

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 7/14/2021

Staff Report No. 21-325

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: Revised Classifications

ACTION ITEM

RECOMMENDED ACTION(S):

Consider the adoption of Resolution No. 21-024 approving the revised classifications of Chief Dispatcher and Dispatcher and abolishing the temporary classification of Deputy Chief Financial Officer.

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 clear job descriptions and expectations, employee development, physical requirements, recruiting efforts, training of employees for current positions and future promotions as well as determining compensation.

BUDGETARY/FISCAL IMPACT:

There is no fiscal impact to revising and abolishing these classifications.

BACKGROUND/RATIONALE:

Staff is proposing revisions to the classification specifications of Chief Dispatcher and Dispatcher. The Chief Dispatcher and Dispatcher were last revised or updated in 2003 and 2009 respectively. The revisions include modernizing the duties, removing references to obsolete technology, updating knowledge, skills, and abilities, and minimum qualifications to create consistency with other District classifications to address business needs and training requirements. ATU was consulted after the draft revisions were recommended, and ATU agreed with the revisions both verbally and in writing.

The Deputy Chief Financial Officer is being abolished, as it was approved to temporarily assist with succession planning as the Chief Financial Officer transitioned to retirement. With the installation of the new Chief Financial Officer, the classification is no longer needed.

ADVANTAGES/DISADVANTAGES:

The advantage to revising the Chief Dispatcher and Dispatcher classification specifications is to provide descriptions that represent the current work being performed, reflect the minimum qualifications that meet the business need, and create consistency with industry standards and other positions within the District's classification structure. There are no disadvantages to revising these classification specifications. The advantage to abolishing the Deputy Chief Financial Officer is that it removes an obsolete and unnecessary classification from the classification structure. The disadvantage to abolishing the Deputy Chief Financial Officer is that the classification may be needed in the future. This is unlikely, as if it is needed in the future, it most likely be outdated, and so creating a new classification would be more advisable.

ALTERNATIVES ANALYSIS:

Staff considered the alternative of continuing to conduct business as-is utilizing the current classifications of Chief Dispatcher and Dispatcher. This alternative is not recommended as the current classification specifications do not accurately reflect the work being performed, nor do the minimum qualifications as displayed in the current classification specifications specify the adequate levels to meet business needs. Additionally, current recruitment efforts would continue to use outdated information, as the classification specifications would not be updated. Staff also considered not abolishing Deputy CFO, but recommends against it, as obsolete classifications serve no benefit to the District, the classification system or business needs.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution No. 20-026

ATTACHMENTS:

1. Resolution No. 21-024 and related exhibit

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