

**ALAMEDA-CONTRA COSTA TRANSIT DISTRICT
RESOLUTION NO. 19-018**

**A RESOLUTION APPROVING THE NEW AND REVISED CLASSIFICATION SPECIFICATIONS OF
ADMINISTRATIVE SPECIALIST AND ASSISTANT DISTRICT SECRETARY**

WHEREAS, Public Utilities Code Section 24886 authorizes the Board of Directors of the Alameda-Contra Costa Transit District to determine and create such number and character of positions in the District as are necessary to carry on the functions of the District; as well as to establish the appropriate salary, salary range or wage for each classification created by the District; and

WHEREAS, the General Manager has assessed the current personnel needs of the District and determined amendments to the classification plan are necessary for the proper operation of the District; and

WHEREAS, the Board of Directors has reviewed and considered the recommendation of the General Manager to approve the new classification specification of Administrative Specialist, and the revised classification specification of Assistant District Secretary.

NOW THEREFORE, the Board of Directors of the Alameda-Contra Costa Transit District does resolve as follows:

Section 1. Adopts the new classification specifications of Administrative Specialist and the revised classification specification of Assistant District Secretary as set forth in Exhibits A and B of this resolution.

Section 2. This resolution shall become effective immediately upon its passage by four affirmative votes of the Board of Directors.

PASSED AND ADOPTED this 8th day of May 2019.

Joe Wallace, President

Attest:

Linda A. Nemeroff, District Secretary

I, Linda A. Nemeroff, District Secretary for the Alameda-Contra Costa Transit District, do hereby certify that the foregoing Resolution was passed and adopted at a regular meeting of the Board of Directors held on the 8th day of May 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Linda A. Nemeroff, District Secretary

Approved as to Form and Content:

Denise C. Standridge, General Counsel