

MEETING DATE: 3/23/09

AGENDA ITEM: 1) Approval of the Revised Classification Specification for Redevelopment Administrator; and 2) Adoption of a Resolution Revising the Salary Schedule and Rescinding Resolution No 2009-R013.

ATTACHMENTS

	<u>Pages</u>
1. Resolution including Exhibit A	1-12
2. Excerpt from the unofficial minutes of the Civil Service Commission Meeting, 03/04/09	13-15
3. Revised Classification Specification for Redevelopment Administrator	16-18
4. Culver City Community Development Organization Chart	19
5. Labor Market Survey and Classification Specifications	20-37
6. Organization Chart, City of Burbank, Community Development Department	38

RESOLUTION NO. 2009-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA, ADOPTING A REVISED CLASSIFICATION AND SALARY PLAN TO INCLUDE THE POSITION OF DEPUTY COMMUNITY DEVELOPMENT DIRECTOR/REDEVELOPMENT ADMINISTRATOR AND RESCINDING RESOLUTION NO. 2009-R013.

NOW, THEREFORE, the City Council of the City of Culver City, California,
DOES RESOLVE as follows:

1. The Classification and Salary Plan attached hereto as Exhibit "A" and incorporated herein by reference, which includes the revised classification of Redevelopment Administrator to Deputy Community Development Director/ Redevelopment Administrator and amends the salary range from 617 to 622 is hereby adopted.
2. Resolution 2009-R013 is hereby rescinded.
3. The Chief Financial Officer is hereby directed to adjust and pay salaries of the City employees in accordance with the Classification and Salary Plan adopted and approved by this Resolution.

...

...

...

...

...

...

...

...

1 4. This Resolution is effective upon its adoption.

2 APPROVED and ADOPTED this _____ day of _____ 2009.

3
4
5 _____
6 D. SCOTT MALSIN, Mayor
7 City of Culver City, California

8
9 ATTEST:

10 APPROVED AS TO FORM:

11
12
13 _____
14 MARTIN R. COLE
15 City Clerk

16 A09-00092

17 _____
18 for CAROL A. SCHWAB
19 City Attorney



CLASSIFICATION AND SALARY PLAN

Effective 1/1/09

ClassTitle	BU	Grade	Step	ClassCode	HourlyAmt	MonthlyAmt	AnnualAmt
Accounting Division Manager	MGMT	560	A	PRA003	40.535	7,026.07	84,312.80
		560	B	PRA003	42.607	7,385.21	88,622.56
		560	C	PRA003	44.784	7,762.56	93,150.72
		560	D	PRA003	47.073	8,159.32	97,911.84
		560	E	PRA003	49.478	8,576.19	102,914.24
Asst City Attorney	MGMT	620	A	OAS002	54.663	9,474.92	113,699.04
		620	B	OAS002	57.457	9,959.21	119,510.56
		620	C	OAS002	60.393	10,468.12	125,617.44
		620	D	OAS002	63.479	11,003.03	132,036.32
		620	E	OAS002	66.722	11,565.15	138,781.76
Asst City Manager	MGMT	679	A	OAE015	73.350	12,714.00	152,568.00
		679	B	OAE015	77.098	13,363.65	160,363.84
		679	C	OAE015	81.038	14,046.59	168,559.04
		679	D	OAE015	85.179	14,764.36	177,172.32
		679	E	OAE015	89.531	15,518.71	186,224.48
Asst City Prosecutor	MGMT	584	A	PRL001	45.685	7,918.73	95,024.80
		584	B	PRL001	48.019	8,323.29	99,879.52
		584	C	PRL001	50.473	8,748.65	104,983.84
		584	D	PRL001	53.052	9,195.68	110,348.16
		584	E	PRL001	55.763	9,665.59	115,987.04
Asst Equip Maint Manager	MGMT	534	A	OAS008	35.608	6,172.05	74,064.64
		534	B	OAS008	37.428	6,487.52	77,850.24
		534	C	OAS008	39.340	6,818.93	81,827.20
		534	D	OAS008	41.351	7,167.51	86,010.08
		534	E	OAS008	43.464	7,533.76	90,405.12
Asst to the City Manager	MGMT	586	A	OAD025	46.143	7,998.12	95,977.44
		586	B	OAD025	48.501	8,406.84	100,882.08
		586	C	OAD025	50.979	8,836.36	106,036.32
		586	D	OAD025	53.583	9,287.72	111,452.64
		586	E	OAD025	56.322	9,762.48	117,149.76
Budget Division Manager	MGMT	560	A	PRO012	40.535	7,026.07	84,312.80
		560	B	PRO012	42.607	7,385.21	88,622.56
		560	C	PRO012	44.784	7,762.56	93,150.72
		560	D	PRO012	47.073	8,159.32	97,911.84
		560	E	PRO012	49.478	8,576.19	102,914.24
Budget Management Analyst	MGMT	525	A	PRO011	34.046	5,901.31	70,815.68
		525	B	PRO011	35.786	6,202.91	74,434.88
		525	C	PRO011	37.615	6,519.93	78,239.20
		525	D	PRO011	39.537	6,853.08	82,236.96
		525	E	PRO011	41.557	7,203.21	86,438.56

EXHIBIT "A"

Building Maintenance Supv	MGMT	512	A	SKS001	31.910	5,531.07	66,372.80
		512	B	SKS001	33.541	5,813.77	69,765.28
		512	C	SKS001	35.255	6,110.87	73,330.40
		512	D	SKS001	37.056	6,423.04	77,076.48
		512	E	SKS001	38.950	6,751.33	81,016.00
Building Official	MGMT	618	A	OAD006	54.121	9,380.97	112,571.68
		618	B	OAD006	56.886	9,860.24	118,322.88
		618	C	OAD006	59.794	10,364.29	124,371.52
		618	D	OAD006	62.849	10,893.83	130,725.92
		618	E	OAD006	66.060	11,450.40	137,404.80
Chief Financial Officer	MGMT	671	A	OAE018	70.482	12,216.88	146,602.56
		671	B	OAE018	74.083	12,841.05	154,092.64
		671	C	OAE018	77.869	13,497.29	161,967.52
		671	D	OAE018	81.848	14,186.99	170,243.84
		671	E	OAE018	86.030	14,911.87	178,942.40
Chief Information Officer	MGMT	655	A	OAE001	65.079	11,280.36	135,364.32
		655	B	OAE001	68.404	11,856.69	142,280.32
		655	C	OAE001	71.899	12,462.49	149,549.92
		655	D	OAE001	75.573	13,099.32	157,191.84
		655	E	OAE001	79.435	13,768.73	165,224.80
City Accountant	MGMT	581	A	OAD015	45.008	7,801.39	93,616.64
		581	B	OAD015	47.308	8,200.05	98,400.64
		581	C	OAD015	49.725	8,619.00	103,428.00
		581	D	OAD015	52.266	9,059.44	108,713.28
		581	E	OAD015	54.937	9,522.41	114,268.96
City Attorney	MGMT	703	A	OAE005	82.666	14,328.77	171,945.28
		703	B	OAE005	86.891	15,061.11	180,733.28
		703	C	OAE005	91.331	15,830.71	189,968.48
		703	D	OAE005	95.998	16,639.65	199,675.84
		703	E	OAE005	100.903	17,489.85	209,878.24
City Controller	MGMT	635	A	OAE016	58.905	10,210.20	122,522.40
		635	B	OAE016	61.915	10,731.93	128,783.20
		635	C	OAE016	65.079	11,280.36	135,364.32
		635	D	OAE016	68.404	11,856.69	142,280.32
		635	E	OAE016	71.899	12,462.49	149,549.92
City Manager	MGMT	724	A	OAE006	91.793	15,910.79	190,929.44
		724	B	OAE006	96.483	16,723.72	200,684.64
		724	C	OAE006	101.414	17,578.43	210,941.12
		724	D	OAE006	106.597	18,476.81	221,721.76
		724	E	OAE006	112.043	19,420.79	233,049.44
Claims & Safety Coord	MGMT	528	A	OAS013	34.560	5,990.40	71,884.80
		528	B	OAS013	36.326	6,296.51	75,558.08
		528	C	OAS013	38.182	6,618.21	79,418.56
		528	D	OAS013	40.133	6,956.39	83,476.64
		528	E	OAS013	42.184	7,311.89	87,742.72

EXHIBIT "A"

