

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 3/27/2024

Staff Report No. 24-194

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager/Chief Executive Officer
SUBJECT: Classification Specification Summary Report 2023

ACTION ITEM

AGENDA PLANNING REQUEST:

RECOMMENDED ACTION(S):

Consider receiving a report summarizing the new and revised classification specifications presented during the calendar year 2023.

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 essential for various aspects of human resources management influencing personnel decisions and contributing to the District's strategic goals and initiatives. Current classification specifications serve as a foundation for a variety of human resources functions that include talent management (recruitment and retention strategies), workforce development, and compensation determination.

BUDGETARY/FISCAL IMPACT:

There is no fiscal impact associated with the 2023 Classification Specification Summary Report. The report provides information concerning the new and revised classifications presented to and approved by the Board of Directors and the revised classifications approved by the General Manager/CEO during calendar year 2023. The report is provided for informational purposes in conformance with Resolution No.2045.

BACKGROUND/RATIONALE:

Resolution No. 2045 delegates authority to the General Manager/CEO 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 the previous year's new and revised classifications be presented to the Board of Directors.

In 2023, the General Manager/CEO approved minor revisions to seven (7) classifications as follows:

1. Schedule Analyst
2. Senior Schedule Analyst
3. Master Journey Level Mechanic
4. Safety Manager
5. Senior Project Manager
6. Project Manager II
7. Project Manager I

In 2023, The Board of Directors approved one (1) new classification and six (6) revised classifications.

The new classification is as follows:

1. Director of Safety, Security, and Training

The revised classifications are as follows:

1. Contracts Services Manager
2. Senior Contracts Specialist
3. Contracts Specialist
4. Assistant Contracts Specialist
5. Director of Capital Projects
6. Director of Marketing, Communications, and Customer Services

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

ADVANTAGES/DISADVANTAGES:

The advantages of revising and creating classification specifications are critical to ensure that they are aligned with business needs, create consistency with industry standards, and facilitate clear paths for career development, internal promotional opportunities, and succession planning. There are no identified disadvantages to 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 23-002, 23-009, 23-019

ATTACHMENTS:

1. Classification Specification Summary Report 2023

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In Collaboration with:

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Approved/Reviewed by:

Sebron Flenaugh III, Executive Director of Human Resources