

MEETING DATE: 07/28/08

AGENDA ITEM: 1) Approval of the New Classification Specification for Emergency Preparedness Coordinator; and 2) Adoption of a Resolution Revising the Classification and Salary Plan to Include the Position of Emergency Preparedness Coordinator and Rescinding Resolution No 2008-R010.

ATTACHMENTS

	<u>Pages</u>
1. Resolution and Exhibit A	1 – 13
2. Classification Specification for Emergency Preparedness Coordinator	14 – 16
3. Organizational Chart for the Fire Department	17
4. Meeting Minutes from the Civil Service Commission on 07/02/08	18

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

- APPROVED and ADOPTED this _____ day of _____ 2008.

APPROVED AS TO FORM:

CAROL A. SCHWAB
City Attorney



SALARY SCHEDULE

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
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



SALARY SCHEDULE

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
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



SALARY SCHEDULE

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
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
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



SALARY SCHEDULE

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
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



SALARY SCHEDULE

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
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
Emergency Preparedness Coord	MGMT	524	A		33.877	5,872.01	70,464.16
	MGMT	524	B		35.608	6,172.05	74,064.64
	MGMT	524	C		37.428	6,487.52	77,850.24
	MGMT	524	D		39.340	6,818.93	81,827.20
	MGMT	524	E		41.351	7,167.51	86,010.08
Enforcement Services Manager	MGMT	516	A	OAD029	32.553	5,642.52	67,710.24
	MGMT	516	B	OAD029	34.217	5,930.95	71,171.36
	MGMT	516	C	OAD029	35.965	6,233.93	74,807.20
	MGMT	516	D	OAD029	37.803	6,552.52	78,630.24
	MGMT	516	E	OAD029	39.735	6,887.40	82,648.80
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
Environmental Prog & Ops Mgr	MGMT	597	A	OAD030	48.743	8,448.79	101,385.44
	MGMT	597	B	OAD030	51.234	8,880.56	106,566.72
	MGMT	597	C	OAD030	53.852	9,334.35	112,012.16
	MGMT	597	D	OAD030	56.603	9,811.19	117,734.24
	MGMT	597	E	OAD030	59.496	10,312.64	123,751.68
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



SALARY SCHEDULE

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
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



SALARY SCHEDULE

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
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
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	A	OAS003	38.182	6,618.21	79,418.56
		548	B	OAS003	40.133	6,956.39	83,476.64
		548	C	OAS003	42.184	7,311.89	87,742.72
		548	D	OAS003	44.340	7,685.60	92,227.20
		548	E	OAS003	46.605	8,078.20	96,938.40
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



SALARY SCHEDULE

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
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
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



SALARY SCHEDULE

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
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
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



SALARY SCHEDULE

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
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
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



SALARY SCHEDULE

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
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 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
Solid Waste & Recy Ops Supv	MGMT	519	A	OAD028	33.044	5,727.63	68,731.52
	MGMT	519	B	OAD028	34.732	6,020.21	72,242.56
	MGMT	519	C	OAD028	36.507	6,327.88	75,934.56
	MGMT	519	D	OAD028	38.373	6,651.32	79,815.84
	MGMT	519	E	OAD028	40.334	6,991.23	83,894.72
Street Maintenance Supervisor	MGMT	519	A	SMS014	33.044	5,727.63	68,731.52
		519	B	SMS014	34.732	6,020.21	72,242.56
		519	C	SMS014	36.507	6,327.88	75,934.56
		519	D	SMS014	38.373	6,651.32	79,815.84
		519	E	SMS014	40.334	6,991.23	83,894.72
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



SALARY SCHEDULE

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
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
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

EMERGENCY PREPAREDNESS COORDINATOR

DEFINITION

This classification is in the classified service. The positions assigned to this management classification are responsible for performing complex professional and administrative work related to planning and coordinating City emergency operations and disaster services, including: training staff; updating policies and plans; serving as a liaison; and coordinating and training disaster volunteers.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the Assistant Fire Chief. Responsibilities may include the supervision of lower level professional, technical, clerical staff and volunteers.

