

City of Alameda



Memorandum

Date: January 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.

Chief Planning Counsel

The Chief Planning Counsel classification is a newly created position following a mid-year request for the position in the City Attorney's Office and will report to the City Attorney. While this classification will be performing a variety of specialized legal duties and providing legal counsel for the City, it is distinguished from the Attorney classification series in that this senior classification will focus on performing the most complex legal duties with very limited supervision or direction related to land use, planning and CEQA in support of the City's Planning Board, Historical Advisory Board, City Council, and related bodies. This classification is further distinguished by having the ability to assign, supervise, and review the work of junior attorneys as assigned. The position will be required to have a Juris Doctor doctorate degree, five years of progressively responsible experience as a practicing attorney, and Bar Admission with the ability to obtain membership in the State Bar of California within 12 months of employment.

Stock Clerk

The Stock Clerk classification is being revised to reflect an important change in equipment and material used at AMP. Management is also engaged in labor negotiations with the International Brotherhood of Electrical Workers Local No. 1245 (IBEW). The classification specification requires that an incumbent obtain within six months of employment and

maintain throughout their employment as a Stock Clerk, 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 IBEW has proposed this change, which management supports.

Storekeeper

The Storekeeper classification is being revised to reflect an important change in equipment and material used at AMP. Management is also engaged in labor negotiations with the International Brotherhood of Electrical Workers Local No. 1245 (IBEW). The current classification specification requires that an incumbent obtain within six months of employment and maintain throughout their employment as a Stock Clerk, 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 IBEW has proposed this change, which management supports.

Reorganization Recommendations of Alameda Municipal Power

The electric utility department's, Alameda Municipal Power (AMP), staffing structure was studied by Hometown Connections (HC), which is a part of the American Public Power Association. The purpose of the staffing structure study was to help AMP meet today's needs and prepare for future needs. One of HC's recommendations was reducing the number of department divisions from four to three. The Customer Resources division and Energy Resources division were combined to become Customer and Energy Resources. In addition to the reducing the number of divisions, HC made staffing recommendations and the following new and revised classifications reflect position changes including re-distribution of scopes of work and responsibilities.

Assistant General Manager – Administration

The Assistant General – Administration classification is being revised to reflect the re-assignment of utility information duties from Administration to the General Manager, and the operational management and supervision of the Customer Service function from the Customer Resources Division as well as the re-assignment of the operational management and supervision of the Information Technology to the General Manager. Additional minor revisions include revising the employment standards to be more inclusive of candidates for employment that do not possess prior utility industry experience.

Assistant General Manager – Customer and Energy Resources

The Assistant General Manager – Customer and Energy Resources classification is a new position that combines the Customer Resources and Energy Resources sections under the same division. The position will be requested for consideration and approval of City Council at its February 7th meeting. This new position will manage and oversee the programs of the two sections that directly benefit and impact customers; programs are focused on communication, public benefits, satisfaction and service, electric utility supply, demand-side resource acquisition, and electric portfolio management. The position will be required to have a combination of education and experience comparable

to a four-year degree and five years of progressively responsible professional experience in all major phases of customer (residential and business) programs, utility economics, resource planning, and general administration management.

Chief Utility Technology Officer

The Chief Utility Technology Officer classification is a newly created position that will report directly to the General Manager of AMP. AMP's current Utility Information Technology Manager, which reports to the Assistant General Manager-Administration is being elevated due to the increased scope of responsibility. This position is the final department authority in all matters of utility information technology policy and operations including the support and administration of computer systems, cybersecurity, business continuity, network and telecommunications, purchasing and technology asset management, enterprise applications, infrastructure, and help desk services. The position will be required to have a combination of education and experience comparable to a four-year degree and seven years of progressively responsible professional experience in all major phases of information technology.

Supervisor-Customer Resources

The Supervisor – Customer Resources classification is a new position that will lead, develop and implement customer facing programs, services and activities for the benefit of AMP customers, the community and the environment. The programs are generally focused on building and transportation electrification, assisting low-income and/or disabled customers, and overall communication of the programs to customers via community outreach events, public meetings, AMP's website, social media, etc. The position will be requested for consideration and approval of City Council at its February 7th meeting. The position will be required to have a combination of education and experience comparable to a four-year degree and six years of progressively responsible professional administrative and management experience focused on a utility's strategic programs such as customer programs, energy efficiency or closely related field.

Supervisor-Energy Resources

The Supervisor – Energy Resources classification is a new position that will lead, develop and implement highly specialized analysis and program administration. The analysis and programs are generally focused on energy resource planning and procurement, supply and demand-side management plans, complex modeling and decision analysis, rate development, energy risk management, and forecasting. The position will be requested for consideration and approval of City Council at its February 7th meeting. The position will be required to have a combination of education and experience comparable to a four-year degree and six years of progressively responsible professional administrative and management experience focused on a utility's strategic programs such as energy resource planning and procurement or closely related field.