

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

**MEETING DATE:** 2/11/2026

**Staff Report No.** 26-093

**TO:** AC Transit Board of Directors  
**FROM:** Salvador Llamas, General Manager/Chief Executive Officer  
**SUBJECT:** Classification Specification Summary Report Calendar Year 2025

### ACTION ITEM

**AGENDA PLANNING REQUEST:**

**RECOMMENDED ACTION(S):**

Consider receiving a report summarizing the new and revised classification specifications presented during the 2025 calendar year.

Staff Contact:  
James Arcellana, Executive Director of Human Resources

**STRATEGIC IMPORTANCE:**

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

Classification specifications are essential for 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 2025 Classification Specification Summary Report. The report is provided for informational purposes in conformance with Resolution No. 2045.

**BACKGROUND/RATIONALE:**

Resolution No. 2045 delegates authority to the General Manager/Chief Executive Officer to approve revisions to existing classification specifications that do not involve significant changes in job duties, compensation, or bargaining unit designation. The resolution further requires the presentation to the Board of an annual report summarizing new and revised classifications from the prior calendar year.

During calendar year 2025, the General Manager/Chief Executive Officer exercised this delegated authority to approve minor revisions to the following six (6) classifications:

1. Chief Operating Officer (Revised)

2. Executive Director of External Affairs and Customer Experience (Revised)
3. Executive Director of Human Resources (Revised)
4. Labor Relations Representative (Revised)
5. Service Information and Wayfinding Specialist Assistant (Revised)
6. Service Specialist Information and Wayfinding Specialist (Revised)

In addition, during Calendar Year 2025, the Board of Directors approved three (3) new classifications and one (1) revised classification, as follows:

1. Assistant General Manager / CEO (New)
2. Director of Regulatory Programs (New)
3. Director of Training and Workforce Development (New)
4. General Manager / Chief Executive Officer (Revised)

Attachment 1 provides a comprehensive listing of all new and revised position classifications approved during calendar year 2025, either by the Board of Directors or under authority delegated to the General Manager/Chief Executive Officer.

For each classification action, Attachment 1 identifies the former and current classification titles (if applicable), approval authority and date, associated staff report and resolution numbers, union affiliation, budget and vacancy status, salary range, and a concise summary of the rationale for the action. All classifications reflected in the attachment have an authorized position and none of these classification actions have resulted in fiscal impact to the District.

Consistent with direction provided by the Board of Directors when this item was presented on March 26, 2025, Attachment 1 includes additional information to enhance clarity and transparency. This additional information identifies:

1. Whether the position is budgeted
2. Whether the position is filled or vacant
3. The applicable salary range

#### **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:**

Resolution #25-009, 25-038, 25-041

**ATTACHMENTS:**

1. Classification Specification Summary Report 2025

**Prepared by:**

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**In Collaboration with:**

Anne Kennedy Hayes, Senior Management Analyst

**Approved/Reviewed by:**

James Arcellana, Executive Director of Human Resources

Aimee L. Steele, General Counsel/Chief Legal Officer