

City of Alameda



Memorandum

Date: July 9, 2025

To: Honorable Civil Service Board

From: Noelle White
Executive Secretary/Acting Human Resources Director

RE: **Revised and New Classification Specifications**

Human Resources staff continually review job specifications to ensure the duties of the position are correctly identified in the job specification and the required qualifications are current and reflect the classification's essential duties. Staff also review job specifications to ensure the requirements do not create barriers for applicants or deter qualified applicants from applying for an open position. Additionally, staff recently initiated a project to update class specifications and bring all class specs into compliance with the City's newly adopted ADA Plan, which includes recommendations for Human Resources to update class specifications to specify essential duties and the physical conditions of employment. All specifications being brought before the Board have been updated to incorporate the ADA compliance format.

Staff have included organizational charts to provide background on the structure of the department and the reporting relationships.

Please find background information on the attached job specifications.

Police Maintenance Technician and Gardener

The Police Maintenance Technician and Gardener specifications were updated to the new template. Specific changes include working conditions and physical demands required to perform the essential functions of the position.

Park Maintenance Technician

The Park Maintenance Technician is a newly created position following a biennial request for the position in the Recreation and Park Department and will report to the Park Maintenance Supervisor. The Park Maintenance Technician will maintain and improve ARPD facilities, ensuring safety, functionality, and cost-effective operations. The role enhances efficiency by managing project planning, developing shop drawings, operating heavy equipment, and coordinating logistics. Additionally, it provides succession by training staff and overseeing contractor work when necessary.

Establishing this position will allow the department to reduce contracted services by performing skilled maintenance, repairs, and construction in-house, eliminating the need for external workers. It manages project planning, develops shop drawings, operates heavy equipment, and oversees contractor work when necessary, ensuring cost-effective and efficient operations. Additionally, by being able to complete projects in-house it maximizes internal resources, project lead times further reducing reliance on outsourced labor.

Librarian (Retitled to Librarian I)

The revised job classification reflects the duties of an entry-level librarian. The revised job classification also provides a pathway to promotion that is based on skills rather than credentials. Full-time employees without a Master of Library and Information Science cannot promote within the department despite having gained valuable experience on the job. The revision of this job classification is the second step in addressing the department's education-based career ladder.

Deputy City Attorney I

Deputy City Attorney II

Assistant City Attorney I

Assistant City Attorney II

The City Attorney approached Human Resources for review of the City Attorney classification salaries due to concerns related to retention. Upon surveying the classifications, Human Resources found that the years required for each classification were out of alignment with comparator agencies. The changes to these specifications align with other agencies while also providing the City Attorney with flexibility when filling positions, providing for a minimum of years of experience. Council has already approved salary adjustment, and this is the last step in fully updating the classifications and compensation.

Development Manager (Retitled to Economic Development Program Manager)

This classification is being updated to more accurately reflect current job duties and to better reflect essential job duties and requirements as part of the citywide classification specification project. This classification was last revised in 2007 when job duties were heavily oriented toward redevelopment, housing development, and establishing public/private real estate development partnerships. The position now solely focuses on economic development activities and works closely with various businesses and business groups.

Development Specialist I

Development Specialist II

(Retitled to Economic Development Specialist I and II)

This classification is not currently budgeted and there are no plans to budget this position as of now. The Base Reuse and Economic Development (BRED) Department would like to update this classification in preparation of allocating a position in the future as their economic development work grows and expands and as they look for career development opportunities for their staff. These classifications were last revised in 2001 and largely

have out-of-date job duties that reflect working with the City's defunct redevelopment agency. The department would like to see these classifications refocused solely on supporting the economic development team and their projects and programs while removing old language focused on real estate and housing development.