

MEETING DATE: 01/22/07

AGENDA ITEM: Consideration to approve the classification specification for
Traffic Signal Technician

ATTACHMENT

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Occupants of this classification are in the classified service. This position assists with skilled work in the maintenance, repair, and modification of traffic signal control equipment, wiring systems, and other electrical devices.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the reports to the Electrical Maintenance Supervisor. Responsibilities include assisting in the repair and maintenance of traffic control and street light equipment and general electrical maintenance.

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. Performs skilled electrical work in the installation, operation, general maintenance, repair, and adjustment of traffic signals.
2. Makes field and emergency repairs on traffic signal equipment, such as signal heads, traffic signal standards, detector pads, and controllers.
3. Assists with repairs of traffic signals and controllers systems.
4. Assists with relocations and modifications of traffic signals and electronic equipment at street intersections.
5. Assists in general electrical repair work.
6. Installs street traffic detectors, pedestrian push button units, and large illuminated traffic signs.
7. Turns on and tests traffic signals and makes timely adjustments.
8. Cleans, tests, repairs, and overhauls controllers, coordinators, program clocks, computers, and other electric and electronic equipment in the shop.
9. Tests electronic and electrical circuits, transformers, and other related equipment.
10. Performs test and maintenance work.
11. Assists with re-wiring of controllers, and related equipment.
12. Makes periodic and routine preventive maintenance inspections of street lights and answers any emergency trouble calls.
13. Checks and adjusts traffic signal coordination and timing, and performs preventive maintenance work.
14. Interprets traffic signal and electrical wiring diagrams, sketches and schematics, and helps perform general electrical repair.
15. Helps repair other electronic or electrical devices or equipment.
16. Maintains and properly utilizes electronic and electrical tools and equipment.

Knowledge of:

- Materials, methods, and equipment used in the modification, maintenance, and repair of electronic and solid state digital control devices including traffic signals, [REDACTED]
- Functions and uses of electrical [REDACTED] electronic testing equipment.
- Standard tools, methods, and practices of the electronic and electrician trade.
- Wiring practices.
- Functions and uses of hand tools used in electronic and electrical repairs.
- Schematic wire size and the Proper wire use.
- Traffic safety.

Skill and Ability to:

- Perform heavy and physically demanding work for lengthy and continuous periods of time.
- Use and operate an aerial boom truck.
- Use of power and hand tools such as a jackhammer [REDACTED].
- Read electronic technical manuals.
- Set up a job site in a safe manner [REDACTED].
- Access the digital computer to control traffic signal control timing devices.
- Fit and adjust conduit in the traffic signal installation process.
- Establish and maintain effective [REDACTED] working relationships with others.
- Apply electronic principles and practices.

Possession of a valid California Class B driver's license. Possession of [REDACTED]
[REDACTED] Level I Traffic Signal Certificate [REDACTED]
[REDACTED] or not required.

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: [REDACTED] and two (2) years of experience in the maintenance, repair, and installation of electrical and electronic equipment of which one (1) year should be in the maintenance and repair of traffic controls.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to maintain balance.
- Require the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 35 pounds and may occasionally weigh up to 50 pounds.
- May be required to work in inclement weather without effective protection from sun, cold, and rain.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around moving mechanical parts. May be required to work around electrically current energized equipment.

Culver CITY
PERSONNEL DEPARTMENT

**MINUTES OF THE REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION**

Wednesday, December 6, 2006

7:00 pm

Mike Balkman Council Chambers

Chair Motyl called the meeting to order at 7:03 P.M.

Commissioners Present:

Vincent Motyl, Chair
Sandy Stivers, Vice Chair
Alice Barriciello, Commissioner
Michael Whitaker, Commissioner
Sharon Zeitlin, Commissioner

Commissioners Absent:

None

Staff Present:

Serena Wright, Personnel & Employee Relations Director
Heather Iker, Deputy City Attorney
Linda Coll, Personnel Services Analyst
Mary Ortiz, Personnel Analyst
Amy Webber, Personnel Analyst

Chair Motyl invited public participation for items not on the agenda.

None.

Chair Motyl invited public participation for items on the agenda.

None.

