ALAMEDA-CONTRA COSTA TRANSIT DISTRICT

RESOLUTION NO. 2050:
ADOPT THE CLASSIFICATION SPECIFICATION FOR
CHIEF TRANSPORTATION 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; 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 of Chief Transportation Officer,
NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ALAMEDA-CONTRA COSTA TRANSIT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Adopts the new classification specification of Chief Transportation Officer, and eliminating the classification Chief Operating Officer, as set out in GM Memo No. 02-040.

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

PASSED AND ADOPTED ___ DAY OF ___, 2002

Attest:

_______________________________
Rose Martinez, District Secretary

I, Rose Martinez, 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 ___ day of ___, 200?
, by the following roll call vote:

AYES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:

_______________________________
Rose Martinez, District Secretary

Approved as to Form:

_______________________________
Kenneth C. Scheidig, General Counsel
ALAMEDA CONTRA COSTA TRANSIT DISTRICT

RESOLUTION NO. 2016-
ADOPT THE CLASSIFICATION SPECIFICATION FOR
DEPUTY TRANSPORTATION OFFICER

WHEREAS, the Code Section 55889.110 modifies the Board of Directors of the Alameda-Contra Costa Transit District to authorize the creation of the position of Deputy Transportation Officer in the District as necessary to carry out the functions of the District and
WHEREAS, Section 55889.110 authorizes the Board of Directors to add up to five Deputy Transportation Officers, and
WHEREAS, the General Manager has requested the creation of the Deputy Transportation Officer position to address transit operator staffing needs;

NOW THEREFORE, the Board of Directors OF THE ALAMEDA CONTRA COSTA TRANSIT DISTRICT does hereby RESOLVE AS FOLLOWS:

SECTION 1. The District Manager is hereby authorized to classify the position of Deputy Transportation Officer and determine the classification of said position. Deputy Transportation Officers will be classified at the Classification 3, Code 05860.

SECTION 2. This Resolution shall become effective immediately upon its passage by the Board of Directors, and

RESOLVED: the Board of Directors of the Alameda-Contra Costa Transit District, hereby, do hereby

This resolution was adopted by the Board of Directors on the 28th day of October, 2016.

________________________________________________________
[Signature]
Director, Administration

[Signature]
Director, Finance

[Signature]
Director, Human Resources

[Signature]
Director, Enterprise Risk Management

[Signature]
Director, Operations

[Signature]
Director, Capital Projects

[Signature]
Director, Customer Service

[Signature]
Director, General Counsel

[Signature]
Director, Finance
ALAMEDA-CONTRA COSTA TRANSIT DISTRICT

RESOLUTION NO. 2051:
ADOPT THE CLASSIFICATION SPECIFICATION FOR
CHIEF MAINTENANCE 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; 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 of Chief Maintenance Officer,

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ALAMEDA-CONTRA COSTA TRANSIT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Adopts the new classification specification of Chief Maintenance Officer Officer, as set out in GM Memo No. 02-040.

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

PASSED AND ADOPTED ___ DAY OF ___, 2002

Attest:

____________________________
Rose Martinez, District Secretary

I, Rose Martinez, District Secretary for the Alameda-Contra Costa Transit District, do hereby certify that the forgoing Resolution was passed and adopted at a regular meeting of the Board of Directors held on the ___ day of ___, 200__

Ayes: DIRECTORS:
Noes: DIRECTORS:
Absent: DIRECTORS:
Abstain: DIRECTORS:

____________________________
Rose Martinez, District Secretary

Approved as to Form:

____________________________
Kenneth C. Scheidig, General Counsel
ALAMEDA COUNTY TRANSIT DISTRICT

RESOLUTION NO. 2021-___
ADOPT THE CLASSIFICATION SPECIFICATION FOR
MOTOR MAINTENANCE OFFICER

WHEREAS, the Public Utilities Code Section 9866 requires the Board of Directors of the Alameda County Transit District to determine and create job titles and specifications for positions in the District or any necessary to carry out the functions of the District; and
WHEREAS, Section 9866 also authorizes the Board of Directors to establish the classifications and specifications for positions necessary to carry out the functions of the District;

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

SECTION 1. The Board hereby approves the classification of Motor Maintenance Officer, as set forth in the Job Classification Specification, for the Motor Maintenance Officer.

SECTION 2. The Motor Maintenance Officer shall be responsible for the following duties:

(a) Performing maintenance and repair work on District vehicles and equipment;
(b) Conducting pre-trip inspections of District vehicles;
(c) Performing scheduled maintenance on District vehicles;
(d) Maintaining District vehicles and equipment in safe and serviceable condition;
(e) Assisting in the training of new employees;
(f) Performing other duties as assigned by the Transportation Director.

III. APPROVAL

The above specifications are approved by the Board of Directors of the Alameda County Transit District on the day of ____________, 2021.