Communications Supervisor	MGMT	528	A	TCS011	34.560	5,990.40	71,884.80
		528	B	TCS011	36.326	6,296.51	75,558.08
		528	C	TCS011	38.182	6,618.21	79,418.56
		528	D	TCS011	40.133	6,956.39	83,476.64
		528	E	TCS011	42.184	7,311.89	87,742.72
Community Development Director	MGMT	636	A	OAE007	59.200	10,261.33	123,136.00
		636	B	OAE007	62.225	10,785.67	129,428.00
		636	C	OAE007	65.403	11,336.52	136,038.24
		636	D	OAE007	68.747	11,916.15	142,993.76
		636	E	OAE007	72.260	12,525.07	150,300.80
Cultural Affairs Coordinator	MGMT	534	A	OAS015	35.608	6,172.05	74,064.64
		534	B	OAS015	37.428	6,487.52	77,850.24
		534	C	OAS015	39.340	6,818.93	81,827.20
		534	D	OAS015	41.351	7,167.51	86,010.08
		534	E	OAS015	43.464	7,533.76	90,405.12
Cultural Affairs Manager	MGMT	573	A	OAD016	43.247	7,496.15	89,953.76
		573	B	OAD016	45.457	7,879.21	94,550.56
		573	C	OAD016	47.780	8,281.87	99,382.40
		573	D	OAD016	50.222	8,705.15	104,461.76
		573	E	OAD016	52.787	9,149.75	109,796.96
Deputy City Attorney I	MGMT	591	A	PRL002	47.308	8,200.05	98,400.64
		591	B	PRL002	49.725	8,619.00	103,428.00
		591	C	PRL002	52.266	9,059.44	108,713.28
		591	D	PRL002	54.937	9,522.41	114,268.96
		591	E	PRL002	57.744	10,008.96	120,107.52
Deputy City Attorney II	MGMT	606	A	PRL003	50.979	8,836.36	106,036.32
		606	B	PRL003	53.583	9,287.72	111,452.64
		606	C	PRL003	56.322	9,762.48	117,149.76
		606	D	PRL003	59.200	10,261.33	123,136.00
		606	E	PRL003	62.225	10,785.67	129,428.00
Deputy City Clerk	MGMT	499	A	OAS007	29.909	5,184.23	62,210.72
		499	B	OAS007	31.437	5,449.08	65,388.96
		499	C	OAS007	33.044	5,727.63	68,731.52
		499	D	OAS007	34.732	6,020.21	72,242.56
		499	E	OAS007	36.507	6,327.88	75,934.56
Deputy City Treasurer	MGMT	618	A	OAD012	54.121	9,380.97	112,571.68
		618	B	OAD012	56.886	9,860.24	118,322.88
		618	C	OAD012	59.794	10,364.29	124,371.52
		618	D	OAD012	62.849	10,893.83	130,725.92
		618	E	OAD012	66.060	11,450.40	137,404.80
Deputy Cmty Dev Dir/Plan Mgr	MGMT	612	A	OAD008	52.525	9,104.33	109,252.00
		612	B	OAD008	55.209	9,569.56	114,834.72
		612	C	OAD008	58.031	10,058.71	120,704.48
		612	D	OAD008	60.996	10,572.64	126,871.68
		612	E	OAD008	64.112	11,112.75	133,352.96

EXHIBIT "A"

Deputy Human Resources Dir	MGMT	579	A	PRO006	44.561	7,723.91	92,686.88
		579	B	PRO006	46.838	8,118.59	97,423.04
		579	C	PRO006	49.232	8,533.55	102,402.56
		579	D	PRO006	51.748	8,969.65	107,635.84
		579	E	PRO006	54.391	9,427.77	113,133.28
Deputy Transportation Director	MGMT	606	A	OAD022	50.979	8,836.36	106,036.32
		606	B	OAD022	53.583	9,287.72	111,452.64
		606	C	OAD022	56.322	9,762.48	117,149.76
		606	D	OAD022	59.200	10,261.33	123,136.00
		606	E	OAD022	62.225	10,785.67	129,428.00
Economic Development Manager	MGMT	568	A	PRP007	42.184	7,311.89	87,742.72
		568	B	PRP007	44.340	7,685.60	92,227.20
		568	C	PRP007	46.605	8,078.20	96,938.40
		568	D	PRP007	48.987	8,491.08	101,892.96
		568	E	PRP007	51.490	8,924.93	107,099.20
Electrical Maint Supervisor	MGMT	517	A	SKS002	32.716	5,670.77	68,049.28
		517	B	SKS002	34.388	5,960.59	71,527.04
		517	C	SKS002	36.145	6,265.13	75,181.60
		517	D	SKS002	37.992	6,585.28	79,023.36
		517	E	SKS002	39.933	6,921.72	83,060.64
Emergency Prepare Coordinator	MGMT	532	A	OAS017	35.255	6,110.87	73,330.40
		532	B	OAS017	37.056	6,423.04	77,076.48
		532	C	OAS017	38.950	6,751.33	81,016.00
		532	D	OAS017	40.940	7,096.27	85,155.20
		532	E	OAS017	43.032	7,458.88	89,506.56
Enforcement Services Manager	MGMT	524	A	OAD029	33.877	5,872.01	70,464.16
		524	B	OAD029	35.608	6,172.05	74,064.64
		524	C	OAD029	37.428	6,487.52	77,850.24
		524	D	OAD029	39.340	6,818.93	81,827.20
		524	E	OAD029	41.351	7,167.51	86,010.08
Engineering Services Manager	MGMT	605	A	OAD019	50.725	8,792.33	105,508.00
		605	B	OAD019	53.317	9,241.61	110,899.36
		605	C	OAD019	56.041	9,713.77	116,565.28
		605	D	OAD019	58.905	10,210.20	122,522.40
		605	E	OAD019	61.915	10,731.93	128,783.20
Environmental Coordinator	MGMT	532	A	PRO010	35.255	6,110.87	73,330.40
		532	B	PRO010	37.056	6,423.04	77,076.48
		532	C	PRO010	38.950	6,751.33	81,016.00
		532	D	PRO010	40.940	7,096.27	85,155.20
		532	E	PRO010	43.032	7,458.88	89,506.56
Environmental Prog & Ops Mgr	MGMT	605	A	OAD030	50.725	8,792.33	105,508.00
		605	B	OAD030	53.317	9,241.61	110,899.36
		605	C	OAD030	56.041	9,713.77	116,565.28
		605	D	OAD030	58.905	10,210.20	122,522.40
		605	E	OAD030	61.915	10,731.93	128,783.20

⑥

EXHIBIT "A"

Equipment Maint Manager	MGMT	584	A	OAD010	45.685	7,918.73	95,024.80
		584	B	OAD010	48.019	8,323.29	99,879.52
		584	C	OAD010	50.473	8,748.65	104,983.84
		584	D	OAD010	53.052	9,195.68	110,348.16
		584	E	OAD010	55.763	9,665.59	115,987.04
Executive Asst to the City Mgr	MGMT	495	A	OAS009	29.318	5,081.79	60,981.44
		495	B	OAS009	30.816	5,341.44	64,097.28
		495	C	OAS009	32.391	5,614.44	67,373.28
		495	D	OAS009	34.046	5,901.31	70,815.68
		495	E	OAS009	35.786	6,202.91	74,434.88
Facilities Maint Supervisor	MGMT	527	A	SKS008	34.388	5,960.59	71,527.04
		527	B	SKS008	36.145	6,265.13	75,181.60
		527	C	SKS008	37.992	6,585.28	79,023.36
		527	D	SKS008	39.933	6,921.72	83,060.64
		527	E	SKS008	41.974	7,275.49	87,305.92
Housing Programs Administrator	MGMT	582	A	OAD013	45.231	7,840.04	94,080.48
		582	B	OAD013	47.543	8,240.79	98,889.44
		582	C	OAD013	49.972	8,661.81	103,941.76
		582	D	OAD013	52.525	9,104.33	109,252.00
		582	E	OAD013	55.209	9,569.56	114,834.72
Housing Programs Supervisor	MGMT	524	A	PRO003	33.877	5,872.01	70,464.16
		524	B	PRO003	35.608	6,172.05	74,064.64
		524	C	PRO003	37.428	6,487.52	77,850.24
		524	D	PRO003	39.340	6,818.93	81,827.20
		524	E	PRO003	41.351	7,167.51	86,010.08
Housing Project Manager	MGMT	568	A	PRP015	42.184	7,311.89	87,742.72
		568	B	PRP015	44.340	7,685.60	92,227.20
		568	C	PRP015	46.605	8,078.20	96,938.40
		568	D	PRP015	48.987	8,491.08	101,892.96
		568	E	PRP015	51.490	8,924.93	107,099.20
Human Resources Analyst	MGMT	509	A	PRO005	31.437	5,449.08	65,388.96
		509	B	PRO005	33.044	5,727.63	68,731.52
		509	C	PRO005	34.732	6,020.21	72,242.56
		509	D	PRO005	36.507	6,327.88	75,934.56
		509	E	PRO005	38.373	6,651.32	79,815.84
Human Resources Director	MGMT	635	A	OAE011	58.905	10,210.20	122,522.40
		635	B	OAE011	61.915	10,731.93	128,783.20
		635	C	OAE011	65.079	11,280.36	135,364.32
		635	D	OAE011	68.404	11,856.69	142,280.32
		635	E	OAE011	71.899	12,462.49	149,549.92
Human Resources Svc Analyst	MGMT	492	A	PRO013	28.883	5,006.39	60,076.64
		492	B	PRO013	30.359	5,262.23	63,146.72
		492	C	PRO013	31.910	5,531.07	66,372.80
		492	D	PRO013	33.541	5,813.77	69,765.28
		492	E	PRO013	35.255	6,110.87	73,330.40

