

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 4/24/2024

Staff Report No. 24-256

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

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider the adoption of Resolution No. 24-017 approving revisions to the classification specification of Assistant District Secretary.

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:

The recommended increase from Unrepresented Grade 8 to Grade 10 presents a minor fiscal impact of \$2,800 (fully loaded) for the remainder of FY 23-24, prorated from a full fiscal year increase of \$16,600 (fully loaded). The current fiscal year cost increase is offset in by the salary savings from a vacancy within the department.

BACKGROUND/RATIONALE:

Staff is recommending the following revised classification:

Assistant District Secretary

The Assistant District Secretary classification was last revised in May 2019 and there are no changes to the content of the classification specification, with the exception of recommending an increase in salary grade from Unrepresented Grade 8 to Unrepresented Grade 10. Because this is the only change to the classification,

staff is providing a more detailed market analysis explanation regarding the salary recommendation than in previous classification reports.

In February 2024, the Classification and Compensation staff conducted a market survey to assess the salary for classifications within the Office of the District Secretary. This included the Assistant District Secretary classification.

The market data and final recommendation of a salary grade adjustment for Assistant District Secretary were presented to the Board Administrative Officer/District Secretary and the General Manager/Chief Executive Officer, both of whom concurred with the recommendation to request a salary adjustment for this classification.

The following provides further detail regarding the market survey.

Staff surveyed a representative labor market, which included five Bay Area municipalities and special districts and eight transit agencies. The external compensation market review focused on positions performing similar duties to the District's Assistant District Secretary classification. Below is the list of the agencies surveyed.

Benchmark Agency Name (Non-Transit)	
Full Name	Trade Name
1. City of Berkeley	City of Berkeley
2. City of Oakland	City of Oakland
3. County of Alameda	County of Alameda
4. East Bay Municipal Utility District	EBMUD
5. Port of Oakland	Port of Oakland
Benchmark Agency Name (Transit)	
Full Name	Trade Name
1. San Francisco Bay Area Rapid Transit District	BART
2. Golden Gate Bridge, Highway and Transportation District	Golden Gate Transit
3. Los Angeles County Metropolitan Transportation Authority	LA Metro (Metro)
4. Orange County Transportation Authority	OCTA
5. Sacramento Regional Transit District	Sac RT
6. San Mateo County Transit District	SamTrans
7. Santa Clara Valley Transportation Authority	VTa
8. San Francisco Transportation Agency (SFMTA)	SFMTA

The survey revealed that the salary for the Assistant District Secretary fell below market rates at the mid-point and maximum of the salary range. The market median rate of the comparators was \$12,242 per month at the midpoint of the range and \$14,493 per month at the maximum of the range. For the Assistant District Secretary at Alameda Contra Costa Transit District, the current salary is \$10,504 at the midpoint and \$11,481 at the maximum of the salary range.

	Midpoint of Range (Per Month)	Max of Range (Per Month)
Combined Agency Comparators	\$12,242	\$14,193
Assistant District Secretary (Grade 8)	\$10,504	\$11,481
Difference	-\$1,738	-\$2,712

The market rates were evaluated across Grades 08 (current Assistant District Secretary salary grade), 09, and 10 of the Unrepresented Salary Plan for the District. The table below displays the percentage that the District's salary plan compares to the market rates for similar positions at Grades 08, 09, and 10.

Unrepresented Salary Grade (District)	% Above/Below Market Mid-point	% Above/Below Market Maximum
Grade 08	-16.55%	-23.62%
Grade 09	-7.98%	-14.57%
Grade 10	0.10%	-5.97%

At Grade 8, the Assistant District Secretary is 16.55% below the midpoint of the market and 23.62% below the market at the maximum of the salary grade. At Grade 9, the Assistant District Secretary is 8% below the market at the mid-point and 14.57% below the market at the maximum. Grade 10 provides a competitive salary for the Assistant District Secretary classification, with the mid-point slightly above the market and approximately 6% below market at the maximum of the salary grade. The assignment of Grade 10 achieves parity with market peers and establishes internal equity with District classifications exercising similar levels of management, discretion, and responsibilities.

ADVANTAGES/DISADVANTAGES:

The advantage of paying at market rates and increasing to Grade 10 is that the District remains competitive for future recruitment and retention of personnel in this classification. The only disadvantage is the increase in budget for this position; however, as mentioned in the Budgetary/Fiscal Impact section of this report, the increase for this fiscal year is nominal, and any future increases will be incorporated into subsequent budget years, assuming the recommendation in this report is approved.

ALTERNATIVES ANALYSIS:

The alternative approach is to maintain the District's existing salary grade for this classification, which is not recommended. The current salary grade is not competitive with market compensation, which may jeopardize future recruitment and retention efforts of the District, and this action does not support the District's strategic goals or workforce development strategies.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution No. 19-018

ATTACHMENTS:

1. Resolution No. 24-017 and related exhibits.

Prepared by:

Emily Sutkus Cruz, Human Resources Manager

Anne Kennedy Hayes, Acting Senior Management Analyst

Approved/Reviewed by:

Sebron Flenaugh III, Executive Director of Human Resources

Janis Picket-Lacy, Director of Human Resources

Chris Andrichak, Chief Financial Officer

Shayna van Hoften, Interim General Counsel/Chief Legal Officer

Linda A. Nemeroff, Board Administrative Officer/District Secretary