

City of Alameda



Memorandum

Date: July 7, 2021

To: Honorable Civil Service Board

From: Nancy Bronstein
Executive Secretary/Human Resources Director

RE: **New Classification Specification**

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 specifications 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 specification.

Crime Analyst

This job specification is being created at the direction of City Council as part of a broader package of issues relating to police reform. The Crime Analyst classification will support the City's ongoing need for analysis of crime data and, allow policing to be responsive and data driven, and to improve communication to the public on crime trends in the City. This position will require technical knowledge of crime analysis methods and the ability to conduct statistical and tactical analysis in order to direct the department's allocation of resources. The position will also be expected to provide clear communication on data analysis, both to the general public and to leadership within the Police Department. The position will be supervised by the Police Records Supervisor. The salary for this position has been benchmarked to the Management Analyst classification and has already been authorized by City Council as part of the 2021-2023 biennial budget. Approval of this job specification will allow Human Resources to begin recruiting for the position.

Computer Services Technician

The Computer Service Technician job description had not been reviewed since 2000. The incumbent has recently retired after 21 years in the position. The job description is being 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.