

Board of Directors
NATALIE ARROYO
City of Eureka
REX BOHN
County of Humboldt
STEVE LADWIG
City of Trinidad
JULIE WOODALL
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

NOTICE OF SPECIAL MEETING

AGENDA

Friday, May 24, 2019 9:00 AM

A. Call Meeting To Order

B. Roll Call & Introductions

C. Community Members Communication

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

D. Special Presentations

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 March 27, 2019 Regular Board Meeting Page 03
Action Recommended: Approve minutes
2. Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services Page 05
Staff is recommending a one-year contract for CAE Transport to provide Dial-A-Ride services in Humboldt County.
Action Recommended: Approve Agreement between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services
3. February statistics and financial statements for all systems operated by HTA Handout
Action Recommended: Receive and file

F. Items Removed from Consent Calendar

G. New Business

1. Amendments to the Classification Plan, Job Descriptions, and Salary Schedule for Represented and Unrepresented Employees Page 06
Staff is proposing changes to the Classification Plan, Salary Schedule, and Job Descriptions for both represented and unrepresented employees. All changes require board authorization.
Action Recommended: Approve Amendments to the Classification Plan, Salary Schedule, and Job Descriptions by Adopting Resolution 19-03.

H. Board Communications

I. Staff Communications

J. 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.

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

April 24, 2019

PRESENT

Board Members

Paul Pitino, City of Arcata
Steve Ladwig, City of Trinidad
Natalie Arroyo, City of Eureka
Julie Woodall, City of Rio Dell

ABSENT

Tami Trent, City of Fortuna
Rex Bohn, County of Humboldt
Mike Wilson, County of Humboldt

Staff

Brenda Fregoso, Secretary to the Board
Brian Connors, Operations Manager

Greg Pratt, General Manager
Consuelo Espinosa, ADA & Safety Coordinator
Alene Webb, Finance Manager
Jim Wilson, Director of Maintenance

Also, in attendance were: Nancy Diamond, HTA Legal Counsel; Phillip Johnson, HCAOG; Jaison Chand, City Cab.

CALL TO ORDER

Chairperson Pitino called the meeting to order at 9:04 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 Councilmember Arroyo, second by Councilmember Woodall to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the March 27, 2019 Regular Board Meeting

Action Recommended: Approve minutes

2. February 2019 statistics and financial statements for all systems

Action Recommended: Receive and file

3. Federal Transit Administration Section 5311(f) Grant Funds

Staff is recommending submitting an application for 5311(f) funds for operating assistance for the Intercity Bus System.

Action Recommended: Adopt Resolution 19-02 Authorizing Application for FTA Section 5311 (f) Grant Funds and the General Manager to sign the Grant Agreement.

Items removed from the Consent Calendar

None

NEW BUSINESS

1. Responses to the 2017-18 Fiscal and Compliance Audit

Staff prepared responses to the finding from the 2017-18 Fiscal and Compliance Audit.

Motion by Councilmember Arroyo, second by Councilmember Woodall to direct staff to prepare the responses as recommended below and authorize the General Manager to notify the affected member entities for this request. Authorize the restriction of funds as follows:

Willow Creek: Restrict \$55,639 for Capital Purchase

Tish Non-Village Transit: Repay the excess TDA funds in the amount of \$1531 to the Regional Transportation Agency (HCAOG).

Motion carries unanimously

OLD BUSINESS

None

Board Reports

Councilmember Arroyo gave an update on information from the RCAA.

Staff Communications

Secretary to the Board, Brenda Fregoso gave the board an update on some events that Staff attended with the Electric Bus.

Also, a revised RTS Financial and Statistics report was distributed to board members and the revisions were highlighted.

Philip Johnson with HCAOG announced that HCAOG has online a Mobility on Demand survey.

Meeting adjourned at 9:20 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 Pitino
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 24, 2019

SUBJECT: Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services.

