



Meeting Date: December 5, 2018

Agenda Item: 9

## AGENDA SUMMARY REPORT

**SUBJECT:**

Consideration of Mendocino Transit Authority Non-Represented Staffing Classification Table  
Human Resource Manager - John Pegan

**SUMMARY:**

Mendocino Transit Authority's Staffing Classification Table for Non-Represented employees was last updated and approved by the Board in July 2013. Moving forward, the Staffing Classification Table will be presented to the Board for discussion and approval on an annual basis.

Staff has compiled the current information and made changes, as necessary, to the staffing classifications as reflected in the attached spreadsheet.

Union represented employees are currently under contract and have a current Staffing Classification Table which can be found in the agreement between MTA and the Teamsters Union Local 665 under Article 13, Exhibit A.

**STAFF RECOMMENDATION:**

Approve the Staffing Classification Table for Non-Represented Employees dated December 5, 2018 with or without changes.

**ATTACHMENTS:**

December 5, 2018 Staffing Classification Table

Staffing Classification Table  
December 5, 2018

**NON-REPRESENTED EMPLOYEES**

Job Title
ADMINISTRATION
(1) General Manager (contract position with Board)
<i>(1) Chief Financial Officer</i>
<i>(1) Human Resources Director</i>
<del>(1) Marketing &amp; Planning Manager</del>
Finance Assistant
<del>Human Resources Assistant</del>
<del>Marketing &amp; Planning Assistant</del>
<del>Mobility Management Coordinator</del> <i>Manager</i>
<i>Administrative Assistant IV</i>
<i>Administrative Assistant III</i>
Administrative Secretary
<del>Cash Counting</del>
Bilingual Receptionist
<i>Administrative Assistant II</i>
<i>Administrative Assistant I</i>
Job Title
MAINTENANCE
(1) Maintenance Manager
Job Title
OPERATIONS
(1) Operations Manager
<del>(1) Transportation — Superintendent</del>
Operations Supervisor

(1)=Exempt Positions/Yellow=Position Additions/Strikethrough=Removed Positions/Blue Italic=Renamed