

Board of Directors
NATALIE ARROYO
City of Eureka
REX BOHN
County of Humboldt
STEVE LADWIG
City of Trinidad
TIMOTHY MARKS
City of Rio Dell
PAUL PITINO
City of Arcata
TAMI TRENT
City of Fortuna
MIKE WILSON
County of Humboldt

HTA Board Staff
GREG PRATT
General Manager
BRENDA FREGOSO
Secretary to the Board



Humboldt Transit Authority
Governing Board of Directors
HTA Conference Room - 133 V Street Eureka
AGENDA

Wednesday, August 22, 2018

9:00 AM

Regular Meeting

A. Call Meeting To Order

B. Roll Call & Introductions

C. Community Members Communication

Members of the community are invited to comment on items or issues not on the agenda.

D. Special Presentations

1. Presentation on proposed ¼ cent sales tax: Measure I.

Page 03

E. Consent Calendar

By motion, recommend the approval of the following items considered to be routine and enacted in one motion. Items may be removed from the consent calendar upon request and will be heard separately.

1. Minutes from the July 25, 2018 Regular Board Meeting

Page 05

Recommend: Approve minutes

Attachments: July 25, 2018 minutes

2. June 2018 statistics and financial statements for all systems operated by HTA

Handout

Recommend: Receive and file

3. HTA's Representative for California Transportation Indemnity Pool

Page 08

HTA board authorization is needed to appoint a CalTIP board member and/or an alternate.

Action Recommended: Authorize the appointment of Alene Webb as Humboldt Transit Authority's representative and Greg Pratt as the alternate for the California Transportation Indemnity Pool by adopting Resolution 18-12.

4. Agreements between Humboldt State University and the Humboldt Transit Authority

Page 10

The contract states that between Humboldt State University and Humboldt Transit Authority for the Jack Pass are up for renewal.

Action Recommended: Approve the Operating Contracts between Humboldt Transit Authority, and Humboldt State University for bus service for Willow Creek, Eureka Transit, and Redwood Transit.

~Contracts Enclosed

5. County Auditor: Authorized Signatures

Page 11

Board authorization is needed to designate signatories to access the treasury account funds held by them.

Action Recommended: Sign the interoffice memo of authorization requested by the County of Humboldt Auditor - Controller

Attachment: Auditor-Controller Authorized Signatures

F. Items Removed from Consent Calendar

G. Old Business

H. New Business

1. Amendments to the Classification Plan, Job Descriptions, Salary Schedule and Personnel Policy Manual for Unrepresented Employees

Page 13

Staff is proposing changes to the Classification Plan, Salary Schedule, Job Descriptions, and Personnel Policy. All changes require board authorization.

I. Board Reports

J. Department Reports

K. Closed Session

1. The Board will go into Closed Session pursuant to Government Code Section 54956.9(a) to confer with Legal counsel regarding pending litigation: Maxon v. HTA (Humboldt County Sup. Ct Case No. DR180182).
2. The Board will Reconvene in Open Session and report out as necessary

L. Adjournment

Humboldt Transit Authority (HTA) is committed to a policy of non-discrimination pursuant to the requirements of Title VI of the Civil Rights Act of 1964. Persons who require special accommodations, accessible seating, or documentation in alternative formats under the American with Disabilities Act or persons who require translation services (free of charge) should contact HTA at least two days prior to the meeting.

Humboldt Transit Authority (HTA) se compromete a una norma de no discriminación de acuerdo a los requisitos del Artículo VI del Acto Derechos Civiles de 1964. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con HTA al menos dos días antes de la reunión.



INFORMATION ABOUT PROPOSED 1/4 CENT SALES TAX: MEASURE I



Measure I would:

- Generate **\$2.2 million** each year - **\$44 million** over 20 years to maintain our roads.
- Be paid by residents **and visitors** to Eureka.
- Can be **leveraged** to increase funds by accessing state and federal grants.
- Be used **exclusively for local road repair** performed by contractors, many of which are local.
- **Includes Citizens Oversight** to ensure funds are spent for road repairs only.

