

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 12/11/06	Item Number: <u>A-6</u>
AGENDA ITEM: Approval of the Classification Specification for Parks Manager.	
Contact Person/Dept.: Mary Ortiz	Phone Number: 310-253-5650
Fiscal Impact: Yes ☐ No ☒ [X]	General Fund: Yes ☐ No ☐
Public Hearing: ☐	Action Item: ☒ [x] Attachments: ☒ [x]
Public Notification: Master Notification List and Culver City Employees Association on December 1, 2006.	
Department Approval: Serena Wright (12/01/2006)	City Manager Approval: Jerry B. Fulwood (12/07/2006)
City Controller Approval: Marlee Chang (12/07/2006)	

RECOMMENDATION

Staff recommends the City Council approve the revised classification specification for Parks Manager.

BACKGROUND

In light of an expected retirement that would cause the creation of a vacancy in the Parks Manager classification, an audit of the classification specification was conducted. The Personnel Department staff worked closely with the Parks, Recreation, and Community Services Department Director as well as with the current occupant of the classification to evaluate the classification specification in light of the current needs of the department. It was determined that the classification specification gave an adequate depiction of the duties and responsibilities associated with the position; however, it was evident that some revisions would be beneficial.

The Civil Service Commission approved the revised classification specification for Parks Manager at the December 6, 2006 meeting