

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 3/26/2025

Staff Report No. 25-136

TO: AC Transit Board of Directors
FROM: Kathleen Kelly, Interim General Manager/Chief Executive Officer
SUBJECT: Classification Specification Summary Report for 2024

BRIEFING ITEM

AGENDA PLANNING REQUEST:

RECOMMENDED ACTION(S):

Consider receiving a report summarizing the new and revised classification specifications presented and approved during the 2024 calendar year.

Staff Contact:
James Arcellana, Interim Executive Director of Human Resources

STRATEGIC IMPORTANCE:

Goal - High-Performing Workforce
Initiative - Employee Recruitment, Training and Retention

Classification specifications are the foundation of personnel decisions at the District and contribute to the goal of a High Performance Workforce by providing the fundamental elements for recruiting efforts, training of employees for current positions and future promotions as well as determining compensation.

BUDGETARY/FISCAL IMPACT:

There is no fiscal impact for this report.

BACKGROUND/RATIONALE:

Resolution No. 20 45 delegates authority to the General Manager to approve revisions to existing classification specifications that do not involve significant alterations in job functions, changes in compensation or bargaining unit. The resolution requires that an annual report on revised classifications be presented to the Board of Directors. All other revisions to existing classifications must be approved by the Board. The Board is also responsible for approving new classifications.

Minor Revisions to Classifications Approved by the General Manager/CEO

The General Manager/CEO approved minor revisions to the following twelve (12) classifications:

- Attorney I
- Attorney II

- Attorney III
- Senior Attorney
- Assistant Buyer
- Buyer
- Senior Buyer
- Purchasing Manager
- Assistant Graphic Designer
- Innovation and Technology Service Analyst
- Management Analyst
- Senior Management Analyst

New and Revised Classifications Approved by the Board of Directors

The Board of Directors approved revisions to the following eleven (11) existing classifications:

- Assistant District Secretary
- Director of Safety and Security
- Database Administrator
- Help Desk Coordinator
- Protective Services Manager
- Retirement System Administrator
- Retirement System Analyst
- Retirement System Assistant
- Retirement System Manager
- Safety Manager
- Telecommunications Coordinator

The Board also approved seven (7) new classifications. Of the approved new classifications, six (6) are AFSCME positions, and one (1) is an Unrepresented position. Pursuant to the Collective Bargaining Agreement, written copies of all new and revised AFSCME classifications were provided to the AFSCME President and Business Agent at least ten (10) business days prior to the proposed action. Additionally, if AFSCME requested to meet with the Executive Director of Human Resources (or designee) within ten (10) business days of the notification, the District did not implement changes to the subject classification(s) until after such meeting was held (AFSCME Collective Bargaining Agreement, Effective July 1, 2023 - June 30, 2026, Section 17.3, Classification Changes).

The approved new classifications are:

- Data Scientist
- Deputy Executive Officer Retirement Plan
- Purchasing Supervisor
- Retirement Plan Associate Analyst
- Senior Retirement Plan Analyst
- Senior Telecommunications Analyst

- Telecommunications Analyst I

Attachment 1 details the rationale for both the development of the new classifications and the revisions to the existing classifications.

ADVANTAGES/DISADVANTAGES:

Developing and revising job classification specifications ensures the District maintains classifications that align with the District’s business needs and industry standards. Well written classifications also support career development, internal promotions, and succession planning.

There are no identified disadvantages in updating or creating new classification specifications.

ALTERNATIVES ANALYSIS:

There is no alternative analysis as this report is informational only.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolutions 24-002, 24-005, 24-017, 24-037, 24-029, 24-041

ATTACHMENTS:

1. Classification Specification Summary Report 2024

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In Collaboration with:

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Approved/Reviewed by:

James Arcellana, Interim Executive Director of Human Resources

Aimee L. Steele, General Counsel/Chief Legal Officer