

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 01/26/09		Item Number: <u>C-11</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Police Records Technician.			
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 (01/21/09), Culver City Employees Association on 01/21/09			
Department Approval:		City Attorney Approval: Carol Schwab (by H. Baker) (01/15/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (01/21/09)		City Manager Approval: Jerry B. Fulwood (01/21/09)	
<u>RECOMMENDATION</u> Staff recommends the City Council approve the revised classification specification for Police Records Technician. <u>BACKGROUND</u> A routine part of the recruitment preparation process is reviewing the current classification specification. This review was conducted jointly by Human Resources' staff with assistance from Police Department Management. As a result, revisions to the Police Records Technician classification specification (Attachment 1) are attached for your approval. The revised classification specification has been reviewed by the Culver City Employees' Association and approved by the Civil Service Commission at the January 7, 2009 meeting. <u>DISCUSSION</u> As part of the routine review minor language changes have been made throughout the classification and align this classification with other similarly situated classification specifications. The proposed language changes clarify duties performed, required skill set, physical requirements, and working conditions. To illustrate, the marginal job duty language revision clarifies that incumbents act as an assistant or observer to jail staff when performing the jail duty assignment. In addition, this proposed language is consistent with the Culver City Employees			

City of Culver City, California
City Council Agenda Item Report

Association (“CCEA”) MOU, since there is specific pay associated with the jail duty assignment.

FISCAL ANALYSIS

There is no fiscal impact associated with the approval of this item.

ATTACHMENTS

1. Revised Classification Specification for Police Records Technician
2. Organizational Chart for the Police Department, Administration & Investigations Bureau

MOTION

That the City Council:

Approve the revised classification specification for Police Records Technician.