

Solicitation Addendum

Solicitation Number: **2021-10443**
Solicitation Description: **Executive Recruitment Services Request for Proposals (RFP)**
Solicitation Due Date and Time: **31 August 2020 no later than 4:00p PT**
Addendum Number: **#1**
Addendum Date: **14 August 2020**
Purpose of Addendum: **Supplement the RFP to include copies of the referenced job descriptions**
Contract Contact: **Eslyn Tripuraneni, Contracts Specialist**
etripuraneni@actransit.org | 510.891.5434

The Alameda-Contra Costa Transit District herewith issues this Addendum No. #1 to the above-referenced *Request for Proposals*. **Except as modified below, all other terms and conditions remain in effect. Strikethrough text represents deletions from the original RFP, and **bold/italicized/underlined text** represent additions to original RFP text.*

INSTRUCTIONS

1. Return one (1) properly executed copy of this Addendum No. 1 with proposal submission. Failure to sign and return this Addendum may result in the rejection of Offeror's proposal.
2. Carefully read, review and adhere to all notices, instructions and changes to the RFP in this Addendum.
3. Following are the District's revisions to the RFP.

A. SUPPLEMENTAL INFORMATION TO THE RFP

The job descriptions for the two (2) current vacancies described in Section D. Scope of Services of the RFP is hereby attached as Exhibit 4.

EXHIBIT 4
JOB DESCRIPTIONS

CHIEF FINANCIAL OFFICER

Bargaining Unit: Unrepresented | Class Code: 014

SALARY RANGE: \$16,470.58 - \$21,045.67 Monthly / \$197,647.00 - \$252,548.00 Annually

DEFINITION: Under policy direction, the Chief Financial Officer assists the General Manager in planning, developing, organizing, and directing the implementation of the District's financial services, functions and activities. The position provides highly complex and responsible financial direction for the District through multiple finance-related departments and/or administrative programs.

This classification receives policy direction from the General Manager and Board of Directors. Incumbents in this position exercise general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision. This is a chief-level, department-head position responsible for the administration of the District's financial functions. The incumbent is accountable for developing and accomplishing the goals and objectives of the District's finance-related departments and furthering District goals and objectives within general policy guidelines.

REPRESENTATIVE FUNCTIONS:

- Plans and implements the strategic direction for the department; establishes and oversees implementation of departmental policies, priorities, goals, and objectives; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met, and that programs provide mandated services in an effective, efficient, and economical manner.
- Provides direction, input and coordination among internal and external stakeholders; , works collaboratively and effectively with peers, staff, departments, boards and commissions, community organizations, and government agencies to maintain and improve the District's financial position
- Provides governance and leadership to assigned areas; plans and directs the selection, professional development, supervision, review, and evaluation of directors, managers, and employees; develops, mentors and guides staff in achieving goals and objectives; coaches and develops employees; provides constructive feedback on performance and behaviors; reviews and evaluates work; counsels and handles personnel actions as needed; works to strengthen the District through improving morale, team building and implementation of programs to develop and train employees.
- Participates in the development of the District's Strategic Plan; executes and implements financial areas of the District's Strategic Plan
- Provides assistance, leadership, advice and counsel to the General Manager, Board of Directors, Executive Team in areas that have financial implications to the District.
- Ensures the District complies with all local, state and federal filing requirements; ensures compliance with District's policies and procedures.
- Oversees the preparation of the annual budget for the District; authorizes directly, or through staff, budget transfers, expenditures, and purchases; provides information regarding the District's financial condition and needs to the Board.
- Attends Board meetings and advises on issues, programs, and financial status; prepares and recommends long- and short-term plans for District service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future District needs. ▯
- Represents the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Directs the conduct of studies, investigations, and analyses; and presents oral and written reports of findings, and recommendations to the General Manager.
- Works with outside agencies and policy makers to secure support programs and create partnerships; and chairs and serves as a member of inter-departmental and inter-agency committees.
- Ensures adequate funding to meet ongoing and project commitments.
- Formulates policy recommendations for the Board of Directors, attends Board meetings, and presents reports to the Board.
- Consults and collaborates with, and makes presentations to District staff, union representatives, community groups, and members of the public on a wide variety of highly complex financial and transit issues.
- Provides technical direction to managerial, professional, and technical staff in carrying out assigned functions.
- May serve on behalf of the General Manager in his/her absence.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Education: Equivalent to a Bachelor's degree from an accredited four-year college or university in Business administration, public administration, accounting, finance, economics, or related field.