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. Develops, maintains and updates the City's Multihazard Functional Plan in accordance with applicable state and federal laws.
2. Develops, coordinates and maintains a comprehensive emergency preparedness and hazard mitigation plan to assure emergency response capabilities involving all City departments.
3. Develops, coordinates and trains the emergency operations team in standard emergency operations and procedures.
4. Provides assistance, guidance and coordination to all City departments and support organizations in the development of individual emergency preparedness response, recovery plans and standard operating procedures.
5. Acts as the liaison for the City and coordinates emergency services planning and education between the City, local schools, adjacent jurisdictions, utilities, volunteer organizations, local private businesses, and other governmental agencies.
6. Coordinates the planning of the City's emergency service drills and exercises, utilizing the City's Multihazard Functional Plan.
7. Develops and coordinates disaster preparedness training and educational information for residents, community groups and members of the local business community.
8. Evaluates and coordinates the City-wide disaster communications systems to ensure that communications systems are available during an emergency.
9. Administers, prepares and submits all City related disaster claims for relief and reimbursement to the State of California Governor's Office of Emergency Services (OES) and the Federal Emergency Management Agency (FEMA), in compliance with applicable laws and regulations as a result of disaster declarations affecting the City.
10. Facilitates the proper and accurate documentation of all necessary records and reports pertaining to any Emergency Operations Center (EOC) activation, and ensures all phases of

emergency management (preparation, response, recovery and mitigation) will be performed in compliance with OES and/or FEMA public assistance programs.

11. Makes effective verbal presentations and written reports for the City Council, boards and commissions, staff, intergovernmental and citizen groups. Develops and presents ideas and issues in a convincing verbal and written manner.
12. Keeps the department head informed of problems and issues within the department and within overall City operations of which their department head may not be aware.
13. Maintains effective and continuing rapport with other governmental units. Effectively represents Culver City on issues of importance to the City.
14. Plans, organizes and prepares budgets. Evaluates the annual budget request against goals established for the division and revenue projections. Recommends changes in division requests to department head.
15. Researches, applies for, and manages available grant funds from public and private sources to support the Emergency Preparedness Division work programs.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Practices of emergency management and response procedures.
- Principles of disaster planning.
- State and federal laws and regulations pertaining to disaster planning and emergency operations.
- Operational characteristics of communication systems.
- Principles and practices of organization review, analysis and public administration.
- Principles, method, and practices of municipal finance, budgeting and accounting.
- Project planning and management.

Skill and Ability to:

- Plan, develop and coordinate City's emergency preparedness program.
- Communicate clearly and concisely both in verbal and written form.
- Establish and maintain an effective working relationship with others.
- Operates a personal computer and related software.
- Prepare complete and accurate written reports, documents and correspondence.
- Prepare an annual budget.
- Design and implement comprehensive and effective community operation plans and emergency preparedness drills.
- Train volunteers and staff in assigned duties.
- Orally present ideas, recommendations, and trainings.
- Complete grant applications and manage grant funds.
- Provide effective customer service.

