

**ALAMEDA-CONTRA COSTA TRANSIT DISTRICT
RESOLUTION NO. 20-013**

**A RESOLUTION APPROVING THE NEW AND REVISED CLASSIFICATION SPECIFICATIONS OF
OPERATIONS CONTROL CENTER MANAGER, ASSISTANT PAYROLL SPECIALIST, PAYROLL
SPECIALIST AND SENIOR PAYROLL SPECIALIST**

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 adopt the new and revised classification specifications of Operations Control Center Manager, Assistant Payroll Specialist, Payroll Specialist and Senior Payroll Specialist.

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

Section 1. Adopts the new classification specification of Operations Control Center Manager in Exhibit A of this resolution and revised classification specifications of Assistant Payroll Specialist, Payroll Specialist and Senior Payroll Specialist in Exhibits B, C, D 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 12th day of February 2020.

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 12th day of February 2020, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Linda A. Nemeroff, District Secretary

Approved as to Form and Content:

Jill A. Sprague, General Counsel