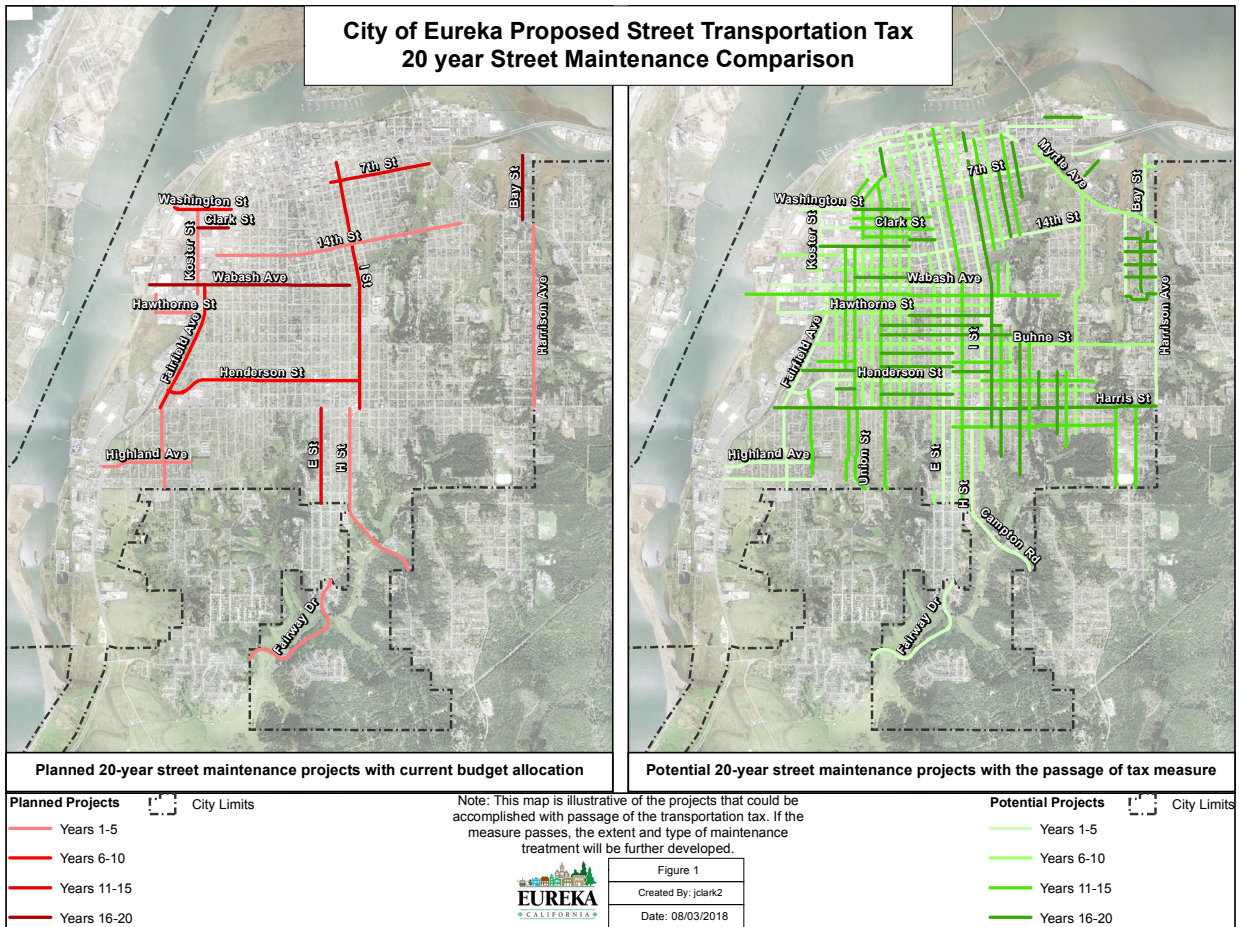
What is Measure I?

On November 6, 2018, Eureka's voters will consider Measure I – a 20-year, 1/4 cent sales tax to fund local road maintenance program to ensure the long-time health and viability of our roads.

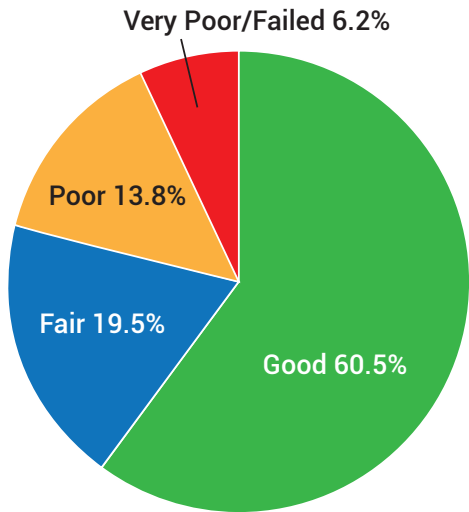
The City of Eureka oversees the repair and maintenance of approximately 114.4 centerline miles of pavement, or 581 pavement sections. The pavement condition index, or PCI, is a measurement of the pavement condition and ranges from 0 to 100. A newly constructed street will have a PCI of 100, while a failed street will have a PCI of 25 or less. The City's average is currently just 65, with a remaining service life of approximately 16 years.

Measure I would make it possible for the City to maintain roads at their current levels and prevent degradation which would cost more than twice as much to repair by 2026.

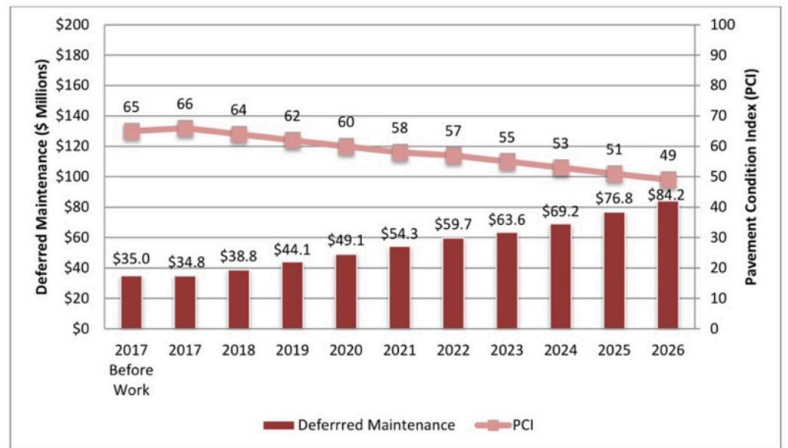
For more information please visit www.eurekameasurei.com



The map above shows planned improvements without (left hand side) and with (right hand side) Measure I.



