

MEETING DATE: 11/14/07

AGENDA ITEM: Consideration of Approval of the Revised Classification Specification and Salary Plan for Code Enforcement Supervisor.

ATTACHMENTS

	<u>Pages</u>
1. Resolution and Exhibit A	1 – 13
2. Revised Classification Specification for Code Enforcement Supervisor	14 – 16
3. Organizational Chart for Community Development Department, Enforcement Services Division	17
4. Meeting Minutes for Civil Service Commission Date 11/06/07	18

1 **RESOLUTION NO. 2007-R**

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
4 CULVER CITY, CALIFORNIA, ADOPTING THE SALARY AND
5 CLASSIFICATION PLAN FOR CODE ENFORCEMENT
6 MANAGER.

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

9 1. The Classification and Salary Plan attached and labeled as Exhibit "A" is
10 hereby adopted effective November 14, 2007, by establishing the salary range for Code
11 Enforcement Manager to 516.

12 2. The City Treasurer is hereby directed to adjust and pay salaries of the
13 City employee in accordance with the Classification and Salary Plan adopted and approved by
14 this Resolution, effective November 14, 2007.

15 APPROVED and ADOPTED this ____ day of _____ 2007.

16
17
18
19 _____
ALAN CORLIN, Mayor
City of Culver City, California

20
21 ATTEST:

APPROVED AS TO FORM:

22
23 _____
CHRISTOPHER ARMENTA
24 City Clerk

25 _____
CAROL A. SCHWAB
26 City Attorney

EXHIBIT A



SALARY SCHEDULE

Accounting Division Manager	MGMT 552	A	PRA003	38.950	6,751.33	81,016.00
	MGMT 552	B	PRA003	40.940	7,096.27	85,155.20
	MGMT 552	C	PRA003	43.032	7,458.88	89,506.56
	MGMT 552	D	PRA003	45.231	7,840.04	94,080.48
	MGMT 552	E	PRA003	47.543	8,240.79	98,889.44
Asst City Attorney	MGMT 612	A	OAS002	52.525	9,104.33	109,252.00
	MGMT 612	B	OAS002	55.209	9,569.56	114,834.72
	MGMT 612	C	OAS002	58.031	10,058.71	120,704.48
	MGMT 612	D	OAS002	60.996	10,572.64	126,871.68
	MGMT 612	E	OAS002	64.112	11,112.75	133,352.96
Asst City Manager	MGMT 671	A	OAE015	70.482	12,216.88	146,602.56
	MGMT 671	B	OAE015	74.083	12,841.05	154,092.64
	MGMT 671	C	OAE015	77.869	13,497.29	161,967.52
	MGMT 671	D	OAE015	81.848	14,186.99	170,243.84
	MGMT 671	E	OAE015	86.030	14,911.87	178,942.40
Asst City Prosecutor	MGMT 576	A	PRL001	43.899	7,609.16	91,309.92
	MGMT 576	B	PRL001	46.143	7,998.12	95,977.44
	MGMT 576	C	PRL001	48.501	8,406.84	100,882.08
	MGMT 576	D	PRL001	50.979	8,836.36	106,036.32
	MGMT 576	E	PRL001	53.583	9,287.72	111,452.64
Asst Equip Maint Manager	MGMT 526	A	OAS008	34.217	5,930.95	71,171.36
	MGMT 526	B	OAS008	35.965	6,233.93	74,807.20
	MGMT 526	C	OAS008	37.803	6,552.52	78,630.24
	MGMT 526	D	OAS008	39.735	6,887.40	82,648.80
	MGMT 526	E	OAS008	41.765	7,239.27	86,871.20
Asst to the City Manager	MGMT 578	A	OAD025	44.340	7,685.60	92,227.20
	MGMT 578	B	OAD025	46.605	8,078.20	96,938.40
	MGMT 578	C	OAD025	48.987	8,491.08	101,892.96
	MGMT 578	D	OAD025	51.490	8,924.93	107,099.20
	MGMT 578	E	OAD025	54.121	9,380.97	112,571.68
Budget Division Manager	MGMT 552	A	PRO012	38.950	6,751.33	81,016.00
	MGMT 552	B	PRO012	40.940	7,096.27	85,155.20
	MGMT 552	C	PRO012	43.032	7,458.88	89,506.56
	MGMT 552	D	PRO012	45.231	7,840.04	94,080.48
	MGMT 552	E	PRO012	47.543	8,240.79	98,889.44