In March of 2016, The Humboldt Transit Authority became the regions Coordinated Transportation Services Agency (CTSA) to oversee and assist the paratransit system in the region. The purpose of the CTSA is to improve paratransit inefficiencies, monitor system performance, reduce costs, and coordination with other agencies.

Over the last year, HTA Staff has worked with CAE to implement technology-based applications to enhance the customer experience, and improve the reporting process that has helped identify system inefficiencies. The HTA Shop has kept costs down with scheduled routine maintenance and help from the State of Good Repair grant which has helped keep contract rates the same. CAE and HTA will continue to work on improving on-time performance to better serve the community and examine ridership data and trends to reduce costs to the member entities and the public.

Staff is recommending extending the agreement between CAE Transport and the Humboldt Transit Authority for a one-year term with no increase from the prior year.
~Contract Enclosed

Action Recommended: Approve Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services.



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TO: Chair Pitino
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 24, 2019

SUBJECT: Amendments to the Classification Plan, Job Descriptions, and Salary Schedule for Represented and Unrepresented Employees

All changes to the Classification Plan, Salary Schedule, and Job Descriptions require board authorization. A summary of the proposed changes are as follows:

Unrepresented: Bookkeeper

- HTA will be searching for a bookkeeper the beginning of the 2019/20 FY to fill the void in the Finance Department. Due to changes to the accounting system and change in personnel, Staff has updated the job description to reflect those changes. (Attachment A)

Represented: Driver Trainer

- To fill the void of Transportation Supervisor, staff is proposing to create the position of Driver Trainer at the beginning of the 2019/20 FY. Human Resources has worked with HTA's Safety Coordinator & Consultant, Operations, Maintenance, and AFSCME representatives to create the job duties and requirements necessary for the position. (Attachment B). Currently, this position is filled by various State approved drivers but because of a driver shortage, it is becoming increasingly difficult to take a trainer off of their route to train another new driver. Having a full-time trainer will also allow HTA to assist AMRTS and other agencies in licensing new drivers. The wages listed in the Salary Schedule (Attachment C) are based off the current rates given to drivers for performing that duty.

Action Recommended: Approve Amendments to the Classification Plan, Salary Schedule, and Job Descriptions by Adopting Resolution 19-03.

**RESOLUTION 19-03
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE CLASSIFICATION PLAN AND SALARY SCHEDULE**

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

WHEREAS, these documents have been amended by Resolution 16-05, 16-12 and 18-11; and,

WHEREAS, the Governing Board of Directors of the Humboldt Transit Authority desires to amend its Salary Schedule and Classification Plan.

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

1. Resolution 18-11 is hereby rescinded and replaced by Resolution 19-02 adopting the enclosed Classification Plan and Salary Schedule effective July 1, 2019.
2. The position of Driver Trainer will be added to the Salary Schedule and Classification Plan.
3. The General Manager is directed to update Appendix A of the Memorandum of Understanding between AFSCME Local 1684, AFL-CIO and the Humboldt Transit Authority, July 1, 2018 through June 30, 2021, to incorporate the new driver position.

PASSED, APPROVED AND ADOPTED this twenty-fourth day of May 2019, on the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board

ATTACHMENT A

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 and A/R are current with terms
- Prepare requests for payment of invoices through the county auditor's office and pays bills in-house
- Compiles financial statements and statistical reports as assigned
- Participate in completion of yearly audits
- ~~Prepares and reconciliations of cash accounts as assigned are correctly~~
- ~~Requesting County funds and reconcile expenses daily~~
- ~~Performs All~~ banking responsibilities as assigned
- ~~Prepares~~ Vault Counts and reconciles Brink's reporting
- ~~Calculates and pays Payroll Liabilities as assigned~~
- Assists with Payroll Quarterlies as assigned

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 assigned ~~required~~
- Assist Human Resources as assigned ~~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
- Assists office Purchasing Agent ~~in general administrative tasks~~ as assigned

Minimum Position Requirements:

- High school diploma or equivalent certification
- A minimum of three years in advanced bookkeeping experience
- Has a strong working knowledge of QuickBooks Accounting software
- Has a strong working knowledge of Microsoft Word, Excel and Outlook software
- ~~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~~

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**TRANSIT DRIVER TRAINER
Job Description**

Monday-Friday (or as needed)

8:00 am– 4:30 pm

Wage Scale \$19.51 – \$26.24

The Position:

Under direction from the Operations Manager, an employee in this position conducts: Transit Driver and other employee training and retraining in passenger relations: performance evaluations: vehicle and equipment operation: and emergency and accident procedures. Essential functions: instructs Transit Driver Trainees on passenger relations, vehicle and equipment operation, emergency and accident procedures, and route information; recommends trainees for graduation or for further instruction; prepares training files; conducts performance evaluations of Transit Drivers to assess basic vehicle operations, safe driving skills and overall job performance; reviews and discusses with the employee the skills required for optimal job performance; and recommends and conducts retraining as necessary.

Required Knowledge and Abilities:

Knowledge of: Humboldt Transit Authority (HTA) system, routes, and fares; safety rules and procedures; Operations Department policies, procedures, rules and regulations; safe driving techniques including defensive driving, wearing seatbelts, following posted speed limits; California State vehicle code and other laws and regulations governing public transportation and the operation of commercial vehicles.

Ability to: plan, organize and guide the activities of others; counsel, advise, train, and motivate a team of Transit Drivers regarding performance and procedures; deal tactfully and effectively with culturally diverse individuals at all levels and of varying socioeconomic backgrounds; recognize problems and recommend solutions; understand, interpret, and apply, laws, policies, procedures, and regulations; exercise sound judgment in stressful situations; communicate effectively orally and in writing; operate word processing, mobile technology, and other computer software programs, audio visual equipment and other training aides; operate SHUTTLE, 30-foot, 40-foot, and 45-foot transit coaches; bend and extend arms and legs to demonstrate securement devices; reach and write above head; drive all job related vehicles and maintain a valid California State Commercial driver's license, DOT medical card, and Verification of Transit Training (VTT) card.

Duties Will Include:

- Conduct and supervise driver training and re-training.
- Assist with the Verification of Transit Training (VTT) sessions.
- Assist drives in the completion of necessary reports.
- Conduct and/or supervise driver evaluations via on-board observations and video review.
- Maintain VTT training records and Employee Pull Notice (EPN) program files on all licensed drives employed by HTA.
- Ensure that HTA Drivers adhere to HTA safety and standard operating policies and procedures.
- Serve as an Extra-Board Transit Bus Driver and operate buses in revenue service when there are no available drivers, and when no shop personnel are available to drive replacement vehicles when revenue vehicles are down due to mechanical failure.
- Assist in all administrative functions, including, but not limited to: preparation of reports; clerical activities; answering telephones; taking customer complaints; and other functions as assigned.

Minimum Qualifications:

- Must maintain and have held a valid Class B Commercial Driver's License with air brake and passenger endorsements for at least two years.
- Must have the ability to perform the essential functions as described above including the ability to maneuver objects weighing up to thirty pounds.
- Must be available for shift work.
- Must have a driving record free of Humboldt Transit Authority "Employee Procedures & Guidelines Manual" violations and free of DMV violations for the previous three years.
- Must be able to use a variety of software and cloud-based computer program, including, but not limited: Word, Excel, and PowerPoint; GFI Farebox 1 & 2; A-Check, Swiftly, Mentor, Track It Manager, and skills with mobile technology and apps.