Today roughly 40% of the City's road are in disrepair with 6% being very poor or failing. Without a maintenance program in place, ALL of the City's existing roadways would slip to fair or below resulting in rising costs for deferred maintenance as illustrated above.



Measure I will provide enough funding to improve the quality of our local streets and roads and prevent further decay.



For more information please visit www.eurekameasurei.com

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

July 25, 2018

ROLL CALL

PRESENT

Board Members

Mike Wilson, County of Humboldt
Paul Pitino, City of Arcata
Rex Bohn, County of Humboldt
Tim Marks, City of Rio Dell
Dean Glaser, City of Fortuna (Alt)

ABSENT

Steve Ladwig, City of Trinidad
Tami Trent, City of Fortuna
Natalie Arroyo, City of Eureka

Staff

Greg Pratt, General Manager
Brenda Fregoso, Secretary to the Board
Alene Webb, Finance Manager
Consuelo Espinosa, ADA Specialist
Brian Connors, Operations Manager

Jim Wilson, Director of Maintenance

Also, in attendance were: Nancy Diamond, HTA Legal Counsel; Chuck Edwards and Ted Sheets with Ads in Motion.

CALL TO ORDER

Vice Chair Pitino called the meeting to order at 9:00 a.m. Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

None

SPECIAL PRESENTATIONS

None

CONSENT CALENDAR

By motion, recommended the approval of the following items considered to be routine and enacted in one motion. Items may be removed from the Consent Calendar upon request and will be heard separately.

Motion by Supervisor Wilson, second by Councilmember Glaser to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the June 27, 2018 Regular Board Meeting

Action Recommended: Approve minutes

2. May 2018 statistics and financial statements for all systems

Action Recommended: Receive and File

3. Adaptation Planning Grant

The Humboldt Transit Authority was recently awarded a State transportation planning grant through Caltrans. Board authorization is required for the General Manager to execute documents related to the grant program.

Action Recommended; Adopt Resolution 18-10 authorizing the General Manager to execute agreements with the California Department of Transportation for the Climate Resilient Electrified Transit Plan for Humboldt County.

Items removed from the Consent Calendar

None

OLD BUSINESS

1. Adoption of the Fiscal Year 2018/19 Final Budget for Humboldt Transit Authority

The preliminary budget was adopted on June 27, 2018. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.

General Manager gave the board an update on the draft of preliminary budget draft and announced there were not responses. A public hearing was opened and there were no comments.

Motion by Supervisor Wilson, second by Councilmember Glaser to approve the final budget for fiscal year 2018/19 and adopt Resolution 18-08.

Motion carries unanimously

2. Advertising Agreement between HTA and ADS in Motion

Due to recent changes in Humboldt Transit Authority's fleet inventory, ADS in Motion has submitted an amendment proposal to the HTA board for consideration.

General Manager Greg Pratt gave the board an update on the current agreement between HTA and ADS in Motion. Chuck Edwards with ADS in Motion gave the board an update on the changes that would be in the new agreement if ADS in Motion was awarded the new contract.

Motion by Supervisor Wilson, second by Councilmember Glaser to accept the July proposal from ADS in Motion with the amendment that the amount per month is changed from \$4000 to \$4,250 per month or 35% of net revenue, whichever is greater and extend the agreement to 2023 and not the original proposal of 2025.

Ayes: Vice Chair Pitino, Supervisor Wilson, Councilmember Glaser and Councilmember Marks

Abstained: Supervisor Bohn

CLOSED SESSION: 2 Items (Times Sensitive 9:30 a.m.)

1. Public Comment

None

2. The Board went into Closed Session pursuant to Government Code Section 54957.6. Agency designated representative: Jack Hughes; Employee organization: Local 1684, American Federation of State, County and Municipal Employees.

3. The Board went into Closed Session pursuant to Government Code Section 54956.9(a) to confer with Legal Counsel regarding pending litigation: Maxon v. HTA (Humboldt County Sup. Ct Case No. DR180182).

4. The Board reconvened in Open Session at 9:55 a.m. Vice Chair Pitino announced that there was nothing to report.

NEW BUSINESS

1. Memorandum of Understanding between Humboldt Transit Authority (HTA) and American Federation of State, County, and Municipal Employees (AFSMCE) for July 1, 2018 – June 30, 2021.

The employee's contract between HTA and the union expired June 30, 2018. Staff is recommending extending the contract with certain amendments agreed upon during the negotiating process.

