

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 7/24/06		Item Number: <u>C-3</u>	
AGENDA ITEM: Adoption of Resolution Approving the New Classification Specification for Transit Operations Analyst.			
Contact Person/Dept.: Serena Wright		Phone Number: 310-253-5642	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐	Attachments: ☒
Public Notification: Master Notification List (07/19/06) and Culver City Management Group (07/19/06)			
Department Approval: Serena Wright (07/19/06)		City Manager Approval: Jerry B. Fulwood (07/19/06)	
City Controller Approval: Marlee Chang (07/19/06)			

RECOMMENDATION:

Staff recommends the City Council adopt a resolution approving the new Classification Specification for Transit Operations Analyst.

BACKGROUND/DISCUSSION:

The Management Analyst position within the Transportation Department is currently vacant. This has given the Transportation Department the opportunity to re-assess the position, in light of both the new automated vehicle locator ("AVL") system being implemented and the organization needs of the department.

The generic Management Analyst classification specification does not address the specific technical needs of the department. While the basic minimum requirements remain the same, there is also a need for specialized knowledge of the transit field. In addition, the revisions made will not only identify the needs and requirements of the department but also clearly outline the expected job duties of the incumbent.

This position will be second in command to the Transit Operations Manager and will provide assistance in the oversight of the day to day operations of the division. The primary areas of responsibility include:

- 1) Transit Operations and Planning;
- 2) Analysis of the routes for efficiency and restructuring as needed;
- 3) Monitoring, generation, and preparation of AVL reports, and
- 4) Assist the Transit Operations Manager with selection, training and evaluation of subordinate staff.

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The salary range for the Transit Operations Analyst will remain in line with the Management Analyst classification and has been authorized by the City Council within the Transportation Department budget.

On July 12, 2006, the Civil Service Commission approved the new classification specification for Transit Operations Analyst.

FISCAL ANALYSIS:

The salary range for the Transit Operations Analyst has been approved at salary range 477 with a top step monthly salary of \$5,671 (\$68,049 annually).

ATTACHMENTS:

1. Resolution and Exhibit A
2. New Classification Specification for Transit Operations Analyst
3. Transportation Department Organizational Chart

MOTION:

That the City Council:

Adopt a resolution approving the new Classification Specification for Transit Operations Analyst, and rescind Resolution 2006-xxx.