

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 8/10/2022

**Staff Report No.** 22-453

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**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager  
**SUBJECT:** Revised Classifications

### ACTION ITEM

**AGENDA PLANNING REQUEST:** ☒

**RECOMMENDED ACTION(S):**

Consider the adoption of Resolution No. 22-033 approving the revised classifications of General Manager/Chief Executive Officer, General Counsel/Chief Legal Officer, and Board Administrative Officer/District Secretary [Requested by President Ortiz - 6/22/22].

**STRATEGIC IMPORTANCE:**

Goal - High-Performing Workforce  
Initiative - Employee Recruitment, Training, and Retention

Classification specifications are important tools providing the basis for a variety of administrative and personnel decisions, which contribute to the goal of a High Performing Workforce and the strategic initiative of Recruitment, Training, and Retention. These documents clearly delineate job functions, competencies, and other elements such as physical requirements and special environmental conditions. Current and accurate classification specifications provide essential administrative tools supporting organizational workforce planning, recruiting efforts, compensation determination, and employee development.

**BUDGETARY/FISCAL IMPACT:**

There is no fiscal impact to revising these classifications.

**BACKGROUND/RATIONALE:**

Staff is recommending the following revisions:

**General Manager/Chief Executive Officer**

The last revision of the General Manager classification specification was initiated by the Board in concert with the recruitment of the position, which was seven years ago. The current revisions to the classification specification include standardized language for leadership and management consistent with other District executive level classifications and incorporate the responsibilities related to the District's Strategic Plan. The title of General Manager/Chief Executive Officer has been recommended to align with current industry standards and titling conventions. The title reflects that this is the highest level within the organization

creating clarity and consistency within the District's classification structure and with peers in the external market.

**General Counsel/Chief Legal Officer**

The last significant revision to the General Counsel classification specification was over ten years ago. The current revisions to the classification specification include standardized language for leadership and management consistent with other District executive level classifications. The title of General Counsel/Chief Legal Officer has been recommended to align with the more modern titles of higher-level legal leadership positions. The title conveys the importance and the expanded role of the General Counsel/Chief Legal Officer internally to staff and establishes clarity with peers in the external market.

**Board Administrative Officer/District Secretary**

The last revision to the District Secretary classification was in 1989, requiring a full rewrite of the classification specification. The rewrite of the classification specification conveys the strategic leadership role of the position. The title of Board Administrative Officer/District Secretary has been recommended to reflect the evolved responsibilities of this classification including but not limited to improvements in technology for board meetings, the strategic nature of the position, and the executive leadership functions of the position. The classification specification is attached and includes the previous version of the classification as well as a clean copy of the revised classification specification.

**ADVANTAGES/DISADVANTAGES:**

The advantage of revising these classification specifications is to provide descriptions that represent the evolving work of the District, the current work being performed, reflect the minimum qualifications that meet the business needs, create consistency with industry standards, and reflect the importance of these roles. There are no disadvantages to revising these classification specifications.

**ALTERNATIVES ANALYSIS:**

Staff considered the alternative of continuing to conduct business as-is utilizing the current classifications. This alternative is not recommended as the current classification specifications do not accurately reflect the work being performed for the District, nor do the minimum qualifications as displayed in the current classification specifications specify the adequate levels to meet business needs. Furthermore, without these revised classifications, there will not be adequate classifications for future recruitments, succession planning and comparison, and alignment with industry standards.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Resolution No. 11-036

**ATTACHMENTS:**

1. Resolution No. 22-033 and related exhibits (Board Officer Classification Specifications)
2. 1989 Version of District Secretary Classification Specification

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