Alameda-Contra Costa Transit District

STAFF REPORT

TO: Operations Committee
AC Transit Board of Directors

FROM: Michael A. Hursh, General Manager

SUBJECT: New Classification Specifications

ACTION ITEM

RECOMMENDED ACTIONS:

Consider adoption of Resolution No. 16-005 approving new classification specifications for Wellness Coordinator and Facilities Systems Technician.

EXECUTIVE SUMMARY:

The District proposes adding two new classifications: Wellness Coordinator and Facilities Systems Technician. These new classifications will provide support to critical projects and programs at the District.

BUDGETARY/FISCAL IMPACT:

The positions associated with these new classifications were included in the Fiscal Year 2015-16 budget. The Wellness Coordinator (AFSCME, Grade 5) position was budgeted as a Sr. Human Resources Analyst (AFSCME, Grade 6). The total savings for this position is $6,422 in the first year. The Facilities Systems Technician (IBEW, Grade 3) position was budgeted as Senior Electronic Technician. There is no change in the grade level for the Facilities Systems Technician.

BACKGROUND/RATIONALE:

Wellness Coordinator (AFSCME, Grade 5), this position will support the planning, development, implementation and evaluation of company-wide wellness initiatives. This position will provide services and programs specific to the District in meeting its strategic health and wellness goals and will collaborate with internal and external resources to provide a comprehensive Wellness program.

Facilities Systems Technician (IBEW, Grade-03), the focus of this position is journey-level installation, testing, diagnosis, and repair of electronic systems and equipment including fire alarm and suppression systems, underground storage tank monitoring systems and fluid management systems used by the District.
ADVANTAGES/DISADVANTAGES:

If approved, the advantages are new classifications that align with the job functions for new positions created in the FY 2015-16 budget. The new positions will provide greater support to critical and complex projects and programs. There are no disadvantages to this proposal.

ALTERNATIVE ANALYSIS:

The alternative is for the Board not to approve one or more of these proposed classifications and continue to do business as is. This would result in job duties that are not aligned to the job specifications.

PRIOR RELEVANT BOARD ACTIONS/POLICIES:

None

ATTACHMENTS:

1: Resolution 16-005 and Related Exhibits

Reviewed by:           Denise C. Standridge, General Counsel
                        Claudia Allen, Chief Financial Officer

Prepared by:           Elisabeth West, Human Resources Manager
ALAMEDA-CONTRA COSTA TRANSIT DISTRICT
RESOLUTION NO. 16-005

A RESOLUTION ADOPTING NEW CLASSIFICATION SPECIFICATIONS OF WELLNESS
COORDINATOR AND FACILITIES SYSTEMS TECHNICIAN

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; and

WHEREAS, Section 24886 also authorizes the Board of Directors 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 new classification specifications of Wellness Coordinator and Facilities Systems Technician.

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

Section 1. Adopts the new classification specifications of Wellness Coordinator and Facilities Systems Technician as set forth in Exhibits A and B 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 27th day of January, 2016.

__________________________
H. E. Christian Peeples, 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 27th day of January, 2016 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
Wellness Coordinator

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<th>Class Code</th>
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<th>EEO Category</th>
<th>Represented Status</th>
<th>Salary Grade</th>
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**DEFINITION:** Under general supervision supports the planning, development, implementation and evaluation of company-wide wellness initiatives. This position will provide services and programs specific to AC Transit strategic health and wellness goals, employee health risks and interests, and collaborate with internal and external resources to provide a comprehensive Wellness program.

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

- Develops, plans, implements, coordinates, and maintains the District's wellness programs.
- Gathers statistical information from benefit providers, HRIS, and other data sources in order to make recommendations regarding wellness activities.
- Researches various health and wellness programs and makes recommendations for program enhancements.
- Develops and disseminates employee needs and interests survey; analyses survey results, prepares report on findings and develops action oriented recommendations for wellness program.
- Develops and facilitates educational programs, workshops and special events.
- Organizes wellness calendar of events, and manages all wellness related activities. (i.e. flu-shots, lunch-and-learn programs and weight loss challenges)
- Evaluates wellness program activities; tracks program participation, collects and analyses data to determine effectiveness of various wellness activities and initiatives; uses data to recommend changes and improvements to the program.
- Works closely with existing District's vendors, as well as partners with new providers, to identify and coordinate resources for wellness initiatives and programs.
- Works closely with District departments/sites; develops a network of wellness site champions across the District to promote year round wellness activities as well as to generally promote a culture of health.
- Creates and distributes all communication materials to promote wellness events (i.e. newsletter, flyers, posters, emails, presentations and website)
- Integrates current technological tools for data gathering/analysis and employee program participation (i.e. phone applications, desktop programs or web based platforms).
- Organizes and leads regular meetings with wellness stakeholders.
- Makes presentations to the Board of Directors and Executive staff.
- Performs related duties as required.
Wellness Coordinator

MINIMUM QUALIFICATIONS:

Knowledge of: The legal and regulatory environment as it relates to health programs, such as HIPAA and ADA, research best practice in developing and implementing wellness programs, compile data, interpret statistical information, techniques of data analysis; report writing, modern office practices including principles and practices of record keeping and confidentiality; computer software for word processing spreadsheets, statistics, and presentation; English usage and business letter writing; report and presentation writing.

