

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: March 5, 2026

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager

SUBJECT: Proposed Allocation Table and Organizational Chart for Fiscal Year 2026/27

REQUESTED ACTION:
BY MOTION,

1. Approve Proposed Job Title Changes for Eleven (11) Positions for Fiscal Year 2026/27
2. Approve the Job Specifications/Descriptions for Two (2) New Classifications
3. Approve the Re-Classification of an Operations Supervisor to a Safety & Training Supervisor
4. Approve the Changes to the Safety & Training Manager Classification
5. Approve Proposed Allocation Table and Organizational Chart for Fiscal Year 2026/27
6. Adopt Resolution No. 26-10 Approving the Proposed Fiscal Year 2026/27 Personnel Allocation Table

BACKGROUND

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

The Executive Director has determined that staffing changes are necessary to support the current level of responsibilities within transit operations to include changes to job titles, the personnel allocation for a Fiscal & Grant Analyst & an additional Operations Supervisor, the re-classification of an Operations Supervisor job classification to a Safety & Training Supervisor, and an update to job responsibilities for the Safety & Training Manager (formerly known as the Safety Program Manager) job classification.

The Bylaws of the El Dorado County Transit Authority require submission of a preliminary operating budget on or before the March meeting of each year with the Board adopting a preliminary operating budget by April 15 of each year. In order to comply with the bylaws, these changes are being submitted for Board approval in this agenda.

DISCUSSION

Job Title Changes

To remain current and competitive, staff conducted an internal review of surrounding transit agencies on commonly used job classifications which were compared to our current job classifications.

Staff is recommending the following eleven (11) title changes to current job classifications:

| | Current Job Classification | Proposed Job Classification |
|-----------|--------------------------------------------|----------------------------------------|
| 1 | Administrative Coordinator | Executive Assistant/Clerk of the Board |
| 2 | Custodian | Fleet & Facilities Custodian |
| 3 | Equipment Technician I/II | Fleet Mechanic I/II |
| 4 | Finance Manager | Fiscal Manager |
| 5 | Fiscal Technician I/II | Fiscal Specialist |
| 6 | Lead Maintenance and Facilities Technician | Fleet & Facilities Lead |
| 7 | Maintenance and Facilities Supervisor | Fleet & Facilities Supervisor |
| 8 | Maintenance Technician | Parts & Maintenance Specialist |
| 9 | Office Assistant I/II | Administrative Assistant |
| 10 | Safety Program Manager | Safety & Training Manager |
| 11 | Transit Dispatcher | Dispatcher |

Two New Job Descriptions/Specifications

Fiscal & Grants Analyst

El Dorado Transit would like to add a Fiscal & Grants Analyst position in order to increase revenue and funding acquisition, remain compliant with FTA regulations, and to optimize our financial and project management efficiency.

Safety & Training Supervisor

El Dorado Transit is focusing on strengthening our Safety & Training. Recently, our Safety & Training Manager (also known as our Safety Program Manager) developed and executed a successful training program while also finding multiple compliance issues. It has become apparent that as we restore and expand our services, we will need additional help within the Safety & Training department.

Staff is recommending the Board approve the attached job descriptions for both a Fiscal & Grants Analyst and Safety & Training Supervisor.

Revision to the Job Description for Safety & Training Manager

A revision to the job description for the Safety & Training Manager is needed in order to adequately incorporate the Training responsibilities associated with the position.

Reclassification

El Dorado Transit is currently utilizing a Transit Operations Supervisor to assist with the tasks associated with the Safety & Training Department. Staff is recommending re-classification of one (1) current Transit Operations Supervisor to the job classification of Safety & Training Supervisor in order to avoid an interruption to excellent work being performed within the Safety & Training Department.

Allocation Table

The single highest expense of each operating budget is personnel wages and benefits. These costs are closely monitored and are restricted to maximums using an allocation table and organizational chart. Each year during the budget process management reviews current staffing levels and plans for anticipated changes.