Motion by Supervisor Wilson, second by Councilmember Glaser to approve the changes to the contract for the July 1, 2018 – June 30, 2021 Memorandum of Understanding between Humboldt Transit Authority and the American Federation of State, Municipal and County Employees by adopting Resolution 18-09.

Motion carries unanimously

Board Reports

Supervisor Wilson thanked General Manager Greg Pratt for efforts with the public as well as his supplemental information regarding service for Old Arcata Road.

Department Reports

General Manager Greg Pratt gave the board and update on the Electric bus and the upcoming mandates with Caltrans.

Communications

None

Meeting adjourned at 10:05 a.m.



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

Office: (707) 443-0826
Fax: (707) 443-2032
www.hta.org

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 22, 2018

SUBJECT: HTA's Representative for California Transportation Indemnity Pool

Humboldt Transit Authority is a member of The California Transit Indemnity Pool (CalTIP). It is a joint powers insurance authority organized under California law in 1987. CalTIP is a self-insurance program for public transit operators where members pool funds to obtain insurance coverage, claims administration, and safety and loss control programs. CalTIP is governed by representatives of member transit operators.

All CalTIP participants are required to have designated representatives. Currently, Greg Pratt is the designated representative, Alene Webb and Brenda Fregoso are the alternates. Staff is requesting that the board move Alene Webb to the designated representative and change Greg Pratt to the alternate for the CalTIP board.

Action Recommended: Authorize the appointment of Alene Webb as Humboldt Transit Authority's representative and Greg Pratt as the alternate for the California Transportation Indemnity Pool by adopting Resolution 18-12.

RESOLUTION 18-12

AUTHORIZATION FOR APPOINTMENT OF REPRESENTATION TO THE CALIFORNIA TRANSPORTATION INDEMNITY POOL (CaTIP) JOINT POWERS AUTHORITY

WHEREAS, the Humboldt Transit Authority (HTA) is an active participant in the California Transportation Indemnity Pool (CaTIP) and receives services and benefits from participation in the pool; and,

WHEREAS, all CaTIP participants are required to have a designated representative; and alternates and,

WHEREAS, the HTA Governing Board recognizes the need for the Authority to maintain voting members on the CaTIP Board of Directors

WHEREAS, HTA's General Manager serves as the designated representative and Human Resources Manager serves as the designated alternate representative on the CaTIP Board of Directors and,

WHEREAS, HTA's Finance Manager Alene Webb will be changed to the designated representative and General Manager Greg Pratt will be changed to the designated alternate representative.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority that Finance Manager Alene Webb will serve as HTA's designated representative, General Manager Greg Pratt will be the designated alternate, and Brenda Fregoso will remain a designated alternate to the California Transportation Indemnity Pool.

PASSED, APPROVED AND ADOPTED this twenty-second day of August 2018 on the following vote:

AYES:

NOES:

ABSENT:

Chair of the Humboldt Transit Authority Board of Directors

ATTEST:

Secretary to the Board



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

Office: (707) 443-0826
Fax: (707) 443-2032
www.hta.org

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 22, 2018

SUBJECT: Humboldt State University Jack Pass Contracts

Humboldt Transit Authority has been under contract with Humboldt State University since 2008 to provide transportation services for students, faculty, and staff in an item known as the "Jack Pass." Due to the constant change in ridership, the terms of the contracts are renewed yearly. The contracts up for renewal are for the Redwood Transit System, the Eureka Transit Service and the Willow Creek System for the duration of July 1, 2018 to June 30, 2019. Contract amounts are based on the prior year ridership statistics for Jack Pass usage.

Action Recommended: Approve the Operating Contracts between Humboldt Transit Authority, and Humboldt State University for bus service for Willow Creek, Eureka Transit, and Redwood Transit.

~ Contracts enclosed



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

Office: (707) 443-0826
Fax: (707) 443-2032
www.hta.org

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 22, 2018

SUBJECT: County of Humboldt: Auditor - Controller Authorized Signatures

The County of Humboldt Auditor – Controller’s office requires authorization of signatories to access the treasury account funds held by them. Staff is recommending that the HTA Chair, Finance Department, and Human Resources be authorized to sign documents requesting reimbursement of expenditures, payment of certain accounts payable and requests for treasury account statements.

