


City of Alameda



Interdepartmental Memorandum

Date: December 30, 2024

To: Honorable Civil Service Board 

From: Jessica Romeo
Executive Secretary/Human Resources Director

RE: Designation of Eligible List –
Office Assistant
For Engineering Office Assistant Vacancies

This memorandum is to inform you that the Office Assistant eligible list, 2024-1550-01, has been designated to fill future Engineering Office Assistant vacancies in Public Works. No action by the Board is required.

Civil Service Rules Section VI, Article 5, Designation of Eligible List, provides that the Human Resources Director "may designate an existing Eligible List as an Eligible List for a related classification in which the minimum qualifications and the examination are similar to, or of a lower level, than, those required for the original Eligible List."

Based on a review of both classification specifications, and in consideration of the fact that Office Assistant candidates all exceed the minimum qualifications and professional standards of the Engineering Office Assistant classification, pursuant to Civil Service Rules Article VI, Section 5, the Office Assistant Eligible List is hereby designated as an Eligible List for the Engineering Office Assistant position in the Public Works Department.