

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: August 7, 2025

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Revised Salary Schedule for Administrative Coordinator Job
Classification for Fiscal Year 2025/26

REQUESTED ACTION:
BY MOTION,

**Adopt Resolution No. 25-21 adopting the Salary Schedule for Fiscal
Year 2025/26 with the correct salary band for the Administrative
Coordinator job classification**

BACKGROUND

As required under Article 3.10 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual, Adopted 12/05/2024, Standard Salary Ranges. “Unless otherwise required by law or policy, a standard salary schedule, consisting of either flat rates or steps of hourly and equivalent monthly salary rates in dollars for employees in full-time positions, shall be established by Resolution of El Dorado Transit Board of Directors.”

El Dorado Transit last adopted its salary schedule on June 5, 2025, which included a three percent (3%) Cost of Living Adjustment (COLA) for all unrepresented and management staff, excluding the Executive Director classification.

Following the Board’s approval and upon further review, it was discovered that the Administrative Coordinator classification was inadvertently placed in the incorrect salary band. As a result, the published salary schedule did not reflect the full 3% COLA intended for this classification.

DISCUSSION

The proposed revised Salary Schedule for Fiscal Year 2025/26 includes a three percent (3%) COLA applied to the base salary rates for the Administrative Coordinator classification only, to correct the previously published in error.

This correction does not impact the overall budgeted salary expenditures for FY 2025/26, as it falls within the existing salary framework and aligns with the agency’s planned compensation allocations.

To comply with Board-adopted policies and ensure accuracy and transparency in all compensation matters, staff recommends adoption of Resolution No. 25-21, approving the revised FY 2025/26 Salary Schedule (Exhibit A) reflecting the corrected salary band for the Administrative Coordinator classification retroactive to June 28, 2025.

FISCAL IMPACT

Costs associated with Resolution No. 25-21 are within the final Operating Budget approved in the June 5, 2025, Board Agenda.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 25-21**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY APPROVING A REVISED SALARY
SCHEDULE AND IMPLEMENTING SALARY ADJUSTMENTS FOR THE
ADMINISTRATIVE COORDINATOR JOB CLASSIFICATION**

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 previous salary schedule approved on June 5, 2025, included an error in the Administrative Coordinator salary band; and

WHEREAS, a revised salary schedule requires the approval and adoption of the Board by resolution; and

WHEREAS, the attached revised salary schedule for fiscal year 2025/2026 incorporates a three percent (3%) cost-of-living adjustment to the base hourly rates for the Administrative Coordinator job classification; and

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The revised salary schedule by classification attached hereto as Exhibit A including corrections to only the Administrative Coordinator job classification is hereby approved and will be effective retroactively to June 28, 2025, following adoption of this resolution.

2. 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 7th day of August 2025, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

David Yarbrough, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EXHIBIT A

El Dorado County Transit Authority
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2025/26

