

MEETING DATE: 09/22/08

AGENDA ITEM: 1) Approval of the Classification Specification for Deputy Parks, Recreation and Community Services Director; and 2) Adoption of a Resolution Revising the Classification and Salary Plan to Include the Position of Deputy Parks, Recreation and Community Services Director and Rescinding Resolution No 2008-R056.

ATTACHMENTS

	<u>Pages</u>
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2. Labor Market Survey (Deputy Director)	4
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ATTACHMENT No. 1



DEPUTY PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR

DEFINITION

The occupant of this classification is in the unclassified service. This unclassified management classification is responsible for assisting the Parks, Recreation and Community Services Director in the administration of the department and providing staff support to the Parks and Recreation Commission. Responsibilities include assisting in the development and implementation of the department's long-term vision and policies while ensuring the implementation of the department's goals and objectives. The department provides support for the park, recreation and community services to the residents of the Culver City and surrounding communities.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Parks, Recreation and Community Services Director and acts as the Director in his/her absence. Responsibilities include the supervision of division level management as well as professional, technical and support staff.

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. Responsible for assisting the Parks, Recreation and Community Services Director in the daily oversight of the department including capital improvement projects, parks maintenance, recreation programs, senior and social services programs, facility scheduling and administration, and day-to-day operations.
2. Assists in developing and implementing department policies and procedures.
3. Assists in providing staff support to the Parks and Recreation Commission.
4. Assists in supervising division level management as well as professional, technical and support staff in the performance of their duties.
5. Oversees the selection, orientation, training, and evaluation of subordinates; enforces rules and regulations.
6. Oversees Parks, Recreation and Senior Center facility Memoranda of Understanding.
7. Researches, analyzes and assists in the development of programs and evaluates the effectiveness of those programs.
8. Assists in the development of the departmental budget and fiscal controls administration.
9. Assists in the development of short and long-range programs and facility plans, and legislative efforts.
10. Coordinates grant research, application and administration.

11. Monitors departmental performance to ensure the provision of high quality services; tracks service effectiveness in relation to goals and objectives.
12. Prepares various written documentation including staff reports, letters to the public, memoranda of understanding, and requests for proposals.
13. Represents the City to public and other agencies, including addressing legislative bodies, commissions, boards, or City Council when necessary.
14. Develops and maintains professional relationships with outside agencies and groups.
15. Oversees the rental and management of the Veterans Memorial Building and Senior Center.
16. Advises and consults with the Parks, Recreation and Community Services Director on all significant issues.
17. Coordinates with various City departments to insure support, cooperation, and timely completion of projects.
18. May coordinate and complete special projects as assigned by the Parks, Recreation and Community Services Director.

MARGINAL JOB DUTIES

The following tasks are typically performed by individuals in this classification but are considered less than essential.

1. Provides oversight for the purchase or evaluation of equipment and consulting services.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- . Goals, objectives, and trends in the public recreation, park programs and human services fields.
- . Recreational, cultural, and social needs of all age groups and communities.
- . Modern principles, practices, and techniques of planned recreation and community service activities, operation and maintenance of large recreation facilities.
- . Pertinent federal, state and local codes, regulations, and funding sources.
- . Principles of management, supervision, training and performance evaluation.
- . Principles of organization, planning, and administration.
- . Project management.
- . Budget development, preparation, and administration.
- . Capital projects and grants application and administration.
- . Principles and techniques of work program design and scheduling.
- . Research methods and procedures.

Skill and Ability to:

- . Prepare and maintain schedules, tables and other documents.
- . Interpret, explain, apply and enforce a variety of laws, rules, and regulations pertaining to department operations.
- . Supervise, train and review the work of subordinate personnel.

- . Develop cooperation and nurture a collaborative, positive working environment among staff.
- . Develop and present ideas and issues in a persuasive verbal and written manner.
- . Prepare a variety of reports and presentations.
- . Research, collect and analyze information related to parks, recreation and community services.
- . Prepare operating and capital improvement project budgets; administer and control expenditures.
- . Handle public complaints and problems tactfully and effectively.
- . Plan and keep cost records and statistical data.
- . Study and plan departmental and operating improvements.
- . Communicate effectively, both orally and in writing.
- . Use computers and related software programs.

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 Parks, Recreation, Community Services, Cultural Arts, business or public administration or a related field and five (5) years of professional experience including budget, grants, and project management experience, with at least three (3) years in a supervisory capacity.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- . Requires vision (which may be corrected) to read small print.
- . Requires mobility to stand, stoop, reach and bend.
- . Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Requires ability to perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- . Is subject to office and outside environmental conditions.
- . May be required to work evenings and/or weekends.

ATTACHMENT No. 2

Deputy Parks Director Salary Survey & Classification Study (as of 07/31/08)

City	Classification Title	Department Composition			Comments
		Parks Division	Recreation Division	Community Services Division	
Beverly Hills	Deputy Director of Recreation & Parks	X	X		Community services offered not comparable to Culver City's.
Burbank	Asst Director of Community Svcs - Parks & Rec	X	X		3 positions with deputy in title but really division heads
Downey		X	X		Parks is under Public works
Gardena			X	X	City has Recreation and Human Services Department but Parks is under Public Works
Inglewood					No deputy, only director and division heads
Long Beach					No deputy, only 5 division heads/ mgrs
Montebello	Assistant Director of Parks and Recreation		X	X	No Parks & Recreation Director, this position is a division head.
Norwalk		X	X		No deputy, only division head and park superintendent
Pasadena			X	X	Parks is under Public works
Redondo Beach			X	X	Parks is under Public works
Santa Monica	Asst Director of Community and Cultural Services		X	X	Position oversees 7 divisions. Parks under Community Maintenance Department.
Torrance		X	X	X	No deputy, only division heads. Community Services Department has 4 major areas of responsibility: 1) Cultural Services; 2) Library Services; 3) Park Services; and 4) Recreation Services.
West Hollywood			X	X	Parks is a subdivision of the [facilities and buildings] Maintenance and Landscaping Division.

