

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 6/10/2020

Staff Report No. 20-200

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

ACTION ITEM

RECOMMENDED ACTION(S):

Consider adoption of Resolution 20-026 approving the new classification of Deputy Chief Financial Officer and the revised classifications of Chief Financial Officer, Program Manager, Program Administrator, Senior Program Specialist, Program Specialist, and Assistant Program 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:

There is no fiscal impact associated with revising the classifications of Chief Financial Officer, Program Manager, Program Administrator, Senior Program Specialist, Program Specialist, and Assistant Program Specialist, as the salary grades remain unchanged for these classifications. The budgeted position associated with Deputy Chief Financial Officer classification is currently budgeted at a Unrepresented Grade 11, and will require an increase to upgrade to Unrepresented Grade 15. The increase in salary to upgrade the Deputy Chief Financial Officer to Grade 15 may be up to \$38, 713, which is the difference between Unrepresented Grade 15 and Unrepresented Grade 11. This cost can be absorbed because budgeted position has been vacant since July of 2019. The future increase has also been incorporated into the upcoming fiscal year budget.

BACKGROUND/RATIONALE:

Staff is proposing one new classification and six revised classifications:

New Classification:

Deputy Chief Financial Officer

This is a new classification responsible for assisting the Chief Financial Officer in directing and implementing the strategic direction of the District's financial services and programs. This classification serves to create a career path to the Chief Financial Officer position and provide the District an avenue for succession planning for one of its key executive chief level positions. This classification 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:**Program Specialist Series**

This series was brought to the Board for approval in October of 2019. Since that time, the series has been utilized in the newly created Civil Rights and Compliance Department as well as the Accessible Services Department. The series has served these areas well; however, a few minor adjustments are recommended. The minimum qualifications have been adjusted to ensure that internal candidates have the ability move through the series in a more flexible manner and the Program Administrator may also be designated as AFSCME in addition to being designated Unrepresented (AFSCME has been informed of this change). Additionally, Staff is attaching a matrix that clearly defines each level of the Program Specialist series in order to alleviate any questions on how each level is utilized. 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.

ADVANTAGES/DISADVANTAGES:

The advantages to approving the new and revised classifications are to provide classifications and career paths 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, the new classification of Deputy Chief Financial Officer will provide greatly needed assistance to the Chief Financial Officer and provide a way for the District to create a succession plan and career path for Finance. The revised classifications in the Program Specialist series allow for more flexibility for movement for internal candidates, which enhances the career paths and allows for more internal employees to qualify for these classifications. 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 there is currently no succession plan for the Chief Financial Officer. Additionally, should the Program Specialist series stay as-is, it will not provide the flexibility needed for the various departments utilizing the series.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution No. 19-034, 15-044, 15-045

ATTACHMENTS:

1. Resolution No. 20-026 and related Exhibits

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