Action Recommended: Sign the interoffice memo of authorization requested by the County of Humboldt Auditor - Controller



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

Office: (707) 443-0826
Fax: (707) 443-2032
www.hta.org

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 22, 2018

SUBJECT: Humboldt Transit Authority Personnel Policy

All changes to the Salary Schedule and Personnel Policy requires board authorization. The change to the benefit package has been updated to mirror the recent changes to the Memorandum of Understanding between AFSCME and HTA. A summary of the proposed changes are as follows:

1. Re-instating dependent medical coverage for unrepresented employees beginning January 2019. This benefit was added to represented employees with the new contract between AFSCME and HTA. There are no budget impacts with the current unrepresented staff.
2. Unrepresented salary increases:
 - a. 2.50 % Effective July 29, 2018
 - i. 2.50% was included in the 18/19 Budget
 - b. 2.25% Effective July 1, 2019
 - c. 2.25% Effective July 1, 2020
 - i. Year two and three reflect the same increases as represented employees. The last increase for unrepresented staff was July 2014.
3. Proposed staff position changes:
 - a. Administrative Assistant II
 - i. This proposed position combines the job duties of Transportation Supervisor, Bookkeeper, ADA & Safety Coordinator, and Administrative Assistant I. This position is designed to assist all departments' administrative duties.
~Job description enclosed
 - b. Administrative & Finance Assistant
 - i. Position requested to be re-instated but not filled until the 19/20 FY, if the budget allows. Because of recent changes to staffing over the last two years, this position was removed. Current workloads and past audits have identified the need for this position to assist in the day-to-day functions of the Finance Manager and also the Human Resource Manager.
~Job description enclosed
 - c. Transit Supervisor
 - i. Position proposed to be removed from HTA's salary schedule. The administrative functions for the Operations Department have been moved to Administrative Assistant II.

Action Recommended: Approve Amendment to the Humboldt Transit Authority's Personnel Policy Manual, Job Description & Salary Schedule for Unrepresented Employees by Adopting Resolution 18-11

RESOLUTION 18-11
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE PERSONNEL POLICY AND SALARY SCHEDULE

WHEREAS, on January 18, 2012, Humboldt Transit Authority adopted Resolution 12-01 implementing the Personnel Policy for unrepresented employees; and,

WHEREAS, this document has been amended by Resolution 16-05 and 16-12; and,

WHEREAS, the Governing Board of Directors of the Humboldt Transit Authority desires to amend its Personnel Policy.

NOW, THEREFORE, BE IT RESOLVED by the Humboldt Transit Authority Governing Board of Directors as follows:

1. Resolution 16-12 is hereby rescinded and replaced by Resolution 18-11 adopting the enclosed Personnel Policy for Unrepresented Employees and Salary Schedule effective August 22, 2016.
2. HTA will offer the benefit of medical for unrepresented employees and their dependents beginning January 1, 2018.
3. Unrepresented employees will receive a 2.5% salary increase Effective July 29, 2018, a 2.25% salary increase effective July 1, 2019, and a 2.25% salary increase effective July 1, 2020.
4. The positions of Administrative & Finance Assistant and Administrative Assistant II will be added to the salary schedule and the position of Transportation Supervisor will be removed.

PASSED, APPROVED AND ADOPTED this twenty-second day of August 2018, on the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board

HTA Classification Plan

August 1, 2018

Salary Schedule

Allocations

| Non-union positions | Current | Filled | Proposed | A | B | C | D | E | F |
|--------------------------------|---------|--------|----------|------------------------------|---------|---------|---------|---------|---------|
| General Manager | 1 | 1 | 1 | <i>Range \$37.02 - 47.60</i> | | | | | |
| Operations Manager | 1 | 1 | 1 | \$26.49 | \$28.61 | \$30.73 | \$32.85 | \$34.97 | \$37.07 |
| Director of Maintenance | 1 | 1 | 1 | \$26.49 | \$28.61 | \$30.73 | \$32.85 | \$34.97 | \$37.07 |
| Human Resource Manager | 1 | 1 | 1 | \$26.49 | \$28.61 | \$30.73 | \$32.85 | \$34.97 | \$37.07 |
| Finance Manager | 1 | 1 | 1 | \$26.49 | \$28.61 | \$30.73 | \$32.85 | \$34.97 | \$37.07 |
| Administrative & Finance Asst. | 0 | 0 | 1 | \$22.92 | \$24.07 | \$25.27 | \$26.54 | \$27.87 | \$29.26 |
| Safety & ADA Coordinator | 1 | 1 | 1 | \$22.92 | \$24.07 | \$25.27 | \$26.54 | \$27.87 | \$29.26 |
| Bookkeeper | 1 | 1 | 1 | \$20.50 | \$21.23 | \$21.95 | \$22.66 | \$23.38 | \$24.14 |
| Transportation Supervisor | 1 | 0 | 0 | \$17.25 | \$18.27 | \$19.25 | \$20.23 | \$21.22 | \$22.17 |
| Administrative Assistant II | 0 | 0 | 1 | \$19.50 | \$20.23 | \$20.95 | \$21.66 | \$22.38 | \$23.14 |
| Administrative Assistant I | 1 | 1 | 1 | \$14.29 | \$15.27 | \$16.26 | \$17.24 | \$17.61 | \$19.22 |