EXHIBIT "A"

Intergovern Relations Officer	MGMT	556	A	OAS003	39.735	6,887.40	82,648.80
		556	B	OAS003	41.765	7,239.27	86,871.20
		556	C	OAS003	43.899	7,609.16	91,309.92
		556	D	OAS003	46.143	7,998.12	95,977.44
		556	E	OAS003	48.501	8,406.84	100,882.08
Legal Operations Manager	MGMT	544	A	OAD002	37.428	6,487.52	77,850.24
		544	B	OAD002	39.340	6,818.93	81,827.20
		544	C	OAD002	41.351	7,167.51	86,010.08
		544	D	OAD002	43.464	7,533.76	90,405.12
		544	E	OAD002	45.685	7,918.73	95,024.80
Maintenance Manager	MGMT	586	A	OAD014	46.143	7,998.12	95,977.44
		586	B	OAD014	48.501	8,406.84	100,882.08
		586	C	OAD014	50.979	8,836.36	106,036.32
		586	D	OAD014	53.583	9,287.72	111,452.64
		586	E	OAD014	56.322	9,762.48	117,149.76
Maintenance Operations Manager	MGMT	586	A	OAD026	46.143	7,998.12	95,977.44
		586	B	OAD026	48.501	8,406.84	100,882.08
		586	C	OAD026	50.979	8,836.36	106,036.32
		586	D	OAD026	53.583	9,287.72	111,452.64
		586	E	OAD026	56.322	9,762.48	117,149.76
Management Analyst	MGMT	509	A	PRO001	31.437	5,449.08	65,388.96
		509	B	PRO001	33.044	5,727.63	68,731.52
		509	C	PRO001	34.732	6,020.21	72,242.56
		509	D	PRO001	36.507	6,327.88	75,934.56
		509	E	PRO001	38.373	6,651.32	79,815.84
Park Maintenance Supervisor	MGMT	504	A	SMS001	30.663	5,314.92	63,779.04
		504	B	SMS001	32.230	5,586.53	67,038.40
		504	C	SMS001	33.877	5,872.01	70,464.16
		504	D	SMS001	35.608	6,172.05	74,064.64
		504	E	SMS001	37.428	6,487.52	77,850.24
Parks Manager	MGMT	554	A	OAD020	39.340	6,818.93	81,827.20
		554	B	OAD020	41.351	7,167.51	86,010.08
		554	C	OAD020	43.464	7,533.76	90,405.12
		554	D	OAD020	45.685	7,918.73	95,024.80
		554	E	OAD020	48.019	8,323.29	99,879.52
Parks, Rec & Cmty Svc Director	MGMT	634	A	OAE009	58.612	10,159.41	121,912.96
		634	B	OAE009	61.607	10,678.55	128,142.56
		634	C	OAE009	64.755	11,224.20	134,690.40
		634	D	OAE009	68.064	11,797.76	141,573.12
		634	E	OAE009	71.542	12,400.61	148,807.36
Public Information Officer	MGMT	532	A	OAS001	35.255	6,110.87	73,330.40
		532	B	OAS001	37.056	6,423.04	77,076.48
		532	C	OAS001	38.950	6,751.33	81,016.00
		532	D	OAS001	40.940	7,096.27	85,155.20
		532	E	OAS001	43.032	7,458.88	89,506.56

EXHIBIT "A"

Public Works Dir/City Engineer	MGMT	647	A	OAE003	62.536	10,839.57	130,074.88
		647	B	OAE003	65.732	11,393.55	136,722.56
		647	C	OAE003	69.090	11,975.60	143,707.20
		647	D	OAE003	72.621	12,587.64	151,051.68
		647	E	OAE003	76.331	13,230.71	158,768.48
Purchasing Officer	MGMT	544	A	OAD017	37.428	6,487.52	77,850.24
		544	B	OAD017	39.340	6,818.93	81,827.20
		544	C	OAD017	41.351	7,167.51	86,010.08
		544	D	OAD017	43.464	7,533.76	90,405.12
		544	E	OAD017	45.685	7,918.73	95,024.80
Real Property Coordinator	MGMT	540	A	OAS005	36.690	6,359.60	76,315.20
		540	B	OAS005	38.565	6,684.60	80,215.20
		540	C	OAS005	40.535	7,026.07	84,312.80
		540	D	OAS005	42.607	7,385.21	88,622.56
		540	E	OAS005	44.784	7,762.56	93,150.72
Recreation Manager	MGMT	583	A	OAD021	45.457	7,879.21	94,550.56
		583	B	OAD021	47.780	8,281.87	99,382.40
		583	C	OAD021	50.222	8,705.15	104,461.76
		583	D	OAD021	52.787	9,149.75	109,796.96
		583	E	OAD021	55.485	9,617.40	115,408.80
Recreation Supervisor	MGMT	505	A	OAS012	30.816	5,341.44	64,097.28
		505	B	OAS012	32.391	5,614.44	67,373.28
		505	C	OAS012	34.046	5,901.31	70,815.68
		505	D	OAS012	35.786	6,202.91	74,434.88
		505	E	OAS012	37.615	6,519.93	78,239.20
Redevelopment Administrator	MGMT	617	A	OAD003	53.852	9,334.35	112,012.16
		617	B	OAD003	56.603	9,811.19	117,734.24
		617	C	OAD003	59.496	10,312.64	123,751.68
		617	D	OAD003	62.536	10,839.57	130,074.88
		617	E	OAD003	65.732	11,393.55	136,722.56
Deputy Cmty Dev Dir/Red Admin	MGMT	622	A	OAD031	55.209	9,569.56	114,834.72
		622	B	OAD031	58.031	10,058.71	120,704.48
		622	C	OAD031	60.996	10,572.64	126,871.68
		622	D	OAD031	64.112	11,112.75	133,352.96
		622	E	OAD031	67.388	11,680.59	140,167.04
Redevelopment Project Manager	MGMT	568	A	PRP003	42.184	7,311.89	87,742.72
		568	B	PRP003	44.340	7,685.60	92,227.20
		568	C	PRP003	46.605	8,078.20	96,938.40
		568	D	PRP003	48.987	8,491.08	101,892.96
		568	E	PRP003	51.490	8,924.93	107,099.20
Risk Manager	MGMT	581	A	OAD001	45.008	7,801.39	93,616.64
		581	B	OAD001	47.308	8,200.05	98,400.64
		581	C	OAD001	49.725	8,619.00	103,428.00
		581	D	OAD001	52.266	9,059.44	108,713.28
		581	E	OAD001	54.937	9,522.41	114,268.96

EXHIBIT "A"

Solid Waste & Recycle Ops Supv	MGMT	527	A	OAD028	34.388	5,960.59	71,527.04
		527	B	OAD028	36.145	6,265.13	75,181.60
		527	C	OAD028	37.992	6,585.28	79,023.36
		527	D	OAD028	39.933	6,921.72	83,060.64
		527	E	OAD028	41.974	7,275.49	87,305.92
Special Events Coordinator	MGMT	524	A	OAS016	33.877	5,872.01	70,464.16
		524	B	OAS016	35.608	6,172.05	74,064.64
		524	C	OAS016	37.428	6,487.52	77,850.24
		524	D	OAS016	39.340	6,818.93	81,827.20
		524	E	OAS016	41.351	7,167.51	86,010.08
Sr & Social Services Manager	MGMT	583	A	OAD009	45.457	7,879.21	94,550.56
		583	B	OAD009	47.780	8,281.87	99,382.40
		583	C	OAD009	50.222	8,705.15	104,461.76
		583	D	OAD009	52.787	9,149.75	109,796.96
		583	E	OAD009	55.485	9,617.40	115,408.80
Sr & Social Services Supv	MGMT	523	A	OAS006	33.708	5,842.72	70,112.64
		523	B	OAS006	35.431	6,141.37	73,696.48
		523	C	OAS006	37.242	6,455.28	77,463.36
		523	D	OAS006	39.145	6,785.13	81,421.60
		523	E	OAS006	41.145	7,131.80	85,581.60
Sr Accountant	MGMT	515	A	PRA004	32.391	5,614.44	67,373.28
		515	B	PRA004	34.046	5,901.31	70,815.68
		515	C	PRA004	35.786	6,202.91	74,434.88
		515	D	PRA004	37.615	6,519.93	78,239.20
		515	E	PRA004	39.537	6,853.08	82,236.96
Sr Building & Safety Inspector	MGMT	510	A	OAI002	31.595	5,476.47	65,717.60
		510	B	OAI002	33.209	5,756.23	69,074.72
		510	C	OAI002	34.906	6,050.37	72,604.48
		510	D	OAI002	36.690	6,359.60	76,315.20
		510	E	OAI002	38.565	6,684.60	80,215.20
Sr Civil Engineer	MGMT	582	A	PRE001	45.231	7,840.04	94,080.48
		582	B	PRE001	47.543	8,240.79	98,889.44
		582	C	PRE001	49.972	8,661.81	103,941.76
		582	D	PRE001	52.525	9,104.33	109,252.00
		582	E	PRE001	55.209	9,569.56	114,834.72
Sr Mgmt Analyst	MGMT	544	A	PRO004	37.428	6,487.52	77,850.24
		544	B	PRO004	39.340	6,818.93	81,827.20
		544	C	PRO004	41.351	7,167.51	86,010.08
		544	D	PRO004	43.464	7,533.76	90,405.12
		544	E	PRO004	45.685	7,918.73	95,024.80
Sr Mgmt Analyst (Y-Rate)	MGMT	582	E	PRO008	55.209	9,569.56	114,834.72
Sr Mgmt Analyst/Budget Analyst	MGMT	544	A	PRO007	37.428	6,487.52	77,850.24
		544	B	PRO007	39.340	6,818.93	81,827.20

