

City of Alameda



Memorandum

Date: January 6, 2021

To: Honorable Civil Service Board

From: Nancy Bronstein
Executive Secretary/Human Resources Director

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

Human Resources staff continually review job specifications to ensure the duties of the position are correctly identified in the job specification and the required qualifications are current and reflect the classification's essential duties. Staff also review job specification to ensure the requirements do not create barriers for applicants or deter qualified applicants from applying for an open position.

Staff have included organizational charts to provide background on the structure of the department and the reporting relationships.

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

System Operator

This classification had not been reviewed since 2014. In evaluating the duties of the position the City determined that the scope of work needed to be updated to reflect the full responsibilities of the position. Language was added to reflect the responsibility for assisting customers with problems and routing calls. The employment standards were also updated to reflect changes in technology as well as the required knowledge, skills and abilities needed to perform the duties of the position.

Communications and Legislative Affairs Officer (Previously Public Information Officer)

The position of Public Information Officer was created in 2015 and filled in 2016. Since this time the City has expanded the role of this position and the current job title and duties identified in the job specification no longer reflect all the responsibilities of the position. The duties have been expanded to include a larger role in citywide communications strategy and the responsibility for managing legislative affairs for the City. The job specification and job title have been updated to reflect the increase in

responsibilities. The City will also be making a recommendation to City Council to increase the salary range for this position to reflect the increased responsibility.

The Driver's license language was updated in both job specifications to reflect the City's current standard.