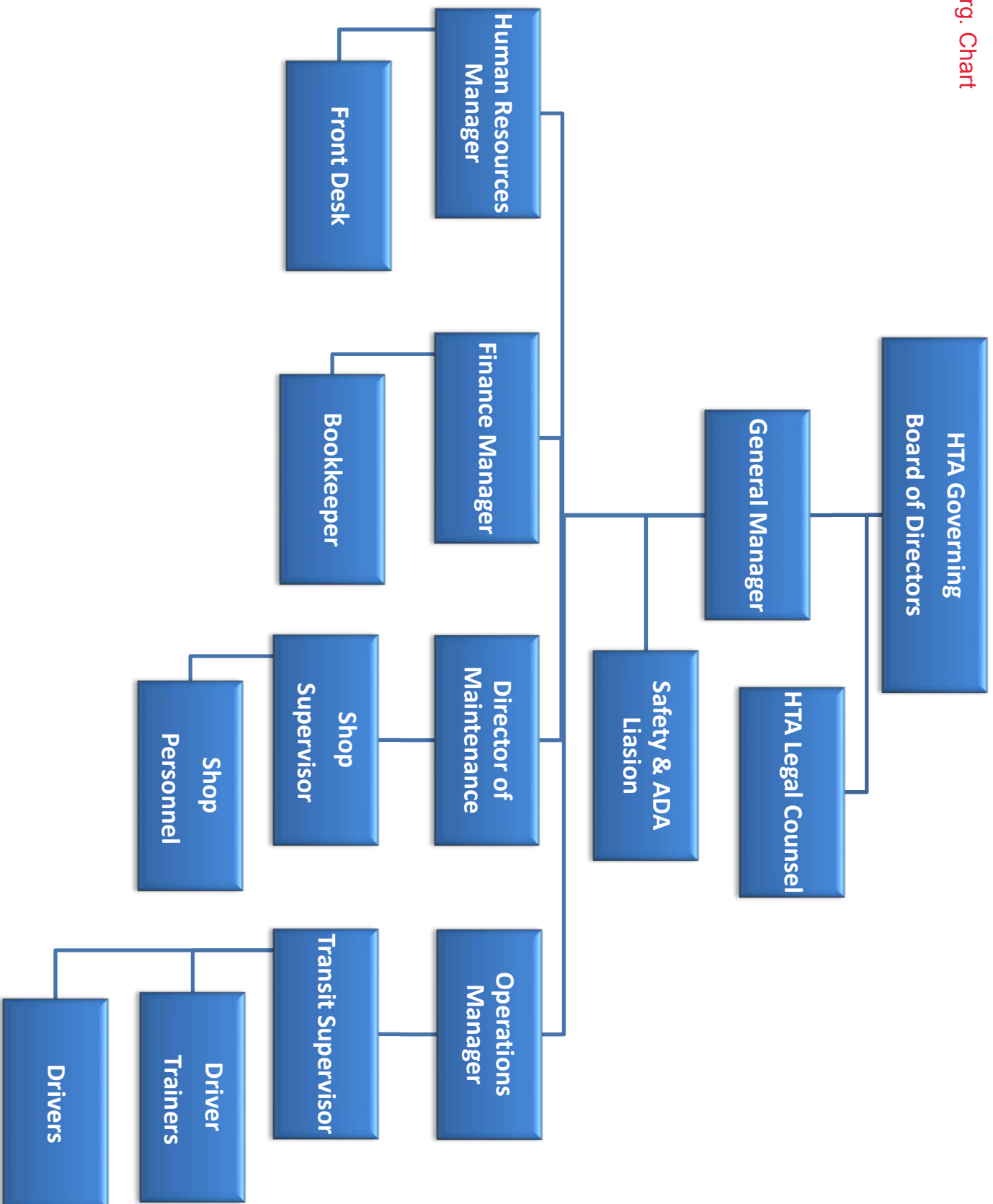
July 1, 2019

| Non-union positions | Current | Filled | Proposed | A | B | C | D | E | F |
|--------------------------------|---------|--------|----------|------------------------------|---------|---------|---------|---------|---------|
| General Manager | 1 | 1 | | <i>Range \$37.02 - 47.60</i> | | | | | |
| Operations Manager | 1 | 1 | | \$27.09 | \$29.25 | \$31.42 | \$33.59 | \$35.76 | \$37.90 |
| Director of Maintenance | 1 | 1 | | \$27.09 | \$29.25 | \$31.42 | \$33.59 | \$35.76 | \$37.90 |
| Human Resource Manager | 1 | 1 | | \$27.09 | \$29.25 | \$31.42 | \$33.59 | \$35.76 | \$37.90 |
| Finance Manager | 1 | 1 | | \$27.09 | \$29.25 | \$31.42 | \$33.59 | \$35.76 | \$37.90 |
| Administrative & Finance Asst. | 1 | 0 | | \$23.44 | \$24.61 | \$25.84 | \$27.14 | \$28.50 | \$29.92 |
| Safety & ADA Coordinator | 1 | 1 | | \$23.44 | \$24.61 | \$25.84 | \$27.14 | \$28.50 | \$29.92 |
| Bookkeeper | 1 | 1 | | \$20.96 | \$21.71 | \$22.44 | \$23.17 | \$23.91 | \$24.68 |
| Administrative Assistant II | 1 | 1 | | \$19.94 | \$20.69 | \$21.42 | \$22.15 | \$22.88 | \$23.66 |
| Administrative Assistant I | 1 | 1 | | \$14.61 | \$15.61 | \$16.63 | \$17.63 | \$14.94 | \$19.65 |