10

EXHIBIT "A"

		544	C	PRO007	41.351	7,167.51	86,010.08
		544	D	PRO007	43.464	7,533.76	90,405.12
		544	E	PRO007	45.685	7,918.73	95,024.80
Sr Planner	MGMT	560	A	PRP004	40.535	7,026.07	84,312.80
		560	B	PRP004	42.607	7,385.21	88,622.56
		560	C	PRP004	44.784	7,762.56	93,150.72
		560	D	PRP004	47.073	8,159.32	97,911.84
		560	E	PRP004	49.478	8,576.19	102,914.24
Sr Structural Rehab Spec	MGMT	510	A	OAI010	31.595	5,476.47	65,717.60
		510	B	OAI010	33.209	5,756.23	69,074.72
		510	C	OAI010	34.906	6,050.37	72,604.48
		510	D	OAI010	36.690	6,359.60	76,315.20
		510	E	OAI010	38.565	6,684.60	80,215.20
Sr Technical Services Manager	MGMT	593	A	TCS004	47.780	8,281.87	99,382.40
		593	B	TCS004	50.222	8,705.15	104,461.76
		593	C	TCS004	52.787	9,149.75	109,796.96
		593	D	TCS004	55.485	9,617.40	115,408.80
		593	E	TCS004	58.320	10,108.80	121,305.60
Street Maintenance Supervisor	MGMT	527	A	SMS014	34.388	5,960.59	71,527.04
		527	B	SMS014	36.145	6,265.13	75,181.60
		527	C	SMS014	37.992	6,585.28	79,023.36
		527	D	SMS014	39.933	6,921.72	83,060.64
		527	E	SMS014	41.974	7,275.49	87,305.92
Systems Development Manager	MGMT	578	A	TCS009	44.340	7,685.60	92,227.20
		578	B	TCS009	46.605	8,078.20	96,938.40
		578	C	TCS009	48.987	8,491.08	101,892.96
		578	D	TCS009	51.490	8,924.93	107,099.20
		578	E	TCS009	54.121	9,380.97	112,571.68
Technical Services Manager	MGMT	578	A	TCS003	44.340	7,685.60	92,227.20
		578	B	TCS003	46.605	8,078.20	96,938.40
		578	C	TCS003	48.987	8,491.08	101,892.96
		578	D	TCS003	51.490	8,924.93	107,099.20
		578	E	TCS003	54.121	9,380.97	112,571.68
Traffic Engineer	MGMT	553	A	TCS010	39.145	6,785.13	81,421.60
		553	B	TCS010	41.145	7,131.80	85,581.60
		553	C	TCS010	43.247	7,496.15	89,953.76
		553	D	TCS010	45.457	7,879.21	94,550.56
		553	E	TCS010	47.780	8,281.87	99,382.40
Traffic Engineering Manager	MGMT	553	A	TCS007	39.145	6,785.13	81,421.60
		553	B	TCS007	41.145	7,131.80	85,581.60
		553	C	TCS007	43.247	7,496.15	89,953.76
		553	D	TCS007	45.457	7,879.21	94,550.56
		553	E	TCS007	47.780	8,281.87	99,382.40
Transit Operations Analyst	MGMT	509	A	PRO014	31.437	5,449.08	65,388.96
		509	B	PRO014	33.044	5,727.63	68,731.52
		509	C	PRO014	34.732	6,020.21	72,242.56

EXHIBIT "A"

		509	D	PRO014	36.507	6,327.88	75,934.56
		509	E	PRO014	38.373	6,651.32	79,815.84
Transit Operations Manager	MGMT	584	A	OAS014	45.685	7,918.73	95,024.80
		584	B	OAS014	48.019	8,323.29	99,879.52
		584	C	OAS014	50.473	8,748.65	104,983.84
		584	D	OAS014	53.052	9,195.68	110,348.16
		584	E	OAS014	55.763	9,665.59	115,987.04
Transportation Director	MGMT	665	A	OAE012	68.404	11,856.69	142,280.32
		665	B	OAE012	71.899	12,462.49	149,549.92
		665	C	OAE012	75.573	13,099.32	157,191.84
		665	D	OAE012	79.435	13,768.73	165,224.80
		665	E	OAE012	83.494	14,472.29	173,667.52
Treasury Division Manager	MGMT	560	A	OAD007	40.535	7,026.07	84,312.80
		560	B	OAD007	42.607	7,385.21	88,622.56
		560	C	OAD007	44.784	7,762.56	93,150.72
		560	D	OAD007	47.073	8,159.32	97,911.84
		560	E	OAD007	49.478	8,576.19	102,914.24
Veterans Complex Supervisor	MGMT	487	A	OAS011	28.173	4,883.32	58,599.84
		487	B	OAS011	29.612	5,132.75	61,592.96
		487	C	OAS011	31.125	5,395.00	64,740.00
		487	D	OAS011	32.716	5,670.77	68,049.28
		487	E	OAS011	34.388	5,960.59	71,527.04

Excerpt from Unofficial Minutes of the Civil Service Commission Meeting, 03/04/09

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

March 4, 2009
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:03 P.M.

Present: Chair Michael Whitaker
Vice Chair Sharon Zeitlin
Commissioner Sandy Stivers
Commissioner Richard Ochoa
Commissioner Dan Gallagher

oOo

Item A-3

Revised Classification Specification: Redevelopment Administrator

Staff provided a summary of the material of record.

Vice Chair Zeitlin expressed frustration with delays in discussing deputy classifications; discussed the Council directive of developing a consistent organizational structure throughout the City; and requested postponement of the issue as it is currently being discussed with the City Manager and outside legal counsel.

Serena Wright, Human Resources Director, clarified that the classification did not fall within the concerns cited as the classification status is not changing, nor was it proposed to be changed, and the item would not have any impact on other deputy classifications. She added that the designated deputies would provide additional support to handle the complexities of the Community Development Department.

Chair Whitaker questioned the need to call the position a Deputy/Redevelopment Administrator; expressed concern over the division of duties; and questioned whether a deputy was higher

in the pecking order than peer positions, which seems illogical as reflected on the linear organizational chart.

Serena Wright, Human Resources Director, clarified that deputy classifications were higher than other managers and she added that the deputy title denoted the level of responsibility including acting for the director in their absence.

Sol Blumenfeld, Community Development Director, clarified that the organizational chart did not lay out all the positions in the department; he discussed the recent reorganization of the Redevelopment Division; outlined Redevelopment Administrator duties; and compared the duties to those of similar positions noting that the position acted on behalf of the Assistant Executive Director of the Redevelopment Agency in his absence.

Chair Whitaker expressed concern that the deputy position was more of a personal issue based upon the current relationship between the City Manager and the Redevelopment Administrator which might not be applicable to the new City Manager.

Jerry Fulwood, City Manager, explained the uniqueness of the position; outlined the duties and responsibilities of the position; and asserted that the issue transcended him.

Chair Whitaker questioned whether both deputy director positions were above the other positions.

Sol Blumenfeld, Community Development Director, clarified that the Deputy/Planning Manager and Deputy/Redevelopment Administrator could administer Community Development in his absence.

Chair Whitaker requested a corrected organizational chart.

Vice Chair Zeitlin acknowledged the justification for the position but felt that the action was premature as it did not meet the Council's directive to establish a consistent organizational structure across the City.

Jerry Fulwood, City Manager, discussed differences between departments noting that not all middle managers needed to be deputies.