EXHIBIT A



SALARY SCHEDULE

Budget Management Analyst	MGMT 517	A	PRO011	32.716	5,670.77	68,049.28
	MGMT 517	B	PRO011	34.388	5,960.59	71,527.04
	MGMT 517	C	PRO011	36.145	6,265.13	75,181.60
	MGMT 517	D	PRO011	37.992	6,585.28	79,023.36
	MGMT 517	E	PRO011	39.933	6,921.72	83,060.64
Building Maintenance Supv	MGMT 504	A	SKS001	30.663	5,314.92	63,779.04
	MGMT 504	B	SKS001	32.230	5,586.53	67,038.40
	MGMT 504	C	SKS001	33.877	5,872.01	70,464.16
	MGMT 504	D	SKS001	35.608	6,172.05	74,064.64
	MGMT 504	E	SKS001	37.428	6,487.52	77,850.24
Building Official	MGMT 610	A	OAD006	52.006	9,014.37	108,172.48
	MGMT 610	B	OAD006	54.663	9,474.92	113,699.04
	MGMT 610	C	OAD006	57.457	9,959.21	119,510.56
	MGMT 610	D	OAD006	60.393	10,468.12	125,617.44
	MGMT 610	E	OAD006	63.479	11,003.03	132,036.32
City Accountant	MGMT 573	A	OAD015	43.247	7,496.15	89,953.76
	MGMT 573	B	OAD015	45.457	7,879.21	94,550.56
	MGMT 573	C	OAD015	47.780	8,281.87	99,382.40
	MGMT 573	D	OAD015	50.222	8,705.15	104,461.76
	MGMT 573	E	OAD015	52.787	9,149.75	109,796.96
City Attorney	MGMT 693	A	OAE005	75.573	13,099.32	157,191.84
	MGMT 693	B	OAE005	79.435	13,768.73	165,224.80
	MGMT 693	C	OAE005	83.494	14,472.29	173,667.52
	MGMT 693	D	OAE005	87.760	15,211.73	182,540.80
	MGMT 693	E	OAE005	92.245	15,989.13	191,869.60
City Controller	MGMT 627	A	OAE016	56.603	9,811.19	117,734.24
	MGMT 627	B	OAE016	59.496	10,312.64	123,751.68
	MGMT 627	C	OAE016	62.536	10,839.57	130,074.88
	MGMT 627	D	OAE016	65.732	11,393.55	136,722.56
	MGMT 627	E	OAE016	69.090	11,975.60	143,707.20
City Manager	MGMT 723	A	OAE006	87.764	15,212.43	182,549.12
	MGMT 723	B	OAE006	92.248	15,989.65	191,875.84
	MGMT 723	C	OAE006	96.962	16,806.75	201,680.96
	MGMT 723	D	OAE006	101.917	17,665.61	211,987.36
	MGMT 723	E	OAE006	107.125	18,568.33	222,820.00

EXHIBIT A



SALARY SCHEDULE

City Treasurer	MGMT 582	E	OAE004	55.209	9,569.56	114,834.72
Claims & Safety Coord	MGMT 520	A	OAS013	33.209	5,756.23	69,074.72
	MGMT 520	B	OAS013	34.906	6,050.37	72,604.48
	MGMT 520	C	OAS013	36.690	6,359.60	76,315.20
	MGMT 520	D	OAS013	38.565	6,684.60	80,215.20
	MGMT 520	E	OAS013	40.535	7,026.07	84,312.80
Communications Supervisor	MGMT 520	A	TCS011	33.209	5,756.23	69,074.72
	MGMT 520	B	TCS011	34.906	6,050.37	72,604.48
	MGMT 520	C	TCS011	36.690	6,359.60	76,315.20
	MGMT 520	D	TCS011	38.565	6,684.60	80,215.20
	MGMT 520	E	TCS011	40.535	7,026.07	84,312.80
Community Development Director	MGMT 618	A	OAE007	54.121	9,380.97	112,571.68
	MGMT 618	B	OAE007	56.886	9,860.24	118,322.88
	MGMT 618	C	OAE007	59.794	10,364.29	124,371.52
	MGMT 618	D	OAE007	62.849	10,893.83	130,725.92
	MGMT 618	E	OAE007	66.060	11,450.40	137,404.80
Cultural Affairs Coordinator	MGMT 526	A	OAS015	34.217	5,930.95	71,171.36
	MGMT 526	B	OAS015	35.965	6,233.93	74,807.20
	MGMT 526	C	OAS015	37.803	6,552.52	78,630.24
	MGMT 526	D	OAS015	39.735	6,887.40	82,648.80
	MGMT 526	E	OAS015	41.765	7,239.27	86,871.20
Cultural Affairs Manager	MGMT 565	A	OAD016	41.557	7,203.21	86,438.56
	MGMT 565	B	OAD016	43.681	7,571.37	90,856.48
	MGMT 565	C	OAD016	45.913	7,958.25	95,499.04
	MGMT 565	D	OAD016	48.259	8,364.89	100,378.72
	MGMT 565	E	OAD016	50.725	8,792.33	105,508.00
Deputy City Attorney I	MGMT 583	A	PRL002	45.457	7,879.21	94,550.56
	MGMT 583	B	PRL002	47.780	8,281.87	99,382.40
	MGMT 583	C	PRL002	50.222	8,705.15	104,461.76
	MGMT 583	D	PRL002	52.787	9,149.75	109,796.96
	MGMT 583	E	PRL002	55.485	9,617.40	115,408.80

