

AGENDA ITEM 2 C  
Action Item

**MEMORANDUM**

**DATE:** June 1, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Maria Harris, Human Resources Manager  
**SUBJECT:** Executive Director Recruitment and Salary Range

**REQUESTED ACTION:**  
**BY MOTION,**

1. Authorize staff to open a recruitment on June 2, 2023, for the Executive Director position.
2. Appoint two (2) Board members to an Ad Hoc Evaluation Committee to participate in an initial round of interviews with qualified candidates.
3. Set a tentative date for conducting the initial round of interviews by the Ad Hoc Evaluation Committee, staff, and selected panelists.
4. Approve a revised salary range for the Executive Director classification, effective June 2, 2023.

**BACKGROUND**

October 4, 2018      The El Dorado County Transit Authority Board of Directors (Board) adopted the current salary range for the Executive Director classification.

July 9, 2020        The Board ratified the terms of an employment contract with the current Executive Director. The term of the employment contract ends on June 30, 2023.

May 18, 2023      The current Executive Director notified the Board of his intent to resign the position, effective July 14, 2023.

The El Dorado County Transit Authority (El Dorado Transit) Joint Exercise of Powers Agreement (agreement) defines the Executive Director as the person appointed by the Board to be its Secretary and Chief Administration Officer. Per the terms of the agreement, the Executive Director shall serve at the pleasure of the Board as a management and supervisory employee who is not entitled to any overtime or compensatory time off. The Executive Director's employment is typically subject to the terms of a separate employment contract as negotiated by the parties.

The Board has the authority to review the Executive Director's salary and adjust it at its sole discretion. Although recommended, the salary range for the position may not necessarily be aligned to a particular salary band within the adopted salary structure for unrepresented and management employees. However, the salary range is typically represented in the agency's adopted Salary Schedule and shown as having seven (7) potential merit steps at five percent (5%) increments, similar to all other job classifications.

## **DISCUSSION**

The current Executive Director notified the Board of his intent to step down from the position as of July 14, 2023. This presents El Dorado Transit with an opportunity to recruit new leadership to the agency. By conducting an open recruitment, the agency can attract a diverse pool of talented individuals who can contribute their expertise and drive Transit towards continued success. With approval, the open recruitment for the Executive Director position will commence on June 2, 2023, and remain open until filled. An initial screening of applicants will be done by staff following the close of business on June 29, 2023, and the first round of interviews with qualified candidates is anticipated for the week of July 10, 2023.

As a part of the requested actions, the staff is recommending the appointment of two (2) Board members to participate on the panel conducting this first round of interviews. It is anticipated that the first interview panel will also include agency staff and executive level leadership from partner agencies and member jurisdictions. A second and potentially final round of interviews with selected finalists will be conducted by the full Board at a later meeting.

To attract top-tier candidates and remain competitive in the market, staff proposes an increase in the base salary range for the Executive Director classification to be effective with the opening of the recruitment. This adjustment would be the first for the position since 2018 and is deemed necessary to align the compensation package with current industry standards and the high level of responsibility associated with the role. A competitive salary range will enable the agency to attract highly qualified candidates who can provide stable leadership and achieve its strategic objectives. The proposed salary range increase for the Executive Director classification sends a strong message to the industry about the agency's commitment to attracting and retaining top talent.

Staff conducted an informal market review of nine (9) comparator agencies using recently published salary and benefit data and peer survey responses to develop the recommendation for a salary range adjustment. Three (3) of the agencies are considered close, regional comparator agencies. With respect to these local comparators, the current top monthly base salary for the Executive Director classification (\$12,887.51) was determined to be thirty-four percent (34%) below the market median. When adjusted to account for total compensation, including the value of the considerable benefits offered with the position, the current compensation package was determined to be eighteen percent (18%) below the market median. Based on these findings and in consideration of maintaining parity within the agency's overall salary structure, staff recommends placement of the base salary at band sixty (60) of the Salary Structure adopted October 6, 2022. This adjustment would represent an increase of six percent (6%) from the current pay rate and align the range at thirty percent (30%) above that of the highest level of

employee supervised (Operations Manager). If approved, the Executive Director classification would have a top monthly base salary range of \$10,194 to \$13,660 and top annual base salary range of \$122,325 to \$163,925. The full proposed salary range, including hourly and monthly pay rates for all seven (7) potential merit steps, is attached as Exhibit A.

Per Article 4 of the adopted El Dorado Transit Personnel Policies and Procedures Manual, revised December 2, 2021, any current employee assigned to serve in the Executive Director position on an interim basis for more than ten (10) consecutive workdays, would receive the rate of pay established for the classification for the duration of the assignment.

### **FISCAL IMPACT**

The actual salary and benefits costs for the new Executive Director will be determined by the starting salary and benefits package negotiated with the selected candidate for the position. If calculating based on the maximum total compensation presented above, the recommended change to the Executive Director salary range is estimated to increase costs no more than \$10,105 annually. The recommended change does not require a budget adjustment to the Fiscal Year 2023/24 Operating Budget as proposed elsewhere in this agenda.

**El Dorado County Transit Authority**

<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>
EXECUTIVE DIRECTOR - CONTRACT	Hourly	55.48	58.25	61.17	64.23	67.44	70.81	74.35
	Monthly	9,616.53	10,097.36	10,602.28	11,132.51	11,689.25	12,273.73	12,887.51

Approved October 4, 2018

<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>
EXECUTIVE DIRECTOR - CONTRACT	Hourly	58.81	61.75	64.83	68.08	71.48	75.05	78.81
	Monthly	10,193.01	10,702.66	11,237.80	11,799.69	12,389.67	13,009.15	13,659.61

Proposed: Effective June 2, 2023