

Memorandum

TO: Civil Service Commission

FROM: Jennifer Schembri

**SUBJECT: AMENDMENTS TO THE
CLASSIFICATION PLAN**

DATE: November 22, 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. Revisions of Class Specifications

- a. Assistant/Associate/Environmental Services Specialist (8201/8202/8203)
- b. Building Inspector Combination/Certified I/II/III/Senior (3917/3915/3902/3903/3904)
- c. Senior Investigator Collector (1274)

/s/

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

Attachments:

Assistant/Associate/Environmental Services Specialist Class Specification
Building Inspector Combination/Certified I/II/III/Senior Class Specification
Senior Investigator Collector Class Specification