

MEETING DATE: 08/14/2006

AGENDA ITEM: Approval of the Classification Specification and Salary Plan
for Claims Technician.

ATTACHMENTS

	<u>Pages</u>
1. Resolution and Exhibit A	1 – 5
2. Classification Specification for Claims Technician	6 – 7
3. Risk Management Division Organizational Chart	8

RESOLUTION NO. 2006-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CULVER CITY, CALIFORNIA, ADOPTING THE SALARY AND
CLASSIFICATION PLAN FOR CLAIMS TECHNICIAN AND
RESCINDING EXHIBIT "A" OF RESOLUTION NO 2005-R065.

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

1. The Classification and Salary Plan labeled as Exhibit "A" to
Resolution 2005-R065 is hereby rescinded effective August 14, 2006.
2. The Classification and Salary Plan attached and labeled as Exhibit
"A" is hereby adopted effective August 14, 2006, by establishing the salary range for
Claims Technician to 414.
3. The City Treasurer 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 August 14, 2006.

APPROVED and ADOPTED this _____ day of _____ 2006.

GARY SILBINGER, Mayor
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

CHRISTOPHER ARMENTA
City Clerk
A06-00470

CAROL A. SCHWAB
City Attorney

CCEA Bargaining Unit Classifications Effective January 10, 2005

4% INCREASE PER CCEA MOU

Classification Title	Range	Step A	Step A Monthly	Step B	Step B Monthly	Step C	Step C Monthly	Step D	Step D Monthly	Step E
Account Clerk	368	15.583	2701.05	16.380	2,839.20	17.219	2984.63	18.098	3136.99	19.025
Accountant	433	21.550	3735.33	22.653	3,926.52	23.800	4125.33	24.996	4332.64	26.273
Accountant II	465	25.247	4376.15	26.537	4,599.75	27.893	4834.79	29.318	5081.79	30.816
Accounting Technician	407	18.929	3281.03	19.898	3,448.99	20.915	3625.27	21.984	3810.56	23.110
Administrative Clerk	366	15.429	2674.36	16.218	2,811.12	17.048	2954.99	17.919	3105.96	18.836
Administrative Secretary	406	18.836	3264.91	19.799	2,839.20	20.811	3607.24	21.875	3791.67	22.995
Air Conditioning/Heating Technician	451	23.570	4085.47	24.749	4,289.83	26.014	4509.09	27.343	4739.45	28.740
Assistant Engineer	462	24.872	4311.15	26.143	4,531.45	27.479	4763.03	28.883	5006.39	30.359
Assistant Planner	449	23.342	4045.95	24.508	4,248.05	25.755	4464.20	27.072	4692.48	28.455
Associate Analyst	443	22.653	3926.52	23.800	4,125.33	24.996	4332.64	26.273	4553.99	27.616
Associate Engineer	498	29.760	5158.40	31.281	5,422.04	32.879	5699.03	34.560	5990.40	36.326
Associate Microcomputer Analyst (unclassified)	406	18.836	3264.91	19.799	3,431.83	20.811	3607.24	21.875	3791.67	22.995
Associate Planner	477	26.803	4645.85	28.173	4,883.32	29.612	5132.75	31.125	5395.00	32.716
