

**City of Culver City, California
Agenda Item Report**

Meeting Date: 08/08/2011		Item Number: <u>A-1</u>	
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Approving and Adopting Amendments to Civil Service Rules 2, 3, 7, 12 and 15 as Recommended by the Civil Service Commission.			
Contact Person/Dept.: Serena Wright		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Commission Action Required: Yes ☒ No ☐		Dates: June 1, 2011	
Civil Service Commission			
Public Notification: (E-Mail) Agenda and Meetings – City Council (08/03/11); Culver City Management Group (08/03/2011); Culver City Management Group (08/03/2011); Culver City Management Group (08/03/2011); Culver City Management Group (08/03/2011); Culver City Management Group (08/03/2011); Culver City Management Group (08/03/2011)			
Department Approval: Serena Wright (07/27/11)		City Attorney Approval: Carol Schwab (by H. Baker) (08/01/11)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (08/03/11)		City Manager Approval: John M. Nachbar (08/03/11)	
<u>RECOMMENDATION:</u> Staff recommends the City Council adopt a Resolution approving and adopting amendments to Civil Service Rules 2, 3, 7, 12 and 15, as recommended by the Civil Service Commission. <u>BACKGROUND:</u> After approval by voters of the new City Charter (Charter) on April 11, 2006, the City Council directed staff to provide implementation procedures to bring all City codes, rules and policies into compliance with the new Charter. Over the past five years, City staff and City Council and Commission subcommittee members have met to review and discuss the role and responsibility of City commissions. The framework for the discussions of the Civil Service Commission (Commission) centered on the compatibility of the Commission's duties and powers under the Charter, particularly as it related to the new Council-Manager form of government. Staff's goal was to present recommendations that maintain the integrity of the civil service system, protect the Commission's vital role as a neutral hearing body, and allow the City's employment processes to continue in a manner that is efficient and in the best interest of City employees.			

City of Culver City, California
Agenda Item Report

DISCUSSION:

Over the past several months staff has met with the Commission to review and discuss the Commission's role and duties as outlined in the Charter, Culver City Municipal Code and Civil Service Rules. At those meetings, recommendations were made to amend Civil Service Rules 2, 3, 7, 12 and 15 that, in summary:

- Clarify the Commission's role as an advisory body to City Council on matters pertaining to the civil service system
- Provide for the Commission to be the final arbiter on disciplinary and grievance appeals
- Provide for the Commission to have final approval on new and revised job classification specifications
- Modify the Commission's role in relation to the employee recognition program

On June 1, 2011 the Commission held a public hearing and ultimately, through majority vote, approved staff recommendations to amend Civil Service Rules 2, 3, 7, 12 and 15. The Commission's recommendations are being provided to City Council tonight for consideration of approval and adoption in accordance with Civil Service Rule 17.3 (a) (6).

The amendments to Civil Service Rules 2, 3, 7, 12 and 15 are set forth in Exhibit "A" to the proposed Resolution. These changes are consistent with City Council discussion and action regarding the roles of city commissions on June 27, 2011.

FISCAL ANALYSIS:

Adoption of these recommendations will streamline operations and is expected to result in an indirect cost savings in staff time.

ATTACHMENTS:

1. Proposed Resolution
2. Revised Civil Service Rules

MOTION:

That the City Council:

Adopt a Resolution approving amendments to Civil Service Rules 2, 3, 7, 12 and 15 as recommended by the Civil Service Commission.