

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: August 1, 2024

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Fiscal Year 2024/25 Proposed Allocation Plan and Organizational Chart; including changes to two job descriptions

REQUESTED ACTION:

BY MOTION,

- 1. Approve two personnel allocations for the Finance Manager job classification**
- 2. Approve the Job Specifications/Descriptions for two (2) job classifications**
- 3. Adopt Resolution No. 24-19 for Fiscal Year 2024/25 revising the Personnel Allocation Table**
- 4. Approve the Organizational Chart for Fiscal Year 2024/25**

BACKGROUND

El Dorado County Transit Authority (El Dorado Transit) periodically reviews job classification and staffing needs for updates and/or revisions necessary to maintain standard operations.

The Executive Director has determined that staffing changes are necessary to support the current level of responsibilities within transit operations to include changes to the personnel allocation for two Finance Managers, the re-classification of the Safety Coordinator job classification, and an update to job responsibilities for the Dispatch Supervisor job classification.

The current Finance Manager announced their retirement on May 2, 2024, which is set for April 2025. The incumbent has been in this position for over 25 years and possesses extensive institutional knowledge. Recruitment for this position began on June 1, 2024. Staff is currently reviewing several qualified candidates for the next steps in the recruitment process.

In accordance with Federal Transit Administration (FTA) regulations, all transit agencies must appoint a Chief Safety Officer. Initially, the responsibilities of the Safety Officer were included in the Operations Manager's job duties. However, recognizing the need for dedicated oversight in the development and implementation of safety and security programs, El Dorado Transit established the Safety Coordinator position in May 2016. This role was created to ensure compliance with safety regulations, training initiatives, and best practices in risk management.

The Dispatch Supervisor job description was developed and approved in October 2022. This role was introduced to address the need for enhanced supervisory oversight within dispatch operations. The Dispatch Supervisor is responsible for overseeing dispatch functions, transit scheduling, and responding to passenger service requests. Additionally, this position coordinates projects and undertakes higher-level dispatch responsibilities. In the beginning, management did not fully comprehend the extent of the responsibilities associated with this position. However, after a year of evaluating the incumbent's duties, we have a comprehensive understanding of the operational requirements, which closely align with those of the Transit Operations Supervisor, with a few key distinctions that distinguish each classification.

DISCUSSION

Finance Manager Allocation

The El Dorado Transit Finance Department is undergoing a pivotal transition as the current Finance Manager is set to retire in April 2025. To ensure a smooth transition and continuity in financial operations, staff proposes adding two allocations for this job classification temporarily. This will provide an overlap period to facilitate the training of the incoming Finance Manager by the outgoing employee.

The new hire will work alongside the outgoing Finance Manager, gaining critical knowledge and training. This will ensure their extensive knowledge is effectively transferred to the new hire. By having both the incoming and outgoing Finance Managers work together, the department can maintain seamless financial operations without disruption. The outgoing Finance Manager will provide hands-on training and mentorship, allowing the new hire to become fully acquainted with departmental processes, systems, and responsibilities. The onboarding process will be structured to maximize the overlap period, focusing on critical areas such as budget preparation, regulatory compliance, and audit processes. Upon the retirement of the current incumbent, staff will update the Personnel Allocation Plan to include only one allocation for the Finance Manager position.

Safety Program Manager

Due to the extensive oversight by the Federal Transit Administration (FTA), it became essential to designate all safety-related duties and responsibilities to a dedicated, full-time position. The Safety Coordinator's responsibilities encompass overseeing the daily operations of programs aimed at reducing risk and ensuring workplace safety and facility security. This role is also accountable for developing safety-related policies, maintaining transit safety manuals, and assisting in accident investigations.

With the expansion of safety oversight and regulations from local, state, and federal agencies, the scope of this position's responsibilities has grown and will continue to do so. This key role is vital for enhancing safety and providing adequate support to operational staff. Consequently, it is appropriate to reclassify this position from line staff to the management team to more align with the increased responsibilities and authority required to continue to administer all safety programs effectively.

