

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 04/20/09		Item Number: <u>C-3</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Code Enforcement Analyst.			
Contact Person/Dept.: Mary Ortiz		Phone Number: 310-253-5650	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master E-Mail Notification List (04/15/09), Culver City Employees' Association on 04/15/09			
Department Approval: Serena Wright (04/13/09)		City Attorney Approval: Carol Schwab (by H. Baker) (04/15/09)	
Chief Financial Officer Approval: Jeff Muir (04/15/09)		City Manager Approval: Jerry B. Fulwood (04/16/09)	
<u>RECOMMENDATION</u> Staff recommends the City Council approve the revised classification specification for Code Enforcement Analyst. <u>BACKGROUND</u> A routine part of the recruitment preparation process is the review of the current classification specification to determine whether it still meets the needs of the department and reflects the knowledge, skills and ability needed for the job. This review was conducted jointly by Human Resources' staff with assistance from the Enforcement Services Manager and the Community Development Director. As a result, a revised Code Enforcement Analyst classification specification (Attachment 1) is attached for your approval. The revised classification specification has been reviewed by the Culver City Employees' Association (CCEA) and approved by the Civil Service Commission at their April 1, 2009 meeting. A copy of the draft minutes from that meeting is attached for the Council's information. <u>DISCUSSION</u> As part of the routine review, revisions have been made throughout the classification specification for clarity and to reflect current terminology. For example, "clerical personnel" was replaced with "administrative support staff." Human Resources staff conducted a labor market survey but was unable to identify comparable classifications within the labor market. Therefore, the Enforcement Services			

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Manager's subject matter expertise and the organizational relationships between the other code enforcement classifications within the Enforcement Services Division were utilized in identifying other necessary revisions to the classification specification. The rationale behind the additional revisions is listed below.

License and Certificates

This classification is required to travel within City limits while performing inspections. Therefore, language has been added to reflect that individuals assigned to this position must possess a valid California driver's license. Because this classification issues citations, incumbents are legally required to obtain a valid Penal Code Section 832 Peace Officers Standards and Training certificate within one (1) year of hire into the classification. Therefore, language that reflects this requirement has been added. Incumbents will only be required to complete Module 1 (Laws of Arrest) and Module 3 (Officer Safety).

Training and Experience

The lines of progression for code enforcement positions begin with Code Enforcement Officer, followed by Code Enforcement Analyst and end with Enforcement Services Manager. The Code Enforcement Analyst is distinguished from the Code Enforcement Officer by the performance of administrative tasks in addition to code enforcement duties. The existing language under Training and Experience is inconsistent with the lines of progression because it does not require any code enforcement experience. Therefore, language was added to include "four (4) years of code enforcement experience or public inspection services." In addition, the paraprofessional administrative experience requirement was reduced from three (3) years to one (1) year. These revisions reflect the desired combination of administrative and code enforcement experience.

FISCAL ANALYSIS

There is no fiscal impact for this item.

ATTACHMENT

1. Revised Classification Specification for Code Enforcement Analyst
2. Draft Minutes from the Civil Service Commission Meeting of April 1, 2009.

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MOTION

That the City Council:

Approve the revised classification specification for Code Enforcement Analyst.