

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/23/06		Item Number: <u>A-6</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Van Driver.			
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 Notification List (10/18/2006) and Culver City Employees Association (10/18/2006)			
Department Approval: Serena Wright (10/12/2006)		City Manager Approval: Jerry B. Fulwood (10/18/2006)	
City Controller Approval: Mary V. Noller (10/18/2006)			
<u>RECOMMENDATION:</u> Staff recommends the City Council approve the Revised Classification Specification for Van Driver. <u>BACKGROUND:</u> The Personnel Department has recently reviewed the Van Driver classification specification (Attachment 1) in light of a pending, full-time vacancy and to align it with other safety sensitive classifications. <u>DISCUSSION:</u> The Personnel Department, in concurrence with Senior Center management, is proposing changes to the classification specification. The proposed changes will update and align Van Driver with other entry level safety sensitive classifications, such as Bus Operator (Attachment 2). The changes to the Van Driver classification specification are as follows: • Addition of four (4) <u>essential job duties</u>, similar to that of Bus Operator, which better describe the scope of responsibilities performed by a Van Driver on a routine basis. • A <u>marginal job duty</u> has been added to include the use of a handheld radio to communicate with the department in the course of work. • The <u>minimum knowledge, skill and ability</u> requirements have been updated to reflect language used in other safety sensitive classification specifications.			

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- Training and experience requirements have been modified for a good driver to include:
 - o No more than one (1) moving violation within the preceding three (3) years, and
 - o No terminations from employment for cause within the preceding three (3) years.

The updated job duties and minimum requirements create consistency among similar classifications, while still allowing for incumbents to successfully perform the essential functions of the job.

On October 4, 2006, the Civil Service Commission approved the revised classification specification for Van Driver.

FISCAL ANALYSIS:

None

ATTACHMENTS:

1. Revised Classification Specification for Van Driver
2. Classification Specification for Bus Operator
2. Parks, Recreation & Community Services Department, Senior & Social Services Division Organizational Chart

MOTION:

That the City Council:

Approve the Revised Classification Specification for Van Driver.