For Fiscal Year (FY) 2026/27, the budget assumes employment for the sixty-five (65) regular full-time and part-time employees including the following:

| | |
|----------------------------------------|------------------------------------|
| Administrative Assistant (2) | Fleet Mechanic I/II (4) |
| Dispatcher (4) | Human Resources Manager |
| Executive Assistant/Clerk of the Board | Operations Manager |
| Executive Director | Parts & Maintenance Specialist (2) |
| Fiscal & Grants Analyst | Payroll Specialist |
| Fiscal Manager | Planning & Marketing Manager |
| Fiscal Specialist | Safety & Training Manager |
| Fleet & Facilities Custodian (2) | Safety & Training Supervisor |
| Fleet & Facilities Supervisor | Transit Operator (35 FTE*) |
| Fleet & Facilities Lead | |

* FTE = Full Time Equivalent

In addition to regular staff El Dorado Transit employs temporary employees and “Extra-Help” Transit Operators, Transit Dispatchers, and support staff.

Organizational Chart

These changes include the above stated re-classification of the Transit Operations Supervisor to a Safety & Training Supervisor, the job title changes, the allocation of another Operations Supervisor, and the addition of a Fiscal & Grants Analyst who will report to the Fiscal Manager (job descriptions were also reviewed and may be brought to the Board at a future date with recommended revisions).

FISCAL IMPACT

Expenses are included in the preliminary operating budget item included in this agenda packet.



FISCAL & GRANTS ANALYST

Hourly Rate: To Be Determined by Board Approval with Benefit Package

DEFINITION

Under general supervision, the Fiscal & Grants Analyst will be responsible for ensuring the agency applies for and receives federal, state, county, and local transit subsidies for which it is eligible. This position also ensures funds are expended within the various rules and regulations that are required in work to receive such funding.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Manager. Will receive general instructions and assistance from the Planning and Marketing Manager. Will have no direct reports.

CLASS CHARACTERISTICS

This is a specialized position requiring knowledge of grant writing process and procedures. Ability to read and interpret written information; listen and obtain clarification, write clearly and informatively, and edit work for spelling and grammar is imperative for success in this role. This position requires a high level of attention to detail, confidentiality, and the ability to work effectively within strict deadlines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- Administer the Agency's grant portfolio of federal, state, and local transit-related grants, ensuring milestones and timelines are met and expenditures comply with regulations for grant reimbursements.
- Cross-departmental coordination for purchasing goods and services in accordance with applicable rules and regulations of specific grant requirements.
- Assists with internal and external compliance audits, reviews, and evaluations.
- Actively participates in workshops and trainings to keep current with any changes or new items in federal, state and local regulations pertaining to administration of grant funds.
- Assists in operating and capital budget preparation and administration; prepares budget transfer requests; monitors and controls expenditures for assigned areas.
- Prepares, submits and updates various required planning documents to program grant funds.
- Develops and maintains good working relationships with outside agencies and internal management.
- Represents the Agency at various meetings with outside agencies pertaining to grants and subsidies.

- Communicates grant and project information with stakeholders including project managers, funding agencies, and planning agencies.
- Assists with inventory and asset tracking/monitoring.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Intermediate statistical analysis.
- Methods and techniques of tracking, recording, and presenting statistical data.
- Practical application of computers and peripheral equipment.
- English grammar, punctuation, spelling, and usage.
- General methods of tactful public communication.
- Applicable federal, state, and local laws, rules, and regulations pertaining to the specialized work assignment.
- Research methodology and data analysis.
- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

Ability to:

- Review and evaluate administrative practices, policies, procedures, and problems.
- Read, interpret, and apply Agency rules, procedures, and provisions of contracts.
- Prioritize and deal with conflicting workload requirements.
- Handle all internal/external contacts with courtesy, diplomacy, and tact.
- Read, analyze, and interpret Agency policies, professional journals, technical publications, and government regulations.
- Write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from groups, managers, and customers.
- Deal with difficult people and situations.
- Learn Agency and departmental operating policies and procedures.
- Learn departmental systems, methods, specific tasks, and procedures.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely.
- Perform intermediate mathematical calculations, including ratios and percentages.
- Apply customer service skills, representing the Agency in a positive way while working with the public and partner agencies.
- Learn system processes related to department and job.
- Extract statistics and written information from reports and transfer to other documents.
- Explain information to others.
- Work well with others.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in Business Administration, Accounting, Finance, Public Administration, Project Management, English or related field.

