

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 9/14/2022

**Staff Report No. 22-484**

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**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 22-035 approving the new classifications of Director of Innovation and Technology, Innovation and Technology Supervisor, the revised Human Resources Manager, and Labor Relations Manager, and abolishing the classification specification of Director of Systems and Software Development.

**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 Director of Innovation and Technology (Unrepresented Grade 14) replace the current Director of Systems and Software Development (Unrepresented Grade 13). There is a one grade difference between the two classifications. This increase represents an annual cost of ten thousand (\$10,000), however, staff anticipated this increase after a review of all Director level salaries and the increase was incorporated into the budget. There is no fiscal impact with the remaining classifications.

**BACKGROUND/RATIONALE:**

Staff is recommending the following new classifications:

**Director of Innovation and Technology**

This classification was created as part of the Innovation and Technology Department's management classification series to facilitate career progression for IT staff. This classification will replace the current Director of Systems and Software Development and completes the new IT management series as depicted in Attachment 2. This classification provides for a clear and well defined career path that will facilitate career advancement opportunities and succession planning. The Director of Systems and Software Development is being abolished.

### **Innovation and Technology Supervisor**

This classification was created as part of the Innovation and Technology Department's management classification series. This classification is broader than the current individualized classifications for each unit supervisor. This will allow for more flexibility in organizational structure, career paths, employee development and will facilitate career advancement opportunities and succession planning.

Staff is recommending the following revised classifications:

### **Human Resources Manager**

This classification has not been revised in eighteen (18) years. The duties, knowledge, and abilities have been updated to reflect current human resources areas. The minimum qualifications have also been updated to establish a logical progression within the Human Resources management classification series.

### **Labor Relations Manager**

This classification has not been revised for five (5) years. The duties, knowledge, and abilities have been updated to reflect the focus on labor relations, and the removal of employee relations duties. The employee relations functions are now being performed in a separate 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, 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. 14-132, 19-012, 2002, 17-003

**ATTACHMENTS:**

1. Resolution No. 22-035 and related Exhibits
2. Career Route Innovation and Technology Management
3. Career Route Human Resources Management

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