Dispatch Supervisor

The Dispatch Supervisor job classification addresses areas not covered by the Transit Operations Supervisor; however, it offers essential support within operations where needed. Specifically, this role serves as the subject matter expert for the new dispatching software, responsible for generating reports and providing necessary training to staff. Additionally, the Dispatch Supervisor participates in the sick call rotation, handling callouts from operations staff and may at times require direct oversight of Transit Operators.

Please see the attached job descriptions for details of job duties.

Personnel Allocation Table

The proposed personnel allocation plan for Fiscal Year (FY) 2024/25 noted in Resolution No. 24-19 includes the staffing changes discussed in the previous section of this report.

El Dorado Transit currently has 61 allocated full-time equivalent (FTE) positions. The proposed allocations for FY 2024/25 incorporate the recommended changes resulting in staffing level change totaling 62 full-time equivalent (FTE) employees.

Organizational Chart

The proposed Organizational Chart incorporates the above referenced revisions to the Personnel Allocation Plan for FY 2024/25. This proposal shall only include changes to the Safety Coordinator job title. This position shall continue to directly report to the Executive Director.

FISCAL IMPACT

The temporary fiscal impact for the additional Finance Manager position is \$58,530.

The net fiscal impact on annual salary and benefits is projected at \$12,469.00 for the recommended changes related to the addition of Safety Program Manager job classification and removal of the Safety Coordinator.

The salary bands for the Safety Program Manager and the Dispatch Supervisor are outlined in a separate action item within the agency packet.

The above changes will not require an adjustment to the adopted Operating Budget.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 24-19**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE REVISED PERSONNEL ALLOCATION PLAN,
NEW JOB DESCRIPTIONS FOR FISCAL YEAR 2024/25

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 need to revise the Personnel Allocation Plan, adding two Finance Manager allocations is necessary to maintain seamless financial operations due to the impending retirement of the current incumbent;

WHEREAS, periodically, the demands of the El Dorado County Transit Authority and changing needs require updating job specifications and descriptions;

WHEREAS, the Executive Director has determined that the Safety Program requires a higher level of authority to administer all the operations related to safety a risk management and that the position of Safety Coordinator be re-classified as the Safety Program Manager;

WHEREAS, the position of Dispatch Supervisor requires necessary changes to include additional essential job functions;

WHEREAS, it is necessary for the Board of Directors to approve job specifications and descriptions;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the El Dorado County Transit Authority hereby approves the revised Personnel Allocation Table and adopts the new job classification of Safety Program Manager and revisions to Dispatch Supervisor attached hereto as Attachments A, B, and C.

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 August 2024, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

George Turnboo, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
 PROPOSED PERSONNEL ALLOCATION TABLE
 Fiscal Year (FY) 2024/25

Classification	Adopted FY 2024/25 (fte*)	Proposed FY 2024/25 (fte*)
Administrative Coordinator	1	1
Custodian	2	2
Dispatch Supervisor	1	1
Equipment Technician I/II	3	3
Executive Director	1	1
Finance Manager	1	2
Fiscal Technician I/II	2	2
Human Resources Manager	1	1
Information Technology Analyst	0	0
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant I/II	2	2
Operations Manager	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	2	2
Safety Coordinator	1	0
Safety Program Manager	0	1
Transit Dispatcher	4	4
Transit Operator	35	35
TOTAL ALLOCATED POSITIONS	61	62

* fte = Full Time Equivalent



~~August 2024~~ ~~October 2017~~

FLSA: ~~Non-Exempt~~
Safety Sensitive

SAFETY PROGRAM MANAGER COORDINATOR

DEFINITION

Under administrative direction, plans, organizes and ~~supervises~~ manages El Dorado Transit's safety and security program including the development and implementation of on-going training and safety programs for all personnel; ensures safety programs are in compliance with all federal, state and local safety, health and environmental regulations, as well as industry standards; assists in the administration of the risk management program; and performs other duties as assigned. This role ensures the safety of all employees, passengers and the public by enforcing safety policies, conducting risk assessments, and leading safety training initiatives.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from ~~the Executive Director~~ assigned management staff. ~~Exercises no~~ direct supervision over staff during training and various safety related activities.