Vice Chair Zeitlin questioned the urgency of revising the position to a deputy position before the Commission could properly discuss the deputy classifications issue.

Serena Wright, Human Resources Director, reported that staff had received a legal opinion on the issue and all classifications brought forward were in accordance with the municipal code.

MOVED BY COMMISSIONER OCHOA AND SECONDED BY COMMISSIONER STIVERS TO APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR REDEVELOPMENT ADMINISTRATOR. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: GALLAGHER, OCHOA, STIVERS, ZEITLIN

NOES: WHITAKER

Commissioner Stivers requested that the date of approval at City Council meetings be cited in the staff report for items under consideration so that she can go back and look at that meeting.

Jerry Fulwood, City Manager, voiced appreciation for the job the Commissioners were doing.

oOo

DEPUTY COMMUNITY DEVELOPMENT DIRECTOR/REDEVELOPMENT ADMINISTRATOR**DEFINITION**

The occupant of this classification is in the unclassified service. This management position serves as the Deputy Community Development Director, and the head of the Redevelopment Division. The position is responsible for overseeing the overall implementation of activities within Culver City Redevelopment Project Areas, and managing Cultural Affairs, Economic Development, and Events Supervision operations. The position may act as Assistant Executive Director of the Culver City Redevelopment Agency in the absence of the Community Development Director, and may act as the Director in his or her absence.

SUPERVISION RECEIVED AND EXERCISED

The position assigned to this classification reports to the Community Development Director (Assistant Executive Director of the Culver City Redevelopment Agency). Responsibilities include supervision of Redevelopment Project Managers, Redevelopment Project Specialists, and other professional, technical and clerical staff as assigned by the Community Development Director in the overall administration of the Community Development Department.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assists the Community Development Director and division heads in developing and attaining objectives relating to Community Development, Redevelopment, Cultural Affairs, and Economic Development.
2. Directs, plans, and implements activities and events that support Economic Development efforts and promote the arts.
3. Makes public presentations and may represent the department in the absence of the Community Development Director.
4. Supervises, assigns, trains, motivates and disciplines division personnel to accomplish Redevelopment functions and activities within the Division and on a Department-wide basis.
5. Acts as technical resource to division managers, project specialists and other department staff as assigned.
6. Collaborates with Develops with staff, to develop implementation schedules, guidelines, and short and long-term strategies to accomplish for implementation of Redevelopment activities and implementation schedules and guidelines to accomplish strategies including but not limited to property acquisition and disposition, and developer selection and negotiation.
7. Reviews analysis, documents and reports prepared by staff to assure accuracy, completeness and appropriateness.
8. Develops with staff, and in coordination with all appropriate City Departments/Divisions, standards for development of Redevelopment properties.
9. Reviews proposals for development in consultation with appropriate City Departments/Divisions.
10. ~~Confers~~ Communicates information about Agency activities to with officials, developers, consultants and members of the public providing useful and helpful information about agency activities and in order to continue to improve efficiency and effectiveness of Agency policies and procedures.

11. Keeps abreast of legislative developments which will or may impact Agency programs, policies and/or procedures and implements approved follow-up action.
12. Ensures preparation of the Agency Annual Budget and City operating budget for the Redevelopment Division of the Community Development Department; coordinates monitoring of Agency budgetary and fiscal matters keeping matters within established limits.
13. Acts as liaison between the City Treasurer's Finance Department and Redevelopment Division to assure/coordinate timely information flow, financial planning and documentation related to planning and implementation of Redevelopment activities.
14. Ensures and coordinates the preparation of all required Redevelopment submissions to the County of Los Angeles and State of California and assures their timely submission.
15. Attends City Council/Redevelopment Agency meetings, acts as a staff resource to the Agency Relocation Appeals Board, and provides staff assistance to the Cultural Affairs Commission.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Relevant federal and state laws, regulations, and procedures concerning Redevelopment, Economic Development, Public Art, Historic Preservation and Housing.
- Principles, practices and methods of public administration including budgeting, purchasing, and personnel management.
- Financial procedures and regulations pertaining to real estate, loan management, and property improvements.
- Principles and practices of personnel selection, training, supervision, evaluation, and discipline.
- Title report preparation and real estate acquisition and relocation procedures.
- Condemnation procedures.
- Business mathematics and English.
- Municipal zoning regulations and development review procedures.
- Principles and practice of supervision.

Skill and Ability to:

- Read, understand, interpret and apply legal, technical, and complex development regulations.
- Communicate effectively in both verbal and written form.
- Outline and schedule implementation of components of Redevelopment projects in accordance with the adopted project plans.
- Supervise and motivate staff.
- Implement Agency and Departmental regulations.
- Read, understand and write basic legal descriptions of properties.
- Read blueprints of buildings and land.
- Gather data, analyze data objectively and develop sound proposals.
- Maintain effective working relationships with fellow employees, the public, and contractors.
- Negotiate real property agreements.

LICENSE AND CERTIFICATE:

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

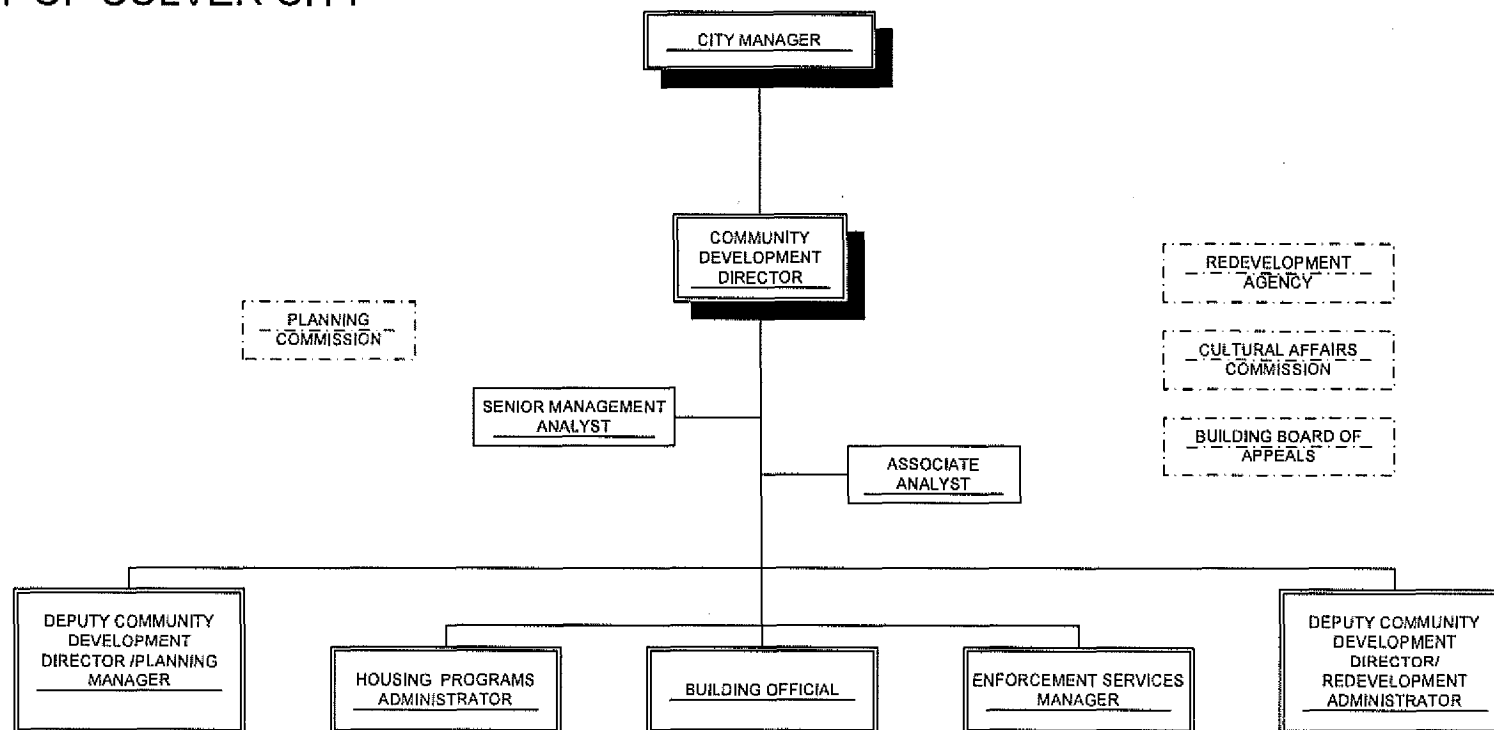
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's Degree from an accredited college or university in Business Administration or Urban Planning, and five (5) years of progressive responsible experience in the administration of Redevelopment programs including two (2) years of experience as a supervisor.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs work which is primarily sedentary
- Is subject to office environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.

