

Memorandum

TO: Civil Service Commission

FROM: Jennifer Schembri

**SUBJECT: AMENDMENTS TO THE
CLASSIFICATION PLAN**

DATE: September 27, 2023

Section 3.04.520 of the Civil Service Rules states that when the Director of Human Resources revises or amends the City's classification plan, he/she shall file a written copy of each revision with the Commission at or before the next regular meeting of the Commission. The following are revisions to the classification plan that have been made since the last meeting of the Commission.

1. New Class Specifications

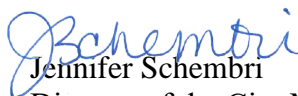
- a. Chemist II (5106)
- b. Legal Administrative Assistant III (1169)
- c. Microbiologist II (5105)

2. Retitles and/or Revisions of Class Specifications

- a. Biologist (5108)
- b. Chemist I FT/PT (5116/5110) (formerly Chemist FT/PT)
- c. Environmental Laboratory Supervisor (5118)
- d. Legal Administrative Assistant I/II FT/PT (1167/1153/1168/1154)
- e. Microbiologist I (5115) (formerly Microbiologist)

3. Deletion of Class Specification

- a. Legal Administrative Assistant Trainee (1165)
- b. Recreation Supervisor FT/PT (7124/7132)


Jennifer Schembri

Director of the City Manager's Office of Employee Relations
Director of Human Resources

Attachments:

Biologist Class Specification
Chemist I/II Class Specification
Environmental Laboratory Supervisor Class Specification
Microbiologist I/II Class Specification
Legal Administrative Assistant I/II/III Class Specification