

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 12/11/06	Item Number: <u>A-5</u>
AGENDA ITEM: Approval of the Classification Specification for Equipment Maintenance Supervisor.	
Contact Person/Dept.: Mary Ortiz	Phone Number: 310-253-5650
Fiscal Impact: Yes ☐ No ☒	General Fund: Yes ☐ No ☐
Public Hearing: ☐	Action Item: ☒ Attachments: ☒
Public Notification: Master Notification List and Culver City Employees Association on December 1, 2006.	
Department Approval: Serena Wright (12/01/2006)	City Manager Approval: Jerry B. Fulwood (12/07/2006)
City Controller Approval: Marlee Chang (12/07/2006)	

RECOMMENDATION

Staff recommends the City Council approve the revised classification specification for Equipment Maintenance Supervisor.

BACKGROUND

The Transportation Department's Equipment and Fleet Maintenance Division management requested that a recruitment be conducted to fill a pending vacancy in the Equipment Maintenance Supervisor classification. The request provided the Personnel Department staff with the opportunity to review the existing classification specification to determine if it still depicted the needs of the position accurately, e.g. essential duties, training and experience, etc.

The Personnel Department staff and the Transportation Department management concurred that the classification specification required some revision. At the December 6, 2006 meeting, the Civil Service Commission approved the revised classification specification for Equipment Maintenance Supervisor.

DISCUSSION

The Equipment Maintenance Supervisor classification specification has been updated to reflect current titles, changes in technology, and terminology in relation to performing the essential duties. In addition, the minimum requirements have been revised to include the different types of vehicles with alternative fuels the incumbents in the classification will be expected to maintain and repair.

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FISCAL ANALYSIS

There is no salary adjustment for this proposed item.

ATTACHMENT(S)

1. Revised Classification Specification for Equipment Maintenance Supervisor

MOTION

That the City Council:

Approve the revised classification specification for Equipment Maintenance Supervisor.