EXHIBIT A



SALARY SCHEDULE

Deputy City Attorney II	MGMT 598	A	PRL003	48.987	8,491.08	101,892.96
	MGMT 598	B	PRL003	51.490	8,924.93	107,099.20
	MGMT 598	C	PRL003	54.121	9,380.97	112,571.68
	MGMT 598	D	PRL003	56.886	9,860.24	118,322.88
	MGMT 598	E	PRL003	59.794	10,364.29	124,371.52
Deputy City Clerk	MGMT 491	A	OAS007	28.740	4,981.60	59,779.20
	MGMT 491	B	OAS007	30.209	5,236.23	62,834.72
	MGMT 491	C	OAS007	31.753	5,503.85	66,046.24
	MGMT 491	D	OAS007	33.375	5,785.00	69,420.00
	MGMT 491	E	OAS007	35.081	6,080.71	72,968.48
Deputy City Treasurer	MGMT 610	A	OAD012	52.006	9,014.37	108,172.48
	MGMT 610	B	OAD012	54.663	9,474.92	113,699.04
	MGMT 610	C	OAD012	57.457	9,959.21	119,510.56
	MGMT 610	D	OAD012	60.393	10,468.12	125,617.44
	MGMT 610	E	OAD012	63.479	11,003.03	132,036.32
Deputy Comm Devel Dir/Plan Mgr	MGMT 604	A	OAD008	50.473	8,748.65	104,983.84
	MGMT 604	B	OAD008	53.052	9,195.68	110,348.16
	MGMT 604	C	OAD008	55.763	9,665.59	115,987.04
	MGMT 604	D	OAD008	58.612	10,159.41	121,912.96
	MGMT 604	E	OAD008	61.607	10,678.55	128,142.56
Deputy Personnel Director	MGMT 571	A	PRO006	42.820	7,422.13	89,065.60
	MGMT 571	B	PRO006	45.008	7,801.39	93,616.64
	MGMT 571	C	PRO006	47.308	8,200.05	98,400.64
	MGMT 571	D	PRO006	49.725	8,619.00	103,428.00
	MGMT 571	E	PRO006	52.266	9,059.44	108,713.28
Deputy Transportation Director	MGMT 588	A	OAD022	46.605	8,078.20	96,938.40
	MGMT 588	B	OAD022	48.987	8,491.08	101,892.96
	MGMT 588	C	OAD022	51.490	8,924.93	107,099.20
	MGMT 588	D	OAD022	54.121	9,380.97	112,571.68
	MGMT 588	E	OAD022	56.886	9,860.24	118,322.88
Economic Devel Administrator	MGMT 560	A	PRP007	40.535	7,026.07	84,312.80
	MGMT 560	B	PRP007	42.607	7,385.21	88,622.56
	MGMT 560	C	PRP007	44.784	7,762.56	93,150.72
	MGMT 560	D	PRP007	47.073	8,159.32	97,911.84
	MGMT 560	E	PRP007	49.478	8,576.19	102,914.24

EXHIBIT A



SALARY SCHEDULE

Electrical Maint Supervisor	MGMT 509	A	SKS002	31.437	5,449.08	65,388.96
	MGMT 509	B	SKS002	33.044	5,727.63	68,731.52
	MGMT 509	C	SKS002	34.732	6,020.21	72,242.56
	MGMT 509	D	SKS002	36.507	6,327.88	75,934.56
	MGMT 509	E	SKS002	38.373	6,651.32	79,815.84
Engineering Services Manager	MGMT 597	A	OAD019	48.743	8,448.79	101,385.44
	MGMT 597	B	OAD019	51.234	8,880.56	106,566.72
	MGMT 597	C	OAD019	53.852	9,334.35	112,012.16
	MGMT 597	D	OAD019	56.603	9,811.19	117,734.24
	MGMT 597	E	OAD019	59.496	10,312.64	123,751.68
Environmental Coordinator	MGMT 524	A	PRO010	33.877	5,872.01	70,464.16
	MGMT 524	B	PRO010	35.608	6,172.05	74,064.64
	MGMT 524	C	PRO010	37.428	6,487.52	77,850.24
	MGMT 524	D	PRO010	39.340	6,818.93	81,827.20
	MGMT 524	E	PRO010	41.351	7,167.51	86,010.08
Equipment Maint Manager	MGMT 566	A	OAD010	41.765	7,239.27	86,871.20
	MGMT 566	B	OAD010	43.899	7,609.16	91,309.92
	MGMT 566	C	OAD010	46.143	7,998.12	95,977.44
	MGMT 566	D	OAD010	48.501	8,406.84	100,882.08
	MGMT 566	E	OAD010	50.979	8,836.36	106,036.32
Executive Asst to the City Mgr	MGMT 487	A	OAS009	28.173	4,883.32	58,599.84
	MGMT 487	B	OAS009	29.612	5,132.75	61,592.96
	MGMT 487	C	OAS009	31.125	5,395.00	64,740.00
	MGMT 487	D	OAS009	32.716	5,670.77	68,049.28
	MGMT 487	E	OAS009	34.388	5,960.59	71,527.04
Facilities Maint Supervisor	MGMT 519	A	SKS008	33.044	5,727.63	68,731.52
	MGMT 519	B	SKS008	34.732	6,020.21	72,242.56
	MGMT 519	C	SKS008	36.507	6,327.88	75,934.56
	MGMT 519	D	SKS008	38.373	6,651.32	79,815.84
	MGMT 519	E	SKS008	40.334	6,991.23	83,894.72
Housing Programs Administrator	MGMT 574	A	OAD013	43.464	7,533.76	90,405.12
	MGMT 574	B	OAD013	45.685	7,918.73	95,024.80
	MGMT 574	C	OAD013	48.019	8,323.29	99,879.52
	MGMT 574	D	OAD013	50.473	8,748.65	104,983.84
	MGMT 574	E	OAD013	53.052	9,195.68	110,348.16

