

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 1/22/2020

Staff Report No. 20-004

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: New and Revised Classifications

ACTION ITEM

RECOMMENDED ACTION(S):

Consider adoption of Resolution 20-002 approving the new classification of Drug and Alcohol Compliance Representative and the revised classification of Payroll Administrator.

STRATEGIC IMPORTANCE:

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

Classification specifications are the foundation of personnel decisions at the District and contribute to the goal of a High Performing Workforce and the initiative of Recruitment, Training and Retention by providing the fundamental elements for recruiting efforts, training of employees for current positions and future promotions as well as determining compensation.

BUDGETARY/FISCAL IMPACT:

The creation of the new classification of Drug and Alcohol Compliance Representative will not have any fiscal impact because the positions that will be associated with these classifications are already budgeted at an equivalent salary grade. The revised classification of Payroll Administrator will also not have any fiscal impact, as the salary grade remains unchanged.

BACKGROUND/RATIONALE:

Staff is proposing one new classification and one revised classification:

New Classification:

Drug and Alcohol Compliance Representative

This is a new classification responsible for coordinating, planning, and implementing the drug and alcohol testing program for the District's safety-sensitive employees. Incumbents in this classification ensure compliance with all District and federally mandated rules and regulations pertaining to drug and alcohol testing and compliance. Staff is recommending that the Board assign the requirement for a criminal

background investigation to this classification in accordance with Board Policy No. 202 Background Investigations.

Revised Classification:**Payroll Administrator**

This is a revised classification responsible for supervising the operations and services of technical and clerical payroll staff to ensure the timely and accurate payment to the District's employees and retirees. The minimum qualifications, knowledge, and abilities were reviewed and revised as necessary, to reflect those required to successfully perform the work, ensure that there is a logical progression in the education and experience requirements within the job series, and ensure that there are no career advancement barriers for internal candidates. Staff is recommending that the Board assign the requirement for a criminal background investigation to this classification in accordance with Board Policy No. 202 Background Investigations.

ADVANTAGES/DISADVANTAGES:

The advantages to approving the new and revised classifications are to provide classifications and career paths that will support the District's Strategic Plan, provide operational efficiency as well as have classifications that describe the current worked being performed and/or future work of District operations. Additionally, the new classification of Drug and Alcohol Compliance Representative and revised Payroll Administrator allow for more flexibility in career paths and allows for more internal employees to qualify for these classifications. There are no disadvantages to approving these new and revised classifications.

ALTERNATIVES ANALYSIS:

The alternative that was considered by staff was not to recommend the new and revised classifications and continue to do business as-is with current classifications. This alternative is not recommended because the current classifications do not accurately reflect the work being performed and require unnecessary licensing requirements. Additionally, current recruitment efforts would continue to use outdated information, as the classifications would not be updated or reflect the actual work. This would cause a disconnect between candidates and the job being performed.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution No. 17-035

ATTACHMENTS:

1. Resolution No. 20-002 and related Exhibits

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