AND

Two years of experience in grant writing and grants management.

OR

Four years of experience in grant writing and grants management.

Licenses and Certifications:

➤ None

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodation will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and no exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EL DORADO COUNTY TRANSIT AUTHORITY IF AN EQUAL OPPORTUNITY EMPLOYER



SAFETY & TRAINING SUPERVISOR

Hourly Rate: To Be Determined by Board Approval with Benefit Package

DEFINITION

Under direction of the Safety & Training Manager, plans, coordinates, and implements El Dorado Transit's safety and training programs for all agency personnel. Responsible for conducting and delivering required federal, state, and agency-mandated training; supporting accident and incident investigations; performing operational safety inspections; maintaining complete and audit-ready training documentation; and ensuring safety and training programs are executed in compliance with policies and standards established by the Safety & Training Manager.

This position implements agency safety policies and regulatory training requirements but does not establish agency safety governance strategy, regulatory policy, or division-level budget authority.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Safety & Training Manager. Exercises direct supervision over designated trainers and staff during training and various safety related activities.

CLASS CHARACTERISTICS

This is a supervisory classification responsible for implementing El Dorado Transit's safety and training programs in accordance with policies, standards, and regulatory requirements established by the Safety & Training Manager. Responsibilities include coordinating and delivering agency-wide safety and regulatory training programs; supporting Safety Committee activities; conducting inspections, audits, and operational safety reviews; assisting in accident and incident investigations; and ensuring required safety and training documentation remains accurate, complete, and audit-ready.

This classification supports the agency's Safety Management System (SMS) through execution of training programs, participation in hazard identification activities, documentation tracking, corrective action implementation, and compliance monitoring. The position implements established safety policies and regulatory requirements but does not establish agency safety governance strategy, regulatory policy direction, division-level objectives, or budget authority.

Positions in this classification rely on experience, technical knowledge, and professional judgment to ensure the consistent and compliant delivery of safety and training programs. The work involves problem-solving within established regulatory frameworks and agency procedures and requires coordination with Operations, Maintenance, Dispatch, Administration, and external regulatory partners. The incumbent serves as a technical safety and training resource to supervisors and managers while operating under the direction of the Safety & Training Manager.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts and delivers all required regulatory and agency-mandated training programs for operators, dispatchers, maintenance personnel, supervisors, managers, and administrative staff.
- Exercises functional authority over Designated Trainers while performing training duties, including monitoring instructional performance; evaluating adherence to approved curriculum and regulatory standards; documenting training-related violations; issuing formal written training discipline for training-related infractions in accordance with agency policy; and recommending continuation, suspension, or removal of trainer designation to the Safety & Training Manager.
- Implements and supports El Dorado Transit's safety and risk management functions as directed by the Safety & Training Manager, including coordination and participation in the day-to-day execution of programs designed to reduce risk and ensure workplace safety and facility security.
- Reviews, develops and updates safety related policies and procedures as required by law or as necessary; maintains transit safety-related manuals and documentation, including preparing and distributing communications; posts and maintains facility safety bulletin board with current information.
- Provides content recommendations to develop and maintain a diverse range of policies and procedures manuals including but not limited to, El Dorado Transit's Driver's and Maintenance Handbook, Safety and Security Prevention Plan (SSPP), Safety Management System (SMS) and Injury and Illness Prevention Plan (IIPP). Supports implementation of the Injury and Illness Prevention Program (IIPP) through delivery of required safety training, documentation tracking, and inspection verification as directed by the Safety & Training Manager.
- Supports Drug and Alcohol program compliance activities as assigned, including supervisor reasonable suspicion training documentation, post-accident testing coordination support, and maintenance of required training records.
- Establishes and implements safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other safety/health related training; maintains records and database; prepares reports.
- Conducts audits and analyzes hazards, accidents, and injuries; develops findings, prepares reports, and makes recommendations to management on risk mitigation.
- Performs investigations which can include: interviewing accident witnesses and victims, observing work site practices, and performing research on prior incidents, with the goal of identifying trends and additional areas for training; tracks accident and incident investigations and develops safety training programs to mitigate future loss.
- Performs operational safety reviews and audits; monitors employee's exposure to various safety risks and provides guidance to use of safety equipment; assists with the recommendations for safety features for vehicle and equipment procurement; conducts regular facility, park and ride and bus stop safety inspections; and prepares reports on findings for remediation of safety issues.
- Oversees and participates in the development and maintenance of a comprehensive security program including security and facility access badge system, training employees, creating access protocols, evaluating systems, and serving as a liaison with external vendors and public safety/law enforcement agencies.
- Develops and maintains El Dorado Transit's Emergency Preparedness Program, including program development and updating changes to reflect regulatory requirements; provides training and conducts regular safety drills and preparedness for emergencies; coordinates with other agencies.
- Conducts the internal Safety Committee; serves as a representative for El Dorado Transit with external organizations.
- Attends and participates in professional group meetings; stays current with new trends and innovations in the field of safety and risk program management.

- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of administering and coordinating a comprehensive operational and employee safety and security program.
- Policies, regulations, specifications and requirements governing industrial safety, loss, prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Recent and on-going developments, current literature and sources of information related to training and health and safety programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including OSHA, California OSHA and FTA requirements
- Occupational hazards and standard safety procedures.
- Records management principles and practices
- Business mathematics.
- Methods and techniques involved in conducting analytical studies of risk and safety matters.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to the work performed.

Ability to:

- Apply principles, practices and methods of administering and coordinating comprehensive employee training and development programs.
- Develop and provide access for employees to training programs that address new and ongoing policies, regulations, specifications and requirements governing industrial safety, loss, prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Apply applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Apply records management principles and practices.
- Comprehend, read and analyze a variety of administrative and technical data and prepare reports and operating procedures.
- Evaluate safety programs for cost-effectiveness and recommend improved methods of delivering effective programs.
- Independently organize work, set priorities, meet critical deadlines, and coordinate multiple priorities with designated timelines.
- Maintain confidentiality of sensitive information.
- Collect, evaluate, and interpret varied information and data, either in statistical or narrative form, and maintain accurate records and files.
- Effectively represent El Dorado Transit in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and five (5) years of progressively responsible experience within a public transit agency or similarly regulated transportation environment, including safety-sensitive duties. Qualifying experience may include advancement from an entry-level position within the agency into roles involving training support, field leadership, accident documentation, or safety program participation.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Driver's License and a safe driving record throughout employment.
- Possession of, or ability to obtain certification in safety management (e.g., Transit Safety and Security Program Certificate).
- Possession of, or ability to obtain within ninety (90) days, a Class B Driver's License with a passenger endorsement and no air brake restriction; and maintain a safe driving record throughout employment.
- Ability to obtain Verification of Transit Training (VTT) certification
- Ability to obtain First Aid and CPR certifications within twelve (12) months of appointment to the classification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; ability to operate a motor vehicle and visit various service area or meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds. Reasonable accommodation will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees periodically work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, hazardous physical substances and fumes. Employees may interact with upset staff or public and private representatives while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

- Ability to work early morning, evening, weekend, and holidays to respond to emergencies or conduct training sessions

EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER



February 2026 August 2024

**FLSA: Exempt
Safety Sensitive**

SAFETY & TRAINING MANAGERSAFETY PROGRAM MANAGER

Hourly Rate: To Be Determined by Board Approval with Benefit Package

DEFINITION

~~Under administrative direction, plans, organizes and manages El Dorado Transit's safety and security program including the development and implementation of on going training and safety programs for all personnel; ensures safety programs are in compliance with all federal, state and local safety, health and environmental regulations, as well as industry standards; assists in the administration of the risk management program; and performs other duties as assigned. This role ensures the safety of all employees, passengers and the public by enforcing safety policies, conducting risk assessments, and leading safety training initiatives.~~ Under administrative direction, plans, organizes, directs, and manages El Dorado Transit's Safety & Training Division, including Safety Management System (SMS) governance, Public Transportation Agency Safety Plan (PTASP) administration, regulatory compliance, risk management, accident investigation standards, environmental safety oversight, security programs, and agency-wide training systems. Serves as the agency's designated Chief Safety Officer (CSO) responsible for executive-level safety leadership and compliance oversight in accordance with federally funded public transportation requirements. This position ensures that all transit operations, maintenance activities, dispatch functions, facilities operations, and administrative services operate in full compliance with Federal Transit Administration (FTA), Department of Transportation (DOT), OSHA, California OSHA, DMV, and all applicable federal and state safety regulations. The incumbent establishes safety policy, safety performance targets, training governance standards, regulatory reporting oversight, and agency-wide risk mitigation strategies. This position exercises independent professional judgment and has authority to require corrective action and restrict or suspend unsafe operations to protect employees, passengers, the public, agency assets, and federal funding eligibility. This position operates under delegated authority from the Executive Director/Accountable Executive consistent with federal Safety Management System requirements.

SUPERVISION RECEIVED AND EXERCISED

~~Receives administrative direction from the Executive Director. Exercises direct supervision over staff during training and various safety related activities.~~ Receives administrative direction from the Executive Director/Accountable Executive. Exercises direct supervision over supervisory, professional, technical, and/or administrative support staff. Supervision may be exercised through subordinate levels of supervision. Exercises full supervisory and management authority over the Safety & Training Supervisor and assigned safety or training personnel, including responsibility for selection, performance evaluation, discipline, professional development, work assignment, training delivery oversight, inspection program oversight, investigation standards, and compliance documentation systems.

CLASS CHARACTERISTICS

~~This is a management classification that is responsible for overseeing El Dorado Transit's safety and risk management programs. Responsibilities include overseeing the agency Safety Committee, developing, planning, implementing and scheduling training and safety programs and remedial or refresher training and assisting in the investigation of all accidents. Positions in this classification rely on experience,~~

~~training and judgment to ensure the efficient and effective delivery of safety and risk management related programs. The work involves problem solving of unique issues or increasingly complex problems without precedent and/or structure. This position serves as a resource to the Executive Director and other managers on safety and security related issues and is responsible for establishing objectives, timelines and methods to deliver work products. Performance of the work requires an extensive professional background, as well as skill in coordinating safety and training operations with those of other El Dorado Transit departments and public agencies. This is a management classification responsible for overseeing El Dorado Transit's Safety & Training Division and governing the agency's safety, security, regulatory compliance, and training systems. Responsibilities include chairing the Safety Management System (SMS) Safety Team; directing Safety Risk Management (SRM) and Safety Assurance processes; establishing safety performance targets; overseeing the Drug & Alcohol program as Designated Employer Representative (DER); governing accident investigation standards; directing environmental and maintenance safety compliance oversight; and ensuring comprehensive agency training governance. Positions in this classification rely on extensive professional experience, independent judgment, and regulatory expertise to solve complex safety and compliance issues with significant operational and financial consequences. The incumbent serves as a principal advisor to the Executive Director and Board of Directors on safety governance matters and is responsible for establishing objectives, timelines, methods, and performance metrics to deliver division work products.~~

