

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

---

**MEETING DATE:** 9/27/2023

**Staff Report No. 23-236**

---

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

### ACTION ITEM

**AGENDA PLANNING REQUEST:** ☐

**RECOMMENDED ACTION(S):**

Consider the adoption of Resolution 23-019 approving the revised classifications of the Director of Capital Projects and the Director of Marketing, Communications, and Customer Services.

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 important tools providing the basis for a variety of administrative and personnel decisions contributing 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:**

All classifications in this report are assigned budgeted positions included in the current fiscal year (FY 2023-24) budget. Staff is recommending an upgrade from Salary Grade 13 to Grade 14 for the Director of Capital Projects and the Director of Marketing, Communications, and Customer Services. The increase for these classifications aligns the salaries with the external labor market and establishes parity with the District's other Director level classifications. The cost for the recommended salary upgrades is \$20,000. Staff anticipated the associated costs and the recommended upgrades have been incorporated into the FY 23-24 budget.

**BACKGROUND/RATIONALE:**

Staff is recommending the following revised classifications:

**Director of Capital Projects**

This classification was last revised in 2016. The minimum qualifications, duties, knowledge, and abilities have been updated to align with other Director level classifications.

### **Director of Marketing, Communications, and Customer Services**

This classification was last revised in 2013. The minimum qualifications, duties, knowledge, and abilities have been updated, and the title standardized to align with other District Director level classifications.

As mentioned above, staff is recommending a salary upgrade from Unrepresented Grade 13 to Unrepresented Grade 14 for these classifications. An external market review was conducted demonstrating that the salaries for these classifications are below market rates. The salary grade increase places these classifications in a competitive salary range establishing pay equity with other District Director level classifications and with similar positions in the external labor market.

### **ADVANTAGES/DISADVANTAGES:**

The advantage of revising these classification specifications provides descriptions that represent the evolving work of the District, reflect the minimum qualifications to meet the business needs, and creates consistency with other District Director level classifications. There are no disadvantages to revising these classification specifications.

### **ALTERNATIVES ANALYSIS:**

Staff considered the alternative of continuing to use the District's current classifications. This alternative is not recommended as the current classification specifications are not reflective of the work being performed, or the minimum qualifications to meet business needs.

### **PRIOR RELEVANT BOARD ACTION/POLICIES:**

Resolution No. 14-005

### **ATTACHMENTS:**

1. Resolution No. 23-019 and related exhibits

### **Prepared by:**

Emily Sutkus Cruz, Human Resources Manager

### **In Collaboration with:**

Anne Kennedy Hayes, Management Analyst

### **Approved/Reviewed by:**

Sebron Flenaugh III, Executive Director of Human Resources

Chris Andrichak, Chief Financial Officer

Jill A. Sprague, General Counsel/Chief Legal Officer