

# City of Alameda



## Memorandum

Date: January 8, 2025

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.

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.

### **Utility Geographic Information Systems (GIS) Analyst**

The Utility GIS Analyst position at Alameda Municipal Power (AMP) has been vacant for roughly 12 months as the department has been utilizing consulting funding to maintain services, and to review the class spec for changes prior to launching a recruitment. In anticipation of the consulting funds ending and a recruitment, the Utility GIS Analyst spec was revised, reflecting the new spec template and additional duties. Specific changes to the spec include the physical and working conditions section, inclusion of electric specific GIS duties that this position would perform, and clarification in currently listed essential duties. Revisions align the Utility GIS Analyst spec with the new template and include working conditions and physical demands required to perform the essential functions of the position.

### **Utility Accountant**

Identified as high priority spec due to age/time from last revision, lack of clear essential

duties, high impact within the administration department, and resignation of incumbent. Spec revisions include denoting position supports AMP, specification of accounting and auditing duties, description of accounting series, details specific reports and taxes, and start/end of fiscal year duties. Revisions align the Utility Accountant spec with the new template, and include working conditions and physical demands required to perform the essential functions of the position.

### **Park Maintenance Supervisor**

Identified as high priority spec due to age/time from last revision, lack of clear essential duties, and organizational impact with the Parks department. Specific changes to the spec include incorporation of new spec template, specification and clarification of essential duties, such as identifying max project budget amounts this position would oversee, inclusion of safety and health compliance, and interdepartmental coordination, and physical and working conditions section.

### **Fire Deputy Chief, Division Chief, & Battalion Chief**

The City Council recently approved a reorganization of the Fire Department to modernize its structure, improve operational efficiency, and align with best practices in the industry. This reorganization introduces two new job classifications, Deputy Chief and Battalion Chief, and requires update of a third classification, Division Chief. Previously, one classification provided administrative and fire suppression supervision requiring Division Chiefs to supervise other Division Chiefs and to cover Fire Suppression (24 hour shifts 365 days per year) with only six individuals, often less due to injury. The reorganization and introduction of additional levels of supervision provides a clearly defined leadership structure and strengthens career progression and succession planning within the department. As part of this effort, the role of Division Chief will shift from fire suppression duties to administrative and strategic office functions. Fire suppression responsibilities will now be integrated into the new Battalion Chief classification, with Division Chiefs providing oversight. This updated structure transitions from a peer-to-peer supervisory model to one with clearly defined oversight, fostering improved accountability, streamlined communication, and more effective decision-making. The New Classifications and revisions to the Division Chief Spec align with the new template, and include working conditions and physical demands required to perform the essential functions of the position.