

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 6/22/2022

**Staff Report No. 22-356**

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**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 22-025 approving the new classification of Procurement & Materials Analyst and the revised classifications of Director of Procurement and Materials Management and Assistant Director of Procurement and Materials Management.

#### **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, 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:**

All classifications have an assigned budgeted position and were incorporated into this current fiscal year's (FY 2021-22) budget. Staff is recommending one salary grade increase for the Director of Procurement and Materials Management to align with the external labor market and the District's other Director level classifications. This increase represents an annual cost of ten thousand (\$10,000); however, staff anticipated this increase after a review of all Director level salaries, and the increase was incorporated into the FY 21-22 and FY 22-23 budgets.

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

Staff is recommending the following new classification:

#### **Procurement and Materials Analyst**

This classification updates, maintains, and provides extensive reporting for the District's procurement and

materials systems. Currently, there is no dedicated position for the maintenance and reporting of data for the District's procurement and materials systems. As evidenced by the recent pandemic, accurate reporting is vital for District's supply chain and logistics management. AFSCME was notified of this classification and all questions were addressed regarding this classification.

Staff is recommending the following revised classifications:

### **Director of Procurement and Materials Management**

This classification had not been revised in over 8 years. The duties, knowledge, and abilities have been updated, and the title has been standardized to be in line with other Director level classifications. The minimum qualifications have also been updated to align with other Director level classifications. As mentioned above, staff is recommending one salary grade increase from Unrepresented Grade 13 to Unrepresented Grade 14. An external market review of the salary for this classification was conducted, and the salary was under market. One salary grade increase will place Director of Procurement and Materials Management in a competitive salary and will align this classification with other Director level salary grades.

### **Assistant Director of Procurement and Materials Management**

The revisions to this classification are minor. The revisions are in alignment with the revisions of the Director of Procurement and Materials Management. This includes the duties and minimum qualifications.

### **ADVANTAGES/DISADVANTAGES:**

The advantage of revising and creating these classification specifications is to provide descriptions that represent the evolving work of the District, current work being performed, reflect the minimum qualifications that meet the 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 for the District, nor do the minimum qualifications as displayed in the current classification specifications specify the adequate levels to meet business needs. Furthermore, without these new and revised classifications, there will not be adequate career paths to enable internal promotional opportunities, succession planning and employee development.

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

Resolution No. 18-018, 2024

### **ATTACHMENTS:**

1. Resolution No. 22-025 and related exhibits

2. Career Route Procurement and Materials Management

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