

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 6/10/2020

Staff Report No. 20-081

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: Creation of and Modifications to Classification Specifications in 2019

ACTION ITEM

RECOMMENDED ACTION(S):

Consider receiving a report summarizing the creation of and modifications to Classification Specifications during 2019 and adoption of Resolution No. 20-018 abolishing ten classifications and repealing Resolution Nos. 17-042, 2053, and 12-040.

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 for this report.

BACKGROUND/RATIONALE:

Resolution No. 2045 delegates authority to the General Manager to approve revisions to existing classification specifications that do not involve significant alterations in job functions, changes in compensation or bargaining unit. The resolution requires that an annual report on revised classifications be presented to the Board of Directors. In 2019, the General Manager did not exercise his authority granted in Resolution No. 2045 and did not approve any revisions to classifications, choosing instead to present all proposed revisions to the Board for approval.

The Board of Directors approved fourteen (14) new classifications and fourteen (14) revised classifications in 2019. The new classifications are: Director or Civil Rights and Compliance Programs, Assistant Contracts Specialist, Senior Contracts Specialist, Assistant Legal Secretary, Information Technology Manager, Legal Secretary, Administrative Specialist, Assistant Program Specialist, BRT Platform Agent, Safety Manager, Program Manager, Program Specialist, Senior Program Specialist and Assistant Buyer. The revised

classifications are: Contracts Specialist, Print Shop Supervisor, Retirement System Administrator, Attorney I, Attorney II, Attorney III, Senior Attorney, Transportation Planner, Digital Communications Specialist, Assistant District Secretary, Bus Stop Maintenance Worker, Program Administrator, Buyer and Senior Buyer. The Summary of New and Revised Classification Specifications 2019 (Attachment 1) provides detailed information on each new and revised classification specification for 2019.

In 2019 and early 2020, the General Counsel's Office and the Classification and Compensation Unit completed an audit of all active and inactive classifications. The results of this audit will be brought to the Board of Directors in a separate staff report in the near future. During this audit, ten (10) Unrepresented classification specifications were identified for abolition due to obsolescence or severe maturity. None of the identified classifications have current incumbents and should these classifications be necessary in future, a new classification will be presented to the Board of Directors. The classification specifications that are recommended to be abolished are: Deputy District Secretary, Director of Facilities & Construction Planning, Director of Information Technology, Executive Director of Safety, Security & Training, General Services Manager, Information Services Manager, Information Services Support Manager, Manager of Safety & Environmental Engineering, Project Engineer-Architect and Director of Administrative Services. The Recommendation for Abolition of Unrepresented Classifications (Attachment 2) provides detailed information on each classification recommended for abolition. In accordance with the abolition of these classifications, it is recommended that Resolution No. 17-042 (Deputy District Secretary), Resolution No. 2053 (Information Services Support Manager) and Resolution No. 12-040 (Project Engineer-Architect) be repealed.

ADVANTAGES/DISADVANTAGES:

The advantage to abolishing the eleven classifications is that the obsolete classifications will no longer be a part of the District Classification Inventory. There are no disadvantages to abolishing these classifications.

ALTERNATIVES ANALYSIS:

The alternative that Staff considered was not abolishing obsolete and mature classifications. This is not recommended because the classification inventory would not be up to date and the classification system would have classifications that do not support the current direction of the District. Abolishing the classifications assists the Classification and Compensation Unit with phasing out outdated obsolete classifications and creating a modern and contemporary classification system.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution No. 17-042, 06-017, 1109, 15-045, 13-011, 1175, 2053, 11-040, 12-040, 899

ATTACHMENTS:

1. Summary of New and Revised Classification Specifications 2019
2. Recommendation of Abolition of Unrepresented Classifications
3. Resolution No. 20-018 and related exhibits.

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