

City of Alameda



Memorandum

Date: October 4, 2023

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.

Facilities Maintenance Worker

The Facilities Maintenance Worker classification is being revised to reflect an important change in equipment and material used at AMP. The classification specification requires that an incumbent obtain within six months of employment and maintain throughout their employment as a Facilities Maintenance Worker, a Hazardous Materials endorsement. The Hazardous Materials endorsement was required when AMP handled and transported hazardous materials; AMP no longer uses the materials categorized as hazardous and management has proposed this change, which IBEW supports.