Attachment C

Salary Schedule: Represented Employees

7/1/2018								
Position	A	B	C	D	E	F	G	H
Shop Supervisor	\$ 27.29	\$ 28.65	\$ 30.08	\$ 31.58	\$ 33.16	\$ 34.82	\$ 36.56	\$ 38.39
Lead Mechanic	\$ 25.38	\$ 26.65	\$ 27.98	\$ 29.38	\$ 30.85	\$ 32.39	\$ 34.01	\$ 35.71
Senior Mechanic	\$ 24.30	\$ 25.52	\$ 26.79	\$ 28.13	\$ 29.54	\$ 31.01	\$ 32.56	\$ 34.19
Equipment Mechanic	\$ 22.58	\$ 23.71	\$ 24.90	\$ 26.14	\$ 27.45	\$ 28.82	\$ 30.26	\$ 31.78
Equipment Technician I	\$ 17.88	\$ 18.77	\$ 19.71	\$ 20.70	\$ 21.73	\$ 22.82	\$ 23.96	\$ 25.16
Equipment Technician II	\$ 20.31	\$ 21.33	\$ 22.40	\$ 23.52	\$ 24.69	\$ 25.93	\$ 27.22	\$ 28.58
Vehicle Service Worker	\$ 16.15	\$ 16.96	\$ 17.81	\$ 18.70	\$ 19.63	\$ 20.61	\$ 21.64	\$ 22.73
Vehicle Service Worker (part-time)	\$ 15.12	\$ 15.88	\$ 16.67	\$ 17.51	\$ 18.38	\$ 19.30	\$ 20.26	\$ 21.28
Cleaner/Janitor	\$ 15.29	\$ 16.05	\$ 16.85	\$ 17.70	\$ 18.58	\$ 19.51	\$ 20.49	\$ 21.51
Cleaner/Janitor (part-time)	\$ 14.31	\$ 15.03	\$ 15.78	\$ 16.57	\$ 17.39	\$ 18.26	\$ 19.18	\$ 20.14
Driver	\$ 16.15	\$ 16.96	\$ 17.81	\$ 18.70	\$ 19.63	\$ 20.61	\$ 21.64	\$ 22.73
Extraboard Driver	\$ 16.15	\$ 16.96	\$ 17.81	\$ 18.70	\$ 19.63	\$ 20.61	\$ 21.64	\$ 22.73
Extraboard Driver (part-time)	\$ 15.12	\$ 15.88	\$ 16.67	\$ 17.51	\$ 18.38	\$ 19.30	\$ 20.26	\$ 21.28

7/1/2019 2.25% Increase								
Position	A	B	C	D	E	F	G	H
Shop Supervisor	\$ 27.90	\$ 29.29	\$ 30.75	\$ 32.29	\$ 33.90	\$ 35.60	\$ 37.38	\$ 39.25
Lead Mechanic	\$ 25.95	\$ 27.25	\$ 28.61	\$ 30.04	\$ 31.54	\$ 33.12	\$ 34.78	\$ 36.52
Senior Mechanic	\$ 24.85	\$ 26.09	\$ 27.39	\$ 28.76	\$ 30.20	\$ 31.71	\$ 33.30	\$ 34.97
Equipment Mechanic	\$ 23.09	\$ 24.24	\$ 25.45	\$ 26.72	\$ 28.06	\$ 29.46	\$ 30.93	\$ 32.48
Equipment Technician I	\$ 18.28	\$ 19.19	\$ 20.15	\$ 21.16	\$ 22.22	\$ 23.33	\$ 24.50	\$ 25.73
Equipment Technician II	\$ 20.77	\$ 21.81	\$ 22.90	\$ 24.05	\$ 25.25	\$ 26.51	\$ 27.84	\$ 29.23
Vehicle Service Worker	\$ 16.51	\$ 17.34	\$ 18.21	\$ 19.12	\$ 20.08	\$ 21.08	\$ 22.13	\$ 23.24
Vehicle Service Worker (part-time)	\$ 15.46	\$ 16.23	\$ 17.04	\$ 17.89	\$ 18.78	\$ 19.72	\$ 20.71	\$ 21.75
Cleaner/Janitor	\$ 15.63	\$ 16.41	\$ 17.23	\$ 18.09	\$ 18.99	\$ 19.94	\$ 20.94	\$ 21.99
Cleaner/Janitor (part-time)	\$ 14.63	\$ 15.36	\$ 16.13	\$ 16.94	\$ 17.79	\$ 18.68	\$ 19.61	\$ 20.59
Driver Trainer	\$ 19.51	\$ 20.49	\$ 21.51	\$ 22.59	\$ 23.72	\$ 24.91	\$ 26.16	\$ 27.47
Driver	\$ 16.51	\$ 17.34	\$ 18.21	\$ 19.12	\$ 20.08	\$ 21.08	\$ 22.13	\$ 23.24
Extraboard Driver	\$ 16.51	\$ 17.34	\$ 18.21	\$ 19.12	\$ 20.08	\$ 21.08	\$ 22.13	\$ 23.24
Extraboard Driver (part-time)	\$ 15.46	\$ 16.23	\$ 17.04	\$ 17.89	\$ 18.78	\$ 19.72	\$ 20.71	\$ 21.75

