

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 12/8/2021

Staff Report No. 21-500

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. 21-042 approving the new classifications of Principal Planner and Transit Schedules Specialist and the revised classifications of Senior Transportation Planner, Transportation Planner, Assistant Transportation Planner, Transit Schedules Manager, and Transit Schedules Administrator.

STRATEGIC IMPORTANCE:

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

Classification specifications are important tools that provide 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 no fiscal impact associated with the revisions to and creation of these classifications.

BACKGROUND/RATIONALE:

Staff is recommending the following new classifications:

Principal Transportation Planner

The Principal Transportation Planner classification is the highest level within the Transportation Planner series and is an unrepresented classification. This is a dual-track classification that may be assigned a supervisory role or may be an individual contributor assigned high value, politically sensitive planning projects and programs. Because this classification may serve in a supervisory capacity, the classification is designated as unrepresented. This classification provides a bridge from the Senior Transportation Planner to the Manager classification, as currently there is no manner for Planners to internally gain the supervisory experience

necessary to promote to the Manager level.

Transit Schedules Specialist

This is a new classification within the Schedule Analyst series, which is a level above the Senior Schedule Analyst and is a represented position (AFSCME). This classification provides a bridge between the senior and the administrator levels. Currently, there are barriers to career advancement with no opportunity for internal candidates to gain the requisite supervisory experience to advance to the next level.

Staff is recommending the following revisions to the classifications within the Transportation Planner series:

Assistant Transportation Planner, Transportation Planner, and Senior Transportation Planner

The Transportation Planner series has been revised and updated to reflect a more fluid career path and opportunities for internal promotions. The entry, experienced, and senior levels within the classification series are represented classifications (AFSCME). 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 Assistant Transportation Planner is now flexibly staffed, creating more flexibility for internal candidates to move to the experienced level of Transportation Planner. The minimum qualifications of the Assistant Transportation Planner have also been updated to create a bridge from the Scheduling Analyst series to the Planning series. Previously, there had been no path for scheduling analysts to promote into any other series or classification without outside experience or education.

Staff is recommending revisions to the supervisory and management level classifications within the Schedule Analyst series:

Transit Schedules Administrator and Transit Schedules Manager

The revisions to these classifications address the need for broadened career advancement and succession planning within the schedules work unit.

Creation of and revisions to classifications and the series provide professional development opportunities for internal candidates and proactively manages for retirements, attrition, assuring the continuity for the delivery of critical business functions. The revisions to these classifications ensure that there is a career path from the entry-level Schedule Analyst position to the manager level within this series. The revisions do not change the primary purpose of the positions but serve to remediate barriers to career advancement for internal candidates and that the minimum qualifications are revised so that there is a logical progression in terms of education, experience, knowledge and abilities from one level to the next.

ADVANTAGES/DISADVANTAGES:

The advantage to creating and revising the aforementioned classification specifications is to provide descriptions that represent the current work being performed, reflect the minimum qualifications that meet

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 No. 2143, 19-010, 10-046, 1132

ATTACHMENTS:

1. Resolution 21-042 and Related Exhibits
2. Career Routes Planner and Scheduling Series

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