

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 4/14/2021

Staff Report No. 21-209

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. 21-015 approving the new classification of Bus Operator Mentor Coordinator and the revised classification of Bus Operator.

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 clear job descriptions and expectations, employee development, physical requirements, 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 the revisions or creation of these classifications. Any positions related to these classifications are already included in the operating budget.

BACKGROUND/RATIONALE:

Staff is proposing the creation of the Bus Operator Mentor Coordinator classification and revisions to the classification of Bus Operator. The Bus Operator Mentor Coordinator classification was agreed upon during contract negotiations with ATU. The classification and associated budgeted position will provide coordination of the Bus Operator Mentor Program for new bus operators. The Bus Operator classification has not been revised or updated for over 25 years. The proposed revisions include modernizing the duties, updating the knowledge, skills and abilities as well as physical requirements and minimum qualifications. ATU had significant input with respect to revisions to the Bus Operator classification, which was finalized prior to the ATU leadership election in December 2020 - counsel for the District worked closely with counsel for ATU to revise and finalize the classification. In addition, ATU's present union leadership was notified verbally and in writing of the creation of the Bus Operator Mentor Coordinator and the revisions to the Bus Operator classification.

ADVANTAGES/DISADVANTAGES:

The advantage of creating the Bus Operator Mentor Coordinator classification is compliance with the current ATU contract and a clarification of the role of the Bus Operator Mentor Coordinator role within the mentor program. The advantage of revising the Bus Operator classification is to provide an updated description of current work being performed, minimum qualifications that are industry standard, and physical requirements that are reflective of what a bus operator needs to physically perform. There are no disadvantages to creating and revising these classifications.

ALTERNATIVES ANALYSIS:

The only alternative that was considered by Staff was to not create and revise these classifications and continue to use the current classifications. This alternative is not recommended because the Bus Operator Mentor Coordinator program is a part of the ATU contract, and the position is necessary to carry out the program. The current Bus Operator classification does not accurately reflect the work being performed, market standard minimum qualifications, or the physical requirements necessary to perform the job. Additionally, current recruitment efforts would use outdated information, as the classification would not be updated. This would cause a disconnect between candidates and the job being performed.

PRIOR RELEVANT BOARD ACTION/POLICIES:

None

ATTACHMENTS:

1. Resolution No. 21-015 and related exhibits

Prepared by:

Emily Sutkus Cruz, Human Resources Manager

Approved/Reviewed by:

Katherine Minnich, Executive Director of Human Resources

Chris Andrichak, Chief Financial Officer

Jill A. Sprague, General Counsel