Automated Enforcement Technician ⁷	396	17.919	3105.96	18.836	3,264.91	19.799	3431.83	20.811	3607.24	21.875
Building & Safety Inspector	443	22.653	3926.52	23.800	4,125.33	24.996	4332.64	26.273	4553.99	27.616
Building Engineer	485	27.893	4834.79	29.318	5,081.79	30.816	5341.44	32.391	5614.44	34.046
Building Services Specialist	349	14.175	2457.00	14.900	2,582.67	15.662	2714.75	16.463	2853.59	17.304
Bus Operator	391	17.478	3029.52	18.371	3,184.31	19.312	3347.41	20.299	3518.49	21.336
Bus Operator/RPT	351	14.318	2481.79	15.049	2,608.49	15.819	2741.96			
Bus Operator X (see note "e")	371	15.819	2741.96							
Business Tax Inspector	408	19.025	3297.67	19.998	3,466.32	21.020	3643.47	22.095	3829.80	23.226
Buyer	486	28.032	4858.88	29.465	5,107.27	30.971	5368.31	32.553	5642.52	34.217
Cement Finisher	412	19.408	3364.05	20.399	3,535.83	21.442	3716.61	22.540	3906.93	23.684
Clerk	317	12.085	2094.73	12.702	2,201.68	13.352	2314.35	14.035	2432.73	14.752
Clerk Typist	336	13.286	2302.91	13.965	2,420.60	14.679	2544.36	15.429	2674.36	16.218
Code Enforcement Analyst	471	26.014	4509.09	27.343	4,739.45	28.740	4981.60	30.209	5236.23	31.753
Code Enforcement Officer	425	20.707	3589.21	21.766	3,772.77	22.880	3965.87	24.034	4165.89	25.247
Communications Technician	443	22.653	3926.52	23.800	4,125.33	24.996	4332.64	26.273	4553.99	27.616
Community Services Officer/RPT	322	12.390	2093.91	13.023	2,200.89	13.689	2313.44	formula uses 2028 for annual hours; 39 hrs		
Computer Operator	416	19.799	3431.83	20.811	3,607.24	21.875	3791.67	22.995	3985.80	24.151
Computer Programmer	454	23.917	4145.61	25.121	4,354.31	26.405	4576.87	27.754	4810.69	29.172
Custodian	339	13.486	2337.57	14.175	2,457.00	14.900	2582.67	15.662	2714.75	16.463
Data Entry Clerk	354	14.533	2519.05	15.275	2,647.67	16.057	2783.21	16.878	2925.52	17.741
Engineering Drawing & Documents Technician	477	26.803	4645.85	28.173	4,883.32	29.612	5132.75	31.125	5395.00	32.716
Engineering Technician	427	20.915	3625.27	21.984	3,810.56	23.110	4005.73	24.270	4206.80	25.500
Enterprise Business Analyst ¹⁰	497	29.612	5132.75	31.125	5,395.00	32.716	5670.77	34.388	5960.59	36.145
Equipment Maintenance Supervisor ⁶	458	24.389	4227.43	25.627	4,442.01	26.937	4669.08	28.313	4907.59	29.760
Equipment Service Worker	368	15.583	2701.05	16.380	2,839.20	17.219	2984.63	18.098	3136.99	19.025
Event Supervisor	474	26.405	4576.87	27.754	4,810.69	29.172	5056.48	30.663	5314.92	32.230
Facilities Lead Worker ⁴	453	23.800	4125.33	24.996	4,332.64	26.273	4553.99	27.616	4786.77	29.027
Facilities Maintenance Worker	390	17.391	3014.44	18.280	3,168.53	19.215	3330.60	20.198	3500.99	21.230

