

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: March 6, 2025

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Job Specifications/Descriptions for Two (2) New Job Classifications for Fiscal Year 2025/26

**REQUESTED ACTION:
BY MOTION,**

Approve the job specifications/descriptions for two (2) new job classifications for Fiscal Year 2025/26

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 the Finance Department by centralizing payroll responsibilities under a more specialized Payroll Specialist job classification that is currently within the job scope of the Fiscal Technician II job classification.

Additionally, due to the demanding duties of the Maintenance & Facilities Supervisor (Supervisor) and increased regulatory oversight, a Lead Maintenance & Facilities Technician (Lead) is proposed to provide additional support and improve workflow efficiency within the maintenance department.

DISCUSSION

Payroll Specialist

The current payroll functions are included within the Fiscal Technician II job description. However, with the increasing complexity of payroll process, compliance with evolving laws and the integration of advanced payroll systems, necessitate a dedicated specialist. A dedicated role ensures accurate payroll processing, adherence to labor laws and pay policies, and proper handling of employee benefits and deductions.

By separating payroll duties from the broader Fiscal Technician job classification, staff can focus on other essential financial tasks without compromising payroll accuracy and reducing the risk of payroll errors by minimizing compliance-related liabilities.

Lead Maintenance & Facilities Technician

As transit operations expand, the need for a more structured leadership hierarchy within the maintenance department has become increasingly apparent.

The Lead will assist in overseeing daily maintenance operations, ensuring timely service and repairs in addition to prioritizing work assignments. When the Supervisor is unavailable, the Lead can step in to provide guidance and decision-making support, ensuring continuity within maintenance.

This role will provide an opportunity for mentoring, improving skill development and overall team efficiency. By delegating certain supervisory and administrative tasks to the Lead, the Supervisor can focus on strategic planning and higher-level decision-making and supervisory tasks.

The creation of these specialized job classifications aligns with the agency’s long-term strategic objectives by improving efficiency, ensuring compliance, and providing essential leadership support within Finance and Maintenance. Implementing these positions will enhance operational effectiveness and service delivery, ultimately benefiting both employees and El Dorado Transit as a whole.

FISCAL IMPACT

The projected net fiscal impact on the annual salary and benefits resulting from the recommended changes, including the addition of one (1) Payroll Specialist position, the removal of one (1) Fiscal Technician position, and the addition of one (1) Lead Maintenance & Facilities Technician position is as follows:

• Payroll Specialist:	\$6,988.80
• Lead Maintenance & Facilities Technician:	<u>\$83,690.90</u>
	\$90,679.70 Total

The total figure has been accounted for in the preliminary Operating Budget for Fiscal Year 2025/26, as outlined in a separate action item within this agenda packet.



PAYROLL SPECIALIST

Hourly Rate: \$26.68 - \$35.76 with benefit package

DEFINITION

Under general supervision, the Payroll Specialist performs technical and administrative payroll functions, ensuring the accurate and timely processing of payroll in compliance with federal, state, and local regulations. Payroll is processed via a computerized system, including electronic timekeeping. This position is responsible for maintaining payroll records, reconciling payroll accounts, and providing assistance to employees regarding payroll-related inquiries; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a specialized position requiring knowledge of payroll principles, procedures, and regulatory requirements. The Payroll Specialist is responsible for independently performing technical payroll duties, resolving discrepancies, and ensuring payroll accuracy. 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 accommodations so that qualified employees can perform the essential functions of the job.

- Processes biweekly payroll in accordance with established schedules and regulations, ensuring accuracy and compliance with applicable laws.
- Ensures the integrity of data and information related to payroll.
- Maintains payroll records, including earnings, deductions, benefits, and tax withholdings.
- Reviews and verifies timekeeping records and resolves discrepancies.
- Prepares and processes payroll adjustments, including retroactive pay, garnishments, and benefit deductions.
- Prepares and submits payroll-related reports to federal and state agencies.
- Assists in the reconciliation of payroll-related general ledger accounts.
- Responds to employee inquiries regarding payroll, deductions, and benefits.
- Processes PERS retirement contributions and reconciliation.
- Assists in year-end payroll processes, including W-2 preparation and distribution.
- Stays current with changes in payroll laws, regulations, and best practices.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Payroll and accounting processing principles, practices, terminology and procedures.
- Federal, state, and local regulations governing payroll administration, including wage and hour laws, tax regulations, and reporting requirements.
- Principles and practices of analytical research.
- Payroll software systems and related technologies.
- Make accurate mathematical calculations.
- Record-keeping and document retention best practices.

Ability to:

- Process payroll accurately and timely within established deadlines.
- Interpret and apply payroll-related laws, regulations, and policies.
- Identify and resolve payroll discrepancies effectively.
- Intermittently analyze payroll deductions and problem solve operational and technical payroll policies and procedures.
- Maintain accurate payroll records and generate reports.
- Use payroll and accounting software proficiently.
- Communicate effectively, both verbally and in writing.
- Handle sensitive and confidential information with discretion.
- Work independently while demonstrating sound judgment and problem-solving skills.
- Establish and maintain effective working relationships with employees, management, and external agencies.

