

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 12/11/2019

Staff Report No. 19-390

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 19-038 approving the new classification of Assistant Buyer and the revised classifications of Buyer and Senior Buyer.

STRATEGIC IMPORTANCE:

Goal - High-Performing Workforce
Initiative - Employee Recruitment, Training and Retention

Classification specifications are the foundation of personnel decisions at the District and contribute to the goal of a High Performing Workforce and the initiative of Recruitment, Training and Retention by providing the fundamental elements for recruiting efforts, training of employees for current positions and future promotions as well as determining compensation.

BUDGETARY/FISCAL IMPACT:

The creation of the new classification of Assistant Buyer will not have any fiscal impact because there are no budgeted positions associated with this new classification. Similarly, the Buyer and Senior Buyer classifications will not have any fiscal impact as the salary grades will remain unchanged.

BACKGROUND/RATIONALE:

Staff is proposing one new classification and two revised classifications:

New Classification:

Assistant Buyer (AFSCME/Grade 3)

This is a new classification that is the entry-level within the Buyer classifications series. This classification learns to perform procurement activities of a centralized purchasing system to purchase and expedite a variety of materials, supplies, equipment and services for regular and non-routine use. There are three (3) levels within the Buyer series, which are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised. Staff is recommending that the Board

assign the requirement for a criminal background investigation to this classification in accordance with Board Policy No. 202 Background Investigations.

Revised Classifications:**Buyer (AFSCME/Grade 4)**

This is a revised classification within the Buyer series. This is the second, experienced-level within the series that performs procurement activities of a centralized purchasing system to purchase and expedite a variety of materials, supplies, equipment and services for regular and non-routine use. The levels within the Buyer series are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised.

Senior Buyer (AFSCME/Grade 6)

This is a revised classification within the Buyer series. This is the advanced, lead-level within the series that leads, trains and participates in the more complex and difficult work within the unit. Incumbents in this position perform a variety of procurement duties including purchasing and expediting materials, supplies, equipment and services in a centralized purchasing setting; develops sources of supply for critical items, prepares formal bids and informal bids and provide technical and functional direction to professional and administrative staff.

ADVANTAGES/DISADVANTAGES:

The advantages to approving the new and revised classifications are to provide classifications and organizational structures that will support the District's Strategic Plan, provide operational efficiency as well as have classifications that describe the current work being performed and/or future work of District operations. Additionally, there is now an entry level classification within the Buyer Series, which allows for employees to qualify. Previously, the career path for the Buyer Series was very limited and few internal candidates could qualify. There are no disadvantages to approving these new and revised classifications.

ALTERNATIVES ANALYSIS:

The alternative that was considered by Staff was not to recommend the new and revised classifications and continue to do business as-is with current classifications. This alternative is not recommended because the current classifications do not accurately reflect the work being performed, current and future organizational structure changes, and do not allow for career paths of current District employees. Additionally, current recruitment efforts would continue to use outdated information, as the classifications would not be updated or reflect the actual work. This would cause a disconnect between candidates and the job being performed.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution Nos. 949 and 950

ATTACHMENTS:

1. Resolution 19-038 and Related Exhibits

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