

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 09/12/05		Item Number: <u>A-5</u>	
AGENDA ITEM: Consideration of Approval of the New Unclassified Classification Specification for Cultural Affairs Coordinator, and Rescind Resolution 2005-R056.			
Contact Person/Dept.: Amy Webber		Phone Number: 310-253-5652	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List and Culver City Management Group 09/07/05			
Department Approval: Serena Wright 9/6/05		CAO Approval: Jerry Fulwood 9/7/05	
City Controller Approval: Marlee Chang 9/7/05			

RECOMMENDATION:

That the City Council approve the unclassified classification specification and salary plan for Cultural Affairs Coordinator.

BACKGROUND:

A request was made on November 15, 2004, by Susan Evans, Community Development Director, for Personnel Department staff to audit the Management Analyst position in Cultural Affairs to determine whether or not this position was functioning within the scope of the established classification. The desk audit findings concluded that this position was performing duties significantly beyond the scope of the Management Analyst classification.

Fiscal year 2005-2006 approved budget included the reclassification of the Management Analyst position within Cultural Affairs of the Community Development Department.

The Civil Service Commission approved the unclassified classification specification for Cultural Affairs Coordinator at the August 3, 2005 meeting.

DISCUSSION:

Initially, the Management Analyst position was responsible for providing the day-to-day administrative support to the Arts in Public Places program, otherwise known as Public Art. Primary responsibilities included research and preparation of staff reports for City commissioned public art, typically part of a redevelopment project,

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and to act as the contact for developers on private projects regarding the City's public art requirements.

The responsibilities and duties of the Management Analyst position has evolved requiring specialized knowledge of public art, architectural styles, methods of restoration and conservation, as well as knowledge of applicable state and federal laws governing historic preservation. This growth is a result of the increasing number of redevelopment projects, requests for City commissioned public art installations, as well as the establishment of the Cultural Affairs Commission in 2001.

The position requires the ability to independently analyze and make decisions with respect to the municipal codes and ordinances, develop and implement policies in compliance with state and federal laws, and prioritize projects keeping the goals of multiple stakeholders in mind. This position is the staff contact to private developers and responds to public questions related to the Cultural Affairs Commission, Public Art and historic preservation. This position also has the responsibility to present staff reports to the Cultural Affairs Commission and City Council for approval, recommendation or direction.

FISCAL ANALYSIS:

The salary range for the Cultural Affairs Coordinator has been approved at salary range 502 with a top step monthly salary \$6423; an annual salary of \$77,076.

ATTACHMENTS:

1. Resolution and Exhibit A
2. New Unclassified Classification Specification for Cultural Affairs Coordinator
3. Labor Market Survey

MOTION:

That the City Council:

Approve the new unclassified classification specification and salary plan for Cultural Affairs Coordinator, and rescind Resolution 2005-R056.