EXHIBIT A



SALARY SCHEDULE

Housing Programs Supervisor	MGMT 516	A	PRO003	32.553	5,642.52	67,710.24
	MGMT 516	B	PRO003	34.217	5,930.95	71,171.36
	MGMT 516	C	PRO003	35.965	6,233.93	74,807.20
	MGMT 516	D	PRO003	37.803	6,552.52	78,630.24
	MGMT 516	E	PRO003	39.735	6,887.40	82,648.80
Information Technology Dir	MGMT 647	A	OAE001	62.536	10,839.57	130,074.88
	MGMT 647	B	OAE001	65.732	11,393.55	136,722.56
	MGMT 647	C	OAE001	69.090	11,975.60	143,707.20
	MGMT 647	D	OAE001	72.621	12,587.64	151,051.68
	MGMT 647	E	OAE001	76.331	13,230.71	158,768.48
Intergovern Relations Officer	MGMT 548	B	OAS003	40.133	6,956.39	83,476.64
	MGMT 548	C	OAS003	42.184	7,311.89	87,742.72
	MGMT 548	D	OAS003	44.340	7,685.60	92,227.20
	MGMT 548	E	OAS003	46.605	8,078.20	96,938.40
Intergovern Relations Officer	MGMT 578	A	OAS003	44.340	7,685.60	92,227.20
Legal Operations Manager	MGMT 536	A	OAD002	35.965	6,233.93	74,807.20
	MGMT 536	B	OAD002	37.803	6,552.52	78,630.24
	MGMT 536	C	OAD002	39.735	6,887.40	82,648.80
	MGMT 536	D	OAD002	41.765	7,239.27	86,871.20
	MGMT 536	E	OAD002	43.899	7,609.16	91,309.92
Maintenance Manager	MGMT 578	A	OAD014	44.340	7,685.60	92,227.20
	MGMT 578	B	OAD014	46.605	8,078.20	96,938.40
	MGMT 578	C	OAD014	48.987	8,491.08	101,892.96
	MGMT 578	D	OAD014	51.490	8,924.93	107,099.20
	MGMT 578	E	OAD014	54.121	9,380.97	112,571.68
Maintenance Operations Manager	MGMT 578	A	OAD026	44.340	7,685.60	92,227.20
	MGMT 578	B	OAD026	46.605	8,078.20	96,938.40
	MGMT 578	C	OAD026	48.987	8,491.08	101,892.96
	MGMT 578	D	OAD026	51.490	8,924.93	107,099.20
	MGMT 578	E	OAD026	54.121	9,380.97	112,571.68
Management Analyst	MGMT 501	A	PRO001	30.209	5,236.23	62,834.72
	MGMT 501	B	PRO001	31.753	5,503.85	66,046.24
	MGMT 501	C	PRO001	33.375	5,785.00	69,420.00
	MGMT 501	D	PRO001	35.081	6,080.71	72,968.48
	MGMT 501	E	PRO001	36.873	6,391.32	76,695.84

EXHIBIT A



SALARY SCHEDULE

Park Maintenance Supervisor	MGMT 496	A	SMS001	29.465	5,107.27	61,287.20
	MGMT 496	B	SMS001	30.971	5,368.31	64,419.68
	MGMT 496	C	SMS001	32.553	5,642.52	67,710.24
	MGMT 496	D	SMS001	34.217	5,930.95	71,171.36
	MGMT 496	E	SMS001	35.965	6,233.93	74,807.20
Parks Manager	MGMT 546	A	OAD020	37.803	6,552.52	78,630.24
	MGMT 546	B	OAD020	39.735	6,887.40	82,648.80
	MGMT 546	C	OAD020	41.765	7,239.27	86,871.20
	MGMT 546	D	OAD020	43.899	7,609.16	91,309.92
	MGMT 546	E	OAD020	46.143	7,998.12	95,977.44
Parks, Rec & Cmty Svc Director	MGMT 626	A	OAE009	56.322	9,762.48	117,149.76
	MGMT 626	B	OAE009	59.200	10,261.33	123,136.00
	MGMT 626	C	OAE009	62.225	10,785.67	129,428.00
	MGMT 626	D	OAE009	65.403	11,336.52	136,038.24
	MGMT 626	E	OAE009	68.747	11,916.15	142,993.76
Personnel & Emp Relations Dir	MGMT 627	A	OAE011	56.603	9,811.19	117,734.24
	MGMT 627	B	OAE011	59.496	10,312.64	123,751.68
	MGMT 627	C	OAE011	62.536	10,839.57	130,074.88
	MGMT 627	D	OAE011	65.732	11,393.55	136,722.56
	MGMT 627	E	OAE011	69.090	11,975.60	143,707.20
Personnel Analyst	MGMT 501	A	PRO005	30.209	5,236.23	62,834.72
	MGMT 501	B	PRO005	31.753	5,503.85	66,046.24
	MGMT 501	C	PRO005	33.375	5,785.00	69,420.00
	MGMT 501	D	PRO005	35.081	6,080.71	72,968.48
	MGMT 501	E	PRO005	36.873	6,391.32	76,695.84
Personnel Services Analyst	MGMT 484	A	PRO013	27.754	4,810.69	57,728.32
	MGMT 484	B	PRO013	29.172	5,056.48	60,677.76
	MGMT 484	C	PRO013	30.663	5,314.92	63,779.04
	MGMT 484	D	PRO013	32.230	5,586.53	67,038.40
	MGMT 484	E	PRO013	33.877	5,872.01	70,464.16
Public Information Officer	MGMT 524	A	OAS001	33.877	5,872.01	70,464.16
	MGMT 524	B	OAS001	35.608	6,172.05	74,064.64
	MGMT 524	C	OAS001	37.428	6,487.52	77,850.24
	MGMT 524	D	OAS001	39.340	6,818.93	81,827.20
	MGMT 524	E	OAS001	41.351	7,167.51	86,010.08

