

City of Alameda



Memorandum

Date: April 1, 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 (AMP)

This is an Electrical Utilities Professionals Association (EUPA) classification specification being updated to reflect the job duties, knowledge, and abilities required of a modern office working environment. The class specification mirrors the citywide MCEA class specification. This specification was pulled from the January agenda to allow more time to discuss with the bargaining unit. After those discussions, EUPA has no other comments on 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.

Office Assistant (AMP)

This is an Electrical Utilities Professionals Association (EUPA) classification specification being updated to reflect the job duties, knowledge, and abilities required of a modern office working environment. The class specification mirrors the citywide MCEA class specification. This specification was pulled from the January agenda to allow more time to discuss with the bargaining unit. After those discussions, EUPA has no other comments on 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.

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.

Public Works Project Manager I, II, and III

This is a three class series within the Management and Confidential (MCEA) bargaining unit that was last updated in 2014. Each job classification has been revised in a similar manner with minor differences between each. The same working conditions and physical demands are being proposed for each classification. All three classifications are responsible for managing Public Works projects and other related programs and are primarily based in an office setting with occasional work required on the job site.

Deputy City Clerk and Assistant City Clerk

This is a progressive, two class series within City Clerk that performs highly responsible, administrative work and coordination in support of agenda setting, public meeting regulations and requirements, acts as City Clerk when required, and other City services such as passports, marriage ceremonies, and notary services. Revisions to both class spec reflect appropriate growth, progression, and increase in complexity of duties, classification requirements and required certifications from Deputy to Assistant City Clerk, and incorporates modern terminology of equipment (i.e., Audio/Visual equipment) handled by both classifications. Additionally, both classifications require knowledge and implementation of a variety of public meeting and records legislation and regulations, such as the Brown Act, the City’s Sunshine Ordinance, and the Political Reform Act. The Assistant City Clerk class is distinguished from the Deputy City Clerk class through

advanced knowledge of City and department functions, exercises independent judgement and discretion, oversees City Clerk staff, meeting management, records administration, and all department functions acting as a second to the appointed classification of City Clerk.

Utility Systems Analyst

In anticipation of a forthcoming recruitment, this class spec was reviewed for accuracy and to reflect modern IT equipment and utility systems. Revisions include removal of outdated reporting structure and location assistance, incorporates modern and applicable technology and equipment terminology (i.e., cloud-based and fiber network systems), and reflects new responsibilities and duties in cybersecurity and risk management. As this is an Alameda Municipal Power (AMP) dedicated position, revisions also reflect power utility specific duties and responsibilities such as Supervisory Control and Data Acquisition (SCADA) systems, equipment and functions.

Maintenance Worker I

The Maintenance Worker I 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 field environment. Additionally, the Class B license requirement (within 6 months of hire) has been removed, as this has been confirmed that no Maintenance Worker I positions need to have the Class B license.

Maintenance Worker II

The Maintenance Worker II 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 field environment.

Early Morning Street Sweeper Operator

The Early Morning Street Sweeper Operator 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 field environment. Some duties have been removed, as they are no longer being performed by this classification.

Street Light Maintenance Technician

The Street Light Maintenance Technician 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 field environment. Some duties have been removed, as they are no longer being performed by this classification.

Combination Building Inspector I, Combination Building Inspector II, Senior Combination Building Inspector and Supervising Building Inspector

The Building Inspection series of classification specifications are 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.

Sustainability and Resilience Division Manager

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

Recreation Manager

The Recreation Manager classification specification is being updated to reflect the job duties, knowledge, and abilities required and aligns with the City's current Class Spec template with the inclusion of working conditions and physical abilities sections. In addition to, the employment standards are being 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 and as a key stakeholder in the Recreation division of ARPD.

Emergency Medical Services Education & QA/QI Coordinator

The EMS Education Coordinator classification specification is being retitled to emphasize the role on Quality Assurance/Quality Improvement and the format has been updated to align with the City's current Class Spec template with the inclusion of working conditions and physical abilities sections. In addition to, the employment standards are being expanded to align with requirements in other agencies and expand the pool of qualified individuals – opposed to being a registered nurse and paramedic, qualifications are expanded to being a registered nurse, paramedic or physician's assistant.