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RESOLUTION NO. 2008-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 PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR AND RESCINDING RESOLUTION NO 2008-R056.

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 new position of Deputy Parks, Recreation and Community Services Director, is hereby adopted effective September 22, 2008 by establishing the salary range for Deputy Parks, Recreation and Community Services Director to 588.

2. Resolution 2008-R056 is hereby rescinded effective September 22, 2008.

3. The Chief Financial Officer is hereby directed to adjust and pay salaries of the City employee in accordance with the Classification and Salary Plan adopted and approved by this Resolution, effective September 25, 2008.

APPROVED and ADOPTED this ____ day of _____ 2008.

D. SCOTT MALSIN, Mayor
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

MARTIN COLE
City Clerk
A08-00383

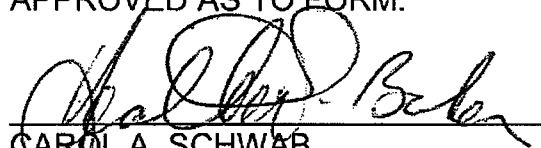

CAROL A. SCHWAB
City Attorney

EXHIBIT A



CULVER CITY MANAGEMENT GROUP CLASSIFICATION AND SALARY PLAN

Effective 08/01/08

Class Title	BL	Grade	Step	Class Code	Hourly Rate	Monthly Rate	Annual Rate
Accounting Division Manager	MGMT	552	A	PRA003	38.950	6,751.33	81,016.00
	MGMT	552	B	PRA003	40.940	7,096.27	85,155.20
	MGMT	552	C	PRA003	43.032	7,458.88	89,506.56
	MGMT	552	D	PRA003	45.231	7,840.04	94,080.48
	MGMT	552	E	PRA003	47.543	8,240.79	98,889.44
Asst City Attorney	MGMT	612	A	OAS002	52.525	9,104.33	109,252.00
	MGMT	612	B	OAS002	55.209	9,569.56	114,834.72
	MGMT	612	C	OAS002	58.031	10,058.71	120,704.48
	MGMT	612	D	OAS002	60.996	10,572.64	126,871.68
	MGMT	612	E	OAS002	64.112	11,112.75	133,352.96
Asst City Manager	MGMT	671	A	OAE015	70.482	12,216.88	146,602.56
	MGMT	671	B	OAE015	74.083	12,841.05	154,092.64
	MGMT	671	C	OAE015	77.869	13,497.29	161,967.52
	MGMT	671	D	OAE015	81.848	14,186.99	170,243.84
	MGMT	671	E	OAE015	86.030	14,911.87	178,942.40
Asst City Prosecutor	MGMT	576	A	PRL001	43.899	7,609.16	91,309.92
	MGMT	576	B	PRL001	46.143	7,998.12	95,977.44
	MGMT	576	C	PRL001	48.501	8,406.84	100,882.08
	MGMT	576	D	PRL001	50.979	8,836.36	106,036.32
	MGMT	576	E	PRL001	53.583	9,287.72	111,452.64
Asst Equip Maint Manager	MGMT	526	A	OAS008	34.217	5,930.95	71,171.36
	MGMT	526	B	OAS008	35.965	6,233.93	74,807.20
	MGMT	526	C	OAS008	37.803	6,552.52	78,630.24
	MGMT	526	D	OAS008	39.735	6,887.40	82,648.80
	MGMT	526	E	OAS008	41.765	7,239.27	86,871.20
Asst to the City Manager	MGMT	578	A	OAD025	44.340	7,685.60	92,227.20
	MGMT	578	B	OAD025	46.605	8,078.20	96,938.40
	MGMT	578	C	OAD025	48.987	8,491.08	101,892.96
	MGMT	578	D	OAD025	51.490	8,924.93	107,099.20
	MGMT	578	E	OAD025	54.121	9,380.97	112,571.68
Budget Division Manager	MGMT	552	A	PRO012	38.950	6,751.33	81,016.00
	MGMT	552	B	PRO012	40.940	7,096.27	85,155.20
	MGMT	552	C	PRO012	43.032	7,458.88	89,506.56
	MGMT	552	D	PRO012	45.231	7,840.04	94,080.48
	MGMT	552	E	PRO012	47.543	8,240.79	98,889.44
Budget Management Analyst	MGMT	517	A	PRO011	32.716	5,670.77	68,049.28
	MGMT	517	B	PRO011	34.388	5,960.59	71,527.04
	MGMT	517	C	PRO011	36.145	6,265.13	75,181.60
	MGMT	517	D	PRO011	37.992	6,585.28	79,023.36
	MGMT	517	E	PRO011	39.933	6,921.72	83,060.64
Building Maintenance Supv	MGMT	504	A	SKS001	30.663	5,314.92	63,779.04
	MGMT	504	B	SKS001	32.230	5,586.53	67,038.40
	MGMT	504	C	SKS001	33.877	5,872.01	70,464.16
	MGMT	504	D	SKS001	35.608	6,172.05	74,064.64
	MGMT	504	E	SKS001	37.428	6,487.52	77,850.24
Building Official	MGMT	610	A	OAD006	52.006	9,014.37	108,172.48
	MGMT	610	B	OAD006	54.663	9,474.92	113,699.04
	MGMT	610	C	OAD006	57.457	9,959.21	119,510.56
	MGMT	610	D	OAD006	60.393	10,468.12	125,617.44
	MGMT	610	E	OAD006	63.479	11,003.03	132,036.32

