

City of Alameda



Interdepartmental Memorandum

Date: July 16, 2018

To: Honorable Civil Service Board

From: Nancy Bronstein *NWB.*
Executive Secretary/Human Resources Director

RE: Designation of Eligible List – Executive Assistant – AMP (2017-7003-01)
For Executive Assistant Vacancies

This memorandum is to inform you that the Executive Assistant - AMP eligible list, 2017-7003-01, has been designated to fill future Executive Assistant vacancies in the Base Reuse and Transportation Planning Department. No action by the Board is required.

Civil Service Rules Section VII, Article 5, Designation of Eligible List, provides that the Human Resources Director "may designate an existing Eligible List as an Eligible List for a related classification in which the minimum qualifications and the examination are similar to, or of a lower level, than, those required for the original Eligible List."

Based on the comparable scope of responsibilities and a review of both classification specifications, and in consideration of the fact that the Executive Assistant – AMP and Executive Assistant classifications require the same exact minimum qualifications and professional standards, pursuant to Civil Service Rules Article VII, Section 5, the Executive Assistant - AMP Eligible List is hereby designated as an Eligible List for the Executive Assistant position in the Base Reuse and Transportation Planning Department.