Signature

[Signature]

Motor Maintenance Officer

[Name]

[Title]
Chief Transportation Officer

DEFINITION: Under policy direction, plans, develops, organizes, and directs the implementation of the District's transit services. The position provides highly complex and responsible direction for multiple operations departments and administrative programs. May serve on behalf of the General Manager in his/her absence.

REPORTS TO: The General Manager, and/or Deputy General Manager.

DISTINGUISHING CHARACTERISTICS: This executive-level position is responsible for directing the District’s transportation services, as well as multiple ancillary departments. The incumbent is accountable for accomplishing the critical business outcomes of assigned operations departments, and advancing District goals and objectives within general policy guidelines.

ESSENTIAL FUNCTIONS: Duties/functions may include but are not limited to the following:

- Plans, manages, develops, organizes, and directs the activities of multiple operations departments, including Transportation, Services Supervision, Training and Education, Protective Services, and/or others assigned by the General Manager.

- Collaborates in the development and implementation of District-wide and departmental goals, critical business outcomes, 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.

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

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

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

- Performs other related duties, as defined and directed by the General Manager and Deputy General Manager.
Chief Transportation 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 equivalent to the intermediate level of proficiency.

**Ability To:** Plan and direct the work of managerial and professional staff; effectively train 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; 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 good 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 engineering, or a related field.

**Experience:** Nine (9) years of increasingly responsible management experience that included five (5) years of experience in the administration of a transportation division and multiple ancillary departments in an organization comparable to the AC Transit District.
Chief Maintenance Officer

<table>
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<tr>
<th>Class Code</th>
<th>FLSA Status</th>
<th>EEO Category</th>
<th>Represented Status</th>
<th>Salary Grade</th>
<th>Effective Date</th>
<th>Resolution #</th>
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**DEFINITION:** Under policy direction, organizes, develops, plans, and directs all District maintenance functions, and ensures alignment of these functions with the goals and critical business outcomes of District operations. May serve on behalf of the General Manager in his/her absence.

**REPORTS TO:** The General Manager, and/or Deputy General Manager.

**DISTINGUISHING CHARACTERISTICS:** This executive-level position is responsible for providing administrative and policy direction to the District's overall maintenance functions, and furthering the District's goals and critical business outcomes.

**ESSENTIAL FUNCTIONS:** Duties/functions may include but are not limited to the following:

- Provides policy direction and expertise to division and department management in the Maintenance Division to ensure the effective repair, maintenance, and timely availability and functionality of the District's vehicles, facilities, and equipment.

- Provides executive and policy direction to managerial, professional, and technical staff engaged in implementing maintenance functions, and advances the attainment of goals, objectives, policies, procedures, and work plans.

- Manages statistical and data analysis projects, oversees the management of records systems and databases for maintenance tracking and research purposes, and administers programs and assigned special projects.

- Develops and presents written and oral reports and analyses on a wide variety of complex maintenance services issues to executive staff, other District personnel, the Board of Directors, union representatives, and community groups.

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

- Prepares and administers the budget of the Maintenance division.

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

- Performs other related duties, as defined and directed by the General Manager and Deputy General Manager.

*Proposed Classification Specification*

*Draft 2/8/02*
Chief Maintenance Officer

Class Code | FLSA Status | EEO Category | Represented Status | Salary Grade | Effective Date | Resolution # | Pages | 1 of 2
---|---|---|---|---|---|---|---|---
696 | Exempt | 1-Officials/Administrators | Non-represented | At-will | TBD | 2050 | 1 of 2 | 1 of 2

MINIMUM QUALIFICATIONS:

Knowledge of: Principles, policies and practices of vehicle and facility maintenance and related programs; theory of mechanical engineering; motor-vehicle engine and drive-train operation and maintenance; preventative maintenance inspection and servicing and facility maintenance and repair; apprentice mechanic programs; principles and practices of mathematical and basic statistical modeling; budget administration and capital planning; policy development and implementation; 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 equivalent to the intermediate level of proficiency.

Ability To: Plan and direct the work of managerial and professional staff engaged in complex and varied maintenance functions; effectively train 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 complex technical issues and develop alternative solutions; 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 good customer service.

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

Experience: Nine (9) years of increasingly responsible management experience that included five (5) years of experience in the administration of a maintenance division and multiple ancillary departments in an organization comparable to the AC Transit District.
DEFINITION: Under policy direction, the Chief Operating Officer is responsible for assisting the General Manager and the Deputy General Manager in planning, developing, organizing and directing the implementation of the District's transit services. The position provides highly complex and responsible direction for multiple operations-related (primarily transportation and maintenance) departments or administrative programs. May serve on behalf of the General Manager in his/her absence.

