

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

January 27, 2005

TO: BOARD OF DIRECTORS
THRU: Larry Rubio, Chief Executive Officer
FROM: Laura Murillo, Director of Human Resources
SUBJECT: Position Status Change for Part-Time Customer Information Clerk

Summary:

The Agency is currently budgeted for one (1) part-time customer information clerk. Staff recently reviewed the staffing needs of the Agency's customer information center and it has been determined that the position of the part-time customer information clerk would better serve the needs of the Agency as a full-time position.

This recommendation is based on the history of hours worked by this position. Generally, part-time administrative employees work thirty (30) hours per week. This position has been averaging thirty-five (35) hours per week. Based on the current workload for this position, forty (40) hours per week will be justified.

Fiscal Impact:

Assuming a February 1st implementation date, the fiscal impact to fiscal year 2005 will be \$3,933. This amount consists of the additional funds needed to cover paid-time-off and health and welfare benefits for a full-time employee for the remainder of the fiscal year. These funds will be absorbed within the fiscal year 2005 budget authority. In addition, future funds needed to cover the cost of this position will be reflected in the fiscal year 2006 budget forward.

Recommendation:

This item was discussed at the Board Administrative Committee meeting of January 12, 2005. The Committee members unanimously approved recommending this item to the full Board of Directors for their consideration as follows:

- Approve customer information clerk status change from part-time to full-time.