



Alameda Contra Costa Transit District Classification Specification

Exhibit- A

Director of Regulatory Programs - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
TBD	Exempt	1 – Officials/Administrators	Unrepresented-At Will	14	11/19/2025	25-041

DEFINITION: Under administrative direction, the Director of Regulatory Programs provides senior management leadership for the District-wide sustainability and regulatory programs and initiatives. The incumbent is responsible for planning, organizing, and directing the work of the department, through subordinate managers and staff, related to programs including sustainability, accessibility, contracts compliance, and Title VI equity, ensuring adherence to federal, state, and local laws and promoting organizational alignment with the District's strategic goals.

This classification is distinguished from other management roles by its District-wide scope, emphasis on sustainability, regulatory compliance, accessibility, contracts oversight, and Title VI equity. Incumbents in this role contribute to departmental policy and long-term strategic planning. The classification exercises broad authority over resources, budget, and staff, and serves as a key advisor to executive leadership on matters related to sustainability, compliance, and equity. This is an at-will, unrepresented classification.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Provides leadership and direction for the department, including staff selection, training, motivation, and performance management; conducts evaluations, addresses performance issues, provides constructive feedback, and implements disciplinary actions as needed.
- Leads the planning, development, and implementation of District-wide programs, ensuring alignment with regulatory, sustainability, accessibility, and equity objectives; coordinates efforts across District departments and with external partners, monitors program effectiveness, and identifies opportunities for continuous improvement.
- Develops and directs departmental strategies, goals, objectives, policies, procedures, and work standards for the department.
- Oversees and coordinates the department's work plan through subordinate manager(s) and supervisor(s), ensuring service quality, compliance with legal requirements, and alignment with District objectives.
- Continuously evaluates and improves service delivery methods, work distribution, reporting structures, and support systems, implementing change management, as required.
- Oversees the department's annual budget, including forecasting, expenditure approvals, and adjusting as required.
- Provides oversight and guidance on regulatory programs, including accessibility, Title VI, contracts compliance, and other initiatives as assigned.
- Pursues and secures funding and grants to support climate action, sustainability and other assigned programs.
- Serves as liaison and represents the District to the Board of Directors and a wide variety of industry committees, boards, and commissions; consults with other public agencies and external organizations concerning the establishment of climate action and sustainability programs.
- Provides expert guidance to District staff and executive leadership on sustainability, accessibility, regulatory compliance, and equity matters; prepares and presents reports to the Board of Directors, commissions, and committees.
- Stays abreast of changing laws, regulations, and procedures pertaining to environmental, accessibility, equity, and compliance requirements; communicates business implications and impacts to key stakeholders, including the Board of Directors, executive management, District staff, and external entities.
- Performs related duties as required.

Knowledge of: Principles of leadership, performance management, team building, and motivation; Federal, state, and local laws, codes, and regulations related to regulatory compliance, accessibility (ADA), equity, Title VI, contracts compliance, and other District programs; administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation and supervision of staff through subordinate



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managers/supervisors; principles and practices of policy development and implementation; principles and practices of budget preparation and administration; research, data analysis, and statistical methods; record retention requirements; principles and practices of project management and administration at an advanced level of expertise; principles of effective communication, public engagement, and presentation; effective and strong problem-solving, systems thinking and decision-making; current software programs, word processing, spreadsheets, presentation software, and databases at the advanced level of proficiency; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

Ability to: Effectively direct, develop and monitor goals, objectives, policies, procedures and work standards for assigned programs and the department; plan, organize, and direct complex regulatory compliance and organizational initiatives through subordinate managers and staff; provide for the hiring, professional development, work review, and evaluation of staff; develop and administer budgets; communicate effectively and persuasively both orally and in writing; lead and enable change management processes and transitions and managing their effects; facilitate meetings for consensus building and leading project teams; effectively represent the District and build partnerships with contractors, consultants, and representatives of District jurisdictions, and other external entities; use initiative, discretion and sound independent judgment within general policy guidelines and exercise discretion and tact in the handling of sensitive and confidential information; exhibit a commitment to the District's goals and initiatives, including its strong user-focused customer service philosophy and organizational culture; and establish and maintain effective working relationships using principles of excellent customer service.

Education: Equivalent to a bachelor's degree in a relevant field of study, including public administration, planning, facilities, procurement, business administration, or a related field.

Experience: Equivalent to eight (8) years of progressively responsible full-time experience in regulatory programs, accessibility, contracts oversight, equity programs, or public sector administration, including four (4) years in a supervisory capacity.

License/Certification(s): None.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment.

Special Requirements: Must be willing to: (1) work outside regular business hours as required and (2) Must be willing and able to travel to all District facilities, operational sites, and other locations as required by the position (3) Travel may include attendance at off-site meetings, trainings, inspections, or field assignments and may involve irregular hours or occasional overnight stays.