DISTINGUISHING CHARACTERISTICS: This is an executive-level position responsible for assisting the General Manager and Deputy General Manager in providing the District's transit services. The incumbent is accountable for accomplishing goals and objectives of the District's operations-related departments and furthering District goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES/FUNCTIONS: Duties/functions may include but are not limited to the following:

- Plans, manages, develops, organizes and directs the activities of multiple operations-related departments as assigned by the General Manager;

- Assists in the development and implementation of District-wide goals, objectives, policies and procedures and plans; develops and implements departmental policies and procedures;

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

- Consults with and makes presentations to District staff, union representatives, community groups and members of the public on a wide variety of highly complex transit service issues;

- Recommends the appointment of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations;

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

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

- Performs other related duties.
Chief Operating Officer

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<th>EEO Category</th>
<th>Represented Status</th>
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**Knowledge of:** Principles, policies and practices of transit management and administration, policy development and implementation, budget administration, supervision, training, employee and organizational development, leadership, team building, motivation and conflict resolution, business report writing, pertinent local, state and federal laws, rules and regulations, and collective bargaining agreements, modern office systems and business software.

**Ability To:** Plan and direct the work of managerial and professional staff; effectively train 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; 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 good customer service.

**Education/Training:** Equivalent to a Bachelor's Degree from an accredited four-year college or university in business or public administration or a related field.

**Experience:** Nine (9) years of increasingly responsible management experience that included five (5) years of experience in the administration of complex transportation or maintenance department in an organization comparable to AC Transit District.
Operations Director

<table>
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<th>Class Code</th>
<th>FLSA Status</th>
<th>EEO Category</th>
<th>Represented Status</th>
<th>Salary Grade</th>
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**DEFINITION:** Under administrative and policy direction, manages, plans, directs and organizes the activities of the multiple Operations Departments including Transportation, Maintenance, and Service Supervision; provides agency-wide consultation and technical direction in the delivery of transportation, maintenance and service supervision; and coordinates activities with other divisions and departments in said areas.

**DISTINGUISHING CHARACTERISTICS:** The incumbent in this classification is responsible for managing and directing the District’s Operations functions. The Operations Director reports to a Chief Operating Officer who provides policy direction.

**EXAMPLES OF DUTIES/FUNCTIONS:** Duties/functions may include but are not limited to the following:

- Plans, manages, directs and organizes Operations functions including activities of the Transportation, Maintenance, and Service Supervision Departments;
- Assists in the development and implementation of District service goals, objectives, policies and procedures and plans; develops and implements departmental policies and procedures;
- Develops and presents written and oral reports and analysis on a wide variety of highly complex operations and transit service delivery and operations issues;
- Consults and collaborates with and makes presentations to District staff, union representatives, community groups and members of the public on transit operations issues;
- Participates in recommending the appointment of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations;
- Provides technical direction to managerial, professional, and technical staff in carrying out operations functions;
- Prepares and administers the budgets of the Operations Departments;
- Develops, implements and administers a variety of special projects and provides staff assistance to a Chief Operating Officer;
- Performs other related duties.
Knowledge of: Principles, policies and practices of operating a complex mass transportation system including service delivery and equipment maintenance, policy development and implementation, budget administration, supervision, training, employee and organizational development, leadership, team building, motivation and conflict resolution, business report writing, pertinent local, state and federal laws, rules and regulations and collective bargaining agreements, modern office systems and business scheduling software.

Ability To: Supervise and direct the work of managerial, professional, technical and clerical staff responsible for operations functions of a complex mass transportation program; effectively train and evaluate staff; prepare and administer department budgets; apply collaborative work strategies and gain the cooperation of employees at all levels of the organization; analyze issues and develop alternative solutions; 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 good customer service.

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

Experience: Seven years of increasingly responsible experience in transportation operations or fleet maintenance in a transit environment that included four years of experience managing or supervising transportation or maintenance functions.
Alameda Contra Costa Transit District

Proposed Structure for Transportation

**GENERAL MANAGER**
Rick Fernandez

Chief Transportation Officer
Joe Schlenker

Training & Education Manager
Donna Pate

Chief of Protective Services
Bob Hughes

Sr. Transportation Manager
Nancy Skowbrow

Director of Service Supervision
Greg Hunter (Acting)

Proposed Structure for Maintenance

**GENERAL MANAGER**
Rick Fernandez

Chief Maintenance Officer
Joe De Prospero

Environmental Engineer
Sue Patton

Operations Tech. Administrator
John Rudniski

Maintenance Services Admin.
Craig Michels

Sr. Maintenance Manager
TBD

Maintenance Tech. Supervisor
Vacant
Alameda Contra Costa Transit District

Operations - Current Structure

GENERAL MANAGER
Rick Fernandez

Chief Operating Officer
Pat Cannon

Sr. Maintenance Manager/Facilities Vacant

Training & Education Manager
Donna Pate

Chief of Protective Services
Bob Hughes

Operations Director
Joe Schlenker
Operations Tech. Administrator
John Rudniski

Senior Transportation Manager
Nancy Skowbo

Senior Maintenance Manager
Joe De Prospero

Director of Services Supervision
Greg Hunter (Acting)

Maintenance Service Administrator
Craig Michels

Environmental Engineer
Sue Patton

02/12/02 - kg