Item C-1: Secretary's Report

Moved by Commissioner Whitaker, seconded by Commissioner Zeitlin, it was unanimously carried that the Civil Service Commission receive and file the Secretary's Report.

Item C-2:

Approval of Minutes for the meeting of September 6, 2006

Moved by Commissioner Zeitlin, seconded by Commissioner Whitaker, it was unanimously carried to approve the minutes.

Approval of Minutes for the meeting of October 4, 2006

Moved by Commissioner Zeitlin, seconded by Commissioner Whitaker, it was unanimously carried to approve the minutes.

Item A-1: Request to Schedule an Appeal Hearing for the Disciplinary Dismissal of Jeffrey Davila

Serena Wright gave an overview of the staff report.

Steve Filarsky, Attorney-at-Law, was present and stated that he was representing the City.

John Bakhit, Attorney-at-Law, from the firm of Lackie & Dammeier, APC, was present and stated that he was representing the appellant, Jeffrey Davila.

Chair Motyl asked how the Commission was to decide whether to hear this appeal or send out the appeal if there was no information available to them concerning the disciplinary action. In the past, Commissioners received a file of record beforehand, and now they receive nothing.

Serena Wright responded that direction was based on the new Civil Service Rules.

Heather Iker responded that attorneys from both sides were present and could provide a general idea of the estimated length of the hearing and the complexity of the issues. Based on that, the Commission could decide whether or not to send the appeal out to a hearing officer.

Commissioner Zeitlin responded that according to the new Rules, the Commission will receive a summary of the charges and the discipline.

Steve Filarsky responded that the reason the Commission does not receive material ahead of time is that in some manner, they could be predisposed to a decision prior to the hearing. The dismissal is based on excessive force and untruths. He believes it will be a long hearing, possibly 8 to 12 days, due to the nature of case, and the number of witnesses and expert witnesses. Based on Civil Service Rule 11.13A, the Commission could appoint a hearing in order to conduct the hearing in the most expeditious manner possible. It is difficult to schedule large groups of people, and selection of a hearing officer would be better because of greater continuity and availability for longer hours. In keeping with the intent of the Civil Service Rules, he recommended use of a hearing officer.

Commissioner Whitaker inquired about the number of witnesses and how long it would be before the hearing would begin.

Steve Filarsky responded there are numerous witnesses, a minimum of 7 to 8, probably more, plus expert witnesses if needed, and approximately two months until the hearing would begin.

John Bakhit advised that he was speaking on behalf of Mr. Dawson who will actually represent Mr. Davila. He agreed that 8 to 12 nights are probable, and believes the Commission should hear this appeal due to the nature of case and to allow the City to make changes resulting from the hearing. There will be approximately 7 to 10 witnesses for the appellant.

Commissioner Whitaker asked if there was a policy or what is the history of the Commission in these hearings.

Heather Iker responded it's up to the Commission's discretion.

Chair Motyl responded that in his seven years of experience on the Commission, they usually agree to the appellant's request.

Moved by Chair Motyl and seconded by Commissioner Zeitlin, the motion was made for the Commission to hear the appeal.

Vice Chair Stivers said she was leaning toward the Commission holding the hearing, but could agree either way.

Commissioner Barriciello stated that the Commission should conduct the hearing if we do not receive information ahead of time.

Commissioner Whitaker stated he would go along with the Commission, but based on his professional experience the Commission may not want to hear similar matters due to the lengthy process.

Chair Motyl responded that it would be a lengthy commitment going on his past experience.

Commissioner Barriciello responded that the Commission finished the Civil Service Rules Amendment Project and could commit to the hearing.

Moved by Chair Motyl, seconded by Commissioner Zeitlin, the motion for the Commission to hear the appeal was unanimously carried.

Discussion ensued regarding possible hearing dates; the following hearing dates were scheduled:

- January 22, 24, 26, 2007; and
- February 5, 7, 13, 26, 27, 2007.
- On February 7th, the Commission meeting will convene at 6:00 p.m., followed by the hearing at approximately 6:30 pm; and
- The hearing will begin at 6:00 pm on the remaining dates.

Commissioner Whitaker requested that counsel notify the Commission as soon as possible if there are any delays.