Experience: Ten (10) years of verifiable and increasingly responsible experience in the development and administration of financial and/or budget programs that include five (5) years supervising fiscal service functions and managing subordinates.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Principles, policies and practices of financial 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, current office systems, and business software at the advanced 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; 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 those encountered in the course of work using principles of excellent customer service.

PHYSICAL REQUIREMENTS:

Physical Requirements: (1) Must maintain the physical condition necessary to perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment. (2) Must possess the mobility necessary to travel expeditiously within the AC Transit District to perform the duties of the job.

LICENSES/CERTIFICATIONS/SPECIAL REQUIREMENTS:

Special Requirements: Must be available to work outside regular business hours pursuant to the demands of the job.

EXHIBIT 4
JOB DESCRIPTIONS *(continued)*

EXECUTIVE DIRECTOR OF HUMAN RESOURCES

Bargaining Unit: Unrepresented | Class Code: 045

SALARY RANGE: \$7,179.50 - \$8,868.77 Biweekly | \$15,555.58 - \$19,215.67 Monthly | \$186,667.00 - \$230,588.00 Annually

DEFINITION: Under administrative direction, plans, organizes, directs and coordinates the activities and overall administration of the human resources programs with primary responsibility for all personnel, compliance and human resource-related initiatives that support organizational strategic goals. This is an executive at-will position that reports directly to the General Manager

REPRESENTATIVE FUNCTIONS:

- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Oversees human resources functions in areas such as recruitment/selection, position classification, wage and salary administration, employee benefits administration, employee services, HRIS, leave management, employee and labor relations, orientation programs, employee development, drug and alcohol compliance, and diversity and inclusion.
- Selects, trains, supervises and evaluates professional and administrative employees assigned to Human Resources Department, directly and through subordinates.
- Develops and presents written and oral reports on a wide variety of human resource issues, policies.
- Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications, procedures, local, state and federal laws, rules and regulations.
- Develops and maintains human resources policies and procedures; communicates changes in personnel policies and procedures, and employment law; maintains responsibility for compliance with federal and state legislation pertaining to all personnel matters.
- Consults with all levels of District staff and union representatives on human resources, labor and employee relations issues, and may represent the District in labor relations matters with unions.
- Develops, implements, and administers a variety of special projects, and provides staff assistance to a General Manager.
- Performs other related duties.

Participates in short and long-range planning, policy and procedure development and implementation; and administers the budget of the Human Resources Department. Implements a wide range of human resources related organization development initiatives, including skills training, employee surveys, change management, leadership, talent development and assessment of future staffing needs, and implementation of proactive strategies for succession planning

MINIMUM QUALIFICATIONS:

Education: Equivalent to a Bachelor's Degree from an accredited four-year college or university in Industrial Psychology, Human Resource Management, Public Administration or a directly related field.

Experience: Eight (8) years of increasingly responsible experience in human resources, which includes four (4) years of experience in a managerial capacity.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Principles, policies and practices of personnel and human resource administration including but not limited to recruitment/selection, position classification, wage and salary administration, benefits administration, employee services, employee and labor relations, affirmative action/equal employment opportunities/diversity programs; department budget administration; supervision, training, employee and organizational development, leadership, team building, motivation and conflict resolution; business report writing; collective bargaining agreements; dispute resolution and collaborative problem solving techniques; pertinent local, state and federal laws, rules and regulations; modern office systems; and personnel software.

Ability To: Supervise and direct the work of managerial, professional, technical, and clerical staff performing a variety of human resources functions; effectively train and evaluate staff; prepare and administer a department budget; apply collaborative work strategies and gain the cooperation of employees at all levels of the organization; analyze issues and develop alternative solutions; prepare comprehensive written reports with recommendations; make oral presentations to a variety of audiences in human resource related topics; and establish and maintain positive working relationships with District personnel, union representatives, and members of the public using principles of good customer service.

PHYSICAL REQUIREMENTS:

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; (2) possess physical mobility in order to transport oneself expeditiously within and between large District facilities.

FLSA STATUS/UNION AFFILIATION:

FLSA Status: Exempt

Union Affiliation: Unrepresented

Acknowledgment of Addenda

The undersigned acknowledges receipt of the following addenda to the bidding document: Addendum #1. The completed acknowledgement of addenda form should be returned with bid response package; not sent to the District separately. **** NOTE: Failure to acknowledge receipt of all addenda may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the bid.**

Name of Bidder

Street Address

City, State, Zip

Signature of Authorized Official

Date