CCEA Bargaining Unit Classifications Effective January 10, 2005

4% INCREASE PER CCEA MOU

Classification Title	Range	Step A	Step A Monthly	Step B	Step B Monthly	Step C	Step C Monthly	Step D	Step D Monthly	Step E
Fire Prevention Specialist	492	28.883	5006.39	30.359	5,262.23	31.910	5531.07	33.541	5813.77	35.255
Forensic Specialist	466	25.373	4397.99	26.670	4,622.80	28.032	4858.88	29.465	5107.27	30.971
GIS Analyst ⁹	497	29.760	5158.40	31.281	5,422.04	32.716	5670.77	34.388	5960.59	36.145
GIS Technician	460	24.628	4268.85	25.884	4,486.56	27.207	4715.88	28.597	4956.81	30.059
Graphic Services Assistant	367	15.506	2687.71	16.299	2,825.16	17.133	2969.72	18.008	3121.39	18.929
Graphic Services Coordinator	415	19.701	3414.84	20.707	3,589.21	21.766	3772.77	22.880	3965.87	24.034
HVAC Maintenance Worker ⁴	420	20.198	3500.99	21.230	3,679.87	22.316	3868.11	23.458	4066.05	24.628
Hazardous Materials Technician	414	19.603	3397.85	20.604	3,571.36	21.658	3754.05	22.767	3946.28	23.917
Heavy Equipment Operator	408	19.025	3297.67	19.998	3,466.32	21.020	3643.47	22.095	3829.80	23.226
Heavy Truck Driver	400	18.280	3168.53	19.215	3,330.60	20.198	3500.99	21.230	3679.87	22.316
Help Desk Technician	381	16.628	2882.19	17.478	3,029.52	18.371	3184.31	19.312	3347.41	20.299
Housing Assistant	428	21.020	3643.47	22.095	3,829.80	23.226	4025.84	24.389	4227.43	25.627
Housing Specialist	463	24.996	4332.64	26.273	4,553.99	27.616	4786.77	29.027	5031.35	30.511
Information Systems Analyst ⁸	487	28.173	4883.32	29.612	5,132.75	31.125	5395.00	32.716	5670.77	34.388
Information Technology Analyst (unclassified)	445	22.880	3965.87	24.034	4,165.89	25.247	4376.15	26.537	4599.75	27.893
Irrigation Maintenance Technician	390	17.391	3014.44	18.280	3,168.53	19.215	3330.60	20.198	3500.99	21.230
Jailer	390	17.391	3014.44	18.280	3,168.53	19.215	3330.60	20.198	3500.99	21.230
Laborer	353	14.461	2506.57	15.200	2,634.67	15.977	2769.35	16.794	2910.96	17.653
Maintenance Carpenter	420	20.198	3500.99	21.230	3,679.87	22.316	3868.11	23.458	4066.05	24.628
Maintenance Electrician	443	22.653	3926.52	23.800	4,125.33	24.996	4332.64	26.273	4553.99	27.616
Maintenance Painter	419	20.097	3483.48	21.125	3,661.67	22.205	3848.87	23.342	4045.95	24.508
Maintenance Plumber	443	22.653	3926.52	23.800	4,125.33	24.996	4332.64	26.273	4553.99	27.616
Maintenance Worker I	362	15.124	2621.49	15.987	2,771.08	16.710	2896.40	17.564	3044.43	18.463
Maintenance Worker II	374	16.057	2783.21	16.878	2,925.52	17.741	3075.11	18.648	3232.32	19.603
Mechanic	423	20.502	3553.68	21.550	3,735.33	22.653	3926.52	23.800	4125.33	24.996
Mechanic Assistant	397	18.008	3121.39	18.929	3,281.03	19.898	3448.99	20.915	3625.27	21.984
Microcomputer Analyst (unclassified)	449	23.342	4045.95	24.508	4,248.05	25.755	4464.20	27.072	4692.48	28.455
Occupancy Specialist ³ (unclassified)	325	12.576	2179.84	13.220	2,291.47	13.895	2408.47	14.606	2531.71	15.352
Office Assistant/RPT	384	16.878	2925.52	17.741	3,075.11	18.648	3232.32			
Office Automation Specialist	393	17.653	3059.85	18.556	3,216.37	19.505	3380.87	20.502	3553.68	21.550
Park Maintenance Crewleader	414	19.603	3397.85	20.604	3,571.36	21.658	3754.05	22.767	3946.28	23.917
Park Patrol Officer ²	322	12.390	2147.60	13.023	2,257.32	13.689	2372.76	14.389	2494.09	15.124
Parking Enforcement Officer	379	16.463	2853.59	17.304	2,999.36	18.189	3152.76	19.120	3314.13	20.097
Parking Meter Technician	397	18.008	3121.39	18.929	3,281.03	19.898	3448.99	20.915	3625.27	21.984
Payroll Technician	427	20.915	3625.27	21.984	3,810.56	23.110	4005.73	24.270	4206.80	25.500
Permit Technician	384	16.878	2925.52	17.741	3,075.11	18.648	3232.32	19.603	3397.85	20.604
Pest Control Technician	414	19.603	3397.85	20.604	3,571.36	21.658	3754.05	22.767	3946.28	23.917
Plan Check Engineer	492	28.883	5006.39	30.359	5,262.23	31.910	5531.07	33.541	5813.77	35.255
Plan Check Technician	429	21.125	3661.67	22.205	3,848.87	23.342	4045.95	24.508	4248.05	25.755
Planning Technician	396	17.919	3105.96	18.836	3,264.91	19.799	3431.83	20.811	3607.24	21.875
Police Records Technician ¹	366	15.429	2674.36	16.218	2,811.12	17.048	2954.99	17.919	3105.96	18.836
Pool Maintenance Technician	443	22.653	3926.52	23.800	4,125.33	24.996	4332.64	26.273	4553.99	27.616