CITY OF CULVER CITY

COMMUNITY DEVELOPMENT DEPARTMENT



FISCAL YEAR 2008-2009

SURVEY
Deputy Community Development Director/Redevelopment Administrator
(as of 01/01/09)

SURVEY CITY	TOP MONTHLY SALARY	CLASSIFICATION TITLE	COMPARABLE POSITION	EDUCATION / EXPERIENCE	COMMENTS
Beverly Hills	\$7,590	Senior Planner	N/C	Bachelor's plus 5 yrs exp; Master's and AICP desirable; or any equivalent comb of educ & exp	No RDA
Burbank	\$13,214	Chief Asst Cmty Dir	N/C	Any comb of educ or exp, example comb includes: accredited degree plus 5 yrs exp, inc 2 yrs supv; Master's may be sub for 1 yr exp.	
	\$11,660	Asst Cmty Dev Dir for Housing & Redev	N/C	Any comb of educ or exp, example comb includes: accredited degree plus 4 yrs exp, inc 2 yrs supv; Master's desirable.	
		no response	No (website)		
Downey			N/C		
Gardena					
Inglewood	\$9,002	Redevelopment Mgr	N/C	Bachelor's plus 5 yrs exp inc 2 yrs supv, or equivalent comb of educ & exp	
Long Beach		no response			
Montebello	\$10,756	Dir of Econ Dev	N/C	Any comb of trng & exp; typically Bachelor's plus 5 yrs exp, inc 3 yrs supv; Master's desirable.	
Norwalk			N/C		RDA responsibility is shared by Asst City Mgr & Cmty Dev
Pasadena	\$11,623	Bus Dev Admin	N/C	Any comb of educ & exp, example comb includes: Bachelor's plus 5 yrs exp inc 3 yrs mgt or supv exp.	RDA under Econ Dev Div in Dept of Plan & Dev
Redondo Beach			N/C		Harbor Fac Mgr handles RDA items
Santa Monica		Econ Dev Mgr			Housing & Econ Dev Dept respon for Redev
Torrance		no response	No (website)		
West Hollywood	\$11,960	Econ Dev Mgr	N/C	Accredited Bachelor's plus 5-7 yrs exp or any comb of educ, trng, & exp which provides required KSA's	
Labor Market Average	\$10,829				
Culver City	\$11,681	Dep Cmty Dev Dir/Red Adm		Any comb of trng & exp; typically an accredited Bachelor's plus 5 yrs exp inc 2 yrs supv	

60



CITY OF BEVERLY HILLS
Established Date: Feb 9, 2007
Revision Date: Feb 9, 2007

Senior Planner

Class Code:
BL00

SALARY RANGE

\$35.24 - \$43.79 Hourly
\$2,819.54 - \$3,503.08 Biweekly
\$6,109.00 - \$7,590.00 Monthly
\$73,308.00 - \$91,080.00 Annually

JOB SUMMARY:

Plans, coordinates, and supervises the work of City's advanced planning program; evaluates current planning development projects; performs complex technical duties to assure City regulations adhere to applicable local, state, and federal laws.

MAJOR DUTIES:

- Performs advanced and current planning activities; maintains and disseminates geographic zoning and City land use information; prepares background studies for ordinances and General Plan update work.
- Coordinates planning related activities with other City departments and Commissions; and with outside agencies, including monitoring adjacent jurisdiction development activities.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding City Development policies and standards.
- Prepares reports and oral presentations to the City Council, Planning and Architectural Commission on complex planning issues.
- May act as secretary to a Commission and staffs meetings, assists chairperson, answers questions, and assists applicants in presenting their cases.
- Evaluates projects for compliance with local, state and federal laws, including applicable environmental laws.
- Conducts zoning studies; analyzes land use issues; recommends resolutions to land use problems; directs proposed ordinances through review process.
- Represents the City at professional meetings and inter-governmental activities as required.
- Supervises and trains staff employees as necessary.
- Develops budget; supervises and monitors contract service providers; prepares activity reports for City, county and federal governments as required for the federally sponsored Community Development Block Grant (CDBG) program.
- May supervise preparation of meeting packets or special materials for distribution to the City council, Commissions, or special commissions.
- May be required to ensure production of graphic material, including electronic modalities.
- Performs all other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor of Arts degree in Planning, Community Development, Urban Design or related field (Master's degree in Planning or related field and AICP Certification is desirable) and five years professional experience in a municipal planning environment, or any equivalent combination of education and experience.

KNOWLEDGE, SKILLS & ABILITIES:

- Extensive knowledge of principles and practices of municipal planning.
- Thorough knowledge of all applicable federal, state and local planning laws and regulations, including California Environmental Quality Act and State Subdivision Map Act and regulations regarding conduct of public meetings.
- Thorough knowledge of principles and practices of organization, administration, budgeting and personnel management.
- Ability to communicate both orally and in writing.
- Ability to make professional presentations to formal boards, community groups and the City Council.
- Ability to interpret and make decisions in accordance with laws, regulations and policies.
- Knowledge of principles of community development and ability to work closely with community groups.
- Ability to use several specialized planning tools, including personal computers, cameras, microfilm reader, and computer programs.
- Ability to work cooperatively with executive and management staff, employees and others.

CITY OF BURBANK

CHIEF ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Subject to administrative determination of policy, to implement department-wide goals; perform varied administrative work, manage projects; supervise the department's divisions; act in the absence of the Community Development Director; and to do related work as required.

ESSENTIAL FUNCTIONS

Directs, plans, and implements department activities and other assigned projects; develops and recommends goals and objectives; supervises, trains, and evaluates employees; develops and reviews special studies, analyses, and research projects; oversees and manages projects; makes recommendations regarding hiring, promotions, and transfers; meets with and makes presentations to professional and public groups, the City Council, boards, commissions, and committees; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of urban planning, urban transportation, redevelopment, and building construction methods; personnel management and supervision.
- Ability to - analyze problems and develop solutions; coordinate, supervise, and evaluate the work of others; communicate effectively, both verbally and in writing; make oral presentations; establish and maintain effective working relationships with City officials, supervisors, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a degree in urban planning, public administration, or a related field, and five years of progressively responsible experience in urban planning, urban transportation, building construction, and redevelopment, including two years in a responsible supervisory or management capacity. A Master's Degree in planning or public administration may be substituted for one year of the required experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.

CITY OF BURBANK

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR FOR HOUSING & REDEVELOPMENT

DEFINITION

Under general administrative direction, to plan, organize, and direct the activities of the Burbank Redevelopment Agency and Housing Authority; and to do related work as required.

ESSENTIAL FUNCTIONS

Directs, plans, and implements the activities of the Burbank Redevelopment Agency and the Burbank Housing Authority (Housing & Grants Division); coordinates and administers activities of redevelopment, real estate, economic development and affordable housing projects (Section 8, HOME, 20% Housing Set Aside), the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) program, and other assigned projects in accordance with local, state, and federal laws; develops and recommends goals and objectives relating to the Redevelopment Agency and Housing Authority; prepares status reports for Agency progress on Council work program; confers with superiors on policies, strategies, and programs relating to housing, redevelopment, and economic development activities. Negotiates, monitors, and ensures compliance with terms of applicable agreements on behalf of the Redevelopment Agency; implements economic development and capital improvement programs; prioritizes a wide variety and large volume of projects to ensure implementation and completion within prescribed time frame; provides assistance to developers of residential, office, commercial, and industrial projects in redevelopment areas; reviews progress of objectives with developers and City staff; coordinates the acquisition, rehabilitation, and construction of affordable housing; responsible for implementation of the Five Year Housing Plan; responsible for implementation of housing policy; coordinates applications for grants and loans from federal, state, and county levels of government relating to financing for affordable housing (Section 8 housing program, Community Development Block Grant (CDBG) and HOME program), redevelopment, economic development, and transportation activities; participates in development of proposed budgets; verifies expense eligibility and authorizes expenditures; makes a variety of public presentations; attends after hours meetings regularly; provides staff support for Boards, Commissions, and Committees as requested; may serve as acting Assistant Executive Director; supervises, trains, and evaluates employees from the Redevelopment Agency and Housing & Grants Division; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action up to and including termination; conducts annual performance evaluations and makes recommendations in compliance with Memorandum of Understandings, Civil Service Rules, and local, state, and federal laws; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles of management; procedures and regulations concerning housing, economic development, and redevelopment programs; the theory, principles, and practices of governmental finance, planning, and real estate; California Redevelopment Law; federal regulations pertaining to Section 8, HOME and CDBG programs; the principles and practices of sound personnel management and supervision.
- Ability to - analyze organizational, financial, and administrative problems and develop effective solutions; communicate effectively both verbally and in writing; make effective oral presentations; establish and maintain effective working relationships with City officials, supervisors, fellow employees, developers, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with major course work in public administration, planning, business administration, or related field and four years of progressively responsible administrative, management, affordable housing, and redevelopment experience; two years of the experience must be in a supervisory capacity. NOTE: A Master's degree is desirable.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.

