

AGENDA ITEM 1 I
Consent Item

MEMORANDUM

DATE: February 1, 2018
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: Amendment to Resolution No. 17-26

REQUESTED ACTION:
MOTION,

Adopt **Amended** Resolution No. 17-26 adopting the **Final Report of the Classification Study, El Dorado County Transit Authority, October 2017** prepared by Koff & Associates approving the job classification changes.

BACKGROUND

December 7, 2017 The El Dorado County Transit Authority (El Dorado Transit) Board adopted Resolution No 17-26 adopting the Final Report of the Classification Study, El Dorado County Transit Authority, October 2017 (Study) prepared by Koff & Associates.

November 2, 2017 The El Dorado Transit Board received and filed the Final Report of the Classification Study, El Dorado County Transit Authority, October 2017 (Study) prepared by Koff & Associates.

March 2, 2017 The El Dorado Transit Board approved HR Services Procurement Sub-Agreement between El Dorado County Transit Authority and Koff & Associates for a Classification and Compensation Study

DISCUSSION

Resolution No. 17-26 included Attachment “A” with an error to a job classification. The Transit Driver job classification should have listed the title change to Transit Operator. A copy has been attached with strike through for approval along with the amended resolution.

The Study prepared by Koff & Associates included recommendations for nine (9) title changes; one (1) reclassification, two (2) revised classification structures and no classification eliminations. Please see Attachment A.

At this time staff recommends that the Board approve and adopt the amendment.

Title Changes

Current Classification Title	Proposed Classification Title
Human Resources Manager/Admin Services	Human Resources Manager
Administrative Analyst	Administrative Coordinator
Fiscal Administration Manager	Finance Manager
Operations Supervisor	Transit Operations Supervisor
Equipment Mechanic II	Equipment Technician II
Equipment Mechanic I	Equipment Technician I
Maintenance Custodian	Custodian
Dispatcher	Transit Dispatcher
Driver	Transit Driver Transit Operator

Reclassification

Current Classification Title	Proposed Classification Title
Sr. Equipment Mechanic	Maintenance and Facilities Supervisor

Revised Classification Structure

Current Classification	Proposed Classification Title
Accounting Technician I	Fiscal Technician II Fiscal Technician I
Office Assistant II	Office Assistant II Office Assistant I

AMENDED 02/01/2018

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 17-26**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE CHANGES TO PERSONNEL JOB
DESCRIPTIONS AND JOB TITLES**

WHEREAS, the El Dorado County Transit Authority conducted a classification study completed by Koff & Associates in October 2017 for review of all job classifications; and

WHEREAS, Koff & Associates proposed several changes including nine (9) title changes, one (1) reclassification, two (2) revised classification structure and no classification eliminations; and

WHEREAS, it is beneficial for El Dorado County Transit Authority to incorporate these changes that more clearly reflect the level and scope of work being performed as well as establish titling consistency with the labor market and industry standards; and

NOW THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority recognizes, adopts and incorporates herein the findings in the Final Report of the Classification Study, El Dorado County Transit Authority, October 2017; and, approves and authorizes the job title changes and job descriptions attached hereto as Attachment A and B.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of February 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board