CLASS CHARACTERISTICS

This is a ~~management~~ single position classification that is responsible for overseeing El Dorado Transit's safety and ~~risk management~~ security programs. Responsibilities include overseeing the agency Safety Committee, developing, planning, implementing and scheduling training and safety programs and remedial or refresher training and assisting in the investigation of all accidents. Positions in this classification rely on experience, training and judgment to ensure the efficient and effective delivery of safety and ~~risk management~~ security related programs. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. ~~Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements~~ This position serves as a resource to the Executive Director and other managers on safety and security related issues and is responsible for establishing objectives, timelines and methods to deliver work products. Performance of the work requires an extensive professional background, as well as skill in coordinating safety and training operations with those of other El Dorado Transit departments and public agencies.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for El Dorado Transit's safety and risk management functions including ~~De~~developments, coordinations, overseeings and participations in the day-to-day operation of programs designed to reduce risk and ensure workplace safety and facility security; performs a variety of professional level duties involved in the implementation and coordination of various safety

management programs including security, training, safety, environmental compliance, and emergency preparedness programs.

- Reviews, develops and updates safety related policies and procedures as required by law or as necessary; maintains transit safety-related manuals and documentation, including preparing and distributing communications; posts and maintains facility safety bulletin board with current information.
- Provides content recommendations to develop and maintain a diverse range of policies and procedures manuals including but not limited to, El Dorado Transit's Driver's and Maintenance Handbook, Safety and Security Prevention Plan (SSPP), Safety Management System (SMS) and Injury and Illness Prevention Plan (IIPP).
- Establishes and implements safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other safety/health related training; maintains records and database; prepares reports.
- Conducts audits and analyzes hazards, accidents, and injuries; develops findings, prepares reports, and makes recommendations to management on risk mitigation.
- Performs investigations which can include: interviewing accident witnesses and victims, observing work site practices, and performing research on prior incidents, with the goal of identifying trends and additional areas for training; tracks accident and incident investigations and develops safety training programs to mitigate future loss.
- Performs operational safety reviews and audits; monitors employee's exposure to various safety risks and provides guidance to use of safety equipment; assists with the recommendations for safety features for vehicle and equipment procurement; conducts regular facility, park and ride and bus stop safety inspections; and prepares reports on findings for remediation of safety issues.
- Oversees and participates in the development and maintenance of a comprehensive security program including security and facility access badge system, training employees, creating access protocols, evaluating systems, and serving as a liaison with external vendors and public safety/law enforcement agencies.
- Develops and maintains El Dorado Transit's Emergency Preparedness Program, including program development and updating changes to reflect regulatory requirements; provides training and conducts regular safety annual drills and preparedness for emergencies; coordinates with other agencies.
- Conducts the internal Safety Committee; serves as a representative for El Dorado Transit with external organizations.
- Attends and participates in professional group meetings; stays current with new trends and innovations in the field of safety and risk program management.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of administering and coordinating a comprehensive operational and employee safety and security program.
- Policies, regulations, specifications and requirements governing industrial safety, loss, prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Recent and on-going developments, current literature and sources of information related to training and health and safety programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including OSHA, California OSHA and FTA requirements.
- Occupational hazards and standard safety procedures.
- Records management principles and practices
- Business mathematics.

- Methods and techniques involved in conducting analytical studies of risk and safety matters.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to the work performed.