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:

Education and Experience:

Associate's degree in accounting, finance, business administration, or related field preferred.

Three (3) years of increasingly responsible experience in payroll processing, preferably in a public sector or unionized environment.

Experience with payroll software systems, familiarity with Paylocity Payroll System is desirable.

Licenses and Certifications:

- Certified Payroll Professional (CPP) designation is preferred but not required.

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 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 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.



LEAD MAINTENANCE & FACILITIES TECHNICIAN

Hourly Rate: \$28.74 - \$38.51 with benefits

DEFINITION

Under general supervision, leads and performs skilled maintenance and repair work on El Dorado Transit vehicles; provides direction and training to Equipment Technicians and other maintenance shop personnel; ensures safe and efficient operation of transit vehicles and equipment; diagnoses, rebuilds, and overhauls buses, vans, automobiles, and other equipment operated by El Dorado Transit; is responsible for the installation, maintenance, and calibration of on-board transit software technologies, including troubleshooting and repairs; performs inspections, preventative maintenance and repair work as needed on building, grounds and mechanical systems; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management or supervisory staff. Exercises lead direction over Equipment Technicians and other maintenance shop personnel but does not provide direct supervision.

CLASS CHARACTERISTICS

This is the lead-level classification in the Maintenance Department. Incumbents are responsible for providing guidance, training, and oversight to maintenance staff, ensuring that all maintenance and repair work meets operational standards and safety regulations. Positions at this level perform the most complex troubleshooting and repair work while coordinating workflow and assisting in prioritizing assignments.

This classification is distinguished from the Maintenance and Facilities Supervisor, which is responsible for direct supervision and higher-level decision-making regarding personnel and shop operations.

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.

Positions at the Equipment Mechanic I level may perform some of these duties in a learning capacity.

- Leads and participates in the skilled maintenance and repair of transit vehicles such as buses, vans, and automobiles, including diagnosing, repairing, and overhauling gas, and diesel fuel vehicle engines.

- Provides direction, guidance, and technical assistance to Equipment Technicians; assists in training employees in maintenance and repair techniques, safety procedures, and proper use of tools and equipment.
- Serves as a technical resource in troubleshooting complex vehicle and equipment malfunctions; inspects completed work to ensure quality and adherence to standards.
- Schedules and prioritizes maintenance and repair work; ensures that work is completed efficiently and in compliance with established guidelines.
- Performs inspections and preventative maintenance on transit buildings, grounds and mechanical systems.
- Diagnoses and repairs air brakes, hydraulic systems, front and rear suspension, electrical systems, and other major vehicle components.
- Conducts road tests of transit vehicles and performs field repairs as necessary.
- Reads and interprets manuals, schematics, and technical specifications; recommends necessary parts and equipment for maintenance tasks.
- Maintains detailed records of repairs, inspections, and maintenance activities.
- Assists in ensuring compliance with safety regulations, environmental standards, and agency policies.
- Responds to questions and complaints from other departments.
- May provide input into hiring decisions, performance evaluations and disciplinary matters.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced methods, techniques, parts, tools, materials, and equipment used in the overhaul, repair, and maintenance of diesel and gasoline-powered transit vehicles and equipment.
- Principles and practices of leadership, training, and workflow coordination.
- A variety of diagnostic methods and techniques for troubleshooting equipment malfunctions.
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field.
- Safe work methods, safety regulations, and hazardous material handling.
- Installation, maintenance and troubleshooting software technologies.
- Business mathematics and recordkeeping techniques.
- Customer service principles when dealing with the public, vendors, contractors, and staff.

Ability to:

- Perform highly skilled maintenance and repair tasks in support of a comprehensive vehicle maintenance program.
- Troubleshoot, diagnose, and repair a wide variety of transit vehicles and equipment.
- Install, maintain, and calibrate on-board transit software technologies.
- Provide lead direction and training to assigned staff, ensuring quality control in maintenance operations.
- Operate and maintain a variety of hand, power, and shop tools and equipment used in the work.
- Prioritize and schedule maintenance work to ensure efficiency and safety.
- Read and interpret manuals, specifications, and drawings.

- Maintain accurate logs, records, and reports.
- Work independently with minimal supervision.
- Effectively use computer systems and modern business equipment to perform job duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with colleagues and management.

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:

Education:

Equivalent to completion of the twelfth (12th) grade supplemented by specialized training in vehicle and equipment maintenance.

Experience:

Six (6) years of increasingly responsible experience in the skilled maintenance and repair of vehicles such as buses, vans, and automobiles, including at least two (2) years in a lead or senior technician capacity. Experience with on-board transit software technologies is desirable.

Licenses and Certifications:

- Possession of a valid California Class B Driver's License with passenger endorsement and no air brake restriction at time of appointment.
- Possession of an Air Brake Certification to be maintained throughout employment.
- Ability to obtain California Air Resource Board Heavy-Duty Inspector and Maintenance Certification within one (1) year of employment.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard workshop setting, to operate a motor vehicle and drive on highways, county roads, and surface streets; strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect vehicles and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds, or heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Work is primarily performed in a vehicle workshop environment, and occasionally in the field; incumbents are exposed to loud noise levels, vibration, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.