

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/19/2025

Staff Report No. 25-538

TO: AC Transit Board of Directors
FROM: Salvador Llamas, General Manager/Chief Executive Officer
SUBJECT: New Classification

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider the adoption of Resolution No. 25-041 approving the new classification of Director of Regulatory Programs.

Staff Contact:
James Arcellana, Executive Director of Human Resources

STRATEGIC IMPORTANCE:

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

Classification specifications serve as a foundation for recruitment and retention strategies, workforce development, and compensation determination.

BUDGETARY/FISCAL IMPACT:

This staff report is requesting approval of a new classification. The approval of a new classification does not have a fiscal impact.

Should the Board approve the new classification of Director of Regulatory Programs and should the General Manager/CEO elect to recruit using this classification, a current director-level position within the Board adopted FY 2025-/26 budget will be repurposed, ensuring any hiring remains cost-neutral and maintains the District's approved authorized headcount of 2,190 Full Time Equivalents (FTEs).

The Director of Regulatory Programs classification is assigned to Unrepresented Salary Plan Grade 14 (\$192,261 - \$229,573), consistent with comparable director-level positions within the District's organizational and classification structure.

BACKGROUND/RATIONALE:

The classification of Director of Regulatory Programs represents the next phase of the General Manager/CEO's organizational realignment initiative, building upon the first phase approved by the Board on October 22, 2025. The first phase established the Assistant General Manager/CEO and Director of Training and Workforce Development classifications to strengthen leadership capacity and modernize the District's organizational structure. The proposed Director of Regulatory Programs classification continues the General Manager's vision by realigning sustainability and regulatory functions to the Planning & Engineering Department to enhance oversight, coordination, and accountability.

The Director of Regulatory Programs classification brings together several federally and state-mandated programs under a single leadership role that aligns with current and future business needs. The role will provide centralized oversight of key regulatory programs, including Accessible Services, Title VI, Contracts Compliance, and Sustainability, each of which is governed by federal or state laws and regulations.

Accessible Services ensures the District's services remain accessible in compliance with the Americans with Disabilities Act (ADA) and related federal transit requirements. Title VI administration fulfills federal obligations and ensures equitable access to transit services as a condition of receiving federal funding. Contracts Compliance oversight supports the District's responsibilities under federal and state procurement requirements, including Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) participation, and promotes fairness and transparency in contracting. The Sustainability Program advances and reports on the District's climate action and environmental initiatives consistent with state mandates to reduce greenhouse-gas emissions, divert organic waste, and improve energy and water efficiency.

Adhering to these federal and state mandates is essential for maintaining eligibility for funding, minimizing risk, and supporting the District's long-term financial and environmental sustainability. Because these programs directly inform service planning, infrastructure design, and capital investment decisions, their alignment within the Planning & Engineering Department ensures coordinated, transparent, and effective implementation.

The realignment of these units reflects the natural evolution of the District's business needs and aligns with the General Manager's vision for enhancing the overall efficiency and effectiveness of the District.

ADVANTAGES/DISADVANTAGES:

Adoption of the Director of Regulatory Programs supports the GM/CEO's phased organizational vision by consolidating regulatory functions under a single leadership role, enhancing District-wide oversight, aligning with industry standards, and recognizing opportunities for cost reduction.

No disadvantages have been identified with the recommended action.

ALTERNATIVES ANALYSIS:

The alternative is to maintain the existing classifications and current organizational structure. This approach is not recommended, as the current structure no longer addresses the organizational needs identified by the General Manager/CEO. Additionally, retaining the current structure would not support succession planning, strengthen leadership capacity and effectiveness, or advance compliance with key regulatory programs and

initiatives.

PRIOR RELEVANT BOARD ACTION/POLICIES:

None.

ATTACHMENTS:

1. Resolution No. 25-041 and related Exhibit.

Prepared by:

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In Collaboration with:

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Approved/Reviewed by:

James Arcellana, Executive Director of Human Resources

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