

# Memorandum

**TO:** Civil Service Commission

**FROM:** Jennifer Schembri

**SUBJECT: AMENDMENTS TO THE  
CLASSIFICATION PLAN**

**DATE:** November 28, 2023

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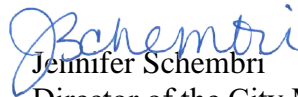
Section 3.04.520 of the Civil Service Rules states that when the Director of Human Resources revises or amends the City's classification plan, he/she shall file a written copy of each revision with the Commission at or before the next regular meeting of the Commission. The following are revisions to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

**1. Retitles and/or New Class Specifications**

- a. Animal Health Assistant and Animal Health Technician FT/PT (3253/3260/3263/3264)
- b. Public Safety Communications Specialist FT/PT (8536/8537)

**2. Revision of Class Specification**

- a. Communications Installer FT/PT (8526/8527)



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

Attachments:

Animal Health Assistant and Animal Health Technician Class Specification  
Communications Installer Class Specification  
Public Safety Communications Specialist Class Specification