

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 08/14/06		Item Number: <u>C-9</u>	
AGENDA ITEM: Approval of the New Classification Specification and Salary Plan for Claims Technician and Rescinding of Resolution 2005-R065.			
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 Employees Association 08/09/06			
Department Approval: Serena Wright (08/03/06)		City Manager Approval: Jerry Fulwood (08/09/06)	
City Controller Approval: Marlee Chang (08/09/06)			

RECOMMENDATION:

Staff recommends the City Council approve the classification specification and salary plan for Claims Technician.

BACKGROUND:

During the budget process for FY 2006-2007, the City Council approved the addition of a Claims Technician position within the Risk Management Division. This position will provide technical administrative assistance to the Claims and Safety Coordinator and be the primary contact in responding to inquiries regarding workers' compensation benefits.

The Civil Service Commission approved the classification specification for Claims Technician at the July 12, 2006 meeting.

DISCUSSION:

The Risk Management division has not had dedicated full time staff since 2003. The Risk Management division, prior to FY 2006-2007, was staffed with one full time Safety Officer, a part time Administrative Clerk and a Management Analyst that also provided support to the Administration Department. Effective July 2006, pursuant to the City Council Adopted Budget for FY 2006-2007, the Management Analyst position was transferred to the City Controller's Office and the Administrative Clerk position was eliminated. Pursuant to the recommendation of the City Manager and with the approval of City Council, the City is currently in the process of reorganizing

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the Risk Management division staffed by the following four full time positions: Risk Manager, Claims and Safety Coordinator, Safety Officer and a Claims Technician.

One essential stage of the reorganization process is to ensure that there is adequate administrative assistance within the division to gather and analyze statistical data and generate accurate and timely reports. This position will also be responsible for tracking and analyzing workers' compensation trends in relation to spending, incident occurrences and litigated claims, in addition to providing claims cost analysis.

This entry level, para-professional position will report directly to the Claims and Safety Coordinator and will also provide support to the Risk Manager and Safety Officer, as needed.

FISCAL ANALYSIS:

The salary range for the Claims Technician has been approved at salary range 414 with a top step monthly salary \$4,146; an annual salary of \$49,747.

ATTACHMENTS:

1. Resolution and Exhibit A
2. New Classification Specification for Claims Technician
3. Organizational Chart for Risk Management division

MOTION:

That the City Council:

Rescind Resolution 2005-R065 and approve the new classification specification and salary plan for Claims Technician.