

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

---

**MEETING DATE:** 2/10/2021

**Staff Report No. 21-112**

---

**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager  
**SUBJECT:** Creation and Modifications to Classification Specifications in 2020

### BRIEFING ITEM

#### **RECOMMENDED ACTION(S):**

Consider receiving a report summarizing the creation of and modifications to Classification Specifications in 2020.

#### **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:**

There is no fiscal impact associated with this report.

#### **BACKGROUND/RATIONALE:**

Resolution No. 2045 delegates authority to the General Manager to approve revisions to existing classification specifications that do not involve significant alterations in job functions, changes in compensation or bargaining unit. The resolution requires that an annual report on revised classifications be presented to the Board of Directors. In 2020, the General Manager did not exercise his authority granted in Resolution No. 2045 and did not approve any revisions to classifications, choosing instead to present all proposed revisions to the Board for approval.

The Board of Directors approved three (3) new classifications and eleven (11) revised classifications in 2020. The new classifications are: Deputy Chief Financial Officer, Operations Control Center Manager and Drug & Alcohol Representative. The revised classifications are: Chief Financial Officer, Program Manager, Program Administrator, Senior Program Specialist, Program Specialist, Assistant Program Specialist, Payroll Administrator, Senior Payroll Specialist, Payroll Specialist, Assistant Payroll Specialist and EEO Program Administrator. The Summary of New and Revised Classification Specifications 2020 (Attachment 1) provides

detailed information on each new and revised classification specification for 2020.

**ADVANTAGES/DISADVANTAGES:**

This is an informational report only and there are no advantages or disadvantages to receiving this report.

**ALTERNATIVES ANALYSIS:**

This is an informational report only and there are no alternative analysis.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

None.

**ATTACHMENTS:**

1. Attachment 1: Summary of New and Revised Classification Specifications

**Prepared by:**

Emily Sutkus Cruz, Human Resources Manager

**In Collaboration with:**

Anne Kennedy Hayes, Management Analyst

**Approved/Reviewed by:**

Nathaniel Kramer, Acting Executive Director of Human Resources

Jill A. Sprague, General Counsel