



Memorandum

TO: Civil Service Commission

FROM: Jennifer Schembri

**SUBJECT: AMENDMENTS TO THE
CLASSIFICATION PLAN**

DATE: October 25, 2022

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. Early Childhood Education Aide PT (6134)
- b. Early Childhood Education Instructor PT (6135)
- c. Early Childhood Education Specialist FT/PT (6136/6137)

2. Reallocation of positions

The following is the result of a significant change to the position's responsibilities.

Position Number	From (Current Class)	To (New Class)	Department
00007964	Crime and Intelligence Analyst (1187)	Senior Analyst (1654)	Police Department

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

Attachments:

- Early Childhood Education Aide Class Specification
- Early Childhood Education Instructor Class Specification
- Early Childhood Education Specialist Class Specification