

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 1/26/2022

Staff Report No. 22-004

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

ACTION ITEM

RECOMMENDED ACTION(S):

Consider the adoption of Resolution No. 22-004 approving the new classification of Project Manager I and the revised classifications of Project Coordinator, Project Manager II and Senior Project Manager.

STRATEGIC IMPORTANCE:

Goal - High-Performing Workforce

Initiative - Employee Recruitment, Training and Retention

Classification specifications are important tools providing the basis for a variety of administrative and personnel decisions, which contribute to the goal of a High Performing Workforce and the strategic initiative of Recruitment, Training, and Retention. These documents clearly delineate job functions, competencies, and other elements such as physical requirements and special environmental conditions. Current and accurate classification specifications provide essential administrative tools supporting organizational workforce planning, recruiting efforts, compensation determination, and employee development.

BUDGETARY/FISCAL IMPACT:

There is currently no fiscal impact associated with the creation and revisions of these classifications. Should these classifications be approved, the Classification & Compensation Unit will be reviewing the positions in the Capital Projects Unit. All the positions in this unit are currently in the Project Manager series. Should any reclassifications that have fiscal impact occur, the impact would be discussed with Finance and, if feasible, incorporated into the upcoming fiscal year's budget.

BACKGROUND/RATIONALE:

Staff is recommending the following new classification:

Project Manager I

Project Manager I is a bridge classification from the Project Coordinator to the more advanced level Project Manager II and Senior Project Manager. Currently, there is no path for employees to promote into the higher level classifications, and Project Manager I allows employees to gain more experience in project management

by assisting higher level Project Managers and taking on routine to moderately complex projects.

Staff is recommending following revised classifications:

Project Coordinator, Project Manager II, Senior Project Manager

The Project Manager series has been revised and updated to reflect a more fluid career path and opportunities for internal promotions. All classifications in this series have had the knowledge and abilities updated and diversity and inclusion language has been added. The minimum qualifications for all classifications in this series have been updated to have external and internal qualifying experience, with the internal qualifying experience allowing internal candidates to qualify more easily for promotional opportunities and rewarding time within the District more distinctly. The Project Manager series is now flexibly staffed, creating more flexibility for internal candidates to move to the experienced level of Project Manager I and II. The Project Coordinator and Project Manager I are represented by AFSCME. AFSCME has been notified of these classifications and had no concerns. All other revised classifications are Unrepresented.

ADVANTAGES/DISADVANTAGES:

The advantage of revising and creating these classification specifications is to provide descriptions that represent the current work being performed, reflect the minimum qualifications that meet the business needs, create consistency with industry standards and create career paths for promotional opportunities within the District. There are no disadvantages to revising or creating these classification specifications.

ALTERNATIVES ANALYSIS:

Staff considered the alternative of continuing to conduct business as-is utilizing the current classifications. This alternative is not recommended as the current classification specifications do not accurately reflect the work being performed, nor do the minimum qualifications as displayed in the current classification specifications specify the adequate levels to meet business needs nor will adequate career paths exist to encourage internal promotional opportunities. Additionally, current recruitment efforts would continue to use outdated information, as the classification specifications would not be updated.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution Nos. 11-005, 1139

ATTACHMENTS:

1. Resolution No. 22-004 and related exhibits
2. Career Route Project Manager Series

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