

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/27/08		Item Number: <u>C-4</u>	
AGENDA ITEM: 1) Approval of the Revised Classification Specification for Graphic Services Coordinator (Graphic Services Supervisor); and 2) Adoption of a Resolution Adopting a Revised Classification and Salary Plan to Include the Position of Graphic Services Supervisor and Rescinding Resolution No. 2008-R068.			
Contact Person/Dept.: Amy Webber		Phone Number: 310-253-5652	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master E-Mail Notification List (10/22/08), Culver City Employees Association (10/22/08)			
Department Approval: Serena Wright (10/20/08)		City Attorney Approval: Carol Schwab (by H. Baker) (10/23/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (10/22/08)		City Manager Approval: Jerry B. Fulwood (10/23/08)	
<u>RECOMMENDATION</u> Staff recommends the City Council 1) approve the revised classification specification for Graphic Services Coordinator (Graphic Services Supervisor), and 2) adopt a Resolution adopting a revised classification and salary plan to include the position of Graphic Services Supervisor and rescinding Resolution No. 2008-R068. <u>BACKGROUND</u> A written request from John Richo, Chief Information Officer, was submitted to the Human Resources Department to study and audit the duties performed by R. Lloyd Reynolds, Graphic Services Coordinator. In light of this request and the changes to technology and equipment used in the Graphic Services Division, Mr. Reynolds' duties were studied to determine whether or not he was working significantly beyond the scope of the current classification. The completed study and audit concluded in June 2008 with the recommendation to reclassify the existing classification specification and increase the assigned salary range for the Graphic Services Coordinator. The proposed classification specification for Graphic Services Coordinator is attached (Attachment 2). The revised classification specification accurately reflects the duties and responsibilities associated with oversight and direct supervision of Graphic Services. This revised classification will require a combination of higher level education, additional knowledge, skills and abilities, license requirement, and			

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experience. The increased skill set necessary to perform the essential functions of the job is possessed by the current incumbent, Mr. Reynolds.

The recommendation to reclassify the Graphic Services Coordinator to Graphic Services Supervisor was incorporated in the budget process for fiscal year 2008/2009 and approved by the City Council at the City Council meeting of June 16, 2008.

The revised classification specification has been reviewed by the Culver City Employees' Association and approved by the Civil Service Commission at their October 1, 2008 meeting.

DISCUSSION

Graphic Services provides an important internal service to the City in duplication, printing and mail services. One aspect of this service includes providing the equipment to achieve the City's goals for knowledge management. The Graphic Services Coordinator has been the point person for the acquisition of the appropriate equipment resources to meet the knowledge management goals. One equipment resource being used to achieve these goals is the decentralized copiers (i.e. department and division copiers). The initial training and ongoing service/maintenance of these decentralized copiers are provided by Graphic Services. In 2006, the decentralized copiers were networked providing staff with expanded capabilities for document storage and transfer. This shift to networked copiers significantly changed internal operations for Graphic Services.

The technology shift is not the only change to this division, the method by which Graphic Services charges for its services changed too. This process change requires the incumbent to have a clear understanding of the City's lease agreements for all decentralized copiers and be able to review detailed invoices in light of the agreements prior to being approved for payment. The associated skill set which is the ability to reconcile invoices and knowledge of basic accounting and arithmetic has been added to the proposed classification specification.

The combination of duplication of printed matter and mail service functions is not unique to Culver City. A survey of our labor market (Attachment 4) reflects comparable positions at other cities.

The following list highlights additional proposed changes to the classification:

- The required equipment knowledge has been incorporated to reflect the equipment and technology changes.

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- Obsolete job duties have been shifted from essential job duties to required knowledge since the underlining principles and knowledge of the obsolete equipment and technology is needed in order to operate the current equipment.
- Language has been included to reflect oversight responsibility of the City's mail service function as well as the associated skill sets.
- Verbiage has been added to highlight the responsibility of assisting in the development and monitoring of the division budget as this position is most familiar with the equipment needs and workload statistics for the division.
- The title has been changed to reflect the duties performed and the scope of the responsibility of the proposed classification.
- Throughout the classification specification, duplicate language has been stricken and clarifying language has been added to better illustrate the scope of the proposed classification.

FISCAL ANALYSIS

The City Council approved salary range 462 for Graphic Services Supervisor classification during the fiscal 2008-2009 budget process.

Range 462 \$4,311 - \$5,262 monthly \$51,734 - \$63,147 annually

Sufficient funding was included in the Information Technology Department's adopted 2008-2009 budget to accommodate this change.

ATTACHMENTS

1. Resolution and Exhibit A
2. Revised Classification Specification for Graphic Services Coordinator
3. Organizational Chart for the Information Technology Department
4. Labor Market Survey
5. Labor Market Comparable Classification Specifications

MOTION

That the City Council:

1. Approve the revised classification specification for Graphic Services Coordinator (Graphic Services Supervisor); and

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2. Adopt a Resolution adopting a revised classification and salary plan to include the position of Graphic Services Supervisor and rescinding Resolution No. 2008 – R068.