EXHIBIT A



SALARY SCHEDULE

Public Works Dir/City Engineer	MGMT 639	A	OAE003	60.093	10,416.12	124,993.44
	MGMT 639	B	OAE003	63.164	10,948.43	131,381.12
	MGMT 639	C	OAE003	66.390	11,507.60	138,091.20
	MGMT 639	D	OAE003	69.782	12,095.55	145,146.56
	MGMT 639	E	OAE003	73.350	12,714.00	152,568.00
Purchasing Officer	MGMT 536	A	OAD017	35.965	6,233.93	74,807.20
	MGMT 536	B	OAD017	37.803	6,552.52	78,630.24
	MGMT 536	C	OAD017	39.735	6,887.40	82,648.80
	MGMT 536	D	OAD017	41.765	7,239.27	86,871.20
	MGMT 536	E	OAD017	43.899	7,609.16	91,309.92
Real Property Coordinator	MGMT 532	A	OAS005	35.255	6,110.87	73,330.40
	MGMT 532	B	OAS005	37.056	6,423.04	77,076.48
	MGMT 532	C	OAS005	38.950	6,751.33	81,016.00
	MGMT 532	D	OAS005	40.940	7,096.27	85,155.20
	MGMT 532	E	OAS005	43.032	7,458.88	89,506.56
Recreation Manager	MGMT 575	A	OAD021	43.681	7,571.37	90,856.48
	MGMT 575	B	OAD021	45.913	7,958.25	95,499.04
	MGMT 575	C	OAD021	48.259	8,364.89	100,378.72
	MGMT 575	D	OAD021	50.725	8,792.33	105,508.00
	MGMT 575	E	OAD021	53.317	9,241.61	110,899.36
Recreation Supervisor	MGMT 497	A	OAS012	29.612	5,132.75	61,592.96
	MGMT 497	B	OAS012	31.125	5,395.00	64,740.00
	MGMT 497	C	OAS012	32.716	5,670.77	68,049.28
	MGMT 497	D	OAS012	34.388	5,960.59	71,527.04
	MGMT 497	E	OAS012	36.145	6,265.13	75,181.60
Redevelopment Administrator	MGMT 604	A	OAD003	50.473	8,748.65	104,983.84
	MGMT 604	B	OAD003	53.052	9,195.68	110,348.16
	MGMT 604	C	OAD003	55.763	9,665.59	115,987.04
	MGMT 604	D	OAD003	58.612	10,159.41	121,912.96
	MGMT 604	E	OAD003	61.607	10,678.55	128,142.56
Redevelopment Project Manager	MGMT 560	A	PRP003	40.535	7,026.07	84,312.80
	MGMT 560	B	PRP003	42.607	7,385.21	88,622.56
	MGMT 560	C	PRP003	44.784	7,762.56	93,150.72
	MGMT 560	D	PRP003	47.073	8,159.32	97,911.84
	MGMT 560	E	PRP003	49.478	8,576.19	102,914.24

EXHIBIT A



SALARY SCHEDULE

Risk Manager	MGMT 573	A	OAD001	43.247	7,496.15	89,953.76
	MGMT 573	B	OAD001	45.457	7,879.21	94,550.56
	MGMT 573	C	OAD001	47.780	8,281.87	99,382.40
	MGMT 573	D	OAD001	50.222	8,705.15	104,461.76
	MGMT 573	E	OAD001	52.787	9,149.75	109,796.96
Sanitation Manager	MGMT 578	A	OAD005	44.340	7,685.60	92,227.20
	MGMT 578	B	OAD005	46.605	8,078.20	96,938.40
	MGMT 578	C	OAD005	48.987	8,491.08	101,892.96
	MGMT 578	D	OAD005	51.490	8,924.93	107,099.20
	MGMT 578	E	OAD005	54.121	9,380.97	112,571.68
Sr & Social Services Manager	MGMT 575	A	OAD009	43.681	7,571.37	90,856.48
	MGMT 575	B	OAD009	45.913	7,958.25	95,499.04
	MGMT 575	C	OAD009	48.259	8,364.89	100,378.72
	MGMT 575	D	OAD009	50.725	8,792.33	105,508.00
	MGMT 575	E	OAD009	53.317	9,241.61	110,899.36
Sr & Social Services Supv	MGMT 515	A	OAS006	32.391	5,614.44	67,373.28
	MGMT 515	B	OAS006	34.046	5,901.31	70,815.68
	MGMT 515	C	OAS006	35.786	6,202.91	74,434.88
	MGMT 515	D	OAS006	37.615	6,519.93	78,239.20
	MGMT 515	E	OAS006	39.537	6,853.08	82,236.96
Sr Accountant	MGMT 507	A	PRA004	31.125	5,395.00	64,740.00
	MGMT 507	B	PRA004	32.716	5,670.77	68,049.28
	MGMT 507	C	PRA004	34.388	5,960.59	71,527.04
	MGMT 507	D	PRA004	36.145	6,265.13	75,181.60
	MGMT 507	E	PRA004	37.992	6,585.28	79,023.36
Sr Building & Safety Inspector	MGMT 502	A	OAI002	30.359	5,262.23	63,146.72
	MGMT 502	B	OAI002	31.910	5,531.07	66,372.80
	MGMT 502	C	OAI002	33.541	5,813.77	69,765.28
	MGMT 502	D	OAI002	35.255	6,110.87	73,330.40
	MGMT 502	E	OAI002	37.056	6,423.04	77,076.48
Sr Civil Engineer	MGMT 574	A	PRE001	43.464	7,533.76	90,405.12
	MGMT 574	B	PRE001	45.685	7,918.73	95,024.80
	MGMT 574	C	PRE001	48.019	8,323.29	99,879.52
	MGMT 574	D	PRE001	50.473	8,748.65	104,983.84
	MGMT 574	E	PRE001	53.052	9,195.68	110,348.16

