

# City of Alameda



## Memorandum

Date: October 7, 2020

To: Honorable Civil Service Board

From: Nancy Bronstein  
Executive Secretary/Human Resources Director

RE: Revisions to Existing Classification Specification

Human Resources 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 of 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 specification.

### **Computer Services Technician-Alameda Municipal Power**

The Computer Service Technician position is assigned to the Information Systems Section at Alameda Municipal Power (AMP). This job description had not been reviewed since 2015 and has been updated to reflect changes in technology, the need for cybersecurity oversight and to encompass all the duties of the position. The driver's license requirement was also updated to reflect the City's current practice of not requiring a driver's license for office based positions but instead including language on an employee needing to get to/from various work locations in a timely manner.