7/1/2020 2.25%								
Position	A	B	C	D	E	F	G	H
Shop Supervisor	\$ 28.52	\$ 29.95	\$ 31.45	\$ 33.02	\$ 34.67	\$ 36.40	\$ 38.22	\$ 40.13
Lead Mechanic	\$ 26.53	\$ 27.86	\$ 29.25	\$ 30.71	\$ 32.25	\$ 33.86	\$ 35.55	\$ 37.33
Senior Mechanic	\$ 25.41	\$ 26.68	\$ 28.01	\$ 29.41	\$ 30.88	\$ 32.42	\$ 34.05	\$ 35.75
Equipment Mechanic	\$ 23.61	\$ 24.79	\$ 26.03	\$ 27.33	\$ 28.70	\$ 30.14	\$ 31.65	\$ 33.23
Equipment Technician I	\$ 18.69	\$ 19.62	\$ 20.60	\$ 21.63	\$ 22.71	\$ 23.85	\$ 25.04	\$ 26.29
Equipment Technician II	\$ 21.24	\$ 22.30	\$ 23.42	\$ 24.59	\$ 25.82	\$ 27.11	\$ 28.47	\$ 29.89
Vehicle Service Worker	\$ 16.88	\$ 17.72	\$ 18.61	\$ 19.54	\$ 20.52	\$ 21.55	\$ 22.63	\$ 23.76
Vehicle Service Worker (part-time)	\$ 15.81	\$ 16.60	\$ 17.43	\$ 18.30	\$ 19.22	\$ 20.18	\$ 21.19	\$ 22.25
Cleaner/Janitor	\$ 15.98	\$ 16.78	\$ 17.62	\$ 18.50	\$ 19.43	\$ 20.40	\$ 21.42	\$ 22.49
Cleaner/Janitor (part-time)	\$ 14.96	\$ 15.71	\$ 16.50	\$ 17.33	\$ 18.20	\$ 19.11	\$ 20.07	\$ 21.07
Driver Trainer	\$ 19.95	\$ 20.95	\$ 22.00	\$ 23.10	\$ 24.26	\$ 25.47	\$ 26.74	\$ 28.08
Driver	\$ 16.88	\$ 17.72	\$ 18.61	\$ 19.54	\$ 20.52	\$ 21.55	\$ 22.63	\$ 23.76
Extraboard Driver	\$ 16.88	\$ 17.72	\$ 18.61	\$ 19.54	\$ 20.52	\$ 21.55	\$ 22.63	\$ 23.76
Extraboard Driver (part-time)	\$ 15.81	\$ 16.60	\$ 17.43	\$ 18.30	\$ 19.22	\$ 20.18	\$ 21.19	\$ 22.25

Methodology: Increased Step A by 2.25% each year. Steps B-H have a 5% increase for each step after Step A.

May 24, 2019

HTA Classification Plan				Allocations			Salary Schedule			
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	
Union positions										
Driver Trainer	0	0	1	<i>Union salary schedule enclosed</i>						
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	
Union positions										
Driver Trainer	0	0	1	<i>Union salary schedule enclosed</i>						