

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 5/8/2019

Staff Report No. 19-168

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: New and Revised Classifications

ACTION ITEM

RECOMMENDED ACTION(S):

Consider adoption of Resolution No. 19-018 approving the new classification specification of Administrative Specialist and the revised classification specification of Assistant District Secretary.

BUDGETARY/FISCAL IMPACT:

The creation of the Administrative Specialist classification has no fiscal impact, as there are no current incumbents in this classification. The revised Assistant District Secretary is being recommended for an increase to Unrepresented Salary Grade 8 from Unrepresented Grade 7; however, the fiscal impact will be minimal. This classification currently has one incumbent, and the difference in salary will result in a \$450 increase for the incumbent per year. This increase can be easily absorbed for the current fiscal year, and will also be incorporated in to the budget for the upcoming fiscal year and thereafter.

BACKGROUND/RATIONALE:

Revised Classification:

Assistant District Secretary (UNREP/Grade 8)

This is a revised classification that combines the duties of the current Assistant District Secretary with the Deputy District Secretary classification into one classification. This newly revised classification will perform highly responsible duties related to the management of programs, projects and activities, as well as the day-to-day operations of the District Secretary's Office. These classifications are being combined in order to reflect the evolving role of the District Secretary's Office, provide a clear structure and career ladder to support succession planning and new requirements of the District Secretary's Office. With the adoption of this revised classification and the new Administrative Specialist described below, the Deputy District Secretary will no longer be needed as a separate classification.

New Classification:

Administrative Specialist (UNREP/Grade 6).

This is a new classification that will provide high level, confidential and complex administrative support to the District Secretary's Office. This classification handles specialized duties that pertain specifically to the District

Secretary, Assistant District Secretary and support of the Board of Directors. The advanced administrative duties of this classification are critical for the District Secretary's Office, especially as electronic records and new technology software are transforming the roles and requirements of the District Secretary.

ADVANTAGES/DISADVANTAGES:

The advantages of creating the new classification and revising the classification specification for Assistant District Secretary are to reflect the work needing to be performed; encourage staff development, provide a career path, and foster growth and succession planning. There are no disadvantages.

ALTERNATIVES ANALYSIS:

The alternative is for the Board not to approve the proposed new classifications and the revisions to the established classification and continue to do business as-is with the current classifications. This would include using an outdated classification and not providing a clear career development paths for District employees. This alternative is not recommended because the current classification does not accurately reflect the work being performed, and there would be no clear career path or succession planning for these classifications.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution 15-027, Resolution 17-042

ATTACHMENTS:

1. Resolution 19-018 and Related Exhibits
2. Career Path for District Secretary

Approved by:

Nathaniel Kramer, Acting Executive Director of Human Resources

Linda A. Nemeroff, District Secretary

Reviewed by:

Denise C. Standridge, General Counsel

Claudia L. Allen, Chief Financial Officer

Prepared by:

Emily Cruz, Senior Human Resources Administrator