

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 06/12/06		Item Number: <u>A-5</u>	
AGENDA ITEM: Consideration of Approval to Revise the Classification Specifications for Chief Administrative Officer, Assistant Chief Administrative Officer, Assistant to the Chief Administrative Officer, Chief of Police, City Attorney, City Clerk, City Controller, City Treasurer, Claims and Safety Coordinator, Community Development Director, Executive Assistant to the Chief Administrative Officer, Fire Chief, Information Technology Director, Intergovernmental Relations Director, Parks, Recreation and Community Services Director, Personnel and Employee Relations Director, Public Works Director/City Engineer, and Transportation Director			
Contact Person/Dept.: Serena Wright		Phone Number: (310) 253-5640	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List			
Department Approval: Serena Wright (6/8/06)		CAO Approval: Martin R. Cole for Jerry B. Fulwood (06/08/06)	
City Controller Approval:			
<u>RECOMMENDATION:</u> That the City Council approve the revisions to the Classification Specifications for Chief Administrative Officer, Assistant Chief Administrative Officer, Assistant to the Chief Administrative Officer, Chief of Police, City Attorney, City Clerk, City Controller, City Treasurer, Claims and Safety Coordinator, Community Development Director, Executive Assistant to the Chief Administrative Officer, Fire Chief, Information Technology Director, Intergovernmental Relations Director, Parks, Recreation and Community Services Director, Personnel and Employee Relations Director, Public Works Director/City Engineer, and Transportation Director. <u>BACKGROUND / DISCUSSION:</u> A General Municipal Election was conducted in Culver City on April 11, 2006 for the purpose of amending the City Charter. Voters elected to change from a Council/Chief Administrative Officer form of government to a City Council/City Manager form of government to be effective July 1, 2006 or when the new charter is filed and accepted by the Secretary of State, whichever is later. On April 24, 2006, City Council adopted Resolution #2006-R021 declaring the results of the election held on April 11, 2006.			

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In accordance with the revised City Charter, there are several classification specifications that need to be updated to reflect the new reporting structure of the positions, including changing the reference from Chief Administrative Officer to City Manager, and revising the appointment status of some. This new unclassified appointment status does not affect the current incumbents of the affected positions, as the City does not have the authority to remove the property rights of those individual employees. However, after the positions have vacated, new appointees into those positions will be at-will.

In addition, language on the job spec has been updated to reflect current responsibilities that were not previously identified. New proposed language is highlighted in gray, while suggested deletions are stricken through.

These revised classification specifications were approved at the June 7, 2006 Civil Service Commission meeting.

FISCAL IMPACT:

None.

ATTACHMENTS

Classification Specifications for Chief Administrative Officer, Assistant Chief Administrative Officer, Assistant to the Chief Administrative Officer, Chief of Police, City Attorney, City Clerk, City Controller, City Treasurer, Claims and Safety Coordinator, Community Development Director, Executive Assistant to the Chief Administrative Officer, Fire Chief, Information Technology Director, Intergovernmental Relations Director, Parks, Recreation and Community Services Director, Personnel and Employee Relations Director, Public Works Director/City Engineer, and Transportation Director.

MOTION

That the City Council:

approve the revisions to Classification Specifications Chief Administrative Officer Assistant Chief Administrative Officer, Assistant to the Chief Administrative Officer, Chief of Police, City Attorney, City Clerk, City Controller, City Treasurer, Claims and Safety Community Development Director, Executive Assistant to the Chief Administrative Officer, Fire Chief, Information Technology Director,

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Intergovernmental Relations Director, Parks, Recreation and Community Services Director, Personnel and Employee Relations Director, Public Works Director/City Engineer, and Transportation Director.