

City of Alameda



Interdepartmental Memorandum

Date: December 30, 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.

Management Analyst Classification Series (Management Analyst, Administrative Management Analyst, Senior Management Analyst), Information Technology System Analyst, Technology Services Coordinator, and Administrative Technician III

Human Resource Staff continually review job descriptions to ensure the required qualifications are not creating a barrier for applicants or deterring qualified applicants from applying for an open position. The positions listed above all currently require previous municipal government experience. In evaluating the duties and the knowledge needed the City has determined that candidates for these positions could be successful without municipal government experience. As a result, the job description listed above have been revised to no longer require the qualification of municipal government experience. The City has also updated the driver's license requirement to reflect that a driver's license is not necessarily required but rather the employee may need to get/to from various work locations in a timely manner. The City has been updating this language as job descriptions are revised. No other changes are being made to the job descriptions at this time. The administrative analyst classification series is used by departments throughout the City to provide analysis and program administrative support. Currently Public Works, Community Development, Fire Department, Police Department and Finance Department all employ analyst. The Administrative Technician III is a specialized position performing highly complex administrative work. These positions are assigned to payroll and Human Resources. The Information Technology positions are assigned to the City Information Technology Department, the Library and the Police and Fire Department supporting the information technology systems within the City or their assigned department.

Recreation Assistant

The Alameda 4th of July Parade is a well-established and popular community event that will celebrate its 44th year in 2020. For the last four decades, the Parade has been coordinated by a volunteer-based Parade Foundation in coordination with City staff. This coming year, however, members of the Parade Foundation are planning on retiring and have informed the City that they will no longer be working on parade planning. In addition, the parade planners have no identified successors to continue their work. As a result, City staff have identified Recreation and Parks Department staff to take on the parade planning work.

On January 7, 2020, the City Council will consider amending the Alameda City Employees Association salary schedule and establishing a new, full-time Recreation Assistant classification. The classification specification listed above has been developed in coordination with the Director of Recreation and Parks for Civil Service Board consideration. This new position will assist Recreation staff in event coordination and other parade planning logistics, as well as provide other recreation program support across the department. The position will be located within the Recreation Services division and receive supervision from the Recreation Manager.

Parking Technician and Lead Parking Technician

The City Council has adopted a variety of plans, policies, and goals to improve transportation and parking management in the City of Alameda, which require a well-designed, consistently operated, fully staffed parking enforcement program. Currently, the City's parking enforcement program lacks sufficient staff to support the City Council's current and future policy objectives. On November 5, 2019, the City Council endorsed a parking enforcement staffing plan and directed staff to develop new classifications needed to support the plan. This plan calls for 2 new full-time parking enforcement positions, a Parking Technician and a Lead Parking Technician. The Parking Technician classification would primarily be responsible for tracking parked vehicles and issuing citations for violations. The Lead Parking Technician classification will be a technical/functional working supervisor and will conduct the work of a Parking Technician while also directing and coordinating the work of full-time and part-time parking enforcement staff. Both positions will fall under the Police Department's Traffic Unit and receive supervision from the Traffic Sergeant.