

City of Alameda



Memorandum

Date: July 15, 2026

To: Honorable Civil Service Board

From: Noelle White
Executive Secretary/Human Resources Director

RE: **Revised and 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 specifications to ensure the requirements do not create barriers for applicants or deter qualified applicants from applying for an open position. Additionally, staff recently initiated a project to update class specifications and bring all class specs into compliance with the City's newly adopted ADA Plan, which includes recommendations for Human Resources to update class specifications to specify essential duties and the physical conditions of employment. All specifications being brought before the Board have been updated to incorporate the ADA compliance format.

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

Please find background information on the attached job specifications.

Parking Enforcement Technician (formerly Parking Technician)

The Parking Technician classification title is being changed to Parking Enforcement Technician to better reflect the duties outlined in the class specification. This specification is being updated to reflect the job duties, knowledge, abilities and certifications required and aligning with the City's current Class Spec template. Working Conditions and Physical Abilities sections are being added to describe a typical field environment. Additionally, there are some duties that have been added to reflect duties that this classification is performing. The license requirement is the same but language has been re-worded to match other updated class specs in order to standardize language used.

Lead Parking Enforcement Technician (formerly Lead Parking Technician)

The Lead Parking Technician classification title is being changed to Lead Parking Enforcement Technician to better reflect the duties outlined in the class specification. This

specification is being updated to reflect the job duties, knowledge, abilities and certifications required and aligning with the City's current Class Spec template. Working Conditions and Physical Abilities sections are being added to describe a typical field environment. Additionally, there are some duties that have been added to reflect duties that this classification is performing. The license requirement is the same but language has been re-worded to match other updated class specs in order to standardize language used.

Fleet Services Coordinator

The Fleet Services Coordinator classification specification is being updated to reflect the Working Conditions and Physical Abilities of this class spec and align with the City's current Class Spec template. The license requirement is the same, but language has been re-worded to match other updated class specs in order to standardize language used. Additionally, required certificates have been removed from the class spec, as they were deemed unnecessary.

Fleet Mechanic

The Fleet Mechanic classification specification is being updated to reflect the Working Conditions and Physical Abilities of this class spec and align with the City's current Class Spec template. Duties and experience requirements have been updated to accurately reflect the scope of the classification.

Senior Fleet Mechanic

The Senior Fleet Mechanic classification specification is being updated to reflect the Working Conditions and Physical Abilities of this class spec and align with the City's current Class Spec template. Duties and experience requirements have been updated to accurately reflect the scope of the classification.

Park Maintenance Worker I and Park Maintenance Worker II

The Park Maintenance Worker classification specifications are being updated to reflect the job duties, knowledge, abilities and certifications required and aligning with the City's current Class Spec template. Working Conditions and Physical Abilities sections are being added to describe a typical field environment. Additionally, the duties have been updated to better define and reflect duties that the Park Maintenance Worker I is performing.

Advanced Metering Infrastructure (AMI) System Administrator

Classification reviewed through Gallagher, formerly Koff & Associates, and incorporates revisions from incumbent Position Description Questionnaire (PDQ), and interviews conducted by the contractor with incumbent and direct supervisor. Revisions include language clean up and modernization, inclusion of working and physical conditions, and reflect modern terminology and equipment for system monitoring. Classification previously identified for driver license removal.

Chief Utility Technology Officer

Classification reviewed through Gallagher, formerly Koff & Associates, and incorporates revisions from incumbent PDQ, and interviews conducted by the contractor with incumbent and direct supervisor. Minor revisions for clarity and inclusion of working and physical conditions.

Customer Services Supervisor

Classification reviewed through Gallagher, formerly Koff & Associates, and incorporates revisions from incumbent PDQ, and interviews conducted by the contractor with incumbent and direct supervisor. Revisions include removal of duties not performed by classification, removal of barrier language from working and physical conditions, and language clean-up for clarity and consistency.

Principal Electrical Engineer

New classification to create full electrical engineer series, bridge gap between senior and supervisory levels, and make AMP more comparable to other public power utilities engineering division structure. Provides technical leadership and direction, and plans and has oversight of the most complex projects.

Utility Database Analyst

Classification reviewed through Gallagher, formerly Koff & Associates, and incorporates revisions from incumbent PDQ, and interviews conducted by the contractor with incumbent and direct supervisor. Revisions include language clean up and modernization, inclusion of working and physical conditions, and reflect modern terminology and equipment for technology reporting and programming. Classification previously identified for driver license removal.

Utility Network Administrator (formerly Utility Information Systems Network Analyst)

Classification reviewed through Gallagher, formerly Koff & Associates, and incorporates revisions from incumbent PDQ, and interviews conducted by the contractor with incumbent and direct supervisor. Retitled (formerly Utility Information System Network Analyst) and significant revisions to align with administrator duties and level of responsibility. Revisions include modification and specification in education requirements, focus on system and network administration, infrastructure, and programs, and inclusions of physical and working conditions.

Assistant General Manager – Customer & Energy Resources

Executive level classification at Alameda Municipal Power (AMP) identified as high priority spec due to pending retirement and recruitment. Revisions specify leadership role within AMP and the Customer & Energy Resources division and delineation from supervisor role. Inclusion of ADA compliant spec language and physical and working conditions.

Management Analyst, Administrative Management Analyst, Senior Management Analyst

The Management Analyst series is a commonly used classification across multiple city departments. This classification series is used across a wide range of administrative

responsibilities that generally manages programs, projects, and other administrative operations. Classification updates focused on standardizing specification language and clarifying the separation of job duties and responsibilities between each level. Experience requirements were also clarified and simplified.

Supervisor – Energy Resources

The Supervisor – Energy Resources classification specification is being updated to reflect the Working Conditions and Physical Abilities of this class spec and align with the City's current Class Spec template. Duties and experience requirements have been updated to accurately reflect the scope of the classification.

Senior Utility Accountant

The Senior Utility Accountant classification specification is being updated to reflect the Working Conditions and Physical Abilities of this class spec and align with the City's current Class Spec template. Duties and experience requirements have been updated to accurately reflect the scope of the classification, as well as distinguishing features between this position and Utility Accountant.

Permit Technician I, Permit Technician II, Permit Technician III and Permit Center Supervisor,

The Permit Technician series of classification specifications are being updated to reflect the job duties, knowledge, abilities and certifications required and aligning with the City's current Class Spec template. Working Conditions and Physical Abilities sections are being added to describe a typical office environment.

Plan Check Engineer

The Plan Check Engineer classification specification is being updated to reflect the Working Conditions and Physical Abilities of this class spec and align with the City's current Class Spec template. Duties and experience requirements have been updated to accurately reflect the scope of this classification.