Authority (Authority); and

**WHEREAS**, the Manual further states “The monthly salary rates are also listed for the purpose of convenience in quotation of monthly salaries and computations for purposes of paying employees shall be on the basis of hourly rates”; and

**WHEREAS**, the Authority retained Koff & Associates to prepare a comprehensive compensation and benefit study that analyzes and compares market based wages and the value of employee benefits relative to the Authority’s current pay ranges and benefit offerings; and

**WHEREAS**, the Board reviewed the study in open session at the September 1, 2022 meeting of the Authority; and

**WHEREAS**, it is appropriate to make certain adjustments in the salary schedule for the unrepresented and management personnel of the Authority.

**NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The salary schedule by classification attached hereto as Exhibit A for the unrepresented and management employees of the Authority is hereby approved and will be effective the first full pay period following adoption of this resolution. The schedule by classification for the Transit Operators is separately addressed in the Memorandum of Understanding between the Authority and the Transit Operators Bargaining Unit.

2. Incumbents (excluding the Executive Director and Transit Operator positions) shall be moved into the recommended salary schedule at a step closest to, but not less than their current compensation level, effective the first full pay period of the fiscal year 2023/24

3. The Board reserves the right to suspend, modify or freeze all or any part of this resolution, the salary schedule, or anticipated advances or step increases on the salary schedule in the event of economic hardship or a financial shortfall in the El Dorado County Transit Authority budget.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 6<sup>th</sup> day of April 2023, by the following vote of said Board.

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Jackie Neau, Chairperson

APPROVED AS TO FORM:

