

# City of Alameda



## Interdepartmental Memorandum

Date: September 24, 2019

To: Honorable Civil Service Board

From: Nancy Bronstein  
Executive Secretary/Human Resources Director

RE: **Revisions to Existing Classification Specifications and Creation of a New Classification**

Below, please find background information on the attached job specifications.

### **Deputy City Attorney I, Deputy City Attorney II, Assistant City Attorney I and Assistant City Attorney II**

On September 3, 2019, the City Council approved workforce changes to add a prosecutorial unit to the City Attorney's office. This unit will consist of one attorney allocated at the Assistant City Attorney II level and one paralegal. In order to facilitate this addition, the specifications for the Attorney series have been updated to include work to be performed by the prosecutorial unit.

In addition to the changes above, the specifications have also been updated to allow a wider range of applicants. The experience requirement has been updated to make municipal experience a desirable instead of a requirement allowing attorneys who may have gained the necessary skills from non-municipal employers the opportunity to compete for the position. Finally, the requirement of current admission to the California State Bar has been changed to require admission to any Bar within the US or its territories and the ability to obtain admission to the California Bar within 12 months of employment. This will allow qualified candidates from other jurisdictions who may also have the experience to apply and compete for the position.

### **Finance and Utility Billing Manager, Utility Billing Specialist, Utility Billing Specialist**

As part of MOU contract negotiations with EUPA, the City agreed to review several job descriptions. The goal was to update the job descriptions to reflect current duties. The three job classifications recommended for updates are second group to be updated. There are two remaining classifications under review. The Finance and Utility Billing

Manager (previously Financial Services Supervisor) has an updated title and the job description was clarified to include the utility billing function and specific finance duties such as preparation of a CAFR separate from the City's CAFR. In addition, the minimum qualifications were decreased slightly from five years of experience to four years. This was primarily due to the fact that the City's Financial Services Manager required four years of similar experience and we wanted to better align the two.

The Utility Billing Specialist and Utility Billing Technician (previously Utility Information Systems Billing Specialist and Utility Information Systems Billing Technician) were updated to reflect the current job which is focused on utility billing processing. While the Specialists and Technicians use a variety of software systems, their job function is utility billing not information technology support and the job descriptions were updated to reflect the work currently done by the incumbents in the respective job classifications.

### **Assistant Planning, Building, and Transportation Director**

In September 2018, the City Manager approved the reorganization of the Community Development Department, separating out the functions of Planning, Building, and Transportation into one department and Community Development, Economic Development, and Base Reuse into another. On June 18, 2019, the City Council approved the necessary workforce changes to accommodate this reorganization. Prior to the reorganization there were two Assistant Director positions in the Community Development Department. As part of the reorganization, City Council approved combining the Building Official classification with one of the existing Assistant Director positions to create the Assistant Director of Planning, Building and Transportation classification. The other Assistant Director position is now allocated to the Community Development Department. The attached job specification provides the duties of the Assistant Director of Planning, Building, and Transportation Director. This is a new classification with compensation set at the same rate as the Assistant Community Development Director. The job duties for this new classification are focused on the supervision and programmatic management of land use planning, zoning, transportation planning, and building inspection and regulation services. The position may also be required to perform the duties specified by statute or ordinance as the City's Building Official. The requirements for this position are similar to the Assistant Community Development Director. This class will require a 4-year college degree with a Master's degree desirable and seven years of experience in the field, of which a portion shall have involved management responsibilities.