

City of Alameda



Interdepartmental Memorandum

Date: July 1, 2020

To: Honorable Civil Service Board

From: Nancy Bronstein
Executive Secretary/Human Resources Director

RE: **Revisions to Existing Classification Specifications & New Classification Specifications**

Human Resource Staff continually review job descriptions to ensure the required qualifications are current and commensurate with the classification's essential duties so as not to create a barrier for applicants or deter qualified applicants from applying for an open position.

Organization charts are provided to convey the structure of the organization and the relationships of positions to each other.

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

Electrical Equipment Superintendent

This classification had not been reviewed since 2002. In evaluating the duties and the knowledge needed, the City determined that the scope of work and qualifications required updating to emphasize that this position has management responsibilities and duties include the supervision and management of the electrical maintenance and system control sections. The City also updated the classification's knowledge and use of modern business computer operations and applications, and electric utility technologies, and finally, revised 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.

Line Superintendent

This classification had not been reviewed since 1993. In evaluating the duties and the knowledge needed, the City determined that the scope of work and qualifications required updating to emphasize that this position is mid-manager that is responsible for the supervision and management of the construction, operation, and maintenance of

overhead and underground electrical transmission and distribution systems. The City also updated the classification's knowledge and use of modern business computer operations and applications, and also revised 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.

Sustainability Manager

The Sustainability and Resilience Manager position was created to oversee implementation of the City's Climate Action and Resiliency Plan (CARP). The CARP established many broad policy goals that are a priority for the City Council. Accomplishing these goals will require coordination of resources across multiple city departments. Creating this position will provide the city dedicated staff to help set priorities, establish programs, prioritize resources, and track progress. This position will be assigned to the City Manager's Office.

Police Records Specialist

ACEA has requested the Intermediate Clerk positions, based in the Police Records Unit, be reclassified into their own classification of Police Records Specialist. Currently, the records department is staffed using the Intermediate Clerk classification. This is a broad citywide class used for general clerical work. The positions in the Police Department, however, require specialized knowledge and training and ACEA has requested that they be situated in their own classification.

Paralegal/Investigator

In September of 2019, the City Council approved the addition of a Prosecution unit in the City Attorney's Office. This office is staffed by deputy city attorneys and a paralegal. Unlike existing paralegals working in the City, this position requires that incumbent have specialized skills in the criminal prosecution, have the ability to work directly with victims and be in attendance in court or at the district attorney's office. The paralegal/investigator job descriptions has been updated to reflect these different duties and the different qualifications. Additionally, this position will be a five-day 37.5 hour a week position in order to be available during the week when Court is open.