EXHIBIT A



SALARY SCHEDULE

Sr Mgmt Analyst	MGMT 536	A	PRO004	35.965	6,233.93	74,807.20
	MGMT 536	B	PRO004	37.803	6,552.52	78,630.24
	MGMT 536	C	PRO004	39.735	6,887.40	82,648.80
	MGMT 536	D	PRO004	41.765	7,239.27	86,871.20
	MGMT 536	E	PRO004	43.899	7,609.16	91,309.92
Sr Mgmt Analyst/Budget Analyst	MGMT 536	A	PRO007	35.965	6,233.93	74,807.20
	MGMT 536	B	PRO007	37.803	6,552.52	78,630.24
	MGMT 536	C	PRO007	39.735	6,887.40	82,648.80
	MGMT 536	D	PRO007	41.765	7,239.27	86,871.20
	MGMT 536	E	PRO007	43.899	7,609.16	91,309.92
Sr Planner	MGMT 552	A	PRP004	38.950	6,751.33	81,016.00
	MGMT 552	B	PRP004	40.940	7,096.27	85,155.20
	MGMT 552	C	PRP004	43.032	7,458.88	89,506.56
	MGMT 552	D	PRP004	45.231	7,840.04	94,080.48
	MGMT 552	E	PRP004	47.543	8,240.79	98,889.44
Sr Sanitation Supervisor	MGMT 465	A	OAD028	25.247	4,376.15	52,513.76
	MGMT 465	B	OAD028	26.537	4,599.75	55,196.96
	MGMT 465	C	OAD028	27.893	4,834.79	58,017.44
	MGMT 465	D	OAD028	29.318	5,081.79	60,981.44
	MGMT 465	E	OAD028	30.816	5,341.44	64,097.28
Sr Structural Rehab Spec	MGMT 502	A	OAI010	30.359	5,262.23	63,146.72
	MGMT 502	B	OAI010	31.910	5,531.07	66,372.80
	MGMT 502	C	OAI010	33.541	5,813.77	69,765.28
	MGMT 502	D	OAI010	35.255	6,110.87	73,330.40
	MGMT 502	E	OAI010	37.056	6,423.04	77,076.48
Sr Technical Services Manager	MGMT 585	A	TCS004	45.913	7,958.25	95,499.04
	MGMT 585	B	TCS004	48.259	8,364.89	100,378.72
	MGMT 585	C	TCS004	50.725	8,792.33	105,508.00
	MGMT 585	D	TCS004	53.317	9,241.61	110,899.36
	MGMT 585	E	TCS004	56.041	9,713.77	116,565.28
Street & Tree Maintenance Supv	MGMT 519	A	SMS013	33.044	5,727.63	68,731.52
	MGMT 519	B	SMS013	34.732	6,020.21	72,242.56
	MGMT 519	C	SMS013	36.507	6,327.88	75,934.56
	MGMT 519	D	SMS013	38.373	6,651.32	79,815.84
	MGMT 519	E	SMS013	40.334	6,991.23	83,894.72

EXHIBIT A



SALARY SCHEDULE

Street Maintenance Supervisor	MGMT 517	A	OAD011	32.716	5,670.77	68,049.28
	MGMT 517	B	OAD011	34.388	5,960.59	71,527.04
	MGMT 517	C	OAD011	36.145	6,265.13	75,181.60
	MGMT 517	D	OAD011	37.992	6,585.28	79,023.36
	MGMT 517	E	OAD011	39.933	6,921.72	83,060.64
Systems Development Manager	MGMT 570	A	TCS009	42.607	7,385.21	88,622.56
	MGMT 570	B	TCS009	44.784	7,762.56	93,150.72
	MGMT 570	C	TCS009	47.073	8,159.32	97,911.84
	MGMT 570	D	TCS009	49.478	8,576.19	102,914.24
	MGMT 570	E	TCS009	52.006	9,014.37	108,172.48
Technical Services Manager	MGMT 570	A	TCS003	42.607	7,385.21	88,622.56
	MGMT 570	B	TCS003	44.784	7,762.56	93,150.72
	MGMT 570	C	TCS003	47.073	8,159.32	97,911.84
	MGMT 570	D	TCS003	49.478	8,576.19	102,914.24
	MGMT 570	E	TCS003	52.006	9,014.37	108,172.48
Traffic Engineer	MGMT 545	A	TCS010	37.615	6,519.93	78,239.20
	MGMT 545	B	TCS010	39.537	6,853.08	82,236.96
	MGMT 545	C	TCS010	41.557	7,203.21	86,438.56
	MGMT 545	D	TCS010	43.681	7,571.37	90,856.48
	MGMT 545	E	TCS010	45.913	7,958.25	95,499.04
Traffic Engineering Manager	MGMT 545	A	TCS007	37.615	6,519.93	78,239.20
	MGMT 545	B	TCS007	39.537	6,853.08	82,236.96
	MGMT 545	C	TCS007	41.557	7,203.21	86,438.56
	MGMT 545	D	TCS007	43.681	7,571.37	90,856.48
	MGMT 545	E	TCS007	45.913	7,958.25	95,499.04
Transit Operations Analyst	MGMT 501	A	PRO014	30.209	5,236.23	62,834.72
	MGMT 501	B	PRO014	31.753	5,503.85	66,046.24
	MGMT 501	C	PRO014	33.375	5,785.00	69,420.00
	MGMT 501	D	PRO014	35.081	6,080.71	72,968.48
	MGMT 501	E	PRO014	36.873	6,391.32	76,695.84
Transit Operations Manager	MGMT 566	A	OAS014	41.765	7,239.27	86,871.20
	MGMT 566	B	OAS014	43.899	7,609.16	91,309.92
	MGMT 566	C	OAS014	46.143	7,998.12	95,977.44
	MGMT 566	D	OAS014	48.501	8,406.84	100,882.08
	MGMT 566	E	OAS014	50.979	8,836.36	106,036.32

