

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 09/22/08		Item Number: <u>C-7</u>	
AGENDA ITEM: 1) Approval of the Classification Specification for Deputy Parks, Recreation and Community Services Director; and 2) Adoption of a Resolution Revising the Salary Schedule to include the Position of Deputy Parks, Recreation and Community Services Director and Rescinding Resolution No. 2008-R056.			
Contact Person/Dept.: Mary Ortiz Bradley		Phone Number: 310-253-5650	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master E-Mail Notification List (09/17/08) and Culver City Management Group on 08/20/08.			
Department Approval: Serena Wright (09/16/08)		City Attorney Approval: Carol Schwab (by H. Baker) (09/17/08)	
Chief Financial Officer Approval: Jeff Muir (09/17/08)		City Manager Approval: Jerry B. Fulwood (09/17/08)	
<u>RECOMMENDATION</u> Staff recommends the City Council: 1) Approve the classification specification for Deputy Parks, Recreation and Community Services Director; and 2) Adopt a resolution revising the salary schedule to include the position of Deputy Parks, Recreation and Community Services Director and rescinding Resolution No. 2008-R056. <u>BACKGROUND</u> Through the budget process for fiscal year 2008-2009, the City Council approved the request to include a deputy director position in the Parks, Recreation and Community Services Department. This position would be responsible for assisting the Parks, Recreation and Community Services Director in the administration of the department and in providing staff support to the Parks, Recreation and Community Services Commission. <u>DISCUSSION</u> The development of a new classification is a four-part process: 1) identifying the needs of the department; 2) determining the knowledge, skills, and abilities that would be necessary for someone to successfully meet the needs of the job; 3) conducting a labor market survey; and 4) analyzing the impact to internal and			

City of Culver City, California
City Council Agenda Item Report

external relationships of the proposed classification. Through this process, the critical components of the job as well as the primary responsibilities were identified.

Human Resources staff analyzed the needs of the department and identified the essential functions of the position, with the assistance of the Parks, Recreation and Community Services Director as the subject matter expert. In addition, a classification study was conducted among the labor market cities. This was done with the goal of identifying similarly situated positions that assist in the management of three major divisions: Parks, Recreation, and Community Services.

The labor market survey revealed that Culver City is unique in having three areas of major responsibility fall under one department: Parks; Recreation and Community Services. Most of the cities in the labor market tend to have only two of the three areas within the same department (see Attachment No. 2). For example, at the City of Pasadena and the City of Redondo Beach recreation and community services fall under the same department and parks is based in another department, Public Works.

The new deputy director classification specification was further developed after the analysis of the other deputy director classification specifications within Culver City. Language to two sections (Essential Duties and Knowledge, Skills and Abilities) was added to ensure consistency among internal deputy director positions. For example, the language listed below is consistent with that which is found in other City Culver deputy director positions:

Essential Duties

- Assists in the development of the departmental budget
- Assists in supervising division level management as well as professional, technical and support staff in the performance of their duties.
- Assists in developing and implementing department policies and procedures.

Knowledge, Skills and Abilities

- Principles of management, supervision, training and performance evaluation.
- Principles of organization, planning, and administration.
- Budget development, preparation, and administration.
- Develop cooperation and nurture a collaborative, positive working environment among staff.
- Develop and present ideas and issues in a persuasive verbal and written manner.

City of Culver City, California
City Council Agenda Item Report

The proposed classification is titled Deputy Parks, Recreation and Community Services Director. The classification specification is reflective of both the essential and marginal duties associated with the position. The new position would be responsible for assisting the director in the daily management of the Department, including capital improvement projects, parks maintenance, recreation programs, senior and social services programs, facility scheduling and administration, and day-to-day operations. This position would act as the Director in the Director's absence and would be responsible for the supervision of division level management as well as professional, technical and support staff.

An analysis of the level of responsibility, oversight and independent decision-making associated with this position clearly indicates that this position should be included in the management group and, as such, should be represented by the Culver City Management Group (CCMG). Human Resources Department staff analyzed the impact that the addition of this new position would have on the organizational structure of the City and found that this position would be best served by receiving an "unclassified" designation. The exemption from the classified service is permissible for this level of position under the Culver City Municipal Code (CCMC). CCMC, §3.05.015F, allows for the exemption from the classified service of "staff assistants to the head of a department or division as may be authorized by the City Council." Historically, this provision has been utilized to exempt other deputy director positions from the classified service.

A copy of the new classification specification has been reviewed by the Culver City Management Group and said classification specification was approved by the Civil Service Commission on August 6, 2008 (Attachment No. 1).

FISCAL ANALYSIS

Through the FY 08-09 budget process, City Council approved the following range for the new Deputy Parks, Recreation and Community Services Director classification:

Range 588	\$8,078 - \$9,860 Monthly	\$96,938 - \$118,332 Annually
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ATTACHMENTS

1. Classification Specification for Deputy Parks, Recreation and Community Services Director
2. Labor Market Survey

City of Culver City, California
City Council Agenda Item Report

3. Resolution and Exhibit A
4. Organizational Chart for the Parks, Recreation and Community Services Department
5. Excerpt from minutes of Civil Service Commission Meeting, 08/06/08

MOTION

That the City Council:

1. Approve the classification specification for Deputy Parks, Recreation and Community Services Director; and
2. Adopt a resolution revising the salary schedule to include the position of Deputy Parks, Recreation and Community Services Director, and rescind Resolution No 2008-R056.