Ability to:

- Apply principles, practices and methods of administering and coordinating a ~~comprehensive~~comprehensive employee training and development programs.
- Develop and provide access for employees to training programs that address new and ongoing policies, regulations, specifications and requirements governing industrial safety, loss, prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Apply applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Apply records management principles and practices.
- Comprehend, read and analyze a variety of administrative and technical data and ~~to prepare~~prepare reports and operating procedures.
- Evaluate safety programs for cost-effectiveness and recommend improved methods of delivering effective programs.
- Independently organize work, set priorities, meet critical deadlines, and ~~coordinating~~coordinate multiple priorities with designated timelines.
- Maintain confidentiality of sensitive information.
- Collect, evaluate, and interpret varied information and data, either in statistical or narrative form, and maintain accurate records and files.
- Effectively represent El Dorado Transit in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major course work in risk management, occupational health and safety or closely related field, and ~~sixthree-~~(63) years of increasingly responsible workplace safety and risk management program experience.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Driver's License and a safe driving record throughout employment.

- Possession of, or ability to obtain certification in safety management (e.g., Certified Safety Professional) within twelve (12) months of employment to the classification.
- Possession of, or ability to obtain within ninety (90) days, a Class B Driver's License with a passenger endorsement and no air brake restriction; and maintain a safe driving record throughout employment.
- Ability to obtain Verification of Transit Training (VTT) certification
- Ability to obtain First Aid and CPR certifications within twelve (12) months of appointment to the classification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; ability to operate a motor vehicle and visit various service area or meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees periodically work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, hazardous physical substances and fumes. Employees may interact with upset staff or public and private representatives while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

- Ability to work early morning, evening, weekend, and holidays to respond to emergencies or conduct training sessions

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DISPATCH SUPERVISOR

DEFINITION

Under general direction, provides day-to-day supervision and oversight of El Dorado Transit's dispatch functions and vehicle operators; participates in performing public transportation and paratransit (Americans with Disabilities Act/Dial-A-Ride) scheduling, routing and dispatching duties; operates a variety of communication equipment, including two-way radio, telephone, computer mobile dispatch terminal and scheduling systems; creates, maintains and monitors computerized driver manifests/schedules; and responds to requests for service and provides a variety of information to passengers and the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management staff. Exercises direct supervision over dispatch staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification that exercises independent judgement within the Transit Dispatch office with significant accountability and ongoing decision-making associated with the work. The incumbent organizes and oversees day-to-day operations in dispatch and is responsible for providing highly technical support to the Operations Manager in a variety of areas including having primary accountability for Transit Dispatch leadership, as well as training and project coordination responsibilities. Incumbent is expected to work independently and exercise judgment and initiative within established guidelines. Incumbent at this level perform the most difficult dispatch duties and are responsible for the performance of subordinate unit staff.

This class is distinguished from Operations Manager in that the latter has full management and supervisory authority for planning, organizing, and directing the full scope of activities of the operations department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns and supervises the work of vehicle operators and dispatch staff; assists in the recruiting and hiring of dispatchers. Provides policy guidance and interpretation to staff; evaluates dispatch employees' performance and works with employees to correct deficiencies; effectively recommends and implements disciplinary action and other personnel matters.
- Assists with staff selection and promotion activities.
- Oversee and provide public transportation and paratransit dispatching and routing services to seniors, disabled individuals certified under the Americans with Disabilities Act (ADA) and the