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for El Dorado Transit's Safety Management System (SMS) and Public Transportation Agency Safety Plan (PTASP) in accordance with 49 CFR Part 673.
- Chairs and directs the formal SMS Safety Team; facilitates Safety Risk Management meetings; ensures hazard identification, risk evaluation, mitigation documentation, and Safety Assurance corrective action tracking.
- Establishes and monitors Safety Performance Targets; prepares required safety performance reporting for executive leadership and governing board.
- Directs and enforces corrective safety actions across all departments when regulatory non-compliance, hazardous conditions, or risk mitigation failures are identified.
- Administers the agency's Injury and Illness Prevention Program (IIPP) consistent with Title 8 CCR §3203, including oversight of hazard identification systems, safety inspections, injury and illness investigations, corrective action enforcement, safety training requirements, documentation compliance, and continuous program improvement under delegated authority.
- Serves as the agency's Drug and Alcohol Program Manager / Designated Employer Representative (DER) under 49 CFR Parts 40 and 655.
- Develops and administers the Safety & Training Division budget and identifies regulatory compliance funding needs and capital safety investments.
- Assumes management responsibility for El Dorado Transit's safety and risk management functions including development, coordination, overseeing and participation in the day-to-day operation of programs designed to reduce risk and ensure workplace safety and facility security; performs a variety of professional level duties involved in the implementation and coordination of various safety management programs including security, training, safety, environmental compliance, and emergency preparedness programs.
- Reviews, develops and updates safety related policies and procedures as required by law or as necessary; maintains transit safety-related manuals and documentation, including preparing and

distributing communications; posts and maintains facility safety bulletin board with current information.

- Provides content recommendations to develop and maintain a diverse range of policies and procedures manuals including but not limited to, El Dorado Transit's Driver's and Maintenance Handbook, Safety and Security Prevention Plan (SSPP), Safety Management System (SMS) and Injury and Illness Prevention Plan (IIPP).
- Establishes and implements safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other safety/health related training; maintains records and database; prepares reports.
- Conducts audits and analyzes hazards, accidents, and injuries; develops findings, prepares reports, and makes recommendations to management on risk mitigation.
- Performs investigations which can include: interviewing accident witnesses and victims, observing work site practices, and performing research on prior incidents, with the goal of identifying trends and additional areas for training; tracks accident and incident investigations and develops safety training programs to mitigate future loss.
- Performs operational safety reviews and audits; monitors employee's exposure to various safety risks and provides guidance to use of safety equipment; assists with the recommendations for safety features for vehicle and equipment procurement; conducts regular facility, park and ride and bus stop safety inspections; and prepares reports on findings for remediation of safety issues.
- Oversees and participates in the development and maintenance of a comprehensive security program including security and facility access badge system, training employees, creating access protocols, evaluating systems, and serving as a liaison with external vendors and public safety/law enforcement agencies.
- Develops and maintains El Dorado Transit's Emergency Preparedness Program, including program development and updating changes to reflect regulatory requirements; provides training and conducts regular safety drills and preparedness for emergencies; coordinates with other agencies.
- Conducts the internal Safety Committee; serves as a representative for El Dorado Transit with external organizations.
- Attends and participates in professional group meetings; stays current with new trends and innovations in the field of safety and risk program management.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of administering and coordinating a comprehensive operational and employee safety and security program.
- Policies, regulations, specifications and requirements governing industrial safety, loss, prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Recent and on-going developments, current literature and sources of information related to training and health and safety programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including OSHA, California OSHA and FTA requirements
- Occupational hazards and standard safety procedures.
- Records management principles and practices
- Business mathematics.
- Methods and techniques involved in conducting analytical studies of risk and safety matters.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to the work performed.

Ability to:

- Apply principles, practices and methods of administering and coordinating comprehensive employee training and development programs.
- Develop and provide access for employees to training programs that address new and ongoing policies, regulations, specifications and requirements governing industrial safety, loss, prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Apply applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Apply records management principles and practices.
- Comprehend, read and analyze a variety of administrative and technical data and prepare reports and operating procedures.
- Evaluate safety programs for cost-effectiveness and recommend improved methods of delivering effective programs.
- Independently organize work, set priorities, meet critical deadlines, and coordinate multiple priorities with designated timelines.
- Maintain confidentiality of sensitive information.
- Collect, evaluate, and interpret varied information and data, either in statistical or narrative form, and maintain accurate records and files.
- Effectively represent El Dorado Transit in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major course work in risk management, occupational health and safety or closely related field, and six (6) years of increasingly responsible workplace safety and risk management program experience.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Driver's License and a safe driving record throughout employment.
- Possession of, or ability to obtain certification in safety management (e.g., Transit Safety and Security Program Certificate).