REDEVELOPMENT MANAGER

DEFINITION

Under general direction, manages, administers and implements redevelopment activities throughout the City's redevelopment project areas.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Manages, administers and implements redevelopment activities throughout the City's redevelopment project areas; manages staff engaged in the implementation of development programs and activities to eliminate blight and help revitalize communities; structures and develops projects that generate employment opportunities, revenues and investments; identifies and creates affordable housing, rental and ownership opportunities; communicates with developers to discuss project priorities, goals and objectives; reviews development proposals to determine the community impact of the project, including cost and return on investment; creates housing development strategies to identify retail, commercial and industrial development opportunities.

Develops, prioritizes and schedules workload and deadlines of projects for completion by subordinate staff; evaluates the performance of assigned staff; responds to requests for assistance or guidance from assigned staff, other departments or citizens; prepares and overviews reports, documents and critical planning issues.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing municipal development and redevelopment.

Knowledgeable of management and/or supervision principles

Knowledgeable of personal computer hardware and software

Knowledgeable of long and short range planning and development techniques and procedures.

Skilled in assessing and prioritizing multiple tasks, projects and demands

Skilled in working within deadlines to complete projects and assignments

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to effectively communicate verbally and in writing

Ability to perform essential duties with minimum supervision

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 20 pounds. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

A Bachelors degree in Planning, Finance, Business Administration, Public Administration or closely related field, **AND** five (5) years experience in redevelopment, housing, planning, finance, and/or public relations including two (2) years at a supervisory level; **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

25



Cherishing Our Past - Embracing Our Future
CITY OF INGLEWOOD

One W. Manchester Boulevard Inglewood, CA 90301-1750

ANNOUNCES A CAREER OPPORTUNITY FOR

REDEVELOPMENT MANAGER

RE-OPENED



SALARY: \$6,356 - \$9,002/per month plus excellent fringe and retirement benefits.

LAST DATE TO APPLY: Applications will be accepted by the Human Resources Department until **Thursday, January 29, 2009** @ 5:00 pm. Applicants must submit a copy of degree requirements with application materials.

ESSENTIAL JOB FUNCTIONS: Under general direction of the Community Development Director the Redevelopment Manager will manage, administer and implement redevelopment activities throughout the City's project areas; manage staff engaged in the implementation of developing programs and activities to eliminate blight and help revitalize communities; identify and create affordable housing, rental and ownership opportunities; review development proposals to determine the community impact of the project, including cost and return on investment; create housing development strategies to identify retail, commercial and industrial development opportunities. Respond to requests for assistance or guidance from assigned staff and other departments or citizens; prepare and review reports, documents and critical planning issues.

TO COMPETE IN THE SELECTION PROCESS YOU MUST complete an official City application (resumes are accepted but not in lieu of an official City application) possess a **BA/BS degree in Planning, Finance, Public Administration or a closely related field AND five years of increasingly responsible experience managing community development projects in an urban environment including two years of supervisory experience.** A Masters degree is desirable.

The ideal candidate will have a thorough knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing municipal development and redevelopment; long and short range planning and development techniques and procedures; the ability to assess and prioritize multiple tasks, projects and demands to complete assigned projects; establish and maintain positive productive working relationships with elected officials, City staff and the public; ability to make public presentations to diverse audiences; implement supervision principles that are consistent to creating a productive work environment; operate a personal computer; effectively communicate verbally and in writing to both internal and external customers, and perform other essential duties with minimum supervision. Must possess at the time of application and maintain a valid CA Driver's License.

THE SELECTION PROCESS begins with a complete review of all application materials; only applications that clearly meet the minimum requirements as reflected by their application materials will be invited to participate in the Selection Process for this recruitment.

The Selection Process for this recruitment will consist of a Qualification Appraisal Interview and Written Exercise. Candidates who earn a minimum of 70% on each test part will have his/her name placed on an eligibility list. The eligibility list will be active for one year or until there are less than three names on the eligibility list, whichever comes first. A careful reference check, work background review and complete medical examination will be conducted prior to appointment.

VETERAN'S PREFERENCE: Honorably discharged veterans of the United States Armed Forces who receive a passing score on an open competitive examination are entitled to have five points added to their final score. Candidates must receive a passing score on each test part to have his/her name added to the employment eligibility list. To claim preference points, qualifying applicants must submit their DD-214 with application materials or by the closing date.

OPENS: Tuesday, December 1, 2008

EPN: 0834

Human Resources Department Hours: Monday - Thursday & alternating Fridays 7:30 AM - 5:30 PM (310) 412-5460

26

BENEFITS

MANAGEMENT / PROFESSIONAL UNIT

WORK SCHEDULE

9/80 employees work 9 hours per day Monday – Friday with alternating Fridays off.

RETIREMENT

3% @ 60 Public Retirement System (PERS) Retirement Formula. City pays employee membership contribution. The City does not participate in social security.

HOLIDAYS

13 holidays per year including one floating holiday

VACATION

80 hours after the completion of the first year

SICK LEAVE

108 hours per year

INSURANCE

City paid health, dental, vision, and mental health plans to include family coverage

EDUCATION REIMBURSEMENT

\$800 annually after one year of service

PROFESSIONAL DEVELOPMENT

\$500 annual allowance

ADMIN LEAVE/COMP TIME

72 hours annually

HIRING PROCESS

The City of Inglewood is a Civil Service Organization, which requires that all full-time appointments be selected from an active employment eligibility list. Once an eligibility list has been established for a specific job classification, the top three ranks of the employment eligibility list that are willing, ready and able to accept the position shall be certified to the hiring authority for a selection interview.

The Hiring authority may select any one of the top three ranks to recommend for appointment to the vacant position. Once a selection is made the candidate will receive a conditional employment offer letter contingent on passing a complete medical-physical examination to include blood work and proof of authorization to work in the United States. Newly hired employees can be terminated with or without cause during probation period.

If you are not selected for the current open position, your name remains on the employment eligibility list for a period of one year or whatever is stated on the job announcement. The Human Resources Department will continue to send your name to hiring departments who have vacancies for the job classification for which you have applied until the eligibility list expires or is exhausted which ever comes first.

In Accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986 must verify identity and entitlement to work in the United States by providing required documentation.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

Applications can be downloaded by visiting our website at:

<http://www.cityofinglewood.org>

DIRECTOR OF ECONOMIC DEVELOPMENT – CRA

DEFINITION

Under administrative direction to plan, organize, direct and coordinate the City's Economic Development Department activities; to formulate and manage the redevelopment projects, economic development, housing and mixed use projects and revitalization projects; to coordinate a variety of economic development activities relating to business attraction, expansion and public real estate acquisition and development; to oversee implementation of Federal and State funded programs for housing and community development and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a Department Head position for overseeing the City's redevelopment, economic development, public asset development, real estate development, and revitalization activities. All Department work is directed and coordinated by this position.

EXAMPLES OF DUTIES

Plans, organizes, directs and coordinates the preparation and execution of the City's economic development programs; provides services in connection with private development, redevelopment, housing and mixed used projects, revitalization and capital improvement projects; directs and oversees the City's Housing and CDBG Programs, including rental rehabilitation and senior programs; directs the development and administration of the Department's budget; directs the development of fiscal projections for staffing, equipment, and supplies; monitors and approves expenditures; plans, assigns; and supervises the work of professional, technical and clerical staff members; makes recommendations on the City's long-range economic planning; provides overall supervision for services provided on a consulting basis; assists in coordination of agency financing for all CRA project areas, develops and manages City's business retention and attraction program; develops legislative advocacy position on redevelopment; develops and administers City's programs for commercial and industrial growth; promotes the City through the department's public relations programs; develops and implements a downtown revitalization program; represents assigned functions with City staff and other governmental agencies as delegated.

DIRECTOR OF ECONOMIC DEVELOPMENT – CRA**SPECIAL REQUIREMENTS**

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of private and public property development including finance, appraisal, market analysis, and property acquisition.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, codes, and regulations affecting the City's economic development programs.
- Redevelopment economics and real estate financing principles.
- Principles of local government organization and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate, and direct the Department's economic development programs.
- Provide supervision, training, and work evaluation for staff.

DIRECTOR OF ECONOMIC DEVELOPMENT - CRA

EMPLOYMENT STANDARDS - (cont.)

- Formulate, implement, and evaluate the City's economic development and revitalization projects.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Serve as an advisor to the City Council, City Administrator, and other boards and commissions.
- Prepare and administer the department budget and fiscal controls.
- ~~Promote the City as an attractive business location.~~
- Conduct negotiations with interagency officials, businesses, developers, and their agents.
- Research, collect, and analyze information related to economic development functions.
- Prepare a variety of reports and presentations.
- Effectively represent the City's Economic Development Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in business or public administration, urban planning, or closely related field. A Master's degree is desirable.

