

AGENDA ITEM 1 I  
Consent Item

**MEMORANDUM**

**DATE:** March 7, 2019  
**TO:** El Dorado County Transit Authority  
**FROM:** Maria Harris, Human Resources Manager  
**SUBJECT:** Revised Salary Schedule Fiscal Year 2017/2018 to include Board approved salary band for the Executive Director Job Classification

**REQUESTED ACTION:**  
**BY MOTION,**

**Adopt Resolution No. 19-04 Approving the Revised Salary Schedule for Fiscal Year 2017/2018 to include the salary band for the Executive Director Job Classification**

**BACKGROUND**

October 4, 2018      The El Dorado County Transit Board (Board) ratified the employment contract for the Executive Director including the Salary Structure Band 67 based on the recommendation of the Final Report of the Total Compensation Study, El Dorado County Transit Authority, October 24, 2017 (Final Report) prepared by Koff & Associates.

September 6, 2018      The El Dorado County Transit Authority Board (Board) negotiated a new contract with Executive Director, Mindy Jackson. The employment contract extends the term to December 31, 2021.

February 1, 2018      The Board adopted the Compensation Study Final Report prepared by Koff & Associates. Salary changes were implemented agency wide for all job classifications with the exception of the Executive Director.

November 2, 2017      The El Dorado County Transit Authority (El Dorado Transit) presented to the Board the Compensation Study Final Report to receive and file.

**DISCUSSION**

El Dorado County Transit Authority contracted Koff & Associates to develop a compensation study to develop a comprehensive compensation and benefit study that analyzed market based wages and benefits. Pursuant to the market study findings defined within the Final Report, the Executive Director's salary was 23.3% below the market median based on Total Compensation

Data. The recommendation from the Final Report was to place the Executive Director job classification in Salary Band 67 of the approved Salary Structure. The Board Adopted the Salary Schedule for FY 2017/2018 incorporates Salary Band 67, Steps one (1) through seven (7). Changes identified in red bold lettering.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 19-04**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY ADOPTING THE FISCAL YEAR 2017/18 SALARY SCHEDULE  
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**, pursuant to the Board ratified the employment contract for the Executive Director to include Salary Band 67 on October 4, 2018 as noted in the Final Report of the Total Compensation Study , El Dorado County Transit Authority, October 24, 2017 prepared by Koff & Associates; and

**WHEREAS**, the attached revised salary schedules for fiscal year 2017/2018 are compliant with the California Code of Regulation Section 570.5 and Government Codes Sections 20636, 20636.1 and 7522.34 (a)

**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 Executive Director 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 7<sup>th</sup> day of March 2019, by the following vote of said Board:

AYES:                      NOES:                      ABSTAIN:                      ABSENT:

\_\_\_\_\_  
Mark Acuna, Chairperson

ATTEST:

\_\_\_\_\_  
Megan Wilcher, Secretary to the Board

**El Dorado County Transit Authority**  
**ADOPTED SALARY SCHEDULE FOR FISCAL YEAR 2018/19**

**REVISED**

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
ADMINISTRATIVE COORDINATOR - UR	Hourly	21.71	22.80	23.94	25.13	26.39	27.71	29.10
	Monthly	3,763.07	3,951.31	4,148.91	4,356.39	4,574.27	4,803.07	5,043.31
CUSTODIAN - UR	Hourly	12.93	13.58	14.26	14.97	15.72	16.50	17.33
	Monthly	2,241.20	2,353.35	2,471.04	2,594.63	2,724.45	2,860.69	3,003.87
EQUIPMENT TECHNICIAN I - UR	Hourly	18.72	19.66	20.64	21.67	22.76	23.89	25.09
	Monthly	3,244.80	3,407.04	3,577.43	3,756.31	3,944.20	4,141.45	4,348.59
EQUIPMENT TECHNICIAN II - UR	Hourly	20.66	21.69	22.78	23.92	25.11	26.37	27.69
	Monthly	3,581.07	3,760.12	3,948.19	4,145.61	4,352.92	4,570.63	4,799.25
EQUIPMENT TECHNICIAN II - UR - Y Rated	Hourly							29.51
	Monthly							5,115.07
<b>EXECUTIVE DIRECTOR - CONTRACT</b>	<b>Hourly</b>	<b>55.48</b>	<b>58.25</b>	<b>61.17</b>	<b>64.23</b>	<b>67.44</b>	<b>70.81</b>	<b>74.35</b>
	<b>Monthly</b>	<b>9,616.53</b>	<b>10,097.36</b>	<b>10,602.28</b>	<b>11,132.51</b>	<b>11,689.25</b>	<b>12,273.73</b>	<b>12,887.51</b>
FINANCE MANAGER - UR / C / M	Hourly	37.38	39.25	41.21	43.27	45.43	47.71	50.09
	Monthly	6,479.20	6,803.16	7,143.41	7,500.65	7,874.53	8,269.73	8,682.27
FISCAL TECHNICIAN I - UR	Hourly	17.38	18.25	19.16	20.12	21.13	22.19	23.30
	Monthly	3,012.53	3,163.16	3,321.41	3,487.64	3,662.19	3,845.40	4,037.80
FISCAL TECHNICIAN II - UR	Hourly	19.19	20.15	21.16	22.22	23.33	24.49	25.72
	Monthly	3,326.27	3,492.67	3,667.39	3,850.77	4,043.35	4,245.63	4,457.96
HUMAN RESOURCES MANAGER - UR / C / M	Hourly	35.57	37.35	39.22	41.18	43.24	45.40	47.67
	Monthly	6,165.47	6,473.83	6,797.61	7,137.52	7,494.41	7,869.16	8,262.63
MAINTENANCE AND FACILITIES SUPERVISOR - UR	Hourly	26.45	27.77	29.16	30.62	32.15	33.76	35.45
	Monthly	4,584.67	4,813.99	5,054.75	5,307.64	5,573.19	5,851.91	6,144.67
MAINTENANCE TECHNICIAN - UR	Hourly	18.26	19.17	20.13	21.14	22.20	23.31	24.47
	Monthly	3,165.07	3,323.32	3,489.55	3,664.09	3,847.31	4,039.71	4,241.81
OFFICE ASSISTANT I - UR	Hourly	13.92	14.62	15.35	16.12	16.92	17.77	18.66
	Monthly	2,412.80	2,533.44	2,660.15	2,793.27	2,932.97	3,079.79	3,233.88
OFFICE ASSISTANT II - UR	Hourly	15.36	16.13	16.94	17.78	18.67	19.61	20.59
	Monthly	2,662.40	2,795.52	2,935.40	3,082.21	3,236.48	3,398.37	3,568.41
OPERATIONS MANAGER - UR / C / M	Hourly	39.27	41.23	43.30	45.46	47.74	50.12	52.63
	Monthly	6,806.80	7,147.23	7,504.64	7,879.91	8,274.07	8,687.81	9,122.36
PLANNING & MARKETING MANAGER - UR / C / M	Hourly	29.93	31.43	33.00	34.65	36.38	38.20	40.11
	Monthly	5,187.87	5,447.35	5,719.83	6,005.83	6,306.21	6,621.68	6,952.92
SAFETY COORDINATOR - UR	Hourly	27.11	28.47	29.89	31.39	32.96	34.60	36.33
	Monthly	4,699.07	4,934.11	5,180.93	5,440.07	5,712.20	5,997.85	6,297.89
TRANSIT DISPATCHER - UR	Hourly	15.75	16.54	17.37	18.23	19.15	20.10	21.11
	Monthly	2,730.00	2,866.59	3,009.93	3,160.56	3,318.64	3,484.69	3,659.07
EXTRA HELP TRANSIT DISPATCHER - UR	Hourly	15.75	16.54	17.37				
	Monthly	2,730.00	2,866.59	3,009.93				
TRANSIT OPERATOR - FULL TIME - R	Hourly	17.12	17.98	18.88	19.82	20.81	21.86	22.95
	Monthly	2,967.47	3,115.84	3,271.67	3,435.29	3,607.07	3,789.24	3,977.13

**EI Dorado County Transit Authority**  
**ADOPTED SALARY SCHEDULE FOR FISCAL YEAR 2018/19**

REVISED

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
TRANSIT OPERATOR - PART TIME - R	Hourly	17.12	17.98	18.88	19.82	20.81	21.86	22.95
	Monthly	2,967.47	3,115.84	3,271.67	3,435.29	3,607.07	3,789.24	3,977.13
EXTRA HELP TRANSIT OPERATOR	Hourly	17.12	17.98	18.88				
	Monthly	2,967.47	3,115.84	3,271.67				
TRANSIT OPERATIONS SUPERVISOR - UR	Hourly	24.56	25.79	27.08	28.43	29.85	31.35	32.92
	Monthly	4,257.07	4,469.92	4,693.52	4,928.21	5,174.69	5,433.48	5,705.27

UR = Unrepresented  
R = Represented  
C = Confidential  
M = Management

Unrepresented and Management; Adopted: Resolution 18-20, April 5, 2018

\* Represented; Board Ratified June 4, 2015

\*\*Executive Director Contract Approved by Board December 4, 2014