---

Megan Wilcher, Secretary to the Board

**EXHIBIT A**

**El Dorado County Transit Authority  
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2023/24**

<b>JOB CLASSIFICATION</b>	<b>STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
ADMINISTRATIVE COORDINATOR - UR	<b>Hourly</b>	24.78	26.02	27.32	28.68	30.12	31.63	33.21
	<b>Monthly</b>	4,295.04	4,509.79	4,735.28	4,972.05	5,220.65	5,481.68	5,755.77
CUSTODIAN - UR	<b>Hourly</b>	15.89	16.68	17.52	18.39	19.31	20.28	21.29
	<b>Monthly</b>	2,753.83	2,891.53	3,036.10	3,187.91	3,347.30	3,514.67	3,690.40
DISPATCH SUPERVISOR - UR	<b>Hourly</b>	21.90	23.00	24.15	25.35	26.62	27.95	29.35
	<b>Monthly</b>	3,796.19	3,986.00	4,185.30	4,394.56	4,614.29	4,845.01	5,087.26
EQUIPMENT TECHNICIAN I - UR	<b>Hourly</b>	23.01	24.16	25.37	26.64	27.97	29.37	30.84
	<b>Monthly</b>	3,988.37	4,187.79	4,397.18	4,617.04	4,847.89	5,090.29	5,344.80
EQUIPMENT TECHNICIAN II - UR	<b>Hourly</b>	25.40	26.67	28.00	29.40	30.87	32.42	34.04
	<b>Monthly</b>	4,402.42	4,622.54	4,853.66	5,096.35	5,351.16	5,618.72	5,899.66
EXECUTIVE DIRECTOR - CONTRACT	<b>Hourly</b>	55.48	58.25	61.17	64.23	67.44	70.81	74.35
	<b>Monthly</b>	9,616.53	10,097.36	10,602.28	11,132.51	11,689.25	12,273.73	12,887.51
FINANCE MANAGER - UR / C / M	<b>Hourly</b>	41.62	43.70	45.88	48.18	50.59	53.12	55.77
	<b>Monthly</b>	7,213.87	7,574.57	7,953.29	8,350.96	8,768.51	9,206.93	9,667.28
FISCAL TECHNICIAN I - UR	<b>Hourly</b>	19.84	20.83	21.88	22.97	24.12	25.32	26.59
	<b>Monthly</b>	3,439.16	3,611.12	3,791.68	3,981.26	4,180.32	4,389.34	4,608.80
FISCAL TECHNICIAN II - UR	<b>Hourly</b>	23.01	24.16	25.37	26.64	27.97	29.37	30.84
	<b>Monthly</b>	3,988.37	4,187.79	4,397.18	4,617.04	4,847.89	5,090.29	5,344.80
HUMAN RESOURCES MANAGER - UR / C / M	<b>Hourly</b>	39.61	41.59	43.67	45.86	48.15	50.56	53.09
	<b>Monthly</b>	6,866.27	7,209.58	7,570.06	7,948.56	8,345.99	8,763.29	9,201.45
MAINTENANCE AND FACILITIES SUPERVISOR - UR	<b>Hourly</b>	30.95	32.49	34.12	35.82	37.61	39.50	41.47
	<b>Monthly</b>	5,363.92	5,632.11	5,913.72	6,209.40	6,519.87	6,845.87	7,188.16
MAINTENANCE TECHNICIAN - UR	<b>Hourly</b>	20.85	21.89	22.98	24.13	25.34	26.61	27.94
	<b>Monthly</b>	3,613.27	3,793.93	3,983.63	4,182.81	4,391.95	4,611.55	4,842.13
OFFICE ASSISTANT I - UR	<b>Hourly</b>	16.28	17.10	17.95	18.85	19.79	20.78	21.82
	<b>Monthly</b>	2,822.68	2,963.81	3,112.00	3,267.60	3,430.98	3,602.53	3,782.66
OFFICE ASSISTANT II - UR	<b>Hourly</b>	17.98	18.87	19.82	20.81	21.85	22.94	24.09
	<b>Monthly</b>	3,115.71	3,271.50	3,435.07	3,606.82	3,787.17	3,976.52	4,175.35
OPERATIONS MANAGER - UR / C / M	<b>Hourly</b>	43.73	45.91	48.21	50.62	53.15	55.81	58.60
	<b>Monthly</b>	7,579.07	7,958.03	8,355.93	8,773.73	9,212.41	9,673.03	10,156.68
PLANNING & MARKETING MANAGER - UR / C / M	<b>Hourly</b>	35.89	37.68	39.57	41.54	43.62	45.80	48.09
	<b>Monthly</b>	6,220.50	6,531.52	6,858.10	7,201.01	7,561.06	7,939.11	8,336.06
SAFETY COORDINATOR - UR	<b>Hourly</b>	32.51	34.14	35.84	37.64	39.52	41.49	43.57
	<b>Monthly</b>	5,635.47	5,917.24	6,213.10	6,523.76	6,849.94	7,192.44	7,552.06
TRANSIT DISPATCHER - UR	<b>Hourly</b>	18.89	19.83	20.82	21.86	22.96	24.10	25.31
	<b>Monthly</b>	3,273.44	3,437.12	3,608.97	3,789.42	3,978.89	4,177.83	4,386.73
EXTRA HELP TRANSIT DISPATCHER - UR	<b>Hourly</b>	18.89	19.83	20.82	21.86	22.96	24.10	25.31
	<b>Monthly</b>	3,273.44	3,437.12	3,608.97	3,789.42	3,978.89	4,177.83	4,386.73
TRANSIT OPERATOR - FULL TIME - R	<b>Hourly</b>	20.14	21.15	22.21	23.32	24.48	25.71	26.99
	<b>Monthly</b>	3,490.93	3,665.48	3,848.87	4,041.44	4,243.55	4,455.88	4,678.79
TRANSIT OPERATOR - PART TIME - R	<b>Hourly</b>	20.14	21.15	22.21	23.32	24.48	25.71	26.99
	<b>Monthly</b>	3,490.93	3,665.48	3,848.87	4,041.44	4,243.55	4,455.88	4,678.79

**El Dorado County Transit Authority**  
**PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2023/24**

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
EXTRA HELP TRANSIT OPERATOR - UR	<b>Hourly</b>	20.14	21.15	22.21	23.32	24.48	25.71	26.99
	<b>Monthly</b>	3,490.93	3,665.48	3,848.87	4,041.44	4,243.55	4,455.88	4,678.79
TRANSIT OPERATIONS SUPERVISOR - UR	<b>Hourly</b>	27.35	28.72	30.15	31.66	33.25	34.91	36.65
	<b>Monthly</b>	4,740.92	4,977.97	5,226.87	5,488.21	5,762.62	6,050.75	6,353.29

UR = Unrepresented  
R = Represented  
C = Confidential  
M = Management

Unrepresented and Management; Resolution 23-12 Proposed April 6, 2023- Effective July 1, 2023  
Represented; Board Ratified July 14, 2022; Effective July 2, 2022