

City of Alameda



Memorandum

Date: October 2, 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.

City Attorney Investigator

The City Attorney Investigator specification was previously approved by CSB in April 2024 prior to finalization of the new spec template which includes ADA compliance language, clarification of essential duties, and incorporation of working conditions and physical demands of the position. In anticipation of an early 2025 recruitment, the City Investigator spec has been revised to reflect the new spec template, compliance language, and inclusion of new spec categories.

Police Lieutenant

City Council approved several midcycle work force changes including upgrading three (3) Sergeant classifications to the rank of Lieutenant. This spec was noted as a medium high

priority in the spec revision project due to date of last revision and plans to conduct a promotional examination in the fall of 2024. Additionally, Alameda Police Department (APD) wants to increase the pool of internal applicants eligible for promotion and ensure continuance of promotional opportunities for APD staff. The Police Lieutenant spec revisions are reflective of the new spec template, reduce the months of APD service, and increased the years of law enforcement experience for candidates have not achieved a BA/BS.

Police Captain

City Council approved several midcycle work force changes including upgrading one (1) Lieutenant classification to the rank of Captain. This spec was noted as a medium high priority in the spec revision project due to date of last revision and plans to conduct a promotional examination in late summer/early fall of 2024. Incumbent Captains provided feedback on the spec, recommending additional certifications (Management and Supervisory) issued by the Commission on Peace Officer Standards and Training (POST). The recommendation to include additional certifications is that the Police Captain position is second in command to the Police Chief, frequently performing supervisory and management duties, and exercising significant discretion and authority in daily tasks and duties. POST requires a combination of on-the-job experience, coursework, and POST training to be eligible to receive the Supervisory and Manager certificates and is directly applicable to the position. Lastly, when surveying education and training levels, both incumbent Captains had a combination of directly related experience and education inclusive of one or both Management and/or Supervisory certificates. The Chief of Police was amenable to the feedback, agreeing to include the Management and Supervisory POST certifications as desirables for the Police Captain position.

Compliance & Safety Superintendent – AMP

Identified as a high priority spec due to time from last revision, position is considered critical to AMP and significantly impact effective employee/employer relations, and anticipation of a recruitment to fill this fall. Additionally, the position has been vacant since January 2024 as a previous recruitment conducted under the lower classification of Safety Officer – AMP did not yield a candidate pool with prior electrical utility experience. Spec revision are reflective of the new spec template, required knowledge of electrical utilities and applicable safety, health and environmental laws and procedures, and includes industry standard certifications, such as Associate Safety Professional (ASP) and Certified Safety Professional (CSP), as desirables.

Principal Financial Analyst

The Principal Financial Analyst position was established in 2021 as an upgrade of the Senior Management Analyst classification within the Finance Department. This change reflected the role's responsibilities, including higher-level financial analysis, oversight of the budget process, and supervision of staff. Converting Principal Financial Analyst position to a Budget Manager/Purchasing Agent is a strategic decision that clarifies positional assignments and expectations, promotes fiscal responsibility, and ensures a more cohesive financial oversight picture. By aligning procurement specialties within the Department of Finance's budget unit, it allows to streamline the acquisition of goods and

services, ensuring that purchases align with budgetary constraints, adhere to federal, state, and local laws, and follow the City's strategic priorities. This integration allows for better tracking of expenditures, reducing the risk of overspending, and facilitates more accurate forecasting and financial planning. This consolidation also promotes transparency and accountability, as there is a single point of responsibility for both budgeting and procurement, leading to improved governance and more effective use of public funds.

Electrical Utility Drafter

Formerly titled "Electrical Engineering Aide", high priority spec due to significant time from last revision, lack of experience section, outdated language, references to engineering duties and language which has caused recruitment issues/impacted quality of candidate pool, and vacancy due to promotion of incumbent. Revisions include use of current systems (AutoCAD and GIS), expansion of field requirements, clarification of minimum experience, and inclusion of non-essential duties. Spec revision also includes a title update to better align with the purpose of the position and clearly denoting drafting duties, lack of which has created recruitment issues in the past.