Item A-2: Outstanding Performance Awards: Karen Williams, Patricia Garcia, and Judith Gracia

Serena Wright gave overview of staff report.

Moved by Commissioner Zeitlin, seconded by Commissioner Whitaker, the motion to approve the Outstanding Performance Awards for Karen Williams, Patricia Garcia, and Judith Garcia was unanimously carried.

Item A-3: Exceptional Step Increase: Rosa Lagasse

Serena Wright gave overview of staff report.

Moved by Commissioner Zeitlin, seconded by Vice Chair Stivers, the motion to approve the Exceptional Step Increase for Rosa Lagasse was unanimously carried.

Item A-4: Graphic Services Assistant: Extension of the Eligible List

Serena Wright gave overview of staff report.

Moved by Vice Chair Stivers, seconded by Commissioner Whitaker, the motion to approve the extension of the eligible list for Graphic Services Assistant was unanimously carried.

Item A-5: Transit Operations Supervisor: New Promotional Recruitment Bulletin

Serena Wright gave overview of staff report.

Commissioner Whitaker asked if the bulletin and class specification should reflect the same information; for instance, the reference to administrative suspension of drivers license?

Commissioner Zeitlin stated, the bulletin should also mirror language regarding no fault accidents.

Serena Wright responded that the language would be revised at the Commission's direction.

Moved by Commissioner Zeitlin, seconded by Commissioner Whitaker, the motion to approve the new promotional recruitment bulletin for Transit Operations Supervisor was unanimously carried.

Item A-6: Equipment Maintenance Supervisor: New Promotional Recruitment Bulletin and Revised Classification Specification

Serena Wright gave overview of staff report, and stated that Mary Ortiz was available to answer questions, as she had worked closely with the department on the proposed revisions.

Commissioner Whitaker asked is there was a driver's license monitoring process.

Serena Wright responded that the City participates in the Department of Motor Vehicles' Pull Notice program; updates are received from the DMV as an incident occurs.

Commissioner Whitaker asked, if during the term of employment, if suspension of a drivers license occurs, is it grounds for action by the City?

Serena Wright responded that action would be taken by the City.

Vice Chair Stivers asked, if an applicant refuses a pre-placement medical exam, would he/she be rejected as a candidate?

Serena Wright responded that it depends on the situation. If a candidate got sick, we could reschedule; if he/she absolutely refused, the candidate would be rejected.

Mary Ortiz stated that if a test has already been done, the candidate could provide proof from personal physician.

Vice Chair Stivers asked if a positive test is grounds for rejection.

Mary Ortiz responded that a positive drug screen may not be disqualifying if the drug was disclosed.

Commissioner Barriciello questioned if a positive test for heroin be okay if disclosed.

Serena Wright responded, no, that the reference is to a prescribed medication.

Commissioner Whitaker asked if Commissioner Barriciello was suggesting adding "illegal" to controlled substances because a medication that is not prescribed may not be illegal, and may create a legal loophole.

Commissioner Barriciello responded that the definition of "illegal" is in the Civil Service Rules.

Commissioner Whitaker asked what is an unassembled exam.

Serena Wright responded that it is a review of experience and qualifications.

Moved by Vice Chair Stivers, seconded by Commissioner Whitaker, the motion to approve the new promotional recruitment bulletin and revised classification specification for Equipment Maintenance Supervisor was unanimously carried.

Item A-7: Mechanic Assistant: New Promotional and Revised Open/Competitive Recruitment Bulletin and Revised Classification Specification

Serena Wright gave overview of staff report, stating that revisions suggested by Commissioner Barriciello for Equipment Maintenance Supervisor would also be made to this classification specification and job bulletin.

Commissioner Barriciello asked if an employee is required to provide their own tools at the time of hire; are they reimbursed; and if a California driver's license required?

Paul Condran, Equipment Maintenance Manager, stated that the applicant must have a California drivers license. It is an industry standard practice for employees in this profession to provide their

own tools, and an employee is expected to have the full complement of tools for the position. They do receive an annual tool allowance of \$200 which will increase to \$300 in 2008.

Chair Motyl asked if an employee is expected to have bus repair tools.

