

City of Alameda



Memorandum

Date: April 3, 2024

To: Honorable Civil Service Board

From: Jessica Romeo
Executive Secretary/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.

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.

Safety Officer - AMP

The Safety Officer classification is being revised following discussions with Alameda Municipal Power (AMP) management and former incumbent to ensure accurate reflection of the position and enhance recruitment effort. Previous spec contained exclusive language (e.g., other requirements for driver's license), outdated references to various safety laws and documentation, and duties that are no longer required or performed by the position such as facilitation Class A Driver training and certification and risk management. Additionally, spec revisions include specifications of position assignment to AMP (i.e., title change to include AMP, duties specific to AMP operations, etc.) and AMP related situations and programs.

Investigator (New)

This is a new classification specification that will add an additional position to the City Attorney's prosecution unit. This position will be responsible for the full scope of assigned investigations, including performing duties such as serving subpoenas and interviewing witnesses, as well as assisting prosecutors with their assigned cases. Currently, this work is being performed by part-time staff and, due to demand and workload, will be requested to convert into a full-time hourly position with the Management and Confidential Employee Association (MCEA) for mid-cycle with a projected recruitment in early 2025 following

Council approval.

Assistant Recreation and Park Director

This specification is an upgrade of the Recreation Services Manager position currently allocated in the Alameda Recreation and Park Department (ARPD). Currently, the position is vacant and has historically served as a second level, working management role within ARPD. Previous recruitments have not yielded high quality candidates and the Recreation and Park Director would like to align the spec to accurately reflect its placement within the department organizational structure. Additionally, duties, education, and experience have been revised to align with the role and responsibilities of second line management. These changes will improve the recruitment process and provide needed management support within ARPD and to the Recreation and Park Director. The request to upgrade the position from Recreation Services Manager to Assistant Recreation and Park Director will occur for mid-cycle with a projected recruitment following Council approval (July 2024). The position will remain in MCEA.