



**BEFORE THE BOARD OF COLUMBIA COUNTY PUBLIC  
TRANSPORTATION**

**Resolution to Approve     )           2019 - 11**  
**Revised Job Descriptions   )**

**WHEREAS:** Columbia County Public Transportation in an effort to stream line and improve the efficiencies of its organization: and

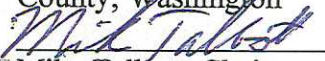
**WHEREAS:** Columbia County Public Transportation has found that improving the job descriptions would help clarify employee's duties and responsibilities:

**WHEREAS:** Eligible salaries will change as stated in the 2019 (A) Revision of the Columbia County Public Transportation Salary Schedule

**IT IS HEREBY RESOLVED BY THE COLUMBIA COUNTY PUBLIC TRANSPORTATION BOARD: That the Board of Columbia County Public Transportation hereby approves the revised Job Descriptions. Lead Dispatcher/Administrative Assistant-non-Operator, Safety and Maintenance Technician, Operator Full time/Part Time, Operator/Janitor, Customer Service Representative/Operator, Finance Manager.**

**PASSED AND ADOPTED** by the Columbia County Public Transportation Board, State of Washington, on this 19<sup>th</sup> day of December 2019.

Board of Columbia County  
Transportation, Columbia  
County, Washington

  
Mike Talbott, Chairman

  
Attested, David Ocampo





## COLUMBIA COUNTY PUBLIC TRANSPORTATION

<b>PROPOSED JOB DESCRIPTIONS FOR REORGANIZATION</b>		
	<i>Old Description/Title:</i>	<i>New Description/Title:</i>
1.	Accountant	<b>Finance Manager</b>
2.	Administrative Assistant	<b>Lead Dispatcher/Administrative Assistant / Non-Operator</b>
3.	Lead Dispatcher/ Operator	<b>Transit Supervisor</b>
4.	Operator/Dispatcher	<b>Customer Service Representative/Operator</b>
5.	Combined Position	<b>Operator/Janitor</b>
6.	Operator	<b>Operator Full Time/Part Time</b>
7.	Safety, Training and Maintenance Coordinator	<b>Safety and Maintenance Technician</b>
		The agency currently has 13 employees, all full time. 5 Operators, 2 CSR/Operators, 1 Administrative Assistant, 1 Finance Manager, 1
		Transit Supervisor, 1 Operator/Janitor, 1 Safety/Technician/Operator, 1 General
		Manager.

**2020 CCPT SALARY SCHEDULE with 2% COLA**

<b>GENERAL MANAGER--EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
53,599	56,279	59,093	62,047	65,150	68,407	71,828	75,419	79,190	83,149	87,307
5% Step Increase Based on Board Approved Merit										
<b>Finance Manager; Transit Supervisor</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
47,534	49,911	52,406	55,027	57,778	60,667	63,700	66,885	70,230	73,741	77,428
5% Step Every three years										
<b>LEAD DISPATCHER/ADMINISTRATIVE ASSISTANT (NON-DRIVER)--NON-EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
17,81	18.70	19.63	20.62	21.65	22.73	23.87	25.06	26.31	27.63	29.01
5% Step Every three years										
<b>OPERATOR/CUSTOMER SERVICE REP; OPERATOR/JANITOR--NON-EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
16.15	16.95	17.80	18.69	19.62	20.61	21.64	22.72	23.85	25.05	26.30
5% Step Every three years										
<b>OPERATORS-FULL-TIME AND PART-TIME ON-CALL--NON-EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
14.64	15.37	16.14	16.95	17.80	18.69	19.62	20.60	21.63	22.71	23.85
CDL 6MOS. 12MOS. 18MOS. 24MOS. 5% Step Every three years										
<b>SAFETY &amp; MAINTENANCE TECHNICIAN--NON-EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
20.18	21.19	22.24	23.36	24.52	25.75	27.04	28.39	29.81	31.30	32.87
5% Step Every three years										

**APPROVED BY THE COLUMBIA COUNTY TRANSPORTATION AUTHORITY BOARD**

 CHAIRMAN  
 DIRECTOR  
 DIRECTOR  
 DIRECTOR  
 12-19-19  
 DATE