

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

---

**MEETING DATE:** 3/9/2022

**Staff Report No. 22-189**

---

**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager  
**SUBJECT:** Creation and Modifications to Classification Specifications in 2021

### BRIEFING ITEM

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

Consider receiving a report summarizing the creation of and modifications to Classification Specifications in 2021.

#### **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. Maintaining current and accurate classification specifications is necessary and provides essential administrative tools supporting organizational design, workforce planning, recruiting efforts, compensation determination, and employee development.

#### **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 2021, 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 seven (7) new classifications, nine (9) revised classifications, and abolished one (1) classification in 2021. The new classifications are as follows: Senior Network Security Engineer, Senior Systems Engineer, Systems Administrator, Systems Engineer, Transit Schedules Specialist, Bus Operator Mentor,

and Principal Transportation Planner. The revised classifications are as follows: Assistant Transportation Planner, Network Security Engineer, Senior Transportation Planner, Transit Schedules Administrator, Transit Schedules Manager, Transportation Planner, Bus Operator, Chief Dispatcher, Dispatcher. The one (1) abolished classification was the Deputy Chief Financial Officer, which was adopted as a temporary position; currently, there is no need for this classification. The Summary of New, Revised, and Abolished Classification Specifications 2021 (Attachment 1) provides detailed information concerning each of the aforementioned classification specifications.

**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 does not propose an action requiring an alternatives analysis.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Resolution No. 2045

**ATTACHMENTS:**

1. Summary of New and Revised Classification Specifications

**Prepared by:**

Emily Sutkus Cruz, Human Resources Manager

**In Collaboration with:**

Anne Kennedy Hayes, Acting Senior Management Analyst

**Approved/Reviewed by:**

Sebron Flenaugh III, Executive Director of Human Resources