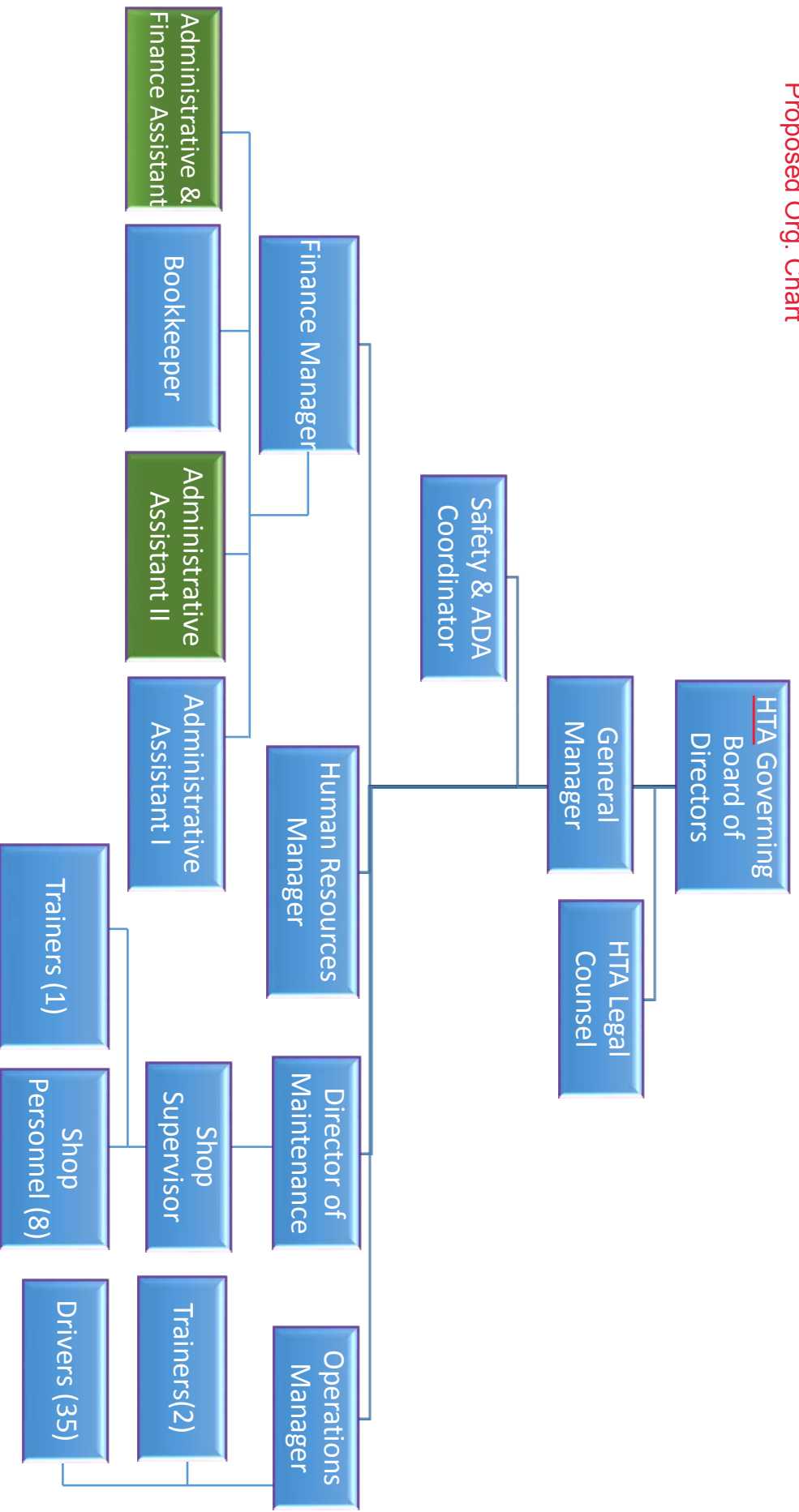
July 1, 2020

| Non-union positions | Current | Filled | Proposed | A | B | C | D | E | F |
|--------------------------------|---------|--------|----------|------------------------------|---------|---------|---------|---------|---------|
| General Manager | 1 | 1 | | <i>Range \$37.02 - 47.60</i> | | | | | |
| Operations Manager | 1 | 1 | | \$27.70 | \$29.91 | \$32.13 | \$34.35 | \$36.56 | \$38.75 |
| Director of Maintenance | 1 | 1 | | \$27.70 | \$29.91 | \$32.13 | \$34.35 | \$36.56 | \$38.75 |
| Human Resource Manager | 1 | 1 | | \$27.70 | \$29.91 | \$32.13 | \$34.35 | \$36.56 | \$38.75 |
| Finance Manager | 1 | 1 | | \$27.70 | \$29.91 | \$32.13 | \$34.35 | \$36.56 | \$38.75 |
| Administrative & Finance Asst. | 1 | 0 | | \$23.97 | \$25.16 | \$26.42 | \$27.75 | \$29.14 | \$30.59 |
| Safety & ADA Coordinator | 1 | 1 | | \$23.97 | \$25.16 | \$26.42 | \$27.75 | \$29.14 | \$30.59 |
| Bookkeeper | 1 | 1 | | \$21.43 | \$22.20 | \$22.94 | \$23.69 | \$24.45 | \$25.24 |
| Administrative Assistant II | 1 | 1 | | \$20.39 | \$21.16 | \$21.90 | \$22.65 | \$23.39 | \$24.19 |
| Administrative Assistant I | 1 | 1 | | \$14.94 | \$15.96 | \$17.00 | \$18.03 | \$15.28 | \$20.09 |