EXHIBIT A

		CULVER CITY MANAGEMENT GROUP CLASSIFICATION AND SALARY PLAN					
		Effective 08/01/08					
Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Chief Financial Officer	MGMT	663	A	OAE018	67.725	11,739.00	140,868.00
	MGMT	663	B	OAE018	71.185	12,338.73	148,064.80
	MGMT	663	C	OAE018	74.824	12,969.49	155,633.92
	MGMT	663	D	OAE018	78.648	13,632.32	163,587.84
	MGMT	663	E	OAE018	82.666	14,328.77	171,945.28
Chief Information Officer	MGMT	647	A	OAE001	62.536	10,839.57	130,074.88
	MGMT	647	B	OAE001	65.732	11,393.55	136,722.56
	MGMT	647	C	OAE001	69.090	11,975.60	143,707.20
	MGMT	647	D	OAE001	72.621	12,587.64	151,051.68
	MGMT	647	E	OAE001	76.331	13,230.71	158,768.48
City Accountant	MGMT	573	A	OAD015	43.247	7,496.15	89,953.76
	MGMT	573	B	OAD015	45.457	7,879.21	94,550.56
	MGMT	573	C	OAD015	47.780	8,281.87	99,382.40
	MGMT	573	D	OAD015	50.222	8,705.15	104,461.76
	MGMT	573	E	OAD015	52.787	9,149.75	109,796.96
City Attorney	MGMT	695	A	OAE005	79.435	13,768.73	165,224.80
	MGMT	695	B	OAE005	83.494	14,472.29	173,667.52
	MGMT	695	C	OAE005	87.760	15,211.73	182,540.80
	MGMT	695	D	OAE005	92.245	15,989.13	191,869.60
	MGMT	695	E	OAE005	96.959	16,806.23	201,674.72
City Controller	MGMT	627	A	OAE016	56.603	9,811.19	117,734.24
	MGMT	627	B	OAE016	59.496	10,312.64	123,751.68
	MGMT	627	C	OAE016	62.536	10,839.57	130,074.88
	MGMT	627	D	OAE016	65.732	11,393.55	136,722.56
	MGMT	627	E	OAE016	69.090	11,975.60	143,707.20
City Manager	MGMT	723	A	OAE006	91.337	15,831.75	189,980.96
	MGMT	723	B	OAE006	96.003	16,640.52	199,686.24
	MGMT	723	C	OAE006	100.909	17,490.89	209,890.72
	MGMT	723	D	OAE006	106.066	18,384.77	220,617.28
	MGMT	723	E	OAE006	111.486	19,324.24	231,890.88
City Treasurer	MGMT	582	E	OAE004	55.209	9,569.56	114,834.72
Claims & Safety Coord	MGMT	520	A	OAS013	33.209	5,756.23	69,074.72
	MGMT	520	B	OAS013	34.906	6,050.37	72,604.48
	MGMT	520	C	OAS013	36.690	6,359.60	76,315.20
	MGMT	520	D	OAS013	38.565	6,684.60	80,215.20
	MGMT	520	E	OAS013	40.535	7,026.07	84,312.80
Communications Supervisor	MGMT	520	A	TCS011	33.209	5,756.23	69,074.72
	MGMT	520	B	TCS011	34.906	6,050.37	72,604.48
	MGMT	520	C	TCS011	36.690	6,359.60	76,315.20
	MGMT	520	D	TCS011	38.565	6,684.60	80,215.20
	MGMT	520	E	TCS011	40.535	7,026.07	84,312.80
Community Development Director	MGMT	628	A	OAE007	56.886	9,860.24	118,322.88
	MGMT	628	B	OAE007	59.794	10,364.29	124,371.52
	MGMT	628	C	OAE007	62.849	10,893.83	130,725.92
	MGMT	628	D	OAE007	66.060	11,450.40	137,404.80
	MGMT	628	E	OAE007	69.435	12,035.40	144,424.80

EXHIBIT A

		CULVER CITY MANAGEMENT GROUP CLASSIFICATION AND SALARY PLAN						
		Effective 08/01/08						
Class Title	BU	Grade	Step	Class Code	Hourly Rate	Monthly Rate	Annual Rate	
Cultural Affairs Coordinator	MGMT	526	A	OAS015	34.217	5,930.95	71,171.36	
	MGMT	526	B	OAS015	35.965	6,233.93	74,807.20	
	MGMT	526	C	OAS015	37.803	6,552.52	78,630.24	
	MGMT	526	D	OAS015	39.735	6,887.40	82,648.80	
	MGMT	526	E	OAS015	41.765	7,239.27	86,871.20	
Cultural Affairs Manager	MGMT	565	A	OAD016	41.557	7,203.21	86,438.56	
	MGMT	565	B	OAD016	43.681	7,571.37	90,856.48	
	MGMT	565	C	OAD016	45.913	7,958.25	95,499.04	
	MGMT	565	D	OAD016	48.259	8,364.89	100,378.72	
	MGMT	565	E	OAD016	50.725	8,792.33	105,508.00	
Dep Parks, Rec & Comm Svcs Dir	MGMT	588	A		46.605	8,078.20	96,938.40	
	MGMT	588	B		48.987	8,491.08	101,892.96	
	MGMT	588	C		51.490	8,924.93	107,099.20	
	MGMT	588	D		54.121	9,380.97	112,571.68	
	MGMT	588	E		56.886	9,860.24	118,322.88	
Deputy City Attorney I	MGMT	583	A	PRL002	45.457	7,879.21	94,550.56	
	MGMT	583	B	PRL002	47.780	8,281.87	99,382.40	
	MGMT	583	C	PRL002	50.222	8,705.15	104,461.76	
	MGMT	583	D	PRL002	52.787	9,149.75	109,796.96	
	MGMT	583	E	PRL002	55.485	9,617.40	115,408.80	
Deputy City Attorney II	MGMT	598	A	PRL003	48.987	8,491.08	101,892.96	
	MGMT	598	B	PRL003	51.490	8,924.93	107,099.20	
	MGMT	598	C	PRL003	54.121	9,380.97	112,571.68	
	MGMT	598	D	PRL003	56.886	9,860.24	118,322.88	
	MGMT	598	E	PRL003	59.794	10,364.29	124,371.52	
Deputy City Clerk	MGMT	491	A	OAS007	28.740	4,981.60	59,779.20	
	MGMT	491	B	OAS007	30.209	5,236.23	62,834.72	
	MGMT	491	C	OAS007	31.753	5,503.85	66,046.24	
	MGMT	491	D	OAS007	33.375	5,785.00	69,420.00	
	MGMT	491	E	OAS007	35.081	6,080.71	72,968.48	
Deputy City Treasurer	MGMT	610	A	OAD012	52.006	9,014.37	108,172.48	
	MGMT	610	B	OAD012	54.663	9,474.92	113,699.04	
	MGMT	610	C	OAD012	57.457	9,959.21	119,510.56	
	MGMT	610	D	OAD012	60.393	10,468.12	125,617.44	
	MGMT	610	E	OAD012	63.479	11,003.03	132,036.32	
Deputy Comm Devel Dir/Plan Mgr	MGMT	604	A	OAD008	50.473	8,748.65	104,983.84	
	MGMT	604	B	OAD008	53.052	9,195.68	110,348.16	
	MGMT	604	C	OAD008	55.763	9,665.59	115,987.04	
	MGMT	604	D	OAD008	58.612	10,159.41	121,912.96	
	MGMT	604	E	OAD008	61.607	10,678.55	128,142.56	
Deputy Human Resources Director	MGMT	571	A	PRO006	42.820	7,422.13	89,065.60	
	MGMT	571	B	PRO006	45.008	7,801.39	93,616.64	
	MGMT	571	C	PRO006	47.308	8,200.05	98,400.64	
	MGMT	571	D	PRO006	49.725	8,619.00	103,428.00	
	MGMT	571	E	PRO006	52.266	9,059.44	108,713.28	
Deputy Transportation Director	MGMT	598	A	OAD022	48.987	8,491.08	101,892.96	
	MGMT	598	B	OAD022	51.490	8,924.93	107,099.20	
	MGMT	598	C	OAD022	54.121	9,380.97	112,571.68	
	MGMT	598	D	OAD022	56.886	9,860.24	118,322.88	
	MGMT	598	E	OAD022	59.794	10,364.29	124,371.52	

