

City of Alameda



Memorandum

Date: August 14, 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. 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; should the board choose to provide feedback and request changes to the format they may approve the specification with the requested changes, approve the content of the specification but ask it be published in the prior format, or approve the specification with changes to the 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.

Economic Development Division Manager (formerly Development Services Division Manager)

Reorganization of the Base Reuse and Economic Development Department (BRED), previously the Community Development Department, resulted in the transfer of the Housing and Human Services Division to the City Manager's office. The Development Services Division Manager, a position located in BRED, had been previously responsible for supervising this area of work. This class specification is being updated to eliminate areas of work and supervision that are no longer overseen by BRED or by this position. The position is also being retitled to Economic Development Division Manager to further clarify that this position is solely focused on management of the Economic Development Division within BRED and supervision of division staff.

Economic Development Manager (DELETE)

The duties of this position have been consolidated within the revised Development Services Division Manager (revised as Economic Development Division Manager) specification. Due to the reorganization of the Base Reuse and Economic Development Department, previously the Community Development Department, which moved Housing and Human Services into the City Manager's office, the Division Manager position became solely focused on the City's Economic Development activities allowing the City the ability to eliminate this management position.

ADA Coordinator (New)

The City of Alameda adopted an ADA plan to ensure accessibility for all residents and visitors, in compliance with legal requirements. To implement this plan effectively, the Public Works Department is creating a new job classification for an ADA Coordinator. The City last reviewed its facilities for ADA compliance in 2008 and has recently evaluated programs, policies, facilities, and pedestrian pathways. The current Public Works Director serves as the ADA Coordinator, but the new position will allow for the recruitment of a specialist with relevant ADA certifications. This role will lead the implementation of the ADA Transition Plan, ensuring improved communication and transparency about the City's obligations under the Americans with Disabilities Act. The ADA Coordinator will report to Project Manager III within the Facilities Division.

Construction Inspector

The construction inspector role is an entry-level position where individuals gain experience and skill on the job. By reducing the required years of experience from three to one and expanding the qualification criteria to include related fields, we can reduce any barriers and open the opportunity to attract a wider range of candidates. The City has been unsuccessful in filling this position for over a year. Due to the difficulty filling this position Human Resources staff worked with department staff to review the job qualifications to determine the appropriate experience needed to perform the job. This change is consistent with surveys of other substantially similar positions in surrounding agencies.

Transportation Planning Manager – PB&T

The Transportation Planning Manager classification was initially approved in July 2023, after further review of the qualifications it was determined that the certification requirement was unnecessary and an impediment to recruitment. It has been determined that the certifications are not currently common credentials among transportation professionals. The shift creates flexibility and broadens the pool of potential candidates in a job market has become increasingly challenging. The duties were updated to include work serving as the Transportation Commissions Secretary. Currently this work is being performed by a Sr. Transportation Coordinator, however, the level of work is more appropriately assigned to management staff. This change will provide the appropriate level of support to the commission.