Current Org. Chart



Proposed Org. Chart



Administrative & Finance Clerk

Working under the direction of the Finance Manager, the Administrative & Finance Clerk is responsible for and assists with a variety of bookkeeping, grant administration, personnel, payroll and related tasks.

Bookkeeping:

- Assist with bookkeeping tasks as assigned
- Assure that all A/P and A/R are current with terms
- Prepare requests for payment of invoices through the county auditor's office or pay bills in-house
- Compile financial statements and statistical reports
- Participate in completion of audits
- Assure reconciliations of cash accounts are correct and current

Contracts and Grants:

- Assist in tracking grant receipts and expenditures
- Assist in reconciling grant use to available funds
- Assure that all HTA contracts are current and signed

Personnel and Payroll:

- Calculate payroll hours for all employees from time clock or trip reports
- Complete payroll and ancillary records
- Calculate and monitor sick, vacation and administrative leave hours
- Manage administration of Public Employees Retirement System programs
- Manage all worker's compensation claims
- Assist all departments in new hire and benefit commencement processes

General:

- Prepare board agenda materials and will be available to serve as Secretary to the Board of Directors
- Assist in the answering of telephones, radio calls, and dispensing of schedule and fare information, when needed.
- As needed, assists with all other administrative duties assigned by the Administration and Finance Manager
- Manage marketing and advertising for HTA services as requested
- Assure that all employment posters are current and contain up to date contact information
- Assist in general administrative tasks as assigned

Minimum Position Requirements:

- High school diploma or equivalent certification
- Two post high school courses in Basic Bookkeeping and one in Principles of Accounting (course titles may vary) or a minimum three years of advanced bookkeeping experience

Administrative Assistant II

Under the direction of the Finance Manager, Administrative Assistant II oversees all activities at the front desk, assists with A/P and is completes other tasks in support of administration and operations.

General:

- Answer phones, distributing calls and/or managing customer inquiries
- Receive and respond to all complaints.
- Assists in all administrative functions, including but not limited to: preparation of reports; clerical activities; answering of telephones; customer complaints; routine banking functions.
- Provide schedule and route information to the general public as necessary
- Greet the public and fulfilling all general reception duties
- Sell tickets and passes to the public
- Receive and process applications for reduced fares, and prepare ID cards
- Provide services to management staff as needed, including typing, filing, invoicing, record keeping, phone management, etc.

Finance Assistance:

- Count cash and complete daily logs of money taken at the front desk
- Oversee front desk cash box and cash reconciliation
- Perform all administrative duties related to the Eureka Dial-a-Ride program, including ticket count reconciliation, client certification, complaints, and reports
- Assist with bookkeeping tasks as assigned
- Assure that A/R is current with terms
- Compiles financial statements and statistical reports as assigned
- Participate in completion of audits
- Vault Counts and Banking responsibilities as needed

Operations:

- Reconcile payroll hours for operation employees from time clock as received from Employee's Supervisors
- Calculate ridership statistics monthly
- Assisting with Dispatch

Bookkeeper

Working under the direction of the Finance Manager, the Bookkeeper is responsible for and assists with a variety of bookkeeping, personnel, payroll and related tasks.

Bookkeeping:

- Assist with bookkeeping tasks as assigned.
- Assure that all A/P is current with terms.
- Participate in completion of audits.
- Requesting County funds.
- Reconcile expenses daily.
- All banking responsibilities
- Vault Counts and Brink's reporting

Contracts and Grants:

- Assists in tracking grant receipts and expenditures
- Assists in reconciling grant use to available funds

Personnel and Payroll:

- Enter payroll hours for all employees from time clock or trip reports as received from Employee's Supervisors
- Completes all payroll related duties as required
- Assist Human Resources with employee benefits and any employment change
- Monitors all employee leave hours

General:

- Assists in the answering of telephones and dispensing of schedule and fare information, as needed
- Assists in the answering of radio calls, as needed
- Assists with all other administrative duties assigned by the Finance Manager and Human Resources as needed
- Assist in general administrative tasks as assigned
- Designated purchasing agent

Minimum Position Requirements:

- High school diploma or equivalent certification
- Two post high school courses in Basic Bookkeeping and one in Principles of Accounting (course titles may vary) or a minimum three years in advanced bookkeeping experience