EXHIBIT A

		CULVER CITY MANAGEMENT GROUP CLASSIFICATION AND SALARY PLAN					
		Effective 08/01/08					
Class Title	BU	Grade	Sta	Class Code	Hourly	Monthly	Annual
Economic Development Manager	MGMT	560	A	PRP007	40.535	7,026.07	84,312.80
	MGMT	560	B	PRP007	42.607	7,385.21	88,622.56
	MGMT	560	C	PRP007	44.784	7,762.56	93,150.72
	MGMT	560	D	PRP007	47.073	8,159.32	97,911.84
	MGMT	560	E	PRP007	49.478	8,576.19	102,914.24
Electrical Maint Supervisor	MGMT	509	A	SKS002	31.437	5,449.08	65,388.96
	MGMT	509	B	SKS002	33.044	5,727.63	68,731.52
	MGMT	509	C	SKS002	34.732	6,020.21	72,242.56
	MGMT	509	D	SKS002	36.507	6,327.88	75,934.56
	MGMT	509	E	SKS002	38.373	6,651.32	79,815.84
Emergency Prepare Coordinator	MGMT	524	A	OAS017	33.877	5,872.01	70,464.16
	MGMT	524	B	OAS017	35.608	6,172.05	74,064.64
	MGMT	524	C	OAS017	37.428	6,487.52	77,850.24
	MGMT	524	D	OAS017	39.340	6,818.93	81,827.20
	MGMT	524	E	OAS017	41.351	7,167.51	86,010.08
Enforcement Services Manager	MGMT	516	A	OAD029	32.553	5,642.52	67,710.24
	MGMT	516	B	OAD029	34.217	5,930.95	71,171.36
	MGMT	516	C	OAD029	35.965	6,233.93	74,807.20
	MGMT	516	D	OAD029	37.803	6,552.52	78,630.24
	MGMT	516	E	OAD029	39.735	6,887.40	82,648.80
Engineering Services Manager	MGMT	597	A	OAD019	48.743	8,448.79	101,385.44
	MGMT	597	B	OAD019	51.234	8,880.56	106,566.72
	MGMT	597	C	OAD019	53.852	9,334.35	112,012.16
	MGMT	597	D	OAD019	56.603	9,811.19	117,734.24
	MGMT	597	E	OAD019	59.496	10,312.64	123,751.68
Environmental Coordinator	MGMT	524	A	PRO010	33.877	5,872.01	70,464.16
	MGMT	524	B	PRO010	35.608	6,172.05	74,064.64
	MGMT	524	C	PRO010	37.428	6,487.52	77,850.24
	MGMT	524	D	PRO010	39.340	6,818.93	81,827.20
	MGMT	524	E	PRO010	41.351	7,167.51	86,010.08
Environmental Prog & Ops Mgr	MGMT	597	A	OAD030	48.743	8,448.79	101,385.44
	MGMT	597	B	OAD030	51.234	8,880.56	106,566.72
	MGMT	597	C	OAD030	53.852	9,334.35	112,012.16
	MGMT	597	D	OAD030	56.603	9,811.19	117,734.24
	MGMT	597	E	OAD030	59.496	10,312.64	123,751.68
Equipment Maint Manager	MGMT	576	A	OAD010	43.899	7,609.16	91,309.92
	MGMT	576	B	OAD010	46.143	7,998.12	95,977.44
	MGMT	576	C	OAD010	48.501	8,406.84	100,882.08
	MGMT	576	D	OAD010	50.979	8,836.36	106,036.32
	MGMT	576	E	OAD010	53.583	9,287.72	111,452.64
Executive Asst to the City Mgr	MGMT	487	A	OAS009	28.173	4,883.32	58,599.84
	MGMT	487	B	OAS009	29.612	5,132.75	61,592.96
	MGMT	487	C	OAS009	31.125	5,395.00	64,740.00
	MGMT	487	D	OAS009	32.716	5,670.77	68,049.28
	MGMT	487	E	OAS009	34.388	5,960.59	71,527.04
Facilities Maint Supervisor	MGMT	519	A	SKS008	33.044	5,727.63	68,731.52
	MGMT	519	B	SKS008	34.732	6,020.21	72,242.56
	MGMT	519	C	SKS008	36.507	6,327.88	75,934.56
	MGMT	519	D	SKS008	38.373	6,651.32	79,815.84
	MGMT	519	E	SKS008	40.334	6,991.23	83,894.72

