

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 11/14/07		Item Number: <u>A-10</u>	
AGENDA ITEM: Approval of the Revised Classification Specification and Salary Plan for Code Enforcement Supervisor.			
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, Culver City Management Group on 11/08/07			
Department Approval: Serena Wright (11/8/07)		City Attorney Approval: Carol A. Schwab (by H. Iker) (11/08/07)	
Fiscal Impact Review: Marlee Chang (by M. Noller) (11/08/07)		City Manager Approval: Jerry B. Fulwood (11/08/07)	
<u>RECOMMENDATION</u> Staff recommends the City Council approve the classification specification and salary plan for Code Enforcement Supervisor. <u>BACKGROUND</u> The City Attorney's Office was reorganized in August 2001, resulting in the reclassification of Code Enforcement Supervisor to Legal Operations Manager. The City Council approved a subsequent reorganization during the 2005-2006 budget process that resulted in the elimination of the code enforcement responsibilities from the Legal Operations Manager. During the 2006-2007 budget process the City Council approved a supervisory position within the City Attorney's Office to focus solely on oversight of the code enforcement operations. In the 2007 – 2008 budget process, the City Council approved transferring the code enforcement responsibilities from the City Attorney's Office to the new Enforcement Services Division within the Community Development Department. In light of the newly created division, Human Resources Department staff met with the Community Development Department to discuss the needs of the Enforcement Services Division. As a result the Code Enforcement Supervisor classification specification (Attachment 2) has been revised to reflect the needs and function of this new division.			

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DISCUSSION

Title Change

The Human Resources Department is recommending that the title be changed from Code Enforcement Supervisor to Code Enforcement Manager in order to:

- Accurately represent the responsibilities and duties required of the classification,
- Align the position organizationally with other classifications with similar levels of responsibility within the City, and
- More effectively recruit and attract the most qualified applicants.

Essential Functions

Revisions to essential functions reflect the oversight this classification has over the Enforcement Services Division operations. This includes managing day-to-day operations, preparing and monitoring the division's budget, supervision of employees and managing their assigned workloads, providing training and evaluating performance.

Minimum Requirements

The minimum knowledge, skills and abilities, training and experience, and license and certification have been revised on the class specification to reflect the necessary skill set that an incumbent must possess in order to successfully perform the essential duties of this job. These revisions include:

- Increasing the level of education to a bachelor's degree;
- Increasing the number of years of experience to four (4) to keep the supervisor/subordinate classification relationship aligned;
- Broadening the scope of code enforcement experience to include all levels of government;
- Adding one (1) year of supervisory experience;
- Adding language that allows applicants to be considered if they possess equivalent experience in-lieu of education;
- Adding knowledge of the principles of organization, administration, budget and personnel management;
- Adding the ability to analyze, interpret and provide recommendations in compliance with appropriate codes and ordinances;
- Possession of Penal Code 832 POST certification within 6 months of hire to be in line with industry standards. This allows the issuance of citations related to municipal code violations under Penal Code 836.5. The training is necessary in order to comply with state law as well as to provide supervision over other classifications that issue citations.

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The Civil Service Commission approved the classification specification for Code Enforcement Supervisor at the November 7, 2007 meeting (Attachment 4).

FISCAL ANALYSIS

The salary for Code Enforcement Supervisor has been previously approved at range 516, \$67,710 - \$82, 649 annually (Attachment 1). Funding has been appropriated in the City's adopted fiscal year 2007-08 budget for this position.

ATTACHMENTS

1. Resolution and Exhibit A
2. Revised Classification Specification for Code Enforcement Supervisor
3. Organizational Chart for the Community Development Department, Enforcement Services Division
4. Meeting Minutes for Civil Service Commission date 11/7/07

MOTION

That the City Council:

Approve the revised classification specification and salary plan for Code Enforcement Supervisor.