

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 02/11/08		Item Number: <u>A-7</u>	
AGENDA ITEM: 1) Approval of the Revised Classification Specification for Sanitation Manager (Environmental Programs and Operations Manager); and 2) Adoption of a Resolution Adopting a Revised Classification and Salary Plan to Include the Position of Environmental Programs and Operations Manager and Rescinding Resolution No 2007-R064.			
Contact Person/Dept.: Amy Webber		Phone Number: 310-253-5652	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List, Culver City Management Group on 01/09/08			
Department Approval: Serena Wright (02/04/08)		City Attorney Approval: Carol Schwab (by H. Baker) (02/06/08)	
Fiscal Impact Review: Jeff Muir (by M. Noller) (02/05/08)		City Manager Approval: Jerry B. Fulwood (02/06/08)	
<u>RECOMMENDATION</u> Staff recommends the City Council 1) approve the revised classification specification for Sanitation Manager (Environmental Programs and Operations Manager), and 2) adopt a Resolution adopting a revised classification and salary plan for sanitation manager to include the position of environmental programs and operations manager and rescinding Resolution No 2007-R064. <u>BACKGROUND</u> Until recently, the responsibilities for the City's Environmental Programs were shared amongst various departments. To improve operations, the City Manager recommended and the City Council approved the creation of an Environmental Programs Section in the Public Works Department as part of the adoption of the Fiscal Year 2007-08 Budget. The new Section consolidated all environmental programs (including wastewater, stormwater, and solid waste operations) under one division within the existing Public Works Department Sanitation Division. The motivation behind this decision was to provide one position with the direct oversight responsibility of coordinating all the City's environmental programs and assuring the City's compliance with all regulatory mandates.			

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Human Resources Department staff met with the Public Works Director to develop a classification specification that will address the responsibilities of the newly created Environmental Programs and Operations Division. The existing Sanitation Manager classification specification has been revised to meet the needs of the division (Attachment 2).

DISCUSSION

Title Change

To reflect the approved budgetary changes, staff is recommending a title change from Sanitation Manager to Environmental Programs & Operations Manager. This new title more accurately represents the responsibility and duties required of the classification.

Essential Functions

The classification has been modified to reflect the new duties and responsibilities associated with the oversight of the City's wastewater, stormwater and environmental programs. This position will continue to oversee the general solid waste operations, such as the major strategic planning and budget work plans.

In addition, the supervision exercised by this classification now reflects the broad scope of classification types this position may supervise.

Minimum Requirements

The minimum knowledge, skills and ability, training and experience has been revised to reflect the necessary skill set that an incumbent must possess in order to successfully perform the essential duties of this job. These revisions include:

- A broadened scope of acceptable undergraduate degrees that would provide sufficient knowledge and education and the reference to the desirability for a master's degree.
- Clarification on the type of qualifying experience that covers program and policy development, analysis and management of a service business or governmental enterprise.
- Knowledge of procedures, standards, and trends for wastewater, stormwater and environmental programs.
- Knowledge of laws and regulations governing wastewater, stormwater and environmental programs.

Additionally, language throughout the classification specification has been revised to reflect current terminology.

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The Civil Service Commission approved the revised classification specification for Sanitation Manager at the December 5, 2007 meeting (Attachment 4).

FISCAL ANALYSIS

The salary for Environmental Programs & Operations Manager has been previously approved at range 597. Sufficient funding was included in the Public Works Department's adopted 2007-08 budget to accommodate this change.

ATTACHMENTS

1. Resolution
2. Revised Classification Specification for Sanitation Manager
3. Organizational Chart for the Public Works Department, Environmental Programs & Operations Division
4. Meeting Minutes for Civil Service Commission date 12/5/07

MOTION

That the City Council:

1. Approve the revised classification specification for Sanitation Manager (Environmental Programs and Operations Manager); and
2. Adopt a Resolution adopting a revised classification and salary plan to include the position of environmental programs and operations manager and rescinding Resolution No 2007-R064.