- general public.
- Performs all scheduling tasks associated with drivers such as, sick coverage; receives immediate “driver not reporting for duty” phone calls; locates replacement drivers to ensure sufficient coverage.
- Oversees all demand response and ADA requests for services; checks schedules and routes; notes special passenger pickup locations, route detours and wheelchair accessibility requirements.
- Prioritize, plan, and oversee projects and workload for the assigned unit; delegate work and provides regular dispatch safety training to subordinate staff and meetings including emergency evacuation procedures, snow, ice, and other weather-related road conditions.
- Serve as the primary point of contact in working with supervisory staff and customers in resolving customer issues and Transit concerns related to dispatch services.
- Perform on-going coordination of the computer-aided dispatching program.
- Verify the work of assigned staff; ensure adherence to established guidelines, rules, and regulations; assist in hiring and evaluating the performance of staff.
- Work with management in establishing and overseeing goals and objectives for assigned unit.
- Create, maintain, and monitor computerized daily manifests/schedules for dispatching and routing transit services; make recommendations for modifying or updating schedules to improve services.
- Monitor computer, mobile data terminals and the two-way radio for information regarding scheduling issues and field situations; notify Transit Operations Supervisors of situations requiring attention.
- Perform a wide variety of clerical duties including answering a multi-line phone, and data entry and typing duties; maintain accurate records, logs and files on transportation and paratransit services; oversee the preparation/accuracy of monthly and ad hoc reports.
- Provide a variety of public transportation information to passengers, the public and other agencies; provide quality customer service and respond to public inquiries and requests for service in a courteous manner.
- Ensures all dispatch equipment is maintained and in operational conditions and that policy and procedure manuals are updated; participates in planning and operations related to automated systems.
- Attends and participates in professional group meeting; stay current with new trends and innovations in the field of transit operations.
- Assures that ample supplies and equipment are on hand or in order for the successful operation of the dispatch office.
- Assist support staff with other general office duties as needed.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles of employee supervision including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures and training.
- Public agency transit operations and services.
- Methods and techniques of scheduling routes and transit-dispatching appropriate vehicles and scheduling.
- Methods and techniques of day-to-day transit operations problem solving.
- Geographic locations within El Dorado Transit’s service areas.
- Operational characteristics of dispatch specialized transit-communication systems and devices.
- Operational characteristics of vehicles and equipment used in transit agencies
- Record keeping principles and practices.

- Safety practices related to daily transit system operations, and seasonal safety training needs
- Transit related State and Federal mandates including ADA regulations regarding public transit operations.-
- Emergency response procedures including First Aid and CPR.-
- El Dorado Transit's policies and practices regarding reviewing, reporting accident/incident reports to a third-party administrator.
- Safety regulations including Vehicle Code and CHP regulations.
- Seasonal weather and road conditions affecting transit service routing.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to work performed.

Ability to:

- Lead, organize, train, assign, set priorities, meet critical deadlines, and review the work of staff with a minimum of direction.
- Interpret, explain, and enforce agency policies and procedures.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Create and maintain detailed scheduling duties in an efficient and effective manner.
- Present a positive image of the transit system.
- Demonstrate excellent customer service skills.
- Respond decisively and effectively in resolving problems and emergency situations.
- Support staff, operators, and passengers regarding day-to-day operational situations.
- Respond in a courteous manner to requests and inquiries from the public.
- Operate a diverse range of communications equipment and devices.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Maintain accurate documentation in logs, records, ~~and~~ files, and confidentiality of sensitive information.
- Use initiative and sound judgment within established guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those encountered in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. -A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12) grade supplemented by specialized training in communications or related field. Three (3) years of increasingly responsible communication, dispatch, and clerical experience, preferably in a transit environment. Supervisory experience desirable.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Class C Driver's License and a safe driving record throughout employment.
- Possession of, or ability to obtain within 180 days of appointment to the classification, a valid Class B driver's license with a passenger endorsement and no air brake restrictions, and maintenance of a safe driving record throughout employment.
- Possession of, or ability to obtain within 180 days of appointment to the classification, a Verification Transit Training (VTT) certification with passenger endorsement.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; ability to operate a motor vehicle and visit various service area sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification although standing and walking between work areas may be required; incumbents may be required infrequently operate a transit vehicle when driving staff are not available to sit for long periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25-40 pounds.

When assigned as a Transit Operator, must be able to meet the physical demands of that classification. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and may be exposed to traffic conditions, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, hazardous physical substances, and fumes. Employees may interact with upset staff or public and private representatives while interpreting and enforcing departmental policies and procedures.

~~When assigned as a Transit Operator, must be able to work within the environmental conditions of that classification.~~

WORKING CONDITIONS

Must be willing to work early morning, evening, weekend, and holidays as required.

Must be willing to respond to work related phone calls and emergency situations in off hours consistent with operational policies and procedures.

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**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED ORGANIZATIONAL CHART
FISCAL YEAR 2024/2025**

