

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 9/28/2022

Staff Report No. 22-485

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

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider the adoption of Resolution No. 22-036 approving the new classification of Manager of Business Analytics, the revised classifications of Director of Business Sciences, Manager of Media Affairs and Strategic Initiatives, Innovation and Technology Manager, Innovation and Technology Service Analyst, and Senior Innovation and Technology Service Analyst, and abolishing the Manager of Systems Analysis classification.

Staff Contact:
Sebron Flenaugh III, Executive Director of Human Resources

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:

All classifications have an assigned budgeted position and were incorporated into this current fiscal year's (FY 2022-23) budget. Staff is recommending that the Manager of Business Analytics (Unrepresented Grade 11) replace the current Manager of Systems Analysis (Unrepresented Grade 10). There is a one-grade difference between the two classifications. This increase represents an annual cost of eight thousand (\$8,000), however, staff anticipated this increase, and the increase was incorporated into the budget. Staff is also recommending an increase for the Manager of Media Affairs and Strategic Initiatives from an Unrepresented Grade 10 to Unrepresented Grade 12. This is a fifteen thousand (\$15,000) increase and was incorporated into this fiscal year's budget. There is no fiscal impact with the remaining classifications.

BACKGROUND/RATIONALE:

Staff is recommending the following new classification:

Manager of Business Analytics

The Manager of Business Analytics replaces the Manager of Systems Analysis. The duties of the Manager of Business Analytics are focused on data, analysis, and reporting. The current classification specification, Manager of Systems Analysis has become obsolete. The Manager of Systems Analysis classification is being abolished.

Staff is recommending the following revised classifications:

Director of Business Sciences

The Director of Business Sciences is being revised to reflect the evolving nature of the unit. With the closeout of the Bus Rapid Transit (BRT) project, the focus of this group is on Business Analytics and Strategic Controls, which precipitated the name change of the unit to Business Sciences. The Unit supports District initiatives through organizing and leveraging data to identify trends, patterns, and root causes driving highly informed business decisions to improve performance.

Manager of Media Affairs and Strategic Initiatives

The Manager of Media Affairs and Strategic Initiatives is being revised to reflect the more complex duties, the expanded span of control, and the strategic projects assigned to this classification. The duties have been revised to describe the expert-level consultation that this classification provides to District staff and the Board of Directors. This is a stand-alone classification that reports directly to the General Manager.

Innovation and Technology Manager

The title for this classification is being revised to create consistency with other IT classifications.

Innovation and Technology Service Analyst

This classification has not been updated in over eight (8) years. The duties and minimum qualifications have been updated to reflect the current work being performed and the requirements for these positions in the Desktop Services Unit.

Senior Innovation and Technology Service Analyst

This classification has not been updated in over nine (9) years. The duties and qualifications have been updated to reflect the current work being performed and the requirements for these positions in the Desktop Services Unit.

ADVANTAGES/DISADVANTAGES:

The advantage of abolishing, revising, and creating 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 create career paths for promotional opportunities within the District. There are no disadvantages to revising or creating 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 new and revised classifications, there will not be adequate career paths to enable internal promotional opportunities, succession planning, and employee development.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution No. 1115, 2030, 14-032, 17-035, 19-012

ATTACHMENTS:

1. Resolution No. 22-036 and related Exhibits.

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