

# City of Alameda



## Memorandum

Date: January 7, 2026

To: Honorable Civil Service Board

From: Noelle White  
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. 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.

### **Executive Assistant and Executive Assistant (AMP)**

This is an MCEA classification specification being updated to reflect the job duties, knowledge, and abilities required of a modern office working environment. MCEA has reviewed the proposed revisions. Revisions to this classification specification include references to updating website information, using email for correspondence, and the ability to use Microsoft Office and related software. References to "secretarial" work were removed. A 45 WPM typing ability is being added in order to be consistent with the lower Office Assistant classification. The experience requirement is also being simplified so that it is clear one must have a background in office and administrative work. Working Conditions and Physical Abilities sections are being added to describe a typical office/administrative environment. There is a similar classification located solely at AMP and will be receiving similar edits to the Citywide classification.

### **Office Assistant and Office Assistant (AMP)**

This is an MCEA classification specification being updated to reflect the job duties, knowledge, and abilities required of a modern office working environment. MCEA has reviewed the proposed revisions. Revisions to this classification specification include references to using a computer and the ability to use Microsoft Office. Typing is being removed as a job requirement and, instead, will be described in the "Abilities" section. The 10-key skill requirement is being removed as it is not a functional job requirement for current positions. The experience requirement is also being simplified so that it is clear one must have a background in clerical and office work. Working Conditions and Physical Abilities sections are being added to describe a typical office/administrative environment. There is a similar classification located solely at AMP and will be receiving similar edits to the Citywide classification.

### **Supervisor – Customer Resources**

In anticipation of upcoming recruitment to fill vacancy as a result of internal promotions, the Supervisor – Customer Resources spec was reviewed. Revisions include spec template, and working and physical conditions, expected impacts and planning through Public Utility Board (PUB) interactions and directives, and how the position aligns with the City's sustainability efforts through clean energy.

### **Utility Billing Technician**

Identified as a high priority spec due to being an entry level classification in a series that is part of active employee/employer relations and American with Disabilities Act (ADA) review. Revisions are reflective of incumbent feedback of current duties and responsibilities, reflects modern billing systems currently being used by staff, and solar/NET metering billing. Bilingual abilities was added as a desirable to reflect diversity of customer's that Alameda Municipal Power (AMP) supports.

### **Intermediate Clerk and Senior Clerk**

Both the Intermediate Clerk and Senior Clerk classification specifications are being updated to reflect the job duties, knowledge, and abilities required of a modern office working environment and aligning with the City's current Class Spec template. This includes references to using updated office equipment and forms of communication. Typing is being removed as a job requirement and, instead, will be described in the "Abilities" section. Working Conditions and Physical Abilities sections are being added to describe a typical office/administrative environment.

### **Park Manager**

This classification has been identified as a high priority classification due to its last revision being in 1993 and the evolution of the work that is being done in this classification. The classification has been updated to reflect its role in the department, update and clarify job duties, knowledge, and abilities and aligning with the City's current Class Spec template. Employment standards have been updated to align with the scope of work that has been completed in the role with the level of experience to be successful with the level of

management, budgeting and as a key stakeholder for the Parks division of ARPD. Addition of CPR/First Aid as requirement within 6 months has been added and additional certifications (seen in lower management roles within the department) added as desired or preferred.

### **Building Official**

The Building Official classification specification is being updated to reflect the job duties, knowledge, abilities and certifications required and aligning with the City's current Class Spec template. Working Conditions and Physical Abilities sections are being added to describe a typical office and field environment.

### **Supervising Building Inspector**

The Supervising Building Inspector classification specification is being updated to reflect the job duties, knowledge, abilities and certifications required and aligning with the City's current Class Spec template. Working Conditions and Physical Abilities sections are being added to describe a typical office and field environment.

### **Senior Combination Building Inspector**

The Senior Combination Building Inspector classification specification is being updated to reflect the job duties, knowledge, abilities and certifications required and aligning with the City's current Class Spec template. Working Conditions and Physical Abilities sections are being added to describe a typical office and field environment.

### **Senior Financial Analyst**

The Senior Financial Analyst classification specification is being updated to reflect the job duties, knowledge, abilities and certifications required and aligning with the City's current Class Spec template. Working Conditions and Physical Abilities sections are being added to describe a typical office and field environment.

### **Senior Electrical Engineer**

The Senior Electrical Engineer classification specification is being updated because the prior version was outdated and did not accurately reflect the duties performed by the Senior Electrical Engineer. The revised spec provides a more detailed and specific description of the role, clarifying supervisory responsibilities and advanced technical work supporting Alameda Municipal Power. Updates include expanded duties related to system planning, design, construction oversight, protective relaying, and SCADA systems, and alignment with the City's current class specification template. Additionally, the classification specification now reflects the job duties, knowledge, abilities and certifications required and aligning with the City's current Class Spec template. Working Conditions and Physical Abilities sections are being added to describe a typical office and field environment.

### **Fleet Mechanic**

The Fleet Mechanic classification specification is being updated to better reflect the journey-level duties performed by the Fleet Mechanic and to align with the City's current class specification template. Revisions clarify the scope of mechanical repair and

maintenance work performed on a wide range of City vehicles and equipment, including police and fire units. The experience requirement has been updated to align with the position's duties and responsibilities and with comparable classifications at similar agencies. Working Conditions and Physical Demands sections were also updated to accurately reflect the shop and field environment.