- Possession of, or ability to obtain within ninety (90) days, a Class B Driver's License with a passenger endorsement and no air brake restriction; and maintain a safe driving record throughout employment.
- Ability to obtain Verification of Transit Training (VTT) certification
- Ability to obtain First Aid and CPR certifications within twelve (12) months of appointment to the classification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; ability to operate a motor vehicle and visit various service area or meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees periodically work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

- Ability to work early morning, evening, weekend, and holidays to respond to emergencies.

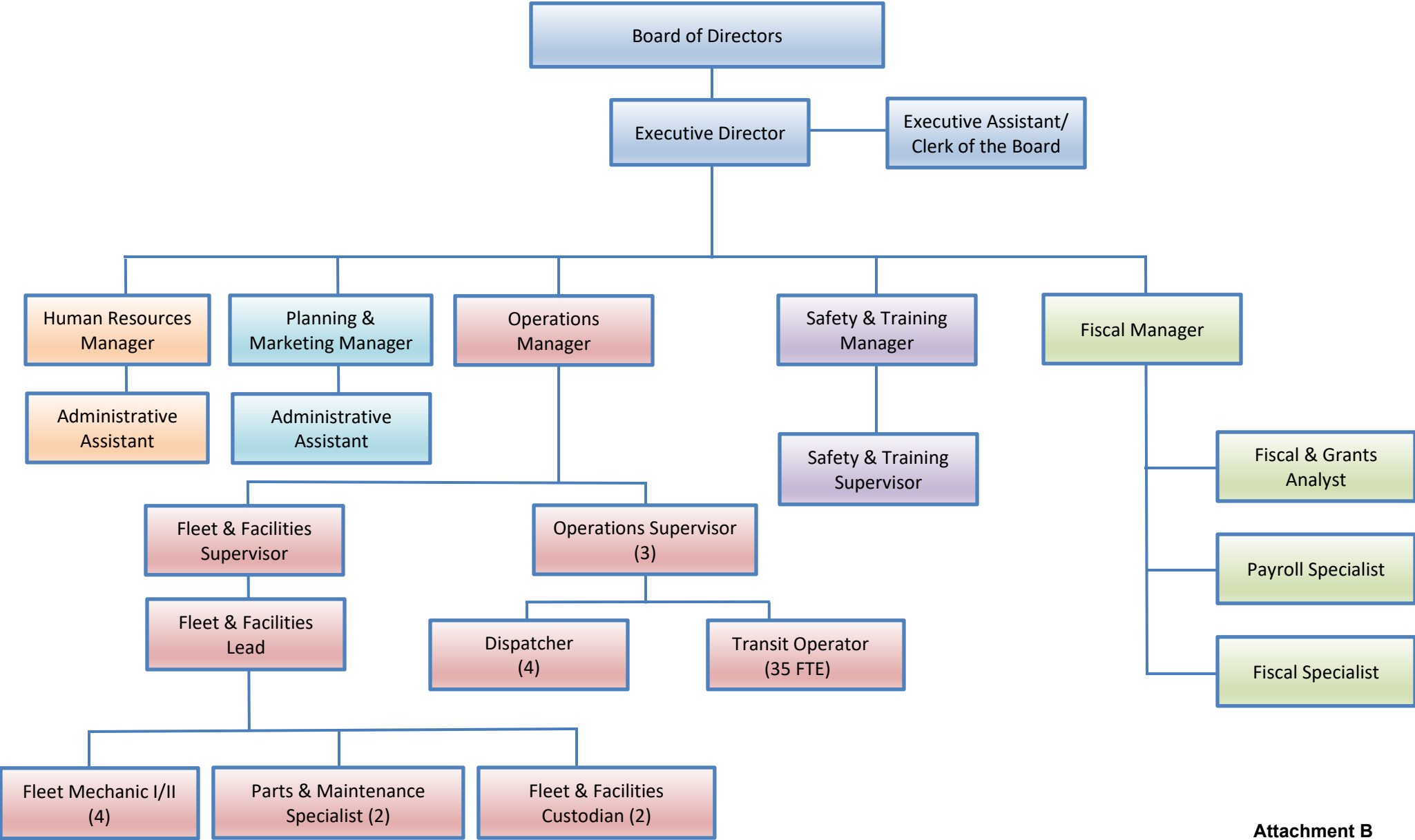
EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED PERSONNEL ALLOCATION TABLE
Fiscal Year (FY) 2026/27