EXHIBIT A

		CULVER CITY MANAGEMENT GROUP CLASSIFICATION AND SALARY PLAN					
		Effective 08/01/08					
Class Title	EU	Grade	Step	Class Code	Hourly Rate	Monthly Rate	Annual Rate
Housing Programs Administrator	MGMT	574	A	OAD013	43.464	7,533.76	90,405.12
	MGMT	574	B	OAD013	45.685	7,918.73	95,024.80
	MGMT	574	C	OAD013	48.019	8,323.29	99,879.52
	MGMT	574	D	OAD013	50.473	8,748.65	104,983.84
	MGMT	574	E	OAD013	53.052	9,195.68	110,348.16
Housing Programs Supervisor	MGMT	516	A	PRO003	32.553	5,642.52	67,710.24
	MGMT	516	B	PRO003	34.217	5,930.95	71,171.36
	MGMT	516	C	PRO003	35.965	6,233.93	74,807.20
	MGMT	516	D	PRO003	37.803	6,552.52	78,630.24
	MGMT	516	E	PRO003	39.735	6,887.40	82,648.80
Human Resources Analyst	MGMT	501	A	PRO005	30.209	5,236.23	62,834.72
	MGMT	501	B	PRO005	31.753	5,503.85	66,046.24
	MGMT	501	C	PRO005	33.375	5,785.00	69,420.00
	MGMT	501	D	PRO005	35.081	6,080.71	72,968.48
	MGMT	501	E	PRO005	36.873	6,391.32	76,695.84
Human Resources Director	MGMT	627	A	OAE011	56.603	9,811.19	117,734.24
	MGMT	627	B	OAE011	59.496	10,312.64	123,751.68
	MGMT	627	C	OAE011	62.536	10,839.57	130,074.88
	MGMT	627	D	OAE011	65.732	11,393.55	136,722.56
	MGMT	627	E	OAE011	69.090	11,975.60	143,707.20
Human Resources Svc Analyst	MGMT	484	A	PRO013	27.754	4,810.69	57,728.32
	MGMT	484	B	PRO013	29.172	5,056.48	60,677.76
	MGMT	484	C	PRO013	30.663	5,314.92	63,779.04
	MGMT	484	D	PRO013	32.230	5,586.53	67,038.40
	MGMT	484	E	PRO013	33.877	5,872.01	70,464.16
Intergovern Relations Officer	MGMT	548	A	OAS003	38.182	6,618.21	79,418.56
	MGMT	548	B	OAS003	40.133	6,956.39	83,476.64
	MGMT	548	C	OAS003	42.184	7,311.89	87,742.72
	MGMT	548	D	OAS003	44.340	7,685.60	92,227.20
	MGMT	548	E	OAS003	46.605	8,078.20	96,938.40
Legal Operations Manager	MGMT	536	A	OAD002	35.965	6,233.93	74,807.20
	MGMT	536	B	OAD002	37.803	6,552.52	78,630.24
	MGMT	536	C	OAD002	39.735	6,887.40	82,648.80
	MGMT	536	D	OAD002	41.765	7,239.27	86,871.20
	MGMT	536	E	OAD002	43.899	7,609.16	91,309.92
Maintenance Manager	MGMT	578	A	OAD014	44.340	7,685.60	92,227.20
	MGMT	578	B	OAD014	46.605	8,078.20	96,938.40
	MGMT	578	C	OAD014	48.987	8,491.08	101,892.96
	MGMT	578	D	OAD014	51.490	8,924.93	107,099.20
	MGMT	578	E	OAD014	54.121	9,380.97	112,571.68
Maintenance Operations Manager	MGMT	578	A	OAD026	44.340	7,685.60	92,227.20
	MGMT	578	B	OAD026	46.605	8,078.20	96,938.40
	MGMT	578	C	OAD026	48.987	8,491.08	101,892.96
	MGMT	578	D	OAD026	51.490	8,924.93	107,099.20
	MGMT	578	E	OAD026	54.121	9,380.97	112,571.68
Management Analyst	MGMT	501	A	PRO001	30.209	5,236.23	62,834.72
	MGMT	501	B	PRO001	31.753	5,503.85	66,046.24
	MGMT	501	C	PRO001	33.375	5,785.00	69,420.00
	MGMT	501	D	PRO001	35.081	6,080.71	72,968.48
	MGMT	501	E	PRO001	36.873	6,391.32	76,695.84

