

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: May 2, 2019
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: Adopt Revised Allocation Plan for Fiscal Year 2019/20

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 19-15 Adopting the revised Allocation Plan for Fiscal Year 2019/20

BACKGROUND

February 7, 2019 Executive Director, Mindy Jackson submitted her notice of intent to retire effective May 3, 2019.

February 13, 2019 Recruit published for the Executive Director position

March 13, 2019 Recruit closed for the Executive Director position

April 12, 2019 Executive Director, Mindy Jackson extended her retirement date to May 31, 2019

DISCUSSION

Staff recommends revising the current Allocation Plan for Fiscal Year 2019/20 to include two (2) positions for the Executive Director Allocation.

Ms. Jackson extended her retirement date to May 31, 2019 to ensure a seamless transition with the incoming Executive Director. This date is in line with the anticipated on-boarding of a new Executive Director during May 2019.

The proposed revised allocation will allow Ms. Jackson time to work with the incoming Executive Director, assist with orientation, cover current projects, and review policies and procedures.

FISCAL IMPACT

Costs associated with Resolution No. 19-15 \$16,033.60.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 19-15**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING A REVISED PERSONNEL ALLOCATION TABLE
FOR FISCAL YEAR 2019/20

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 Board adopted the Fiscal Year Allocation Plan for Fiscal Year 2019/20 on April 4, 2019; and

WHEREAS, The Board finds the necessity to include a one (1) month temporary allocation for one (1) additional Executive Director to provide orientation and training by the incumbent.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of El Dorado Transit:

- The Board adopts the attached Revised Personnel Allocation Table as a maximum allocation of personnel for the fiscal year 2019/20.
- The Board authorizes the Executive Director to utilize extra-help employees as necessary to meet the service needs of the public.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 2nd day of May 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
 PROPOSED
 PERSONNEL ALLOCATION TABLE
 Fiscal Year (FY) 2019/20

Classification	Adopted FY 2019/20 (fte*)	Proposed FY 2019/20 (fte*)
Administrative Coordinator	1	1
Custodian	1	1
Equipment Technician I/II	4	4
Executive Director	1	2
Finance Manager	1	1
Fiscal Technician I	2	2
Human Resources Manager	1	1
Information Technology Analyst	1	1
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant II	2	2
Operations Manager	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	3	3
Safety Coordinator	1	1
Transit Dispatcher	5	5
Transit Operator	35	35
<i>TOTAL ALLOCATED POSITIONS</i>	<i>63</i>	<i>64</i>

* fte = Full Time Equivalent