

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 1/11/2023

Staff Report No. 23-001

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager/Chief Executive Officer
SUBJECT: Revised Classifications

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider the adoption of Resolution No. 23-002 approving the revised classifications of Contracts Services Manager, Senior Contracts Specialist, Contracts Specialist, and Assistant Contracts Specialist.

Staff Contact:
Sebron Flenaugh III, Executive Director of Human Resources

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, recruitment efforts, compensation determination, and employee development.

BUDGETARY/FISCAL IMPACT:

All classifications included in this report have an assigned budgeted position and are included in the current fiscal year's (FY 2022-23) budget. There is no associated fiscal impact with the revisions to these classification specifications.

BACKGROUND/RATIONALE:

Staff recommends the following revisions:

Contracts Specialist Classification Series

The Contracts Specialist series is composed of the following classifications: Contract Services Manager, Senior Contracts Specialist, Contracts Specialist, and Assistant Contracts Specialist. The series has been revised and updated to reflect a more fluid career path and opportunities for internal promotion. The updates to the

minimum qualifications, knowledge, and abilities reflect current requirements. The Contracts Services Manager classification was last revised in 2014 and the representative functions have been modernized to reflect the current body of work assigned to the position. The Assistant Contracts Specialist, Contract Specialist, and Senior Contracts Specialist classifications were last revised in 2019, and the revisions are minor, including flexible staffing language. The designation as a flexibly staffed series creates consistency with other District classification series and opportunities for internal candidates to move from the entry-level to the experienced level with greater ease. The Assistant Contracts Specialist, Contracts Specialist, and Senior Contracts Specialist classifications are represented by AFSCME. AFSCME has been notified of these revisions and has expressed no concerns. The other revised classifications are unrepresented.

ADVANTAGES/DISADVANTAGES:

The advantage of revising these classification specifications is to provide accurate and current descriptions to represent the current work performed, the minimum qualifications necessary to meet business needs, alignment with industry standards, viable career paths, and promotional opportunities for District employees. There are no disadvantages to revising 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, or the required minimum qualifications to successfully perform the assigned work, which hinders recruitment efforts and the ability to benchmark to the market ensuring competitive compensation.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution Nos. 14-032, 19-006

ATTACHMENTS:

1. Resolution No. 23-002 and related exhibits
2. Career Route Contracts Specialist series

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Approved/Reviewed by:

Sebron Flenaugh III, Executive Director of Human Resources

Jill A. Sprague, General Counsel/Chief Legal Officer

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