

City of Alameda



Memorandum

Date: October 6, 2021

To: Honorable Civil Service Board

From: Nancy Bronstein
Executive Secretary/Human Resources Director

RE: **Revisions and 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.

Development Services Division Manager

Previously, this classification focused more on economic and housing development however, the scope of this position has expanded as the Community Development Department has taken on new responsibilities. The Department assumed responsibility for the Development Block Grant in 202. Previously the City had contracted out the administration of this grant to the Housing Authority of the City of Alameda. Additionally, the department's focus on the unhoused population has continued to grow with new and expanded programs including, Home Investment Partnerships Program, Homeless Prevention and Rapid Rehousing Program. This classification had not been updated since 2005 and has now been updated to reflect the additional focus areas of the department.

Principal Financial Analyst

The Senior Management Analyst is a classification that is used broadly for positions that perform complex analytical work in a generalist capacity. The Finance Department Senior Management Analyst position has assumed oversight over the budget process and will oversee staff performing analytical work such as an Administrative Management Analyst. The Finance Department wanted a classification that would capture the higher-level

duties and the emphasis on financial analytical work. At the completion of the classification study it is recommended to create a new job classification, titled Principal Financial Analyst. This type of classification is common in municipal Finance Departments and it provides for a position that can perform a broad scope of highly complex analytical work in the area of finance.

Traffic Signal / Pump Station Maintenance Technician

Staff is proposing a revision to the Traffic Signal Maintenance Technician classification by adding a Pump Station Maintenance Technician specialty.

Because much of the City of Alameda lies at sea level, the City is unable to rely on gravity to assist with transporting storm water to EBMUD treatment facilities. The City must rely on about 50 electric pump stations to move storm water and is a critical piece of the city's infrastructure. The Public Works Department, however, does not have a specialized job classification dedicated to pump station maintenance, making it difficult to recruit a qualified candidate. Incumbents will be assigned to either the traffic signal or pump station specialty, with cross coverage duties expected. Both specialties require similar electrical knowledge.

Supervising Planner

Supervising Planner has not been filled since 2014 and has recently been re-allocated in the FY 2021-2022. This is due to the increased workload for the Planning Division over the next few years with the residential zoning amendments within the City General Plan. The proposed updates to the job specifications are to provide a more accurate description of the planning work for this classification anticipated under the new Alameda 2040 General Plan and upcoming Housing Element update. The last classification revision was in 2006 and now encompasses overseeing and managing the Planner I/II/III as well as support staff on assigning and reviewing work as well as performance reviews. This would allow the City Planner to focus on updates to the City's residential zoning codes to meet state law.

Deputy City Attorney I

This is an entry level classification, however, the classification required at least one year of experience as an attorney. The job specification is being updated to require no experience allowing for a wider range of applicants and entry of recent graduates without previous experience to apply and move through the Attorney series and develop within the City of Alameda.

The driver's license requirement, for all positions, 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.