| Classification | Approved FY 2025/26 (FTE*) | Proposed FY 2026/27 (FTE*) |
|--------------------------------------------|----------------------------------|----------------------------------|
| Administrative Coordinator | 1 | 0 |
| Administrative Assistant | N/A | 2 |
| Custodian | 2 | 0 |
| Dispatcher | N/A | 4 |
| Equipment Technician I/II | 4 | 0 |
| Executive Assistant/Clerk of the Board | N/A | 1 |
| Executive Director | 1 | 1 |
| Fiscal & Grants Analyst | N/A | 1 |
| Finance Manager | 1 | 0 |
| Fiscal Manager | N/A | 1 |
| Fiscal Specialist | N/A | 1 |
| Fiscal Technician I/II | 1 | 0 |
| Fleet & Facilities Custodian | N/A | 2 |
| Fleet & Facilities Supervisor | N/A | 1 |
| Fleet & Facilities Lead | N/A | 1 |
| Fleet Mechanic I/II | N/A | 4 |
| Human Resources Manager | 1 | 1 |
| Lead Maintenance and Facilities Technician | 1 | 0 |
| Maintenance and Facilities Supervisor | 1 | 0 |
| Maintenance Technician | 2 | 0 |
| Office Assistant I/II | 2 | 0 |
| Operations Manager | 1 | 1 |
| Operations Supervisor | N/A | 3 |
| Parts & Maintenance Specialist | N/A | 2 |
| Payroll Specialist | 1 | 1 |
| Planning & Marketing Manager | 1 | 1 |
| Safety & Training Manager | N/A | 1 |
| Safety & Training Supervisor | N/A | 1 |
| Safety Program Manager | 1 | 0 |
| Transit Dispatcher | 4 | 0 |
| Transit Operations Supervisor | 3 | 0 |
| Transit Operator | 35 | 35 |
| TOTAL ALLOCATED POSITIONS | 63 | 65 |

* FTE = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED ORGANIZATIONAL CHART
FISCAL YEAR 2026/2027**



Attachment B

March 5, 2026

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 26-10**

RESOLUTION OF THE BOARD OF DIRECTORS OF EL DORADO COUNTY TRANSIT
AUTHORITY ADOPTING THE PROPOSED PERSONNEL ALLOCATION PLAN, NEW JOB
DESCRIPTIONS FOR FISCAL YEAR 2026/27

WHEREAS, the Governing Board of the El Dorado County Transit Authority is authorized to adopt an annual fiscal year Personnel Allocation Plan; and

WHEREAS, the need to update the Personnel Allocation Plan, adding two allocations (1 FTE for Fiscal & Grants Analyst, 1 FTE for Operations Supervisor) is necessary to maintain seamless financial and daily operations;

WHEREAS, periodically, the demands of the El Dorado County Transit Authority and changing needs require updating job specifications and descriptions;

WHEREAS, the Executive Director has determined that the job titles for eleven (11) positions need to be changed in order to remain competitive and current when compared to surrounding transit agencies;

WHEREAS, the position of Safety & Training Manager requires necessary changes to include additional essential job functions;

WHEREAS, it is necessary for the Board of Directors to approve job specifications and descriptions;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the El Dorado County Transit Authority hereby approves the revised Personnel Allocation Table and adopts the new job classification of Fiscal & Grants Analyst, reclassification of the Operations Supervisor to Safety & Training Supervisor, and revisions to Safety & Training Manager attached hereto as Attachments A, B, and C.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 5th day of March 2026, by the following vote of said Board:

AYES: **NOES:** **ABSTAIN:** **ABSENT:**

Brian Veerkamp, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board