

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: November 2, 2023

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Revised Salary Schedule for Fiscal Year 2023/24 pursuant to the State of California increase to the minimum wage

REQUESTED ACTION:

BY MOTION,

Adopt Resolution No. 23-24 approving the Salary Schedule for Fiscal Year 2023/24 based on current State of California minimum wage law requirement

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) periodically reviews job classifications, staffing needs and wage laws for updates and/or revisions necessary to maintain standard operations.

The last salary adjustment for the Custodian job classification was approved on April 6, 2023, that included a two and a half (2.5%) percent Cost of Living Adjustment (COLA) pursuant to the second phase recommended adjustments from the Total Compensation Study Final Report, July 22, 2022.

The current salary band for the Custodian job classification is set at salary band seven (7) within El Dorado Transit's salary structure beginning at \$15.89 an hour which is below the \$16.00 minimum hourly rate as established by California state law effective January 1, 2024.

The revised salary schedule for FY 2023/24 is the requested action, included for adoption by resolution.

DISCUSSION

Per the California Labor Code, once the state's minimum wage reaches \$15.00 per hour, the California Director of Finance must determine on or before August 1 of each year whether to adjust the minimum wage for inflation. The director calculates the increase by applying one of two options that would result in the smaller increase to include the following:

- A 3.5% increase; or
- The actual rate of change per the U.S. Consumer Price Index (CPI)

From July 1, 2022, to June 30, 2023, the department's calculations showed that the CPI increased by 6.16% compared to the previous 12-month period (July 1, 2021- June 30, 2022).

Staff recommends an increase to the Custodian job classification to salary band eight (8) within the current salary structure. The beginning hourly rate for this salary band is \$16.28. The increase will align with the State of California minimum wage law requirement, maintain our internal salary equity, and have the least fiscal impact on the agency's budget.

Future review of El Dorado Transit's salary structure will include a broader scope to incorporate all job classifications as well as take into consideration any changes necessary for the gradual increase to California's minimum wage law.

FISCAL IMPACT

The increase to the annual salary and benefits for the Custodian job classification is very minimal at \$811.20 and will not require any budget adjustments.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-24**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY AUTHORIZING THE APPROVAL OF THE AMENDED SALARY
SCHEDULE FOR FISCAL YEAR 2023/24 FOR REGULAR AND EXTRA HELP
EMPLOYEES

WHEREAS, Article 3.10 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual provides that a salary schedule shall be established by Resolution of the Board of Directors of the El Dorado County Transit 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 attached revised salary schedule for fiscal year 2023/2024 is compliant with the California State Assembly Bill 3 State of California minimum wage increase; and

WHEREAS, the amended salary schedule incorporates a salary increase of two and a half (2.5%) percent to the Custodian job classification effective January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED, that the following attached salary schedule is authorized by the Board of Directors of the El Dorado County Transit Authority has been revised to incorporate the ratified salary band for the Custodian Job Classification.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 2nd day of November 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jackie Neau, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

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

| JOB CLASSIFICATION | STEP | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| ADMINISTRATIVE COORDINATOR - UR | Hourly | 24.78 | 26.02 | 27.32 | 28.68 | 30.12 | 31.63 | 33.21 |
| | Monthly | 4,295.04 | 4,509.79 | 4,735.28 | 4,972.05 | 5,220.65 | 5,481.68 | 5,755.77 |
| CUSTODIAN - UR | Hourly | 16.28 | 17.10 | 17.95 | 18.85 | 19.79 | 20.78 | 21.82 |
| | Monthly | 2,822.68 | 2,963.81 | 3,112.00 | 3,267.60 | 3,430.98 | 3,602.53 | 3,782.66 |
| DISPATCH SUPERVISOR - UR | Hourly | 21.90 | 23.00 | 24.15 | 25.35 | 26.62 | 27.95 | 29.35 |
| | Monthly | 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 | Hourly | 23.01 | 24.16 | 25.37 | 26.64 | 27.97 | 29.37 | 30.84 |
| | Monthly | 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 | Hourly | 25.40 | 26.67 | 28.00 | 29.40 | 30.87 | 32.42 | 34.04 |
| | Monthly | 4,402.42 | 4,622.54 | 4,853.66 | 5,096.35 | 5,351.16 | 5,618.72 | 5,899.66 |
| 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 |
| FINANCE MANAGER - UR / C / M | Hourly | 41.62 | 43.70 | 45.88 | 48.18 | 50.59 | 53.12 | 55.77 |
| | Monthly | 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 | Hourly | 19.84 | 20.83 | 21.88 | 22.97 | 24.12 | 25.32 | 26.59 |
| | Monthly | 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 | Hourly | 23.01 | 24.16 | 25.37 | 26.64 | 27.97 | 29.37 | 30.84 |
| | Monthly | 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 | Hourly | 39.61 | 41.59 | 43.67 | 45.86 | 48.15 | 50.56 | 53.09 |
| | Monthly | 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 | Hourly | 30.95 | 32.49 | 34.12 | 35.82 | 37.61 | 39.50 | 41.47 |
| | Monthly | 5,363.92 | 5,632.11 | 5,913.72 | 6,209.40 | 6,519.87 | 6,845.87 | 7,188.16 |
| MAINTENANCE TECHNICIAN - UR | Hourly | 20.85 | 21.89 | 22.98 | 24.13 | 25.34 | 26.61 | 27.94 |
| | Monthly | 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 | Hourly | 16.28 | 17.10 | 17.95 | 18.85 | 19.79 | 20.78 | 21.82 |
| | Monthly | 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 | Hourly | 17.98 | 18.87 | 19.82 | 20.81 | 21.85 | 22.94 | 24.09 |
| | Monthly | 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 | Hourly | 43.73 | 45.91 | 48.21 | 50.62 | 53.15 | 55.81 | 58.60 |
| | Monthly | 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 | Hourly | 35.89 | 37.68 | 39.57 | 41.54 | 43.62 | 45.80 | 48.09 |
| | Monthly | 6,220.50 | 6,531.52 | 6,858.10 | 7,201.01 | 7,561.06 | 7,939.11 | 8,336.06 |
| SAFETY COORDINATOR - UR | Hourly | 32.51 | 34.14 | 35.84 | 37.64 | 39.52 | 41.49 | 43.57 |
| | Monthly | 5,635.47 | 5,917.24 | 6,213.10 | 6,523.76 | 6,849.94 | 7,192.44 | 7,552.06 |
| TRANSIT DISPATCHER - UR | Hourly | 18.89 | 19.83 | 20.82 | 21.86 | 22.96 | 24.10 | 25.31 |
| | Monthly | 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 | Hourly | 18.89 | 19.83 | 20.82 | 21.86 | 22.96 | 24.10 | 25.31 |
| | Monthly | 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 | Hourly | 20.14 | 21.15 | 22.21 | 23.32 | 24.48 | 25.71 | 26.99 |
| | Monthly | 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 | Hourly | 20.14 | 21.15 | 22.21 | 23.32 | 24.48 | 25.71 | 26.99 |
| | Monthly | 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 | Hourly | 20.14 | 21.15 | 22.21 | 23.32 | 24.48 | 25.71 | 26.99 |
| | Monthly | 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 | Hourly | 27.35 | 28.72 | 30.15 | 31.66 | 33.25 | 34.91 | 36.65 |
| | Monthly | 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 23-24 Proposed November 2, 2023- Effective January 1, 2024
Represented; Board Ratified July 14, 2022; Effective July 2, 2022
Executive Director; Board Approved June 1, 2023