

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 11/9/2022

**Staff Report No.** 22-485a

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

### ACTION ITEM

**AGENDA PLANNING REQUEST:**

**RECOMMENDED ACTION(S):**

Consider receiving requested information concerning past and future classification specifications and their fiscal impact and consider adoption of Resolution No. 22-042 approving the new classification of Manager of Business Analytics, the revised classification specification of Manager of Media Affairs and Strategic Initiatives and the abolishing of Manager of System Analysis.

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:**

Staff is recommending that the Manager of Business Analytics (Unrepresented Grade 11) replace the current Manager of Systems Analysis (Unrepresented Grade 10). This is a one-grade difference between these 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 Unrepresented Grade 10 to Unrepresented Grade 12. This is a fifteen thousand (\$15,000) increase and was incorporated into this fiscal year's budget.

**BACKGROUND/RATIONALE:**

On September 28, 2022, the Board of Directors requested information regarding classification specifications that have been approved in the past, proposed future classifications for approval, and their potential fiscal impact. Attachment 2 provides information regarding classification specifications approved by the Board over the last 18 months. The Board has approved 40 classification specification actions, with two (2) classifications pending approval. The 18-month historic review shows that of the 40 approved classifications, two (2) classifications, the Director of Procurement and Materials Management and the Director of Innovation and Technology, each had a fiscal impact of \$10,000 for a total of \$20,000.

Attachment 3 provides information regarding future classifications being proposed for revision and/or development and any associated fiscal impact. The classification specifications in Attachment 3 are those that staff endeavors to present to the Board of Directors during this fiscal year. The total fiscal impact of the proposed new and revised classifications for this fiscal year is \$73,000. This fiscal impact was included in this fiscal year's labor budget for the respective departments. Currently, staff is reviewing the District's entire classification specification inventory. When possible, staff will revise and present the entire job series to the Board. Reviewing groups of classifications and/or job series from entry to the highest level allows staff to identify and resolve barriers to career advancement. The desired outcome is to ensure there is a logical progression within each series and to provide clearly defined career paths within the District's classification system.

While this list in Attachment 3 provides a general idea of future classification changes and the anticipated fiscal impact, the classification and compensation landscape is constantly evolving, which can necessitate urgent changes that cannot be forecasted. The list provided may need to be amended and/or fiscal impact be adjusted as priorities and business needs change. In addition, for planning for compensation upgrades, additional money is added during the budget planning period for unexpected needs and changes in classifications and compensation. It is important to note that any revisions to represented classifications or compensation must be provided to their respective unions and may need to be discussed before any formal actions or recommendations.

As noted in Attachment 1, Resolution No. 22-042, staff is recommending the approval of two classifications: Manager of Business Analytics and Manager of Media Affairs and Strategic Initiatives as well as abolishing the Manager of System Analysis.

### **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. Business Analytics has become an essential and vital aspect of business operations in all industries, including the District. The data that is provided from the Business Analytics Unit is used to set key performance indicators for the District and provide daily information for business decisions. Additionally, a market salary review was performed, and Grade 11 is recommended to remain competitive for recruitment and retention. The current classification specification, Manager of Systems Analysis has become obsolete. The Manager of Systems Analysis classification is being abolished.

### **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.

**ADVANTAGES/DISADVANTAGES:**

The advantage of 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 the appropriate compensation. Further, the minimum qualifications as displayed in the current classification specifications do not meet business needs. Finally, without the new and revised classifications, there may be difficulty in recruiting and retaining employees and maintaining adequate career paths to enable internal promotional opportunities, succession planning, and employee development.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Resolution Nos. 2149, 14-032

**ATTACHMENTS:**

1. Resolution No. 22-042 and related Exhibits
2. Summary of New Revised Classification Specifications 2021-2022
3. Summary of New Revised Proposed Classification Specifications 2022-2023

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**Approved/Reviewed by:**

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