EXHIBIT A



SALARY SCHEDULE

Transportation Director	MGMT 657	A	OAE012	65.732	11,393.55	136,722.56
	MGMT 657	B	OAE012	69.090	11,975.60	143,707.20
	MGMT 657	C	OAE012	72.621	12,587.64	151,051.68
	MGMT 657	D	OAE012	76.331	13,230.71	158,768.48
	MGMT 657	E	OAE012	80.232	13,906.88	166,882.56
Treasury Division Manager	MGMT 552	A	OAD007	38.950	6,751.33	81,016.00
	MGMT 552	B	OAD007	40.940	7,096.27	85,155.20
	MGMT 552	C	OAD007	43.032	7,458.88	89,506.56
	MGMT 552	D	OAD007	45.231	7,840.04	94,080.48
	MGMT 552	E	OAD007	47.543	8,240.79	98,889.44
Tree Maintenance Supervisor	MGMT 496	A	SMS011	29.465	5,107.27	61,287.20
	MGMT 496	B	SMS011	30.971	5,368.31	64,419.68
	MGMT 496	C	SMS011	32.553	5,642.52	67,710.24
	MGMT 496	D	SMS011	34.217	5,930.95	71,171.36
	MGMT 496	E	SMS011	35.965	6,233.93	74,807.20
Veterans Complex Supervisor	MGMT 479	A	OAS011	27.072	4,692.48	56,309.76
	MGMT 479	B	OAS011	28.455	4,932.20	59,186.40
	MGMT 479	C	OAS011	29.909	5,184.23	62,210.72
	MGMT 479	D	OAS011	31.437	5,449.08	65,388.96
	MGMT 479	E	OAS011	33.044	5,727.63	68,731.52

CODE ENFORCEMENT SUPERVISOR

DEFINITION

The occupant of this position is in the classified service. This management position [REDACTED] leads and participates in the work of [REDACTED] Code Enforcement Officers engaged in municipal code including, but not limited to the following: sign code; building and zoning code; [REDACTED]; property maintenance, and noise, and animals complaints.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the [REDACTED] City Attorney. The position is responsible for supervising the Code Enforcement Officers, Land Use Compliance Specialist, and other [REDACTED] professional, technical and clerical personnel.

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. Assures prompt response to complaints of municipal code violations, as well as directs timely inspection of all residential and commercial properties to ensure compliance with local laws, codes, and ordinances.
2. Reviews and suggests revisions of the Municipal Code to the [REDACTED] City Attorney [REDACTED] to [REDACTED] maintain codes and regulations that are up-to-date and conform with all federal, state, and local requirements.
3. Effectively plans, schedules, and controls the utilization of time by Code Enforcement Officers, and the Land Use Compliance Specialist [REDACTED] to [REDACTED] reduce the amount of time spent in the [REDACTED] office. Assures the timely and productive scheduling of staff to accomplish both field and office work.
4. Provides informed and skilled technical assistance and advice to planners, code enforcement staff, and homeowners [REDACTED] on matters pertaining to code enforcement, zoning regulations, local ordinances, procedures, and appeal rights.
5. Generates a monthly reports for the [REDACTED] City Attorney regarding code enforcement actions and workload, and maintains various work records related to the development of such a report.
6. Maintains quality control of the work of code enforcement [REDACTED] staff by making spot checks of the staff in the field, reviewing and evaluating workload and staff assignments. Coordinates training of code-enforcement [REDACTED] staff to ensure the staff keeps informed of changing regulations, ordinances, and laws relating to law enforcement procedures.

