



# Memorandum

**TO:** Civil Service Commission

**FROM:** Jennifer Schembri

**SUBJECT: AMENDMENTS TO THE  
CLASSIFICATION PLAN**

**DATE:** January 26, 2022

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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 Housing Policy and Planning Administrator to January 2022.

**1. Revisions of Class Specifications**

- a. Development Officer (4222)
- b. Development Specialist FT/PT (4224/4223)
- c. Housing Policy and Planning Administrator (3988)
- d. Senior Development Officer (4226)

Jennifer Schembri

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

Attachments:

Development Officer Class Specification

Development Specialist Class Specification

Housing Policy and Planning Administrator Class Specification

Senior Development Officer Class Specification