

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 9/24/07		Item Number: <u>A-7</u>	
AGENDA ITEM: Approval of Revised Classification Specifications for Assistant City Manager and Intergovernmental Relations Officer.			
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 (09/19/07)			
Department Approval: Serena Wright (09/13/07)		City Attorney Approval: Carol Schwab (by H. Iker) (09/18/07)	
City Controller Approval: Marlee Chang (09/13/07)		City Manager Approval: Jerry B. Fulwood (09/19/07)	
<u>RECOMMENDATION</u> Staff recommends the City Council approve the revised classification specifications for Assistant City Manager and Intergovernmental Relations Officer. <u>BACKGROUND</u> As part of the 2007/2008 budget adoption the City Council approved a reorganization of the City Manager's Office. This included revising the existing Assistant City Manager classification to include responsibilities for Risk Management and City Clerk operations. In addition, the City Council also approved reclassification of the Intergovernmental Relations Officer to Assistant to the City Manager. The Civil Service Commission reviewed and approved this item at its regular meeting on September 5, 2007. <u>DISCUSSION</u> <i>Assistant City Manager</i> The Assistant City Manager is primarily responsible for the day to day operations of the City in addition to policy development and administration under the general direction of the City Manager. The purpose of expanding this classification is to assign supervision and management responsibility of the Risk Management and City Clerk operations, as well as, establish coordination responsibilities for the operating and administrative departments. The revised class spec that is being proposed combines critical functions of the existing Assistant City Manager, City Clerk, City Controller, and Risk Manager			

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classifications. Specifically, the revised class spec indicates that any position assigned to the Assistant City Manager classification may have direct responsibility for either the City Clerk or Risk Management operations. However, it should be noted that the City Clerk responsibilities will not go into affect until April 2008, in accordance with the City Charter.

In addition, with the increased level of responsibility and authority, it is being recommended that the training and experience requirement be increased from a Bachelor's degree + four (4) years of responsible administrative experience to a Bachelor's degree + five (5) years of professional management experience including three (3) years recent experience managing a department or division within a public agency.

Intergovernmental Relations Officer

The Intergovernmental Relations Officer (IRO) currently focuses on existing and proposed legislation and regulations which may have an impact on City operations and/or programs. In addition, this position is also charged with oversight of the Community Development Block Grant (CDBG) program.

Reclassification of the IRO to Assistant to the City Manager provides the opportunity to expand upon the existing duties to include public relations and community information. As part of these duties, the Assistant to the City Manager will spearhead a citywide coordinated effort in notifying the Culver City community on what is happening in the City.

Also, in the case of an emergency, the Assistant to the City Manager, in coordination with the Police and Fire Departments, will have a lead responsibility in providing official public information when the Emergency Operations Center is activated. This position will have a more visible role within the City and Community and be responsible for a much broader area of responsibility associated with the enhanced scope of the City Manager's Office.

The Civil Service Commission reviewed and approved the revised classification specifications at the September 5, 2007 meeting.

FISCAL ANALYSIS

The fiscal impact associated with these changes is approximately \$28,280 including salary and related benefit; the amount was included in the adopted fiscal year 2007-08 budget.

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City Council Agenda Item Report

ATTACHMENTS

1. Revised classification specification for Assistant City Manager
2. Revised classification specification for Intergovernmental Relations Officer
3. Organizational Chart for City Manager's Office

MOTION

That the City Council:

Approve the revised classification specifications for Assistant City Manager and Intergovernmental Relations Officer.