Revised Classification Specification

Consider adoption of Resolution No. 17-028 approving revisions to the Chief Operating Officer classification specification.

The current Chief Operating Officer will be retiring on June 30, 2017. As a part of the initial phase of the recruitment process, the existing classification specification was reviewed and amended by staff to reflect changes. The revised classification specification was then reviewed by the General Manager, the current Chief Operating Officer and the Executive Director of Human Resources. The proposed changes include adding to the definition that this classification is executive at-will and minor additions to the job duties.

There is no fiscal impact to this proposal.

Revising the classification specification for Chief Operating Officer allows for a more accurate representation of the job in order to hire the best qualified candidate. There are no disadvantages to this proposal.

The alternative is to leave the current classification as-is, which would result in the classification not being designated as executive at-will.

Resolution No. 16-004: Approving the classification specification revisions and fixed salary range for Chief Information Officer and Chief Operating Officer.

1. Resolution 17-028 with Exhibit A
Approved by: Grant Lee, Executive Director of Human Resources
Reviewed by: Denise C. Standridge, General Counsel
          Claudia L. Allen, Chief Financial Officer
          Elisabeth West, Human Resources Manager
Prepared by: Emily Cruz, Senior Human Resources Administrator
ALAMEDA-CONTRA COSTA TRANSIT DISTRICT
RESOLUTION NO. 17-028

A RESOLUTION APPROVING THE REVISED CLASSIFICATION SPECIFICATION OF CHIEF OPERATING OFFICER.

WHEREAS, Public Utilities Code Section 24886 authorizes the Board of Directors of the Alameda-Contra Costa Transit District to determine and create such number and character of positions in the District as are necessary to carry on the functions of the District; as well as to establish the appropriate salary, salary range or wage for each classification created by the District; and

WHEREAS, the General Manager has assessed the current personnel needs of the District and determined amendments to the classification plan are necessary for the proper operation of the District; and

WHEREAS, the Board of Directors has reviewed and considered the recommendation of the General Manager to adopt the revised classification specification of Chief Operating Officer.

NOW THEREFORE, the Board of Directors of the Alameda-Contra Costa Transit District does resolve as follows:

Section 1. Adopts the revised classification specification of Chief Operating Officer in Exhibit A of this resolution.

Section 2. This resolution shall become effective immediately upon its passage by four affirmative votes of the Board of Directors.

PASSED AND ADOPTED this 24th day of May, 2017.

Elsa Ortiz, President

Attest:

Linda A. Nemeroff, District Secretary
I, Linda A. Nemeroff, District Secretary for the Alameda-Contra Costa Transit District, do hereby certify that the foregoing Resolution was passed and adopted at a regular meeting of the Board of Directors held on the 24th day of May, 2017, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Linda A. Nemeroff, District Secretary

Approved as to Form and Content:

Denise C. Standridge, General Counsel
Chief Operating Officer

DEFINITION: Under policy direction, develops, organizes, and directs the implementation and operation of the District’s transportation and maintenance services and functions. This classification provides highly complex and responsible direction for multiple major departments and administrative programs. **This is an executive at-will position that reports directly to the General Manager.**

**REPRESENTATIVE FUNCTIONS** may include, but are not limited to the following:

- Provides executive level direction on all activities, policies, and procedures pertaining to Operations; and ensures that all programs are appropriately budgeted, planned, organized, and staffed to meet District’s business objectives.

- Plans, manages, develops, organizes, and directs the activities of multiple operations departments; including Transportation, Maintenance, Service Supervision, and/or others assigned by the General Manager.

- Collaborates in the development and implementation of District-wide and departmental goals, critical business outcomes, key performance indicators, policies, procedures, and plans.

- Develops and presents written and oral reports and analyses on a wide variety of highly complex transit service issues.

- Consults with and makes presentations to the District’s Board of Directors, District staff, union representatives, community groups, and members of the public on a wide variety of complex and multi-faceted transit service issues.

- Provides expertise and advice regarding staffing decisions, including recommendations for hiring, promotion, and termination; coordination of training; and the implementation of discipline and remedial measures.

- Participates in various labor/management committees and projects, and participates in problem-solving, grievance resolutions, and other related labor relations activities.

- Provides technical direction to managerial, professional, and technical staff in carrying out assigned functions.

- Directs the preparation and administration of annual budgets for all areas of responsibility.

- Develops, implements, and administers a variety of special projects.

- **Represents the District to external agencies and organizations; serves on committees and task forces.**

- May serve on behalf of the General Manager, in her/his absence.

- Performs other related duties, as defined and directed by the General Manager.
Chief Operating Officer

MINIMUM QUALIFICATIONS:

Knowledge of: Principles, policies and practices of transit management and administration; policy development and implementation; budget administration and capital planning; supervision, training, employee and organizational development; principles of leadership, team building, motivation and conflict resolution; business report writing; pertinent local, state and federal laws, rules, regulations, and collective bargaining agreements; modern office systems and current business software for word processing, spreadsheets, and presentation at the intermediate level of proficiency.

Ability To: Plan and direct the work of managerial and professional staff; effectively train, motivate, and evaluate staff; prepare and administer complex budgets; apply collaborative work strategies and gain the cooperation of employees at all levels of the organization; analyze issues and develop alternative solutions; negotiate and resolve issues and disagreements between various District stakeholders; write, prepare and/or analyze and evaluate comprehensive written reports with recommendations; make effective oral presentations to a variety of audiences; and establish and maintain positive working relationships with District personnel, union representatives, and members of the public using principles of excellent customer service.

Education/Training: Equivalent to a Bachelor's Degree from an accredited four-year college or university in business, public administration, transportation planning, mechanical or facilities engineering, or a related field.

Experience: Ten (10) years of recent, verifiable, and increasingly responsible management experience that included at least five (5) years experience in the administration of a public transit and/or maintenance division, and/or multiple transit, service development, and/or maintenance related programs in an organization comparable to the AC Transit District.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to direct or conduct field studies, and attend external meetings and events.