ALAMEDA-CONTRA COSTA TRANSIT DISTRICT

STAFF REPORT

MEETING DATE: 10/13/2021   **Staff Report No.** 21-423

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

ACTION ITEM

RECOMMENDED ACTION(S):

Consider the adoption of Resolution 21-036 approving the new classifications of Systems Administrator, Systems Engineer, Senior Systems Engineer, Senior Network Security Engineer, and the revised classification of Network Security Engineer.

STRATEGIC IMPORTANCE:

Goal - High-Performing Workforce
Initiative - Employee Recruitment, Training, and Retention

Classification specifications are important tools that provide the basis for a variety of administrative and personnel decisions which contribute to the goal of a High Performing Workforce and the strategic initiative of Recruitment, Training, and Retention. These documents clearly delineate job functions, competencies, and other elements such as physical requirements and special environmental conditions. Current and accurate classification specifications provide essential administrative tools supporting organizational design, workforce planning, recruiting efforts, compensation determination, and employee development.

BUDGETARY/FISCAL IMPACT:

There is no fiscal impact associated with this report.

BACKGROUND/RATIONALE:

Staff is recommending new classifications of the following series:

Systems Administrator, Systems Engineer, and Senior Systems Engineer

The Systems series was created to reflect the changing systems needs of the District. With technology as a focus for productivity and optimal operations, the District is frequently adding and updating various programs, software, and systems to enhance operations or to ensure compliance. With the increase in technology, broader classifications are needed to describe the duties that would include the support and management of several systems, not just specific ones. The Systems Administrator creates a bridge from the Helpdesk classifications to the technology engineering classifications, creating more opportunities for employees to

advance into the engineering classifications (such as Network Security, Systems Engineering, and Database Engineering). The Systems Engineer is the experienced level of this series and the Senior Systems Engineer is the advanced lead level that handles the more complex work, exercises independent judgment and discretion to a greater degree, and provides technical and functional supervision to lower-level staff.

Senior Network Security Engineer

The Senior Network Security Engineer classification was created as the lead level of the Networking Security Engineering series. This classification performs highly complex work in Cyber Security and provides direction to lower-level classifications. This was created to further develop the District's Cyber Security team to address ongoing security risks. This classification will also serve to create a career path and succession planning to the IT Manager classification in this unit.

In addition, staff is recommending the revised classification of Network Security Engineer:

Network Security Engineer

The Network Security Engineer is an existing classification that is being revised to update the minimum qualifications to create a career path to the new, higher-level Senior Network Security Engineer and provide a path from the new, lower-level Systems Administrator. The Network Security Engineer is the experienced level of the Network Security series and provides support to the Cyber Security team.

ADVANTAGES/DISADVANTAGES:

The advantage to creating these classification specifications is to provide descriptions that represent the current need for a Systems series and Security series, reflect the minimum qualifications that meet the business need, create consistency with industry standards, and create career paths for promotional opportunities within the District. There are no disadvantages to creating and revising these classification specifications.

ALTERNATIVES ANALYSIS:

Staff considered the alternative of continuing to conduct business as-is utilizing the current classification system. This alternative is not recommended as the current classification specifications do not support the business need for a broader Systems and more robust Security series, nor the existence of adequate career paths facilitating internal promotional opportunities.

PRIOR RELEVANT BOARD ACTION/POLICIES:

None.

ATTACHMENTS:

1.   Resolution No. 21-036 and related exhibits

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