CCEA Bargaining Unit Classifications Effective January 10, 2005

4% INCREASE PER CCEA MOU

Classification Title	Range	Step A	Step A Monthly	Step B	Step B Monthly	Step C	Step C Monthly	Step D	Step D Monthly	Step E
Property Technician ⁵	398	18.098	3136.99	19.025	3,297.67	19.998	3466.32	21.020	3643.47	22.095
Public Works Inspector	444	22.767	3946.28	23.917	4,145.61	25.121	4354.31	26.405	4576.87	27.754
Records Management Coordinator	431	21.336	3698.24	22.428	3,887.52	23.570	4085.47	24.749	4289.83	26.014
Recreation Coordinator	423	20.502	3553.68	21.550	3,735.33	22.653	3926.52	23.800	4125.33	24.996
Redevelopment Project Specialist	492	28.883	5006.39	30.359	5,262.23	31.910	5531.07	33.541	5813.77	35.255
Route Supervisor	428	21.020	3643.47	22.095	3,829.80	23.226	4025.84	24.389	4227.43	25.627
Safety Services Communications Operator	413	19.505	3380.87	20.502	3,553.68	21.550	3735.33	22.653	3926.52	23.800
Safety Technician	442	22.540	3906.93	23.684	4,105.23	24.872	4311.15	26.143	4531.45	27.479
Sanitation Collector	368	15.583	2701.05	16.380	2,839.20	17.219	2984.63	18.098	3136.99	19.025
Sanitation Crew Supervisor	420	20.198	3500.99	21.230	3,679.87	22.316	3868.11	23.458	4066.05	24.628
Sanitation Dispatcher ²	418	19.998	3466.32	21.020	3,643.47	22.095	3829.80	23.226	4025.84	24.389
Sanitation Driver	393	17.653	3059.85	18.556	3,216.37	19.505	3380.87	20.502	3553.68	21.550
Sanitation Roll-Off Driver	397	18.008	3121.39	18.929	3,281.03	19.898	3448.99	20.915	3625.27	21.984
Scout Vehicle Operator	372	15.897	2755.48	16.710	2,896.40	17.564	3044.43	18.463	3200.25	19.408
Secretary	384	16.878	2925.52	17.741	3,075.11	18.648	3232.32	19.603	3397.85	20.604
Senior Account Clerk	386	17.048	2954.99	17.919	3,105.96	18.836	3264.91	19.799	3431.83	20.811
Senior and Social Services Specialist	428	21.020	3643.47	22.095	3,829.80	23.226	4025.84	24.389	4227.43	25.627
Senior Computer Programmer	464	25.121	4354.31	26.405	4,576.87	27.754	4810.69	29.172	5056.48	30.663
Senior Computer Programmer Analyst	497	29.612	5132.75	31.125	5,395.00	32.716	5670.77	34.388	5960.59	36.145
Senior Engineering Technician	444	22.767	3946.28	23.917	4,145.61	25.121	4354.31	26.405	4576.87	27.754