EXHIBIT A

		CULVER CITY MANAGEMENT GROUP CLASSIFICATION AND SALARY PLAN					
		Effective 08/01/08					
Class Title	BU	Grade	Step	Class Code	Hourly Rate	Monthly Salary	Annual Salary
Park Maintenance Supervisor	MGMT	496	A	SMS001	29.465	5,107.27	61,287.20
	MGMT	496	B	SMS001	30.971	5,368.31	64,419.68
	MGMT	496	C	SMS001	32.553	5,642.52	67,710.24
	MGMT	496	D	SMS001	34.217	5,930.95	71,171.36
	MGMT	496	E	SMS001	35.965	6,233.93	74,807.20
Parks Manager	MGMT	546	A	OAD020	37.803	6,552.52	78,630.24
	MGMT	546	B	OAD020	39.735	6,887.40	82,648.80
	MGMT	546	C	OAD020	41.765	7,239.27	86,871.20
	MGMT	546	D	OAD020	43.899	7,609.16	91,309.92
	MGMT	546	E	OAD020	46.143	7,998.12	95,977.44
Parks, Rec & Cmty Svc Director	MGMT	626	A	OAE009	56.322	9,762.48	117,149.76
	MGMT	626	B	OAE009	59.200	10,261.33	123,136.00
	MGMT	626	C	OAE009	62.225	10,785.67	129,428.00
	MGMT	626	D	OAE009	65.403	11,336.52	136,038.24
	MGMT	626	E	OAE009	68.747	11,916.15	142,993.76
Public Information Officer	MGMT	524	A	OAS001	33.877	5,872.01	70,464.16
	MGMT	524	B	OAS001	35.608	6,172.05	74,064.64
	MGMT	524	C	OAS001	37.428	6,487.52	77,850.24
	MGMT	524	D	OAS001	39.340	6,818.93	81,827.20
	MGMT	524	E	OAS001	41.351	7,167.51	86,010.08
Public Works Dir/City Engineer	MGMT	639	A	OAE003	60.093	10,416.12	124,993.44
	MGMT	639	B	OAE003	63.164	10,948.43	131,381.12
	MGMT	639	C	OAE003	66.390	11,507.60	138,091.20
	MGMT	639	D	OAE003	69.782	12,095.55	145,146.56
	MGMT	639	E	OAE003	73.350	12,714.00	152,568.00
Purchasing Officer	MGMT	536	A	OAD017	35.965	6,233.93	74,807.20
	MGMT	536	B	OAD017	37.803	6,552.52	78,630.24
	MGMT	536	C	OAD017	39.735	6,887.40	82,648.80
	MGMT	536	D	OAD017	41.765	7,239.27	86,871.20
	MGMT	536	E	OAD017	43.899	7,609.16	91,309.92
Real Property Coordinator	MGMT	532	A	OAS005	35.255	6,110.87	73,330.40
	MGMT	532	B	OAS005	37.056	6,423.04	77,076.48
	MGMT	532	C	OAS005	38.950	6,751.33	81,016.00
	MGMT	532	D	OAS005	40.940	7,096.27	85,155.20
	MGMT	532	E	OAS005	43.032	7,458.88	89,506.56
Recreation Manager	MGMT	575	A	OAD021	43.681	7,571.37	90,856.48
	MGMT	575	B	OAD021	45.913	7,958.25	95,499.04
	MGMT	575	C	OAD021	48.259	8,364.89	100,378.72
	MGMT	575	D	OAD021	50.725	8,792.33	105,508.00
	MGMT	575	E	OAD021	53.317	9,241.61	110,899.36
Recreation Supervisor	MGMT	497	A	OAS012	29.612	5,132.75	61,592.96
	MGMT	497	B	OAS012	31.125	5,395.00	64,740.00
	MGMT	497	C	OAS012	32.716	5,670.77	68,049.28
	MGMT	497	D	OAS012	34.388	5,960.59	71,527.04
	MGMT	497	E	OAS012	36.145	6,265.13	75,181.60
Redevelopment Administrator	MGMT	609	A	OAD003	51.748	8,969.65	107,635.84
	MGMT	609	B	OAD003	54.391	9,427.77	113,133.28
	MGMT	609	C	OAD003	57.170	9,909.47	118,913.60
	MGMT	609	D	OAD003	60.093	10,416.12	124,993.44
	MGMT	609	E	OAD003	63.164	10,948.43	131,381.12

EXHIBIT A

		CULVER CITY MANAGEMENT GROUP CLASSIFICATION AND SALARY PLAN					
		Effective 08/01/08					
Class Title	BU	Grade	Step	Class Code	Hourly Ann.	Monthly Ann.	Yearly Ann.
Redevelopment Project Manager	MGMT	560	A	PRP003	40.535	7,026.07	84,312.80
	MGMT	560	B	PRP003	42.607	7,385.21	88,622.56
	MGMT	560	C	PRP003	44.784	7,762.56	93,150.72
	MGMT	560	D	PRP003	47.073	8,159.32	97,911.84
	MGMT	560	E	PRP003	49.478	8,576.19	102,914.24
Risk Manager	MGMT	573	A	OAD001	43.247	7,496.15	89,953.76
	MGMT	573	B	OAD001	45.457	7,879.21	94,550.56
	MGMT	573	C	OAD001	47.780	8,281.87	99,382.40
	MGMT	573	D	OAD001	50.222	8,705.15	104,461.76
	MGMT	573	E	OAD001	52.787	9,149.75	109,796.96
Solid Waste & Recycle Ops Supv	MGMT	519	A	OAD028	33.044	5,727.63	68,731.52
	MGMT	519	B	OAD028	34.732	6,020.21	72,242.56
	MGMT	519	C	OAD028	36.507	6,327.88	75,934.56
	MGMT	519	D	OAD028	38.373	6,651.32	79,815.84
	MGMT	519	E	OAD028	40.334	6,991.23	83,894.72
Special Events Coordinator	MGMT	516	A	OAS016	32.553	5,642.52	67,710.24
	MGMT	516	B	OAS016	34.217	5,930.95	71,171.36
	MGMT	516	C	OAS016	35.965	6,233.93	74,807.20
	MGMT	516	D	OAS016	37.803	6,552.52	78,630.24
	MGMT	516	E	OAS016	39.735	6,887.40	82,648.80
Sr & Social Services Manager	MGMT	575	A	OAD009	43.681	7,571.37	90,856.48
	MGMT	575	B	OAD009	45.913	7,958.25	95,499.04
	MGMT	575	C	OAD009	48.259	8,364.89	100,378.72
	MGMT	575	D	OAD009	50.725	8,792.33	105,508.00
	MGMT	575	E	OAD009	53.317	9,241.61	110,899.36
Sr & Social Services Supv	MGMT	515	A	OAS006	32.391	5,614.44	67,373.28
	MGMT	515	B	OAS006	34.046	5,901.31	70,815.68
	MGMT	515	C	OAS006	35.786	6,202.91	74,434.88
	MGMT	515	D	OAS006	37.615	6,519.93	78,239.20
	MGMT	515	E	OAS006	39.537	6,853.08	82,236.96
Sr Accountant	MGMT	507	A	PRA004	31.125	5,395.00	64,740.00
	MGMT	507	B	PRA004	32.716	5,670.77	68,049.28
	MGMT	507	C	PRA004	34.388	5,960.59	71,527.04
	MGMT	507	D	PRA004	36.145	6,265.13	75,181.60
	MGMT	507	E	PRA004	37.992	6,585.28	79,023.36
Sr Building & Safety Inspector	MGMT	502	A	OAI002	30.359	5,262.23	63,146.72
	MGMT	502	B	OAI002	31.910	5,531.07	66,372.80
	MGMT	502	C	OAI002	33.541	5,813.77	69,765.28
	MGMT	502	D	OAI002	35.255	6,110.87	73,330.40
	MGMT	502	E	OAI002	37.056	6,423.04	77,076.48
Sr Civil Engineer	MGMT	574	A	PRE001	43.464	7,533.76	90,405.12
	MGMT	574	B	PRE001	45.685	7,918.73	95,024.80
	MGMT	574	C	PRE001	48.019	8,323.29	99,879.52
	MGMT	574	D	PRE001	50.473	8,748.65	104,983.84
	MGMT	574	E	PRE001	53.052	9,195.68	110,348.16

