

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/13/2024

Staff Report No. 24-554

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager/Chief Executive Officer
SUBJECT: Revised Classification Director of Safety, Security, and Training

ACTION ITEM

AGENDA PLANNING REQUEST:

RECOMMENDED ACTION(S):

Consider the adoption of Resolution No. 24-037 approving the revision of the classification of Director of Safety, Security, and Training, which includes a retitling to Chief Safety and Security Officer.

Staff Contact:
Michael A. Hursh, General Manager/Chief Executive Officer

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 Alameda-Contra Costa Transit District's (District) 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, compensation determination and retirement system administration.

BUDGETARY/FISCAL IMPACT:

This proposed action has minimal fiscal impact and no new positions are required. The request seeks to implement recommendations that align the District's job classifications and titling conventions with industry standards, as outlined in the American Public Transportation Association (APTA) review of the Safety and Security Department, presented to the Board of Directors at the May 29, 2024, Board Retreat. The incumbent's total salary is currently within the range of comparable classifications and will increase slightly by \$2,420.80 annually, aligning their compensation more closely with similar roles ensuring equitable pay. This minor adjustment can be accommodated within this fiscal year's budget.

BACKGROUND/RATIONALE:

In February 2024, the District's Safety and Security Department underwent an APTA Peer Review. Among the observations and recommendations provided, one observation noted that the head of safety and security

currently holds the title of "Director of Safety & Security." The recommendation suggests revising this title to "Chief Safety and Security Officer" to align with the Federal Transportation Administration (FTA)'s Public Transportation Agency Safety Plan (PTASP) final rule requirements and industry standards.

In addition to the title change, staff proposes several updates to duty statements, including references to oversight responsibilities for the PTASP, Safety Management Systems (SMS), and enhanced compliance duties related to safety and security mandates. The required experience has been increased from eight to ten years to align with comparable classifications within the District's classification structure.

ADVANTAGES/DISADVANTAGES:

The advantages include ensuring that the Safety and Security department's classification specifications are aligned with business needs and create consistency with industry standards. There are no identified disadvantages for revising this classification, other than the minor increase in funds; however, the increase is very mild and can be absorbed.

ALTERNATIVES ANALYSIS:

The alternative approach is to maintain the District's current classification and title, which is not recommended. The existing classification specification does not fully address the District's anticipated business needs or align with industry practices, especially in regard to FTA safety mandates.

PRIOR RELEVANT BOARD ACTION/POLICIES:

None.

ATTACHMENTS:

1. Resolution 24-037 and related Exhibit
2. APTA Peer Review on Safety and Security (Extract)

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