Senior Forensic Specialist	503	30.511	5288.57	32.070	5,558.80	33.708	5842.72	35.431	6141.37	37.242
Senior Irrigation Maintenance Technician	414	19.603	3397.85	20.604	3,571.36	21.658	3754.05	22.767	3946.28	23.917
Senior Maintenance Worker	382	16.710	2896.40	17.564	3,044.43	18.463	3200.25	19.408	3364.05	20.399
Senior Microcomputer Analyst (unclassified)	474	26.405	4576.87	27.754	4,810.69	29.172	5056.48	30.663	5314.92	32.230
Senior Public Works Inspector	468	25.627	4442.01	26.937	4,669.08	28.313	4907.59	29.760	5158.40	31.281
Senior Tree Maintenance Worker	384	16.878	2925.52	17.741	3,075.11	18.648	3232.32	19.603	3397.85	20.604
Senior Welder	435	21.766	3772.77	22.880	3,965.87	24.034	4165.89	25.247	4376.15	26.537
Sewage Lift Station Worker	377	16.299	2825.16	17.133	2,969.72	18.008	3121.39	18.929	3281.03	19.898
Staff Assistant/Solid Waste Operations	462	24.872	4311.15	26.143	4,531.45	27.479	4763.03	28.883	5006.39	30.359
Street Light Technician	443	22.653	3926.52	23.800	4,125.33	24.996	4332.64	26.273	4553.99	27.616
Street Maintenance Crewleader	433	21.550	3735.33	22.653	3,926.52	23.800	4125.33	24.996	4332.64	26.273
Structural Rehabilitation Specialist	461	24.749	4289.83	26.014	4,509.09	27.343	4739.45	28.740	4981.60	30.209
Subdrain Crewleader	413	19.505	3380.87	20.502	3,553.68	21.550	3735.33	22.653	3926.52	23.800
Subdrain Worker	379	16.463	2853.59	17.304	2,999.36	18.189	3152.76	19.120	3314.13	20.097
Telecommunications Analyst (Unclassified)	474	26.405	4576.87	27.754	4,810.69	29.172	5056.48	30.663	5314.92	32.230
Traffic Painter	396	17.919	3105.96	18.836	3,264.91	19.799	3431.83	20.811	3607.24	21.875
Traffic Painting Crewleader	436	21.875	3791.67	22.995	3,985.80	24.151	4186.17	25.373	4397.99	26.670
Traffic Signal Technician	476	26.670	4622.80	28.032	4,858.88	29.465	5107.27	30.971	5368.31	32.553
Training and Safety Instructor	438	22.095	3829.80	23.226	4,025.84	24.389	4227.43	25.627	4442.01	26.937
Transit Operations Supervisor	428	21.020	3643.47	22.095	3,829.80	23.226	4025.84	24.389	4227.43	25.627
Transportation Dispatcher	418	19.998	3466.32	21.020	3,643.47	22.095	3829.80	23.226	4025.84	24.389
Van Driver	353	14.461	2506.57	15.200	2,634.67	15.977	2769.35	16.794	2910.96	17.653