LICENSE AND CERTIFICATES

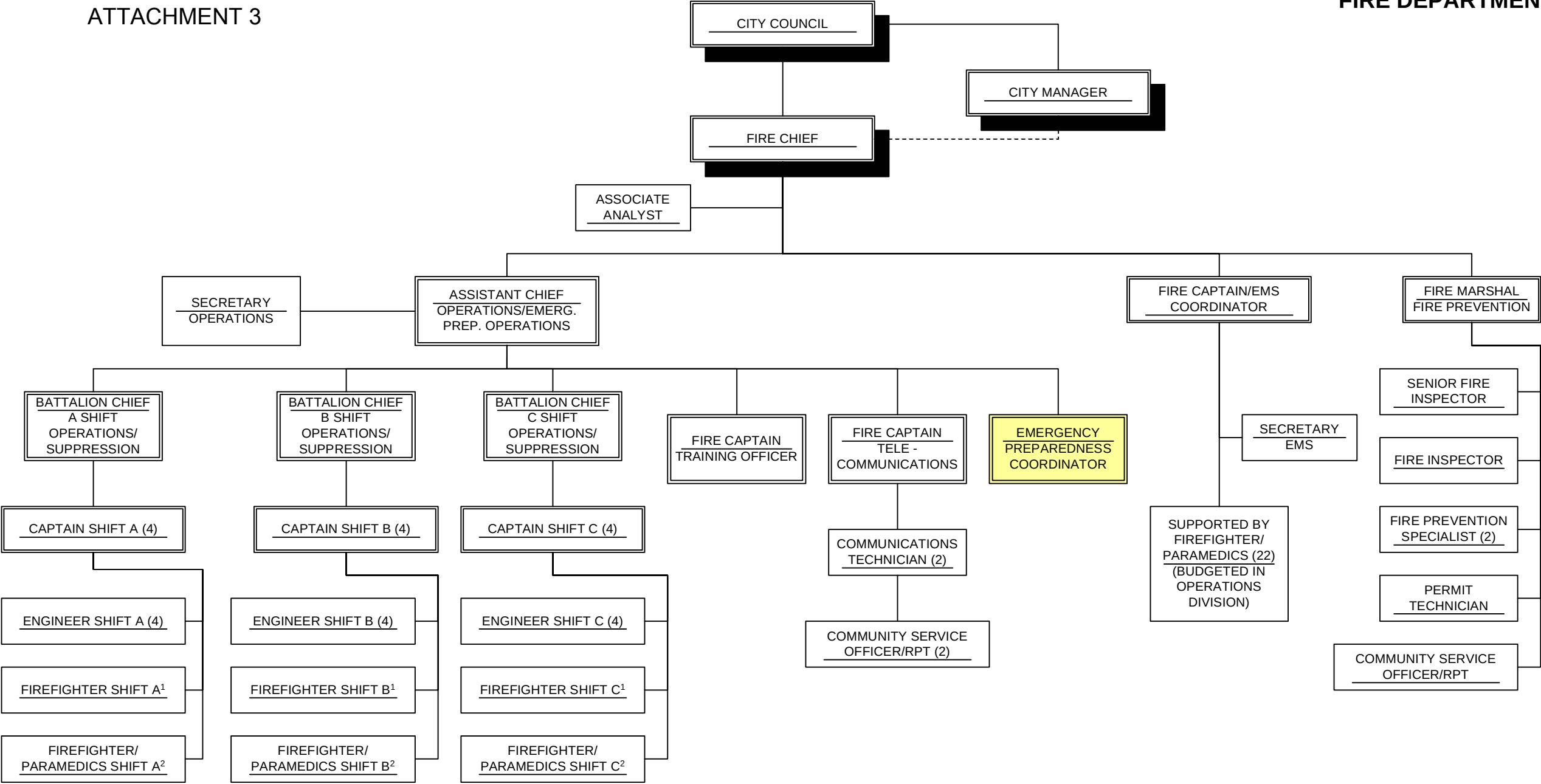
Possession of a valid California Class C driver's license. Completion of training coursework offered by Emergency Management Institute (EMI) and/or National Incident Management System (NIMS) Incident Command System (ICS) series is preferred.

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: a Bachelor's Degree from an accredited college or university in Public Administration or related field and three years experience in program development, coordination and/or administration in a public or private agency, preferably in emergency management.

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.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Require vision (which may be corrected) to read small print.
- Is subject to office and outside environmental conditions.
- May be required to work in inclement weather.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings, weekends or holidays.



¹ 5 FIREFIGHTERS total; numbers vary with shift assignments.
² 22 FIREFIGHTER/PARAMEDICS total; numbers vary with shift assignments.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CITY OF CULVER CITY, CALIFORNIA

July 2, 2008
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 Dan Gallagher
Commissioner Vincent Motyl
Commissioner Sharon Zeitlin

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Action Items (EXCERPT)

Item A-2

**NEW CLASSIFICATION SPECIFICATION AND NEW OPEN & COMPETITIVE
RECRUITMENT BULLETIN: EMERGENCY PREPAREDNESS COORDINATOR**

Amy Webber, Human Resources Analyst, gave an overview of the staff report. Chris Sellers, Assistant Fire Chief, responded to questions from the Commission.

IT WAS MOVED BY COMMISSIONER MOTYL, SECONDED BY COMMISSIONER GALLAGHER AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE ACTION ITEM A-2.

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