

# City of Alameda



## Interdepartmental Memorandum

Date: January 26, 2015

To: Honorable Civil Service Board

From: Jill Kovacs  
Executive Secretary/Human Resources Manager

RE: Designation of Eligible List –  
Utility Information Systems Billing Specialist, 2014-46 for  
Utility Information Systems Billing Technician vacancy, AP.7311.002

This memorandum is to inform you that the Utility Information Systems Billing Specialist, 2014-46, has been designated to fill the Utility Information Systems Billing Technician vacancy, AP.7311.002. No action by the Board is required.

Civil Service Rules Section VII, Article 5, Designation of Eligible List, provides that Human Resources "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 review of the Utility Information Systems Billing Specialist and Utility Information Systems Billing Technician classifications, the minimum qualifications of the Utility Information Systems Billing Technician classification are of a lower level than those required of Utility Information Systems Billing Specialist. Pursuant to Civil Service Rules Article VII, Section 5, the Utility Information Systems Billing Specialist Eligible List is designated as an Eligible List for the Utility Information Systems Billing Technician position.