EXHIBIT A

		CULVER CITY MANAGEMENT GROUP CLASSIFICATION AND SALARY PLAN					
		Effective 08/01/08					
CLASS TITLE	BU	Grade	Seq.	Desc Code	Hourly Rate	Monthly Rate	Annual Rate
Sr Mgmt Analyst	MGMT	536	A	PRO004	35.965	6,233.93	74,807.20
	MGMT	536	B	PRO004	37.803	6,552.52	78,630.24
	MGMT	536	C	PRO004	39.735	6,887.40	82,648.80
	MGMT	536	D	PRO004	41.765	7,239.27	86,871.20
	MGMT	536	E	PRO004	43.899	7,609.16	91,309.92
	MGMT	582	E	PRO008	55.209	9,569.56	114,834.72
Sr Mgmt Analyst/Budget Analyst	MGMT	536	A	PRO007	35.965	6,233.93	74,807.20
	MGMT	536	B	PRO007	37.803	6,552.52	78,630.24
	MGMT	536	C	PRO007	39.735	6,887.40	82,648.80
	MGMT	536	D	PRO007	41.765	7,239.27	86,871.20
	MGMT	536	E	PRO007	43.899	7,609.16	91,309.92
Sr Planner	MGMT	552	A	PRP004	38.950	6,751.33	81,016.00
	MGMT	552	B	PRP004	40.940	7,096.27	85,155.20
	MGMT	552	C	PRP004	43.032	7,458.88	89,506.56
	MGMT	552	D	PRP004	45.231	7,840.04	94,080.48
	MGMT	552	E	PRP004	47.543	8,240.79	98,889.44
Sr Structural Rehab Spec	MGMT	502	A	OAI010	30.359	5,262.23	63,146.72
	MGMT	502	B	OAI010	31.910	5,531.07	66,372.80
	MGMT	502	C	OAI010	33.541	5,813.77	69,765.28
	MGMT	502	D	OAI010	35.255	6,110.87	73,330.40
	MGMT	502	E	OAI010	37.056	6,423.04	77,076.48
Sr Technical Services Manager	MGMT	585	A	TCS004	45.913	7,958.25	95,499.04
	MGMT	585	B	TCS004	48.259	8,364.89	100,378.72
	MGMT	585	C	TCS004	50.725	8,792.33	105,508.00
	MGMT	585	D	TCS004	53.317	9,241.61	110,899.36
	MGMT	585	E	TCS004	56.041	9,713.77	116,565.28
Street Maintenance Supervisor	MGMT	519	A	SMS014	33.044	5,727.63	68,731.52
	MGMT	519	B	SMS014	34.732	6,020.21	72,242.56
	MGMT	519	C	SMS014	36.507	6,327.88	75,934.56
	MGMT	519	D	SMS014	38.373	6,651.32	79,815.84
	MGMT	519	E	SMS014	40.334	6,991.23	83,894.72
Systems Development Manager	MGMT	570	A	TCS009	42.607	7,385.21	88,622.56
	MGMT	570	B	TCS009	44.784	7,762.56	93,150.72
	MGMT	570	C	TCS009	47.073	8,159.32	97,911.84
	MGMT	570	D	TCS009	49.478	8,576.19	102,914.24
	MGMT	570	E	TCS009	52.006	9,014.37	108,172.48
Technical Services Manager	MGMT	570	A	TCS003	42.607	7,385.21	88,622.56
	MGMT	570	B	TCS003	44.784	7,762.56	93,150.72
	MGMT	570	C	TCS003	47.073	8,159.32	97,911.84
	MGMT	570	D	TCS003	49.478	8,576.19	102,914.24
	MGMT	570	E	TCS003	52.006	9,014.37	108,172.48
Traffic Engineer	MGMT	545	A	TCS010	37.615	6,519.93	78,239.20
	MGMT	545	B	TCS010	39.537	6,853.08	82,236.96
	MGMT	545	C	TCS010	41.557	7,203.21	86,438.56
	MGMT	545	D	TCS010	43.681	7,571.37	90,856.48
	MGMT	545	E	TCS010	45.913	7,958.25	95,499.04