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
ADMINISTRATIVE COORDINATOR - UR	Hourly	26.82	\$28.16	\$29.56	\$31.04	\$32.59	\$34.22	\$35.93
	Monthly	\$4,647.94	\$4,880.34	\$5,124.35	\$5,380.57	\$5,649.60	\$5,932.08	\$6,228.68
CUSTODIAN - UR	Hourly	17.62	\$18.50	\$19.43	\$20.40	\$21.42	\$22.49	\$23.62
	Monthly	\$3,054.60	\$3,207.33	\$3,367.70	\$3,536.08	\$3,712.89	\$3,898.53	\$4,093.46
DISPATCH SUPERVISOR - UR	Hourly	29.60	\$31.08	\$32.63	\$34.26	\$35.98	\$37.78	\$39.67
	Monthly	\$5,130.46	\$5,386.98	\$5,656.33	\$5,939.14	\$6,236.10	\$6,547.91	\$6,875.30
EQUIPMENT TECHNICIAN I - UR	Hourly	24.90	26.15	27.45	28.83	30.27	31.78	33.37
	Monthly	4,316.07	4,531.88	4,758.47	4,996.40	5,246.21	5,508.53	5,783.95
EQUIPMENT TECHNICIAN II - UR	Hourly	27.49	28.86	30.30	31.82	33.41	35.08	36.83
	Monthly	4,764.14	5,002.34	5,252.46	5,515.09	5,790.84	6,080.38	6,384.40
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 / M	Hourly	45.04	47.29	49.66	52.14	54.75	57.49	60.36
	Monthly	7,806.93	8,197.28	8,607.21	9,037.60	9,489.48	9,964.07	10,462.40
FISCAL TECHNICIAN I - UR	Hourly	21.47	22.55	23.67	24.86	26.10	27.40	28.77
	Monthly	3,721.74	3,907.82	4,103.22	4,308.38	4,523.79	4,749.98	4,987.48
FISCAL TECHNICIAN II - UR	Hourly	24.90	\$26.15	\$27.45	\$28.83	\$30.27	\$31.78	\$33.37
	Monthly	\$4,316.07	\$4,531.88	\$4,758.47	\$4,996.40	\$5,246.21	\$5,508.53	\$5,783.95
HUMAN RESOURCES MANAGER - UR / M	Hourly	42.87	45.01	47.26	49.62	52.11	54.71	57.45
	Monthly	7,430.43	7,801.95	8,192.05	8,601.65	9,031.73	9,483.32	9,957.49
LEAD MAINTENANCE & FACILITIES TECHNICIAN - UR	Hourly	28.88	30.32	31.84	33.43	35.10	36.85	38.70
	Monthly	5,005.32	5,255.59	5,518.37	5,794.29	6,084.00	6,388.20	6,707.61
MAINTENANCE AND FACILITIES SUPERVISOR - UR	Hourly	33.49	35.16	36.92	38.77	40.71	42.74	44.88
	Monthly	5,804.64	6,094.87	6,399.61	6,719.60	7,055.58	7,408.35	7,778.77
MAINTENANCE TECHNICIAN - UR	Hourly	22.56	23.69	24.87	26.11	27.42	28.79	30.23
	Monthly	3,910.15	4,105.66	4,310.94	4,526.49	4,752.81	4,990.45	5,239.97
OFFICE ASSISTANT I - UR	Hourly	17.62	18.50	19.43	20.40	21.42	22.49	23.62
	Monthly	3,054.60	3,207.33	3,367.70	3,536.08	3,712.89	3,898.53	4,093.46
OFFICE ASSISTANT II - UR	Hourly	19.45	20.42	21.45	22.52	23.64	24.83	26.07
	Monthly	3,371.71	3,540.30	3,717.31	3,903.18	4,098.33	4,303.25	4,518.41
OPERATIONS MANAGER - UR / M	Hourly	47.32	49.68	52.17	54.78	57.52	60.39	63.41
	Monthly	8,201.80	8,611.89	9,042.49	9,494.61	9,969.34	10,467.81	10,991.20
PAYROLL SPECIALIST - UR	Hourly	27.49	28.86	30.30	31.82	33.41	35.08	36.83
	Monthly	4,764.14	5,002.34	5,252.46	5,515.09	5,790.84	6,080.38	6,384.40
PLANNING & MARKETING MANAGER - UR / M	Hourly	40.80	42.84	44.98	47.23	49.60	52.08	54.68
	Monthly	7,072.39	7,426.01	7,797.31	8,187.17	8,596.53	9,026.36	9,477.68
SAFETY PROGRAM MANAGER - UR / M	Hourly	38.84	40.78	42.82	44.96	47.21	49.57	52.04
	Monthly	6,731.60	7,068.18	7,421.59	7,792.67	8,182.30	8,591.42	9,020.99
TRANSIT DISPATCHER - UR	Hourly	20.44	21.46	22.53	23.66	24.84	26.08	27.39
	Monthly	3,542.40	3,719.52	3,905.50	4,100.77	4,305.81	4,521.10	4,747.16
EXTRA HELP TRANSIT DISPATCHER - UR	Hourly	20.44	21.46	22.53	23.66	24.84	26.08	27.39
	Monthly	3,542.40	3,719.52	3,905.50	4,100.77	4,305.81	4,521.10	4,747.16
TRANSIT OPERATOR - FULL TIME & PART TIME- R	Hourly	22.62	23.75	24.94	26.19	27.50	28.87	30.32
	Monthly	3,920.80	4,116.84	4,322.76	4,538.91	4,765.97	5,004.31	5,254.60

El Dorado County Transit Authority

PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2025/26

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
EXTRA HELP TRANSIT OPERATOR - UR	Hourly	22.62	23.75	24.94	26.19	27.50	28.87	30.32
	Monthly	3,920.80	4,116.84	4,322.76	4,538.91	4,765.97	5,004.31	5,254.60
TRANSIT OPERATIONS SUPERVISOR - UR	Hourly	29.60	31.08	32.63	34.26	35.98	37.78	39.67
	Monthly	5,130.46	5,386.98	5,656.33	5,939.14	6,236.10	6,547.91	6,875.30

UR = Unrepresented

R = Represented

C = Confidential

M = Management

Unrepresented and Management; Resolution 25-21 Proposed August 7, 2025- Admin Coordinator

Unrepresented and Management; Resolution 25-17 Approved June 5, 2025- 3% COLA

Represented; Board Ratified June 24, 2024; 4% Increase Effective June 29, 2025