

RESOLUTION NO. 25-26

A RESOLUTION OF THE KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO ADD ADMINISTRATIVE STAFF POSITIONS

WHEREAS, due to circumstances beyond our control, Kitsap Transit is faced with current and anticipated increased workloads in the Service and Capital Development Department, the Human Resources Department, and the Executive Department; and

WHEREAS, with the contract for the Peninsula Regional Transportation Planning Organization (PRTPO) consultant reaching the end of its term, and the upcoming World Cup event in 2026, the Service and Capital Development Department needs a second Transit Planner to take on the duties of coordinating the PRTPO in addition to helping to prepare for Kitsap Transit's response to the World Cup 2026 event; and

WHEREAS, the Human Resources Department has been using a temporary employee to assist in the Training division for almost a year, helping with the backlog of records, providing auditing for compliance, and working with vendors to streamline online learning systems; and

WHEREAS, with new safety regulations, Human Resources is requesting this position become permanent as an Administrative Associate 3, continuing to assist with training records, taking over driver monitoring, and providing administrative support for policies and procedures and in general for the Director and Manager; and

WHEREAS, with the increased demand of public records requests on the Clerk of the Board/Public Records Officer, the Administrative Associate 3 position would also assist in the Executive Department as needed for Public Records Requests and Records Retention; and

WHEREAS, the Transit Planner position will be placed in Range 35 of the Kitsap Transit Non-Rep Salary Schedule and funded out of Service Development, with fifty (50) percent of the wage being reimbursed by the Regional Transportation Planning Organization; and

WHEREAS, the Administrative Associate 3 position will be placed in Range 14 of the Kitsap Transit Non-Rep Salary Schedule and funded entirely out of General Administration, of which Human Resources and Executive are a part; and

WHEREAS, the expenditure of two hundred sixteen thousand, nine hundred twenty-nine dollars (\$216,929) includes base wage and benefits for both positions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that staff is authorized to add two (2) administrative positions to support the Service and Capital Development Department and the Human Resources and Executive Departments at a cost of two hundred sixteen thousand, nine hundred twenty-nine dollars (\$216,929) for both positions.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting held on the 1st day of April, 2025.

Signed by:

Rob Putaansuu

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Rob Putaansuu, Chairperson

ATTEST:

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Jackie Bidon

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Jackie Bidon, Clerk of the Board