

AGENDA ITEM 1 F  
Consent Item

**MEMORANDUM**

**DATE:** October 3, 2019  
**TO:** El Dorado County Transit Authority  
**FROM:** Maria Harris, Human Resources Manager  
**SUBJECT:** Approval of the Amended Salary Schedule for Fiscal Year 2019/20

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

**Adopt Resolution No. 19-26 Approving the Amended Salary Schedule for Fiscal Year 2019/20**

**BACKGROUND**

Article 3.10 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual, Amended and Adopted 10/04/2018, Standard Salary Ranges requires the following: “Unless otherwise required by law or policy, a standard salary schedule, consisting of either flat rates or steps of hourly and equivalent monthly salary rates in dollars for employees in full-time positions, shall be established by Resolution of El Dorado Transit.”

Related Actions:

May 5, 2019 Salary schedule and allocation for Fiscal Year (FY) 2019/20 were adopted by resolution as part of a separate action.

September 5, 2019 The El Dorado County Transit Authority (El Dorado Transit) Board ratified the Memorandum of Understanding (MOU) of the Operating Engineers Local No.3 Transit Operators Bargaining Unit.

**DISCUSSION**

To comply with Board adopted policies and to incorporate Transit Operator salaries per the ratified MOU, staff recommends adoption of Resolution No. 19-26 approving the amended FY 2019/20 Salary Schedule. Revisions include an update to the Transit Operator salary band to reflect a four (4%) percent increase.

**FISCAL IMPACT**

Costs associated with Resolution No. 19-26 are within the final operating budget adopted on June 6, 2019.

**El Dorado County Transit Authority**  
**PROPOSED AMENDED SALARY SCHEDULE FOR FISCAL YEAR 2019/20**

| JOB CLASSIFICATION                         | STEP    | 1        | 2         | 3         | 4         | 5         | 6         | 7         |
|--|---------|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| ADMINISTRATIVE COORDINATOR - UR            | Hourly  | 22.14    | 23.25     | 24.42     | 25.64     | 26.92     | 28.26     | 29.68     |
|  | Monthly | 3,837.60 | 4,029.48  | 4,232.80  | 4,444.44  | 4,666.83  | 4,898.57  | 5,143.67  |
| CUSTODIAN - UR                             | Hourly  | 13.18    | 13.84     | 14.54     | 15.26     | 16.03     | 16.83     | 17.67     |
|  | Monthly | 2,284.53 | 2,398.76  | 2,520.44  | 2,644.89  | 2,778.88  | 2,917.89  | 3,062.11  |
| EQUIPMENT TECHNICIAN I - UR                | Hourly  | 19.09    | 20.05     | 21.05     | 22.11     | 23.21     | 24.37     | 25.59     |
|  | Monthly | 3,308.93 | 3,474.47  | 3,648.32  | 3,832.57  | 4,022.55  | 4,223.79  | 4,435.08  |
| EQUIPMENT TECHNICIAN II - UR               | Hourly  | 21.08    | 22.13     | 23.24     | 24.40     | 25.62     | 26.90     | 28.25     |
|  | Monthly | 3,653.87 | 3,836.56  | 4,028.44  | 4,230.03  | 4,439.93  | 4,661.97  | 4,896.84  |
| EQUIPMENT TECHNICIAN II - UR - Y Rated     | Hourly  |          |           |           |           |           |           | 29.51     |
|  | Monthly |          |           |           |           |           |           | 5,115.07  |
| EXECUTIVE DIRECTOR - CONTRACT              | Hourly  | 55.48    | 58.25     | 61.17     | 64.23     | 67.44     | 70.81     | 74.35     |
|  | Monthly | 9,616.53 | 10,097.36 | 10,602.28 | 11,132.51 | 11,689.25 | 12,273.73 | 12,887.51 |
| FINANCE MANAGER - UR / C / M               | Hourly  | 38.12    | 40.03     | 42.03     | 44.13     | 46.34     | 48.66     | 51.09     |
|  | Monthly | 6,607.47 | 6,937.84  | 7,284.85  | 7,649.20  | 8,031.75  | 8,435.09  | 8,855.25  |
| FISCAL TECHNICIAN I - UR                   | Hourly  | 17.73    | 18.62     | 19.55     | 20.53     | 21.55     | 22.63     | 23.76     |
|  | Monthly | 3,073.20 | 3,226.95  | 3,388.32  | 3,557.84  | 3,735.85  | 3,922.71  | 4,118.92  |
| FISCAL TECHNICIAN II - UR                  | Hourly  | 19.57    | 20.55     | 21.58     | 22.66     | 23.79     | 24.98     | 26.23     |
|  | Monthly | 3,392.13 | 3,561.83  | 3,740.01  | 3,927.04  | 4,123.43  | 4,329.69  | 4,546.19  |
| HUMAN RESOURCES MANAGER - UR / C / M       | Hourly  | 36.29    | 38.10     | 40.01     | 42.01     | 44.11     | 46.31     | 48.63     |
|  | Monthly | 6,290.27 | 6,603.13  | 6,935.07  | 7,281.91  | 7,646.08  | 8,026.72  | 8,429.89  |
| MAINTENANCE AND FACILITIES SUPERVISOR - UR | Hourly  | 26.98    | 28.33     | 29.75     | 31.24     | 32.80     | 34.44     | 36.16     |
|  | Monthly | 4,676.53 | 4,910.36  | 5,155.97  | 5,415.63  | 5,684.81  | 5,969.08  | 6,267.56  |
| MAINTENANCE TECHNICIAN - UR                | Hourly  | 18.63    | 19.56     | 20.54     | 21.57     | 22.65     | 23.78     | 24.97     |
|  | Monthly | 3,229.20 | 3,390.75  | 3,560.44  | 3,738.63  | 3,925.65  | 4,122.04  | 4,328.31  |
| OFFICE ASSISTANT I - UR                    | Hourly  | 14.20    | 14.91     | 15.66     | 16.44     | 17.26     | 18.12     | 19.03     |
|  | Monthly | 2,461.33 | 2,584.40  | 2,713.71  | 2,849.43  | 2,991.91  | 3,139.93  | 3,298.71  |
| OFFICE ASSISTANT II - UR                   | Hourly  | 15.67    | 16.46     | 17.28     | 18.14     | 19.05     | 20.00     | 21.01     |
|  | Monthly | 2,716.13 | 2,853.76  | 2,994.85  | 3,144.61  | 3,302.00  | 3,467.19  | 3,642.43  |
| OPERATIONS MANAGER - UR / C / M            | Hourly  | 40.05    | 42.06     | 44.16     | 46.37     | 48.69     | 51.12     | 53.68     |
|  | Monthly | 6,942.00 | 7,290.92  | 7,653.88  | 8,036.60  | 8,440.29  | 8,860.63  | 9,303.67  |
| PLANNING & MARKETING MANAGER - UR / C / M  | Hourly  | 30.53    | 32.05     | 33.66     | 35.34     | 37.11     | 38.96     | 40.91     |
|  | Monthly | 5,291.87 | 5,554.81  | 5,834.40  | 6,126.12  | 6,432.57  | 6,752.55  | 7,090.20  |
| SAFETY COORDINATOR - UR                    | Hourly  | 27.65    | 29.04     | 30.49     | 32.01     | 33.62     | 35.30     | 37.06     |
|  | Monthly | 4,792.67 | 5,034.12  | 5,284.24  | 5,548.57  | 5,827.81  | 6,119.36  | 6,423.73  |
| TRANSIT DISPATCHER - UR                    | Hourly  | 16.06    | 16.87     | 17.71     | 18.60     | 19.53     | 20.50     | 21.53     |
|  | Monthly | 2,783.73 | 2,924.65  | 3,069.21  | 3,224.52  | 3,385.89  | 3,553.51  | 3,731.35  |
| EXTRA HELP TRANSIT DISPATCHER - UR         | Hourly  | 16.06    | 16.87     | 17.71     |           |           |           |           |
|  | Monthly | 2,783.73 | 2,924.65  | 3,069.21  |           |           |           |           |
| TRANSIT OPERATOR - FULL TIME - R           | Hourly  | 17.80    | 18.70     | 19.63     | 20.61     | 21.64     | 22.73     | 23.86     |
|  | Monthly | 3,085.33 | 3,241.33  | 3,401.67  | 3,571.88  | 3,750.59  | 3,939.87  | 4,135.21  |
| TRANSIT OPERATOR - PART TIME - R           | Hourly  | 17.80    | 18.70     | 19.63     | 20.61     | 21.64     | 22.73     | 23.86     |
|  | Monthly | 3,085.33 | 3,241.33  | 3,401.67  | 3,571.88  | 3,750.59  | 3,939.87  | 4,135.21  |

**El Dorado County Transit Authority**  
**PROPOSED AMENDED SALARY SCHEDULE FOR FISCAL YEAR 2019/20**

| JOB CLASSIFICATION                 | STEP           | 1        | 2        | 3        | 4        | 5        | 6        | 7        |
|------------------------------------|----------------|----------|----------|----------|----------|----------|----------|----------|
| EXTRA HELP TRANSIT OPERATOR        | <b>Hourly</b>  | 17.80    | 18.70    | 19.63    |          |          |          |          |
|                                    | <b>Monthly</b> | 3,085.33 | 3,241.33 | 3,401.67 |          |          |          |          |
| TRANSIT OPERATIONS SUPERVISOR - UR | <b>Hourly</b>  | 25.05    | 26.31    | 27.62    | 29.01    | 30.46    | 31.99    | 33.58    |
|                                    | <b>Monthly</b> | 4,342.00 | 4,560.92 | 4,787.29 | 5,028.40 | 5,279.91 | 5,544.07 | 5,819.67 |

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

Unrepresented and Management; Resolution 19-14 May 2, 2019 COLA  
\* Represented; Board Ratified September 5, 2019; Resolution 19-26 October 3, 2019  
\*\*Executive Director Contract Approved by Board October 4, 2018

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 19-26**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY AUTHORIZING THE AMENDED FISCAL YEAR 2019/20  
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**, the attached revised salary schedules for fiscal year 2019/2020 are compliant with the California Code of Regulation Section 570.5 and Government Codes Sections 20636, 20636.1 and 7522.34 (a); and

**WHEREAS**, the Memorandum of Understanding Between the El Dorado County Transit Authority and the Operating Engineers Local No.3 Transit Operating Bargaining Unit July 1, 2018 – June 30, 2021 was ratified on September 5, 2019; and

**WHEREAS**, the amended salary schedule incorporates a salary increase of four (4%) percent to the represented group of Transit Operators effective September 5, 2019.

**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 as revised to incorporate the ratified salary band for the Transit Operator 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 3<sup>rd</sup> day of October 2019, by the following vote of said Board:

AYES:                      NOES:                      ABSTAIN:                      ABSENT:

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

ATTEST:

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