CCEA Bargaining Unit Classifications Effective January 10, 2005

4% INCREASE PER CCEA MOU

Classification Title	Range	Step A	Step A Monthly	Step B	Step B Monthly	Step C	Step C Monthly	Step D	Step D Monthly	Step E	
Veteran's Complex Maintenance Coordinator	394	17.741	3075.11	18.648	3,232.32	19.603	3397.85	20.604	3571.36	21.658	
Warehouse Supervisor	400	18.280	3168.53	19.215	3,330.60	20.198	3500.99	21.230	3679.87	22.316	
Warehouse Worker/Delivery Driver	370	15.740	2728.27	16.545	2,867.80	17.391	3014.44	18.280	3168.53	19.215	
Web Master (unclassified)	514	32.230	5586.53	33.877	5,872.01	35.608	6172.05	37.428	6487.52	39.340	
Welder	417	19.898	3448.99	20.915	3,625.27	21.984	3810.56	23.110	4005.73	24.270	

¹Effective July 1, 2002.

²In accordance with adopted Budget 2002-2003

³Effective July 14, 2003

⁴Effective July 28, 2003

⁵Effective February 23, 2004

⁶Salary Approved in FY 2005-2006 adopted budget

⁷Approved in FY 2005-2006 adopted budget

⁸Effective September 26, 2005 per resolution 2005-R065 as approved in FY 2005-2006 adopted budget

⁹Effective September 26, 2005 per resolution 2005-R065 as approved in FY 2005-2006 adopted budget

¹⁰Effective September 26, 2005 as approved in FY 2005-2006 adopted budget

¹¹Effective August 14, 2005 as approved in FY 2006-2004 adopted budget

Notes:

- a. Employees appointed to RPT positions in the classifications listed above are paid at steps A, B, or C within the listed range.
- b. Skill or assigned bonuses provided in the MOU are in addition to above rates.
- c. Employees appointed to Confidential positions in a classification listed above receive an additional 3 days (24 hours) floating holiday credit pursuant to previous Council Resolution.
- d. Bus Operator X is a one-step entry-level appointment, from which the employee moves to "A" step of Bus Operator in six months.

CLAIMS TECHNICIAN

DEFINITION

Occupants of this classification are in the unclassified service. Under general supervision, this position performs responsible paraprofessional duties related to the risk management program which require a high degree of discretion and independent judgment.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Claims and Safety Coordinator.

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. Respond to questions and provides information to employees regarding workers' compensation benefits or to claimants regarding status of their claims and proper procedures for filing claims.
2. Maintain claim records, loss and accident records, and logs on status of claims and accidents; and prepares statistical reports regarding claims, and loss and accident records.
3. Establish and monitor case files.
4. Perform preliminary inquiry/investigation related to claims for benefits.
5. Interview injured workers/witnesses and thoroughly document statements.
6. Monitor status of claims and informs City departments of status of claims.
7. Compose routine letters and reports.
8. Monitor medical treatment/progress of employees and verifies return to work or modified work status with physician.
9. Coordinate temporary light duty assignments by verifying work restrictions and release dates with physicians, employees and departments.
10. Contact physicians, medical facilities and pharmacies, as necessary, regarding treatment or billing.
11. Compile data, generate accurate reports and maintain records and reports required for workers' compensation claims.
12. Maintain confidentiality of information.
13. Establish and maintain industrial illness/accident claim files and update the supervisor of modified duty status or other issues or situations.
14. Assist in maintaining master City Cal/OSHA log incident reports and update information for preparation of annual report.
15. Assist in the development and maintenance of legal files.
16. Order and maintain supplies
17. Prepare payroll, purchase orders and issue receipts.
18. Perform related duties as directed.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- Office procedures, practices, and equipment, including filing systems.
- Federal and State regulations pertaining to Workers' Compensation/OSHA laws.
- Legal and medical terminology and phraseology used in industrial injury cases.
- Principles and procedures of accurate and thorough record-keeping.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- IEA (Insurance Evaluation Association) coursework is desirable.

Skill and Ability to:

- Interpret and effectively apply regulations as they relate to workers' compensation; Learn and apply City procedures and regulations related to the Workers' Compensation Program.
- Explain Workers' Compensation and other insurance program coverage to others.
- Maintain comprehensive records and prepare reports.
- Analyze facts, information and data.
- Use contemporary software and personal computers, including spreadsheets, word processing, and analytical and reporting tools.
- Work with confidential information.
- Communicate with individuals and diverse groups conveying technical regulatory information.
- Prepare and present recommendations.
- Meet time lines involving legal constraints.
- Compose clear and concise correspondence.
- Communicate effectively both orally and in writing.
- Type a minimum of 35wpm.
- Work independently with little direction.

LICENSE AND CERTIFICATE

Possession of a Valid California Class C driver's license may be required if assigned to drive.

TRAINING AND EXPERIENCE

Any combination equivalent to: two years college-level course work in business or related field and three years of responsible office experience including one year technical experience working in the field of Workers' Compensation.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the mobility to stand, stoop, reach and bend.
- Perform work which is primarily sedentary
- Is subject to office environmental conditions.
- May be required to work at a video display terminal for prolonged periods.

RISK MANAGEMENT DIVISION