[REDACTED]

November 2006
November 2006

November 1998

8. Responds to and resolves complaints from citizens including investigations to determine responsibility for the problem and methods of resolving the problem.
9. Maintains a competent and motivated work force by selecting, disciplining, motivating, training, and evaluating subordinate staff.
10. Ensures that ~~Develops policies and procedures to improve code enforcement~~ [REDACTED] activities such as public education, appeal procedures, testimonial procedures, and report writing.
11. Performs the more difficult and complex code enforcement inspections to assure local properties conform to all applicable [REDACTED] state and local ordinances, codes, and regulations.
12. Studies changes in code provisions, ~~federal and~~ state laws and legal procedures to keep current in enforcement skills. ~~Maintains a current and thorough working knowledge of relevant codes and standards, and is able to correctly interpret and apply them.~~
13. Works with the [REDACTED] City Prosecutor to ensure cases that proceed to prosecution are properly documented and testimony and evidence [REDACTED] is properly presented.
- [REDACTED]
15. Leads and participates in the work of code enforcement ~~services~~ staff including: determining work procedures, assigning duties, training, assisting in solving work problems, enforcing City regulations and policies, and promoting work efficiency.
- [REDACTED]
17. Maintains a current and thorough working knowledge of municipal codes and city policies and is able to correctly interpret and apply them.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- . Building, electrical, plumbing, mechanical, and fire codes and zoning ordinances [REDACTED]
- . Pertinent [REDACTED] state, municipal codes, and ordinances [REDACTED] enforced by the City.
- . Principles and techniques of code inspection, [REDACTED] legal procedures, report writing, appellate procedures, evidence presentation, [REDACTED] prosecution procedures, and principles of supervision.

Skill and Ability to:

- . Provide technical supervision and training.
- . ~~Supervise and instruct subordinate personnel.~~
- . Analyze the flow of work for maximum effectiveness.
- . Prepare clear and concise written reports.
- . ~~Deal tactfully and effectively with fellow employees and the general public.~~
- . Research and study the various municipal codes, and laws and ordinances with emphasis on code enforcement.
- . Communicate clearly and effectively both orally and in writing.
- . [REDACTED] Maintain effective working relationships with [REDACTED] and the public, supervisors, and fellow employees.
- . Conduct field inspections.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license may be required if assigned to drive.
[REDACTED] POST certification was [REDACTED]

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:

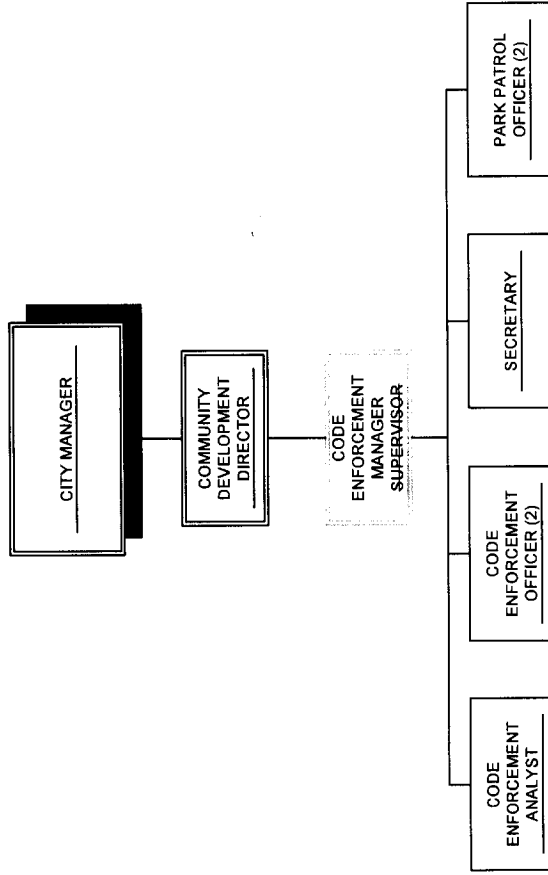
[REDACTED] graduation from the twelfth grade and a minimum of [REDACTED] two (2) years of [REDACTED] experience
[REDACTED] as a [REDACTED] Code Enforcement [REDACTED] or [REDACTED] Police
Officer [REDACTED]

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
 - Require the mobility to stand, stoop, reach, and bend.
 - Require the ability to stand for long periods.
 - Require the ability to walk long distances.
 - ~~May be required to work in inclement weather.~~
- [REDACTED]

COMMUNITY DEVELOPMENT DEPARTMENT
ENFORCEMENT SERVICES DIVISION

ATTACHMENT 3



FISCAL YEAR 2007-2008

DRAFT

**UNOFFICIAL MINUTES OF
REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CITY OF CULVER CITY, CALIFORNIA**

November 7, 2007
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:05 P.M.

Present: Chair Sandy Stivers
Vice Chair Michael Whitaker
Commissioner Vincent Motyl
Commissioner Sharon Zeitlin

Absent: Commissioner Dan Gallagher

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Action Items (EXCERPT)

Item A-2

**CODE ENFORCEMENT SUPERVISOR: REVISED CLASSIFICATION SPECIFICATION
AND REVISED RECRUITMENT BULLETIN**

Serena Wright, Personnel & Employee Relations Director, and Amy Webber, Personnel Analyst, provided an overview of the staff report in support of the item. Discussion ensued with Ms. Wright, Ms. Webber, and Sol Blumenfeld, Community Development Director, responding to questions raised by Commissioners.

Commissioner Whitaker expressed concern in regards to the assignment of park patrol to the Enforcement Services Division.

FOLLOWING DISCUSSION, IT WAS MOVED BY COMMISSIONER ZEITLIN, SECONDED BY COMMISSIONER MOTYL AND CARRIED 3-1, THAT THE CIVIL SERVICE COMMISSION APPROVE ACTION ITEM A-7.

AYES: Commissioners Motyl, Stivers and Zeitlin
NOES: Commissioner Whitaker
ABSTAIN: None
ABSENT: Commissioner Gallagher

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