EXHIBIT A

	CULVER CITY MANAGEMENT GROUP CLASSIFICATION AND SALARY PLAN						
	Effective 08/01/08						
Class Title	BU	Grade	Seq.	Class Code	Hourly Rate	Monthly Rate	Annual Rate
Traffic Engineering Manager	MGMT	545	A	TCS007	37.615	6,519.93	78,239.20
	MGMT	545	B	TCS007	39.537	6,853.08	82,236.96
	MGMT	545	C	TCS007	41.557	7,203.21	86,438.56
	MGMT	545	D	TCS007	43.681	7,571.37	90,856.48
	MGMT	545	E	TCS007	45.913	7,958.25	95,499.04
Transit Operations Analyst	MGMT	501	A	PRO014	30.209	5,236.23	62,834.72
	MGMT	501	B	PRO014	31.753	5,503.85	66,046.24
	MGMT	501	C	PRO014	33.375	5,785.00	69,420.00
	MGMT	501	D	PRO014	35.081	6,080.71	72,968.48
	MGMT	501	E	PRO014	36.873	6,391.32	76,695.84
Transit Operations Manager	MGMT	576	A	OAS014	43.899	7,609.16	91,309.92
	MGMT	576	B	OAS014	46.143	7,998.12	95,977.44
	MGMT	576	C	OAS014	48.501	8,406.84	100,882.08
	MGMT	576	D	OAS014	50.979	8,836.36	106,036.32
	MGMT	576	E	OAS014	53.583	9,287.72	111,452.64
Transportation Director	MGMT	657	A	OAE012	65.732	11,393.55	136,722.56
	MGMT	657	B	OAE012	69.090	11,975.60	143,707.20
	MGMT	657	C	OAE012	72.621	12,587.64	151,051.68
	MGMT	657	D	OAE012	76.331	13,230.71	158,768.48
	MGMT	657	E	OAE012	80.232	13,906.88	166,882.56
Treasury Division Manager	MGMT	552	A	OAD007	38.950	6,751.33	81,016.00
	MGMT	552	B	OAD007	40.940	7,096.27	85,155.20
	MGMT	552	C	OAD007	43.032	7,458.88	89,506.56
	MGMT	552	D	OAD007	45.231	7,840.04	94,080.48
	MGMT	552	E	OAD007	47.543	8,240.79	98,889.44
Tree Maintenance Supervisor	MGMT	496	A	SMS011	29.465	5,107.27	61,287.20
	MGMT	496	B	SMS011	30.971	5,368.31	64,419.68
	MGMT	496	C	SMS011	32.553	5,642.52	67,710.24
	MGMT	496	D	SMS011	34.217	5,930.95	71,171.36
	MGMT	496	E	SMS011	35.965	6,233.93	74,807.20
Veterans Complex Supervisor	MGMT	479	A	OAS011	27.072	4,692.48	56,309.76
	MGMT	479	B	OAS011	28.455	4,932.20	59,186.40
	MGMT	479	C	OAS011	29.909	5,184.23	62,210.72
	MGMT	479	D	OAS011	31.437	5,449.08	65,388.96
	MGMT	479	E	OAS011	33.044	5,727.63	68,731.52

ATTACHMENT No. 4

Minutes Excerpt from the August 6, 2008 Civil Service Commission Meeting

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

August 6, 2008
7:00 P.M.

Present: Chair Michael Whitaker
Vice Chair Sharon Zeitlin
Commissioner Sandy Stivers
Commissioner Sharon Zeitlin

Absent: Commissioner Dan Gallagher

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Action Items

Item A-3

NEW CLASSIFICATION SPECIFICATION: DEPUTY PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR

Mary Ortiz, Human Resources Analyst, gave an overview of the staff report and noted revisions to the classification specification. Discussion ensued regarding the City's policy for determining a position's classification status, i.e. classified vs. unclassified. Staff indicated that it would address this issue with the City Manager.

IT WAS MOVED BY VICE CHAIR ZEITLIN, SECONDED BY COMMISSIONER STIVERS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE ACTION ITEM A-3 WITH REVISIONS.

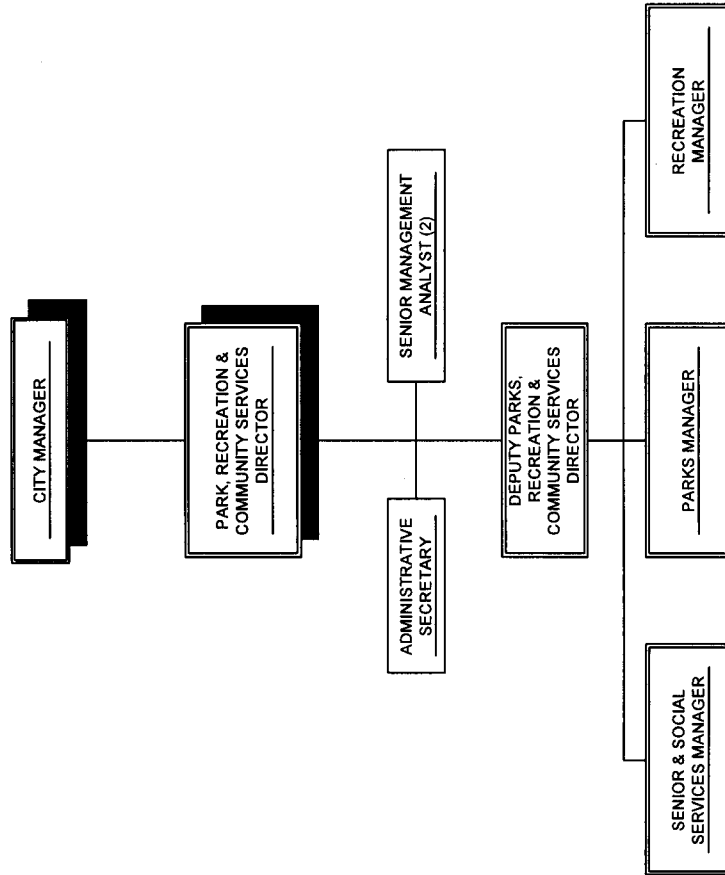
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Minutes Approved: September 3, 2008

Serena Wright
HUMAN RESOURCES DIRECTOR of the City of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION of the
City of Culver City, California

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT

ATTACHMENT No. 5



FISCAL YEAR 2008-2009