Ability to: Compile, review, analyze and interpret related material, communicate effectively both orally and in writing in a business environment throughout all levels of an organization, both internally and externally; ability to incorporate appropriate communication tools to maximize awareness and engagement; ability to draft, proof and construct professional documents and correspondence using contemporary business standards, gather, analyze and interpret statistics, surveys, and other data, independently compose various program evaluation and utilization reports, correspondence, and other documents, maintain confidentiality; work with a variety of diverse groups in a tactful and effective manner; organization skills; effectively handle multiple assignments under deadline pressure; plan and manage multiple projects simultaneously; quickly shift priorities to meet the District’s needs, lead and direct the activities of other employees; travel to all Districts sites, manage conflict and establish and maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor’s Degree with emphasis in a health or wellness related field.

Experience: A minimum of three (3) years in a health/wellness related field. Demonstrated experience in creating and implementing wellness related programs that successfully match employee needs. Additional years of relevant experience above the minimum will be considered in lieu of the required education, on a year-for-year basis.

Physical Requirements: Must maintain the physical condition necessary to (1) perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment; and occasionally lift objects weighing 25 lbs or less. (2) Possess physical mobility to travel to other locations within the AC Transit District.
Facilities Systems Technician

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**DEFINITION:** Under general supervision, performs journey-level installation, testing, diagnosis, and repair of electronic systems and equipment including fire alarm and suppression systems, underground storage tank (UST) monitoring systems and fluid management systems used by the District.

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

- Installs, tests, and repairs fire alarm systems following manufacturers' specifications; performs both corrective and preventive maintenance.
- Coordinates and/or conducts fire alarm/sprinkler inspections within required inspection frequency.
- Ensures all fire alarm and sprinkler repair work is properly completed.
- Oversees and inspects the work of contractors working on fire alarm and suppression systems and UST's.
- Produces and keeps records of all required fire alarm documentation.
- Conducts Monthly Designated Operator inspection of underground storage tanks and documents corrections needed for environmental compliance and reliability of system.
- Maintains records of UST's and provides required reports to Environmental Engineer and Facility Supervisors.
- Troubleshoots and repairs fluid management system modules; replaces fluid management system control heads and hand held devices.
- Performs shop and field tests using diagnostic tools such as service monitors, spectrum analyzers, frequency counters, digital voltmeters, oscilloscopes, audiometers, ammeters, and microwave test equipment.
- Calibrates and repairs test and diagnostic equipment.
- Troubleshoots and repairs printed circuit boards to component level.
- Compiles and maintains computerized and paper records related to work completed and inventory of parts, supplies, and materials used; enters and retrieves data from District computer programs.
- Compiles and organizes updated manufacturers' specifications to keep service manuals current; and reports specification changes and parts substitutions to the Procurement Department.
- May provide work-related information to other Electronics Technicians, contractors, and facility staff regarding accepted industry and manufacturers' installation and maintenance procedures; as well as District policies and procedures.
- May work on high structures and open towers.
- Performs related duties as required.
Facilities Systems Technician

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles, practices, and methods used in the installation, testing, maintenance, and repair of the electronics systems and equipment used by the District; solid-state electronics; analog and digital circuits; principles and practices of preventive maintenance; procedures and practices of workplace safety in the shop and in the field; Federal, State of California and County of Oakland regulations, rules, and standards for fire suppression and underground storage tanks; personal computers; and office programs currently used for spreadsheets and word processing.

Ability To: Perform testing, diagnosis, and corrective and preventive maintenance on the District's electronics systems and equipment, in accordance with manufacturers' specifications, as well as safety and regulatory requirements; ability to read, understand, and interpret technical information found in service manuals, service change bulletins, and schematics; skillfully operate electronic test equipment, solder/desolder equipment, power shears, and hand and power tools; work independently with minimal supervision; understand, interpret, explain, and apply local, state, and federal requirements regulating fire suppression systems and underground storage tanks; quickly learn and become proficient in the maintenance of new systems and equipment purchased by the District; use sound judgment; lift, carry, and move equipment, tools, and supplies; climb and use a ladder, and work under varying workplace and climate conditions; communicate effectively both orally and in writing; write legibly; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education/Training: Equivalent to completion of two (2) years of college with an Associates degree in electronics from an accredited college; and/or successful completion of a recognized electronic technician training program.

Experience: A minimum of two (2) years of recent and verifiable experience as an electronics technician; including a combination of experience in at least two of the following areas: fire alarm systems, fire suppression systems, underground storage tanks/ fuel dispensing, and fluid management systems.

Physical Requirements: Must possess the physical condition necessary to: (1) stand, walk, sit, pull, push, balance, kneel, crouch, twist, climb ladders and reach occasionally or frequently; (2) lift weights of up to 50 lbs occasionally, and between 50 and 75 lbs rarely; (3) perform tasks occasionally in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (4) maintain mobility in order to travel locally and frequently to various locations within the AC Transit District to perform job functions.

Special Requirements: (1) Must possess or obtain and maintain a California Class C Driver License and meet the District's safe driving standards. (2) Must be available to work a rotating assignment for 24 hour on-call duty and respond to emergency repair situations.