

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 3/25/2026

Staff Report No. 26-150

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, Board Administrative Officer/District Secretary
SUBJECT: Revised Classifications

ACTION ITEM

AGENDA PLANNING REQUEST:

RECOMMENDED ACTION(S):

Consider the adoption of Resolution No. 26-009 approving the revised classification of Board Administrative Officer/District Secretary.

Staff Contact:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

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:

There is no fiscal impact associated with revising the classification.

BACKGROUND/RATIONALE:

The most recent revision to the Board Administrative Officer/District Secretary classification occurred in 2022 and included an extensive rewrite of the classification specification. In coordination with the executive search firm assisting the Board with the recruitment of a permanent Board Administrative Officer/District Secretary, the classification has been reviewed, and additional updates are being proposed to ensure it remains current and continues to reflect the Board's expectations. The changes are outlined in Exhibit A to Resolution No. 26-009. Staff recommends adoption of Resolution No. 26-009 as presented.

ADVANTAGES/DISADVANTAGES:

The advantage of revising this classification specification is to provide a job description that represents the evolving work of the District, the current work being performed, reflects the minimum qualifications that meet the business needs, create consistency with industry standards, and reflect the importance of the role. There are no disadvantages to revising the classification specifications.

ALTERNATIVES ANALYSIS:

Staff considered the alternative of utilizing the current classification; however, this alternative is not recommended as the revised classification better reflects the evolving needs of the Board and the District.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution No. 22-033

ATTACHMENTS:

1. Resolution No. 26-009 and related exhibit

Prepared by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Approved/Reviewed by:

Aimee L. Steele, General Counsel/Chief Legal Officer

Linda A. Nemeroff, District Secretary

Salvador Llamas, General Manager/Chief Executive Officer