Work Background: Five years of progressively responsible and varied professional experience in economic and property development and program management, including three years of experience in a supervisory, management or administrative position.

July 2008

Coll, Linda

un-comp

From: Torres, Janice [jtorres@cityofpasadena.net]

Sent: Thursday, December 18, 2008 9:40 AM

To: Coll, Linda

Subject: RE: Survey Info Needed

Linda,
Per your request.
Janice



Business Development Administrator

Class Code:
037111

CITY OF PASADENA
Established Date: Aug 1, 2004
Revision Date: Mar 30, 2007

SALARY RANGE

\$53.65 - \$67.06 Hourly
\$4,291.87 - \$5,364.83 Biweekly
\$9,299.06 - \$11,623.80 Monthly
\$111,588.67 - \$139,485.63 Annually

DEFINITION:

Under general direction, leads the development of a proactive business retention and attraction program that expands business opportunities and enhances the Pasadena job and revenue base; performs related work as assigned.

CLASS CHARACTERISTICS

The Business Development Administrator reports directly to the Department Director and is responsible for leadership and development of a proactive business retention and attraction program that expands business opportunities and enhances the Pasadena job and revenue base

ESSENTIAL FUNCTIONS:

These functions may not be present in all positions of this class.

When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Develops strategies to ensure business retention, expansion and attraction programs for the City of Pasadena.

Develops positive relationships with local business leaders as well as firms considering either relocating to Pasadena or targeted by the City's Business Attraction Program.

Maintains on-going communication with the Chamber of Commerce, Pasadena Partners, State Department of Trade and Commerce, EDC and other economic development organizations in order to directly impact business assistance and outreach efforts.

Facilitates the development of high technology industries through private/public sector program development and execution.

Reports on proposed City legislation and its impact on business.

Establishes on-going database monitoring system.

Participates with other departments as well as outside organizations in the general marketing of the City.

QUALIFICATION GUIDELINES:

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include: bachelor's degree in business or public administration, economics, urban planning or a closely related field and five-years experience in urban land use, redevelopment or economic development, including at least 3 years in management of complex urban development programs or a supervisory capacity.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, techniques and objectives of redevelopment, current trends and issues in economic development, federal, state and local laws, regulations and programs affecting economic development; City organization and interdepartmental coordination, equal employment and affirmative action guidelines and policies; administrative principles and methods, including goal setting, program and budget development, work planning and organization.

Ability to analyze complex administrative problems, evaluating alternatives, and make creative recommendations; represent the department effectively in meetings, including making presentations; establish and maintain cooperative working relations with a variety of citizens, public and private organizations and businesses, commissions/committees, and City staff; communicate clearly and concisely, both orally and in writing; formulate effective goals, objectives, strategies, policies and programs and programs.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

CLASS DATA:

PROBATIONARY WORK TEST PERIOD = One year

FLSA = Exempt

EEO = Professional

UNIT = PMA TOP



CITY OF WEST HOLLYWOOD
Revision Date: Jun 26, 2008

ECONOMIC DEVELOPMENT MANAGER

Class Code:
20273

SALARY RANGE

\$54.00 - \$69.00 Hourly
\$4,320.00 - \$5,520.00 Biweekly
\$9,360.00 - \$11,960.00 Monthly
\$112,320.00 - \$143,520.00 Annually

JOB SUMMARY:

Manages staff and directs, plans, organizes, coordinates and performs a variety of complex professional and administrative economic development activities including business recruitment, attraction and retention; develops and implements strategies to encourage revitalization and expansion of existing businesses and districts; assists in the management of public improvement projects; performs complex work in coordinating economic development strategies and marketing programs with City Business Improvement Districts; coordinates the economic development programs related to the improvement of the City's business environment and serves as a technical resource to the Director.

EXAMPLES OF DUTIES:

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; and addressing complaints and resolving problems.

Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees in department for the dual goals of meeting department goals and employee career development; assists staff in the completion of assigned tasks.

Acts as the primary liaison providing technical coordination and comprehensive services to the business community including: business owners and operators; developers and their representatives; Business Improvement Districts, Chamber of Commerce and various boards and commissions.

Develops or assists in the development of marketing strategies and public information materials designed to promote the City as a business destination and develops recommendations and programs to provide visual enhancement to the business community including: municipal public art and cultural affairs program; Arts and Cultural Affairs Commission.

Conducts research and identifies financial and other economic data, trends and resources for commercial development opportunities.

Oversees policy and direction in major areas of economic development and makes recommendations to the department and City Council; coordinates economic planning activities for the City and for key local industries regarding business attraction, enhancement, retention and expansion.

Coordinates and manages multiple contracts including: business improvement districts, landscape and lighting districts and Chamber of Commerce; coordinates and negotiates consultant services, solicitations, and the issuance and analysis of development proposals, development agreements and/or requests for proposals or qualifications.

Manages special projects relating to economic development or public improvements from program inception, design, development and implementation; coordinates work of consultants, committees and staff in the completion of complex program activities.

Develops, administers, and maintains a variety of development and capital improvement projects and programs ensuring the attainment of City goals and objectives.

Represents the City in the region to other municipal governments and their organizations; organizes, attends, and serves the City's interest at public, community and special interest meetings, as well as civic and legislative events.

Expedites, educates, develops and coordinates activities for businesses and their representatives regarding the regulations/requirements of the various City programs involving other City departments, citizen groups, property owners, developers, regulatory agencies, and federal and state agencies.

Coordinates division activities with other departments, divisions, and/or outside agencies.

Manages the Division's budget and assists in preparing the organization budget, including: conducting research; preparing projections; working with departments to correct/amend budget submission; providing and presenting financial information and related data; and participating in budget hearings/meetings.

Prepares and/or reviews complex reports and analysis utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

Assists in planning long-range goals, objectives, organizational structure, and overall direction for the department.

Assists in planning and implementing short-term or annual goals, objectives, and strategies for the department, projects or programs to ensure efficient organization and completion of work.

IMPORTANT JOB FUNCTIONS:

Prepares reports and makes presentations to the City Council and various boards and commissions.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Interacts with a variety of high level individuals, both internally and within the community, to provide information, disseminate departmental information and assist in resolving administrative issues.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, mail or FAX.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in a related field;
Master's degree in related field is preferred; and,

Five to seven years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Management of staff and activities, either directly or through subordinate supervision.

Principles and practices of the public administration, including knowledge of government organizations and operations.

Principles and practices of project management and budget preparation.

Administrative principles and practices, including goal setting and implementation.

Principles and practices of redevelopment including State redevelopment law.

Applicable state, federal, and local ordinances, codes, laws, rules and regulations, and legislative issues.

Local, state, and federal funding and financing for development projects.

Architectural, urban planning & zoning, development, and construction principles and practices.

Principles and practices of real estate negotiation, transfer, title, economics, financing, and law.

Principles and practices of real estate appraisal, acquisition, disposition techniques; development participation incentives and performs development and analysis.

Principles, practices of economic research, analysis and data compilation.

Principles and practices of research, analysis, data compilation and effective report writing.

Grant administration requirements and procedures.

Theories and practices of public art.

External governmental bodies and agencies related to area of assignment.

Principles, practices, and techniques of effective customer service and collaborative problem solving.

Methods and techniques of research, statistical analysis and report presentation.

Budget development processes and procedures.

Project management techniques, including contract management.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff; selecting and motivating staff and providing for their training and professional development.

Developing and implementing policies and procedures.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using tact, discretion, initiative and independent judgment within established guidelines.

Preparing clear and concise reports, correspondence, and other written materials.

Applying logical thinking to solve problems or accomplish tasks; analyzing, resolving, and/or making recommendations regarding a variety of administrative, financial, and operational issues.

Communicating orally and in writing with staff, the public and City and government officials in order to give and receive information in a courteous manner.

Public speaking techniques.

Using a computer and appropriate computer applications to perform the essential and important functions of the job.

Abilities:

Ability to establish and maintain effective working relationships with others.

Ability to perform mathematical calculations at the appropriate level.

Ability to learn and follow City and departmental policies and procedures.

Ability to communicate in English both orally and in writing at the appropriate level.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and occasionally push, pull and/or lift up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an

incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.



Community Development

Community Development
Director
1/E/e

Susan Georgino
Community Development Director

Executive Assistant
1/Z/e

Clerical Worker
.8(1)/B/e

Administration

Planning & Transportation

Housing & Redevelopment

Building

License & Code Services

Community Outreach

Administrative Officer
1/Z/e

Senior Administrative
Analyst
1/Z/e

Administrative Analyst I
1/M

Chief Assistant Community
Development Director
1/Z/e

Assistant Community
Development Director
Housing & Redevelopment
1/Z/e

Assistant Community
Development Director
Building Official
1/Z/e

Assistant Community
Development Director
License & Code Services
Administrator
1/Z/e