Paul Condran responded that the City provides highly technical tools as required.

Commissioner Zeitlin asked why separate Promotional and Open & Competitive recruitments are being conducted at the same time.

Paul Condran responded it is an agreement between the unions and Personnel to provide promotional opportunities, a quicker recruitment process, and to maintain an eligible list in the event of vacancies. It is extremely difficult to recruit for these positions.

Commissioner Zeitlin asked if two eligible lists would be produced.

Serena Wright responded that two lists are produced to ensure sufficient eligibles when vacancies occur; the promotional eligibles receive priority.

Commissioner Whitaker asked why the position is hard to recruit for.

Serena Wright responded that employment in the public sector is not as desirable as the private sector, and that public agencies are experiencing increasing difficulty in recruiting for all positions.

Moved by Chair Motyl, seconded by Commissioner Barriciello, the motion to approve the new promotional and revised open/competitive recruitment bulletin and revised classification specification for Mechanic Assistant was unanimously carried.

Item A-8: Equipment Service Worker: Revised Open/Competitive Recruitment Bulletin and Classification Specification

Serena Wright gave overview of staff report.

Moved by Vice Chair Stivers, seconded by Commissioner Whitaker, the motion to approve the revised open/competitive recruitment bulletin and revised classification specification for Equipment Service Worker, with revised language, was unanimously carried.

Item A-9: Traffic Signal Technician: Revised Open/Competitive Recruitment Bulletin and Classification Specification

Serena Wright gave overview of staff report and indicated that Heustace Lewis, Maintenance Operations Manager, was present to answer questions.

Commissioner Barriciello asked if a Level II Traffic Signal Certificate is required or preferred?

Mary Ortiz responded that a Level I certificate is currently required, and that a Level II is desired.

Heustace Lewis stated that we want to make Level Two required.

Serena Wright responded that requiring a Level Two is preferred, but not required, and is consistent with the notice provided to the unions.

Vice Chair Stivers advised staff of typographical errors.

Commissioner Zeitlin asked if the job bulletin should specify what type of driver's license is needed; the minimum educational level - should it be at least a high school education or equivalent; and should work schedules be mentioned as they have been in the past?

Serena Wright responded that the updated job bulletin was provided to the Commission on the dais, and their comments have been duly noted.

Moved by Commissioner Zeitlin, seconded by Vice Chair Stivers, the motion to approve the revised open/competitive recruitment bulletin and revised classification specification for Traffic Signal Technician was unanimously carried.

Item A-10: Parks Manager: New Open/Competitive Recruitment Bulletin and Revised Classification Specification

Serena Wright gave overview of staff report.

Chair Motyl asked if this was Don Marquardt's position?

Serena Wright responded, "yes."

Commissioner Whitaker advised staff of typographical errors, and also stated that the trees in the Dog Park need to be maintained.

Commissioner Barriciello asked about changes made to the bulletin received on the dais, specifically, change to reflect "supervisory" experience, accrual of floating holidays, and IRS limits on amount contributed to deferred compensation.

Linda Coll responded that floating holidays are granted in a lump-sum bank at the beginning of the fiscal year, and pro-rated for new employees. Two separate transactions are required to deposit accruals to deferred compensation; employees must designate the specific amount to be contributed to deferred compensation up to the limit(s) set by law.

Moved by Chair Motyl, seconded by Vice Chair Stivers, the motion to approve the new open/competitive recruitment bulletin and revised classification specification for Parks Manager was unanimously carried.

Item A-11: Legal Operations Manager: Revised Classification Specification; Code Enforcement Supervisor: New Recruitment Bulletin and Revised Classification Specification

Serena Wright gave an overview of staff report.

Legal Operations Manager:

Commissioner Whitaker inquired if the Legal Operations Manager performs manager duties. He further questioned if there should be a minimum degree requirement for consistency, and if the incumbent has a degree.

Serena Wright responded that the incumbent does not have a degree, and further stated that she believes there is a value in both education and experience.

Commissioner Whitaker asked, if this is a managerial type of position, shouldn't a minimum of a Bachelor's Degree be required.

Carol Schwab, City Attorney, responded that in her experience, she does not believe a degree is required. For this position, organizational skills, leadership and knowledge of operations are essential.

Commissioner Whitaker questioned that if skills are crucial then why not make a degree requirement.

Carol Schwab responded that, in her experience, some employees with degrees do not have the same skill level of experienced employees.

Commissioner Whitaker responded that he recognizes experience is valuable, and asked about substituting equivalent experience in-lieu of education.

Commissioner Zeitlin added that she also shares the same sentiment that Commissioner Whitaker expressed; as she reads through the job description it appears that the incumbent is doing relatively high level legal work. And based on trying to establish consistency on class specs, it is her memory that the Commission has approved the equivalency language that included a 4 year degree with the caveat of additional experience substituting in lieu of education.

Serena Wright responded that current language will not dissuade applicants from applying and will also give more flexibility to the hiring department.

Carol Schwab stated that she believes the salary is set similar to that of other management positions, and that law enforcement or legal experience is valuable in the position.

Commissioner Whitaker stated that, in his experience, the duties and responsibilities of a Law Office Manager are significantly different than those of a Legal Operations Manager who is responsible for budget preparation and making presentations to the City Council, and that Law Office Managers typically do not have a degree.

Commissioner Barriciello stated she is relying on the experience and expertise of staff, and is comfortable with the specification as written, adding that the position would be overpaid if all he/she did was make copies.

Moved by Vice Chair Stivers, seconded by Chair Motyl, the motion to approve the revised classification specification for Legal Operations Manager did not carry, 2-3:

AYES: Commissioners Motyl and Stivers

NOES: Commissioners Barriciello, Whitaker, and Zeitlin

Discussion continued regarding further revising the classification specification in order to obtain Commission approval.

Serena Wright suggested the inclusion of a bachelor degree in addition to additional experience substituting on a year-for-year basis.

Linda Coll recommended substituting relevant general experience rather than language describing specific experience.

Moved by Commissioner Whitaker, seconded by Vice Chair Stivers, the motion to approve the revised classification specification for Legal Operations Manager was unanimously carried.

Code Enforcement Supervisor:

Chair Motyl asked if a Code Enforcement Supervisor works in a City Hall office.

Serena Wright responded that the position is within the City Attorney's Office.

Commissioner Whitaker advised staff of typographical errors.

Commissioner Barriciello questioned if degree requirements should be different for supervisors versus managers.

Commissioner Whitaker asked if there is a distinction between supervisors and management employees. If there is a consensus, then he would agree that degree requirements should be consistent regardless of the department they work in.

Commissioner Zeitlin responded that we should be consistent with our past practice with language as it pertains to supervisors and managers.

Commissioner Barriciello stated that the class spec is similar to the Legal Operations Manager specification. Should we address the fact that in the reading of the duties of the position, as to planning and organization skills, and supervision of employees, it is not clear whether or not they need a four year college degree.

Carol Schwab responded that this is definitely a management position that supervises subordinates and interprets codes. She wants the ability to fill the position with the best candidate.

Serena Wright stated the position must also exercise a high level of independent judgment.

Chair Motyl suggested using the same equivalency language as Legal Operations Manager.

Moved by Commissioner Whitaker, seconded by Commissioner Zeitlin, the motion to approve the new open/competitive recruitment bulletin and revised classification specification for Code Enforcement Officer, with amended equivalency language, was unanimously carried.

Chair Motyl recessed the meeting to Closed Session at 8:50 PM.

The meeting reconvened at 9:10 PM.

Chair Motyl stated that there was nothing to report from Closed Session.

None.

Serena Wright gave an overview of Items from Staff.

Commissioner Zeitlin requested and received consensus to agendize a discussion item on the Civil Service Commission's meeting process.

The Civil Service Commission wished everyone Happy Holidays.

Moved by Commissioner Zeitlin, seconded by Vice Chair Stivers, the motion to adjourn the meeting to the regular Civil Service Commission Meeting of January 3, 2007, at 6:00 pm, in the Mike Balkman Council Chambers, was unanimously carried.

The meeting was adjourned at 9:12 pm.

APPROVED BY:

Serena Wright, Personnel & Employee Relations Director
Secretary to the Commission