

# Memorandum

**TO:** Civil Service Commission

**FROM:** Jennifer Schembri

**SUBJECT: AMENDMENTS TO THE  
CLASSIFICATION PLAN**

**DATE:** July 24, 2020

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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.

We are asking for retroactive approval for Police Communications Manager and Senior Environmental Program Manager to May 2020 and Firefighter Recruit to June 2020.

**1. New Class Specifications**

- a. Legal Analyst III (FT/PT) (2122/2125)
- b. Police Communications Manager (8517)
- c. Senior Environmental Program Manager (5214)

**2. Deletion of Class Specifications**

- a. Associate Legal Analyst FT/PT (8028/8029)

**3. Retitle of Class Specifications**

- a. Environmental Program Manager (formerly Environmental Services Program Manager) (5213)
- b. Assistant Police Communications Manager (formerly Assistant Communications Manager) (8522).

**4. Revision of Class Specifications**

- a. Firefighter Recruit (2310)
- b. Fleet Manager (3316)

  
Jennifer Schembri

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

Attachments:

Assistant Police Communications Manager Class Specification

Environmental Program Manager Class Specification

Firefighter Recruit Class Specification

Fleet Manager Class Specification

Legal Analyst III (FT/PT) Class Specification

Police Communications Manager Class Specification

Senior Environmental Program Manager Class Specification