

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: June 3, 2021

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Salary Schedule for Fiscal Year 2021/22 and Updated Salary Structure

REQUESTED ACTION:
BY MOTION,

- 1. Adopt Resolution No. 21-11 Adopting the Salary Schedule for Fiscal Year 2021/22**
- 2. Adopt Resolution No. 21-12 Approving the El Dorado County Transit Authority Salary Structure**

BACKGROUND

As required under Article 3.10 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual, Amended and Adopted 11/04/2020, Standard Salary Ranges. “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.”

The El Dorado County Transit Authority (El Dorado Transit) annually adopts a personnel allocation plan/table and approves the organizational chart. The proposed salary schedule for Fiscal Year (FY) 2021/22 is included for adoption. The allocation table and organizational chart for FY 2021/22 are included on the June 3, 2021 agenda as part of a separate action.

El Dorado Transit last adopted its salary structure on February 1, 2018. The salary structure provides aligned internal equity between job classifications and establishes pay ranges. The salary structure is updated to align with any changes to the approved salary schedule based on market studies and/or cost of living adjustments.

DISCUSSION

The proposed Salary Schedule for FY 2021/22 incorporates a cost-of-living increase of one and a half (1.5%) to base salary rates for all represented employees and unrepresented employees except for the Executive Director job classification. The draft Memorandum of Understanding with the Operating Engineers Local No. 3 Transit Operators Bargaining Unit, including an increase to represented employees wage rates to be effective July 3, 2021, is included for ratification by the El Dorado Transit Board during closed session earlier in this agenda.

To comply with Board adopted policies and associated time frame for annual final budget adoption, staff recommends adoption of the attached Resolution No. 21-11 approving the FY 2021/22 Salary Schedule and Resolution No. 21-12 approving the Salary Structure.

FISCAL IMPACT

Costs associated with Resolution No. 21-11 are within the final operating budget presented in the June 3, 2021 Board Agenda as part of a separate action.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-11**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FISCAL YEAR 2021/22 SALARY SCHEDULE
FOR UNREPRESENTED 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 salary schedule incorporates a one and a half percent (1.5%) Cost of Living Adjustment for all represented and unrepresented employees with the exception of the Executive Director job classification; and

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 effective the first full pay period following July 1, 2021

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of June 2021, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EI Dorado County Transit Authority
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2021/22

| JOB CLASSIFICATION | STEP | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---------|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| ADMINISTRATIVE COORDINATOR - UR | Hourly | 22.47 | 23.60 | 24.78 | 26.02 | 27.32 | 28.68 | 30.12 |
| | Monthly | 3,894.80 | 4,091.36 | 4,294.33 | 4,510.83 | 4,734.77 | 4,971.55 | 5,220.28 |
| CUSTODIAN - UR | Hourly | 14.41 | 15.13 | 15.89 | 16.68 | 17.52 | 18.39 | 19.31 |
| | Monthly | 2,497.73 | 2,622.71 | 2,753.92 | 2,891.72 | 3,036.45 | 3,188.29 | 3,347.76 |
| EQUIPMENT TECHNICIAN I - UR | Hourly | 19.38 | 20.35 | 21.37 | 22.44 | 23.56 | 24.74 | 25.97 |
| | Monthly | 3,359.20 | 3,527.16 | 3,703.61 | 3,888.91 | 4,083.39 | 4,287.57 | 4,501.99 |
| EQUIPMENT TECHNICIAN II - UR | Hourly | 21.39 | 22.46 | 23.58 | 24.76 | 26.00 | 27.30 | 28.67 |
| | Monthly | 3,707.60 | 3,893.07 | 4,087.72 | 4,292.25 | 4,507.01 | 4,732.52 | 4,969.29 |
| 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 | 38.69 | 40.63 | 42.66 | 44.79 | 47.03 | 49.38 | 51.85 |
| | Monthly | 6,706.27 | 7,041.67 | 7,393.88 | 7,763.60 | 8,151.87 | 8,559.55 | 8,987.68 |
| FISCAL TECHNICIAN I - UR | Hourly | 17.99 | 18.90 | 19.84 | 20.83 | 21.87 | 22.97 | 24.12 |
| | Monthly | 3,118.27 | 3,276.00 | 3,438.07 | 3,610.01 | 3,790.63 | 3,981.99 | 4,181.15 |
| FISCAL TECHNICIAN II - UR | Hourly | 19.86 | 20.86 | 21.90 | 23.00 | 24.15 | 25.35 | 26.62 |
| | Monthly | 3,442.40 | 3,616.25 | 3,795.48 | 3,987.01 | 4,186.52 | 4,394.17 | 4,613.96 |
| HUMAN RESOURCES MANAGER - UR / C / M | Hourly | 36.83 | 38.67 | 40.60 | 42.63 | 44.76 | 47.00 | 49.35 |
| | Monthly | 6,383.87 | 6,703.15 | 7,036.64 | 7,388.51 | 7,758.05 | 8,145.97 | 8,553.31 |
| MAINTENANCE AND FACILITIES SUPERVISOR - UR | Hourly | 27.38 | 28.75 | 30.19 | 31.70 | 33.28 | 34.95 | 36.70 |
| | Monthly | 4,745.87 | 4,983.16 | 5,232.41 | 5,494.15 | 5,768.88 | 6,057.48 | 6,360.47 |
| MAINTENANCE TECHNICIAN - UR | Hourly | 18.91 | 19.85 | 20.85 | 21.89 | 22.98 | 24.13 | 25.34 |
| | Monthly | 3,277.73 | 3,439.97 | 3,613.83 | 3,794.61 | 3,982.68 | 4,181.84 | 4,392.79 |
| OFFICE ASSISTANT I - UR | Hourly | 14.41 | 15.13 | 15.89 | 16.68 | 17.52 | 18.39 | 19.31 |
| | Monthly | 2,497.73 | 2,622.71 | 2,753.92 | 2,891.72 | 3,036.45 | 3,188.29 | 3,347.76 |
| OFFICE ASSISTANT II - UR | Hourly | 15.90 | 16.70 | 17.54 | 18.41 | 19.34 | 20.30 | 21.32 |
| | Monthly | 2,756.00 | 2,893.80 | 3,040.27 | 3,190.55 | 3,351.92 | 3,517.80 | 3,695.47 |
| OPERATIONS MANAGER - UR / C / M | Hourly | 40.65 | 42.68 | 44.82 | 47.06 | 49.41 | 51.88 | 54.48 |
| | Monthly | 7,046.00 | 7,398.39 | 7,768.45 | 8,156.89 | 8,564.75 | 8,993.05 | 9,442.85 |
| PLANNING & MARKETING MANAGER - UR / C / M | Hourly | 30.98 | 32.53 | 34.16 | 35.86 | 37.66 | 39.54 | 41.52 |
| | Monthly | 5,369.87 | 5,638.36 | 5,920.37 | 6,216.43 | 6,527.39 | 6,853.77 | 7,196.63 |
| SAFETY COORDINATOR - UR | Hourly | 28.07 | 29.47 | 30.94 | 32.49 | 34.12 | 35.82 | 37.62 |
| | Monthly | 4,865.47 | 5,108.83 | 5,362.59 | 5,630.73 | 5,914.13 | 6,208.11 | 6,520.28 |
| TRANSIT DISPATCHER - UR | Hourly | 16.30 | 17.12 | 17.97 | 18.87 | 19.82 | 20.81 | 21.85 |
| | Monthly | 2,825.33 | 2,966.60 | 3,114.97 | 3,270.80 | 3,436.16 | 3,606.37 | 3,786.81 |
| EXTRA HELP TRANSIT DISPATCHER - UR | Hourly | 16.30 | 17.12 | 17.97 | | | | |
| | Monthly | 2,825.33 | 2,966.60 | 3,114.97 | | | | |
| TRANSIT OPERATOR - FULL TIME - R | Hourly | 18.62 | 19.55 | 20.53 | 21.56 | 22.63 | 23.77 | 24.96 |
| | Monthly | 3,227.47 | 3,388.84 | 3,558.36 | 3,736.37 | 3,923.23 | 4,119.44 | 4,325.53 |
| TRANSIT OPERATOR - PART TIME - R | Hourly | 18.62 | 19.55 | 20.53 | 21.56 | 22.63 | 23.77 | 24.96 |
| | Monthly | 3,227.47 | 3,388.84 | 3,558.36 | 3,736.37 | 3,923.23 | 4,119.44 | 4,325.53 |

EI Dorado County Transit Authority
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2021/22

| JOB CLASSIFICATION | STEP | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------------------------------------|----------------|----------|----------|----------|----------|----------|----------|----------|
| EXTRA HELP TRANSIT OPERATOR - UR | Hourly | 18.62 | 19.55 | 20.53 | | | | |
| | Monthly | 3,227.47 | 3,388.84 | 3,558.36 | | | | |
| TRANSIT OPERATIONS SUPERVISOR - UR | Hourly | 25.43 | 26.70 | 28.03 | 29.44 | 30.91 | 32.45 | 34.08 |
| | Monthly | 4,407.87 | 4,628.35 | 4,858.19 | 5,102.93 | 5,358.08 | 5,624.32 | 5,907.37 |

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

Unrepresented and Management; Resolution 21-12 Proposed June 3, 2021- Effective July 3, 2021
Represented; Board Ratified June 3, 2021; Resolution 21-12 Adopted June 3, 2021; Effective July 3, 2021

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-12**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE SALARY STRUCTURE FOR THE EL DORADO
COUNTY TRANSIT AUTHORITY

WHEREAS, the El Dorado County Transit Authority adopted a salary structure on February 1, 2018 per the Final Report of the Total Compensation Study, El Dorado County Transit Authority, October 2017 prepared by Koff & Associates; and

WHEREAS, the Salary Structure is a comprehensive arrangement of data that is vital in establishing internal equity within the job classifications of the El Dorado County Transit Authority; and

WHEREAS, the Salary Structure also enables the El Dorado County Transit Authority to establish pay ranges based on market studies including the Consumer Price Index which analyzes cost of living adjustments; and

NOW, THEREFORE, BE IT RESOLVED, that the following attached Salary Structure is authorized by the Board of Directors of the El Dorado County Transit Authority effective the first full pay date following July 1, 2021.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of June 2021, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board