

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 2/8/2023

Staff Report No. 23-131

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager/Chief Executive Officer
SUBJECT: New Classification Specification

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Considering the adoption of Resolution No. 23-009 approving the new classification of Director of Safety, Security and Training.

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 that provide 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. Maintaining current and accurate classification specifications is necessary and provides essential administrative tools supporting organizational design, workforce planning, recruiting efforts, compensation determination, and employee development.

BUDGETARY/FISCAL IMPACT:

There is no fiscal impact associated with the adoption of the new classification of the Director of Safety, Security, and Training. A budgeted position that will be associated with this classification was approved in January 2023, during the mid-year budget review.

BACKGROUND/RATIONALE:

Director of Safety, Security, and Training

This classification will be responsible for the direction and oversight of the District's safety functions, including transit operations, environmental, construction, and industrial safety; safety training, emergency preparedness, accident investigation, and operational training. This classification will also be responsible for

the direction and oversight of the District's security functions, including Protective Services and contracted sworn law enforcement staff. This classification is being created due to a reorganization of critical business units.

ADVANTAGES/DISADVANTAGES:

The advantage of adopting the new classification creates a more efficient and effective organizational structure for the safety, security, and training areas of the District. There are no disadvantages associated with the creation of this new classification.

ALTERNATIVES ANALYSIS:

Staff considered the alternative of continuing to conduct business as-is. This alternative is not recommended as the new Director of Safety, Security, and Training classification allows for the consolidation of critical business functions within a single department creating organizational efficiency not achieved in the current structure.

PRIOR RELEVANT BOARD ACTION/POLICIES:

None

ATTACHMENTS:

1. Resolution No. 23-009 and related exhibit.

Prepared by:

Emily Cruz, Human Resources Manager

In Collaboration with:

Anne Kennedy Hayes, Acting Senior Management Analyst

Approved/Reviewed by:

Sebron Flenaugh III, Executive Director of Human Resources

Chris Andrichak, Chief Financial Officer

Jill A. Sprague, General Counsel/Chief Legal Officer