

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 2/12/2020

Staff Report No. 20-079

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 20-013 approving the new classification of Operations Control Center Manager and the revised classifications of Assistant Payroll Specialist, Payroll Specialist, and Senior Payroll Specialist.

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 Operations Control Center Manager has been approved in the mid-year budget. There is no fiscal impact in revising the Payroll Assistant, Payroll Specialist, or Senior Payroll Specialist classifications, as the salary grades for these classifications remain unchanged.

BACKGROUND/RATIONALE:

Staff is proposing one new and three revised classification specifications.

New Classification:

Operations Control Center Manager

This classification was created due to the new organizational structure within Transportation. Incumbents in this classification plan, organize, manage, and direct the operations and activities within the assigned District facilities including the Operations Control Center (OCC) and the Salesforce Transit Center (STC). This is an unrepresented at-will classification. 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:**Assistant Payroll Specialist**

This classification is entry-level within the Payroll Specialist series. Incumbents in this classification perform support functions to facilitate the accurate completion of payroll for District employees and retirees.

Payroll Specialist

This is an experienced-level classification within the Payroll Specialist series. Incumbents in this classification perform the full range of payroll preparation, processing, and confirmation functions for the timely and accurate completion of payroll for District employees and retirees.

Senior Payroll Specialist

This is an advanced, lead-level classification within the Payroll Specialist series. Incumbents in this classification perform the full range of payroll preparation, processing, and confirmation functions for the timely and accurate completion of payroll for District employees and retirees. Incumbents in this position may participate in special payroll or accounting projects and may act on behalf of the Payroll Administrator in his/her absence.

The Board has previously assigned the requirement for a criminal background investigation to all Payroll classifications in accordance with Board Policy No. 202 Background Investigations.

ADVANTAGES/DISADVANTAGES:

The advantages of approving the new and revised classifications are (1) provision of classifications and career paths that will support the District's Strategic Plan; (2) improved operational efficiency; and (3) updated classifications that describe the current work being performed and/or future work of District operations. Additionally, the new classification of Operations Control Center Manager and the revised classifications of Payroll Assistant, Payroll Specialist, and Senior Payroll Specialist provide opportunities for career advancement and allow for more internal employees to qualify for these classifications. There are no disadvantages to approving these new and revised classifications.

ALTERNATIVES ANALYSIS:

Staff considered the alternative to proposing no new or revised classifications and to continue to conduct business as-is utilizing the current classifications. This alternative is not recommended because the current classifications do not accurately reflect the work being performed, or current and future organizational structure changes. Additionally, recruitment efforts would rely on outdated information, as the classifications would not reflect the actual work or accurate minimum education and experience requirements. This would prohibit staff from recruiting candidates with the qualifications necessary to successfully perform the work. Lastly, an appropriate career path would not exist for employees, and few employees would qualify for Payroll and OCC management opportunities.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution No. 10-046

ATTACHMENTS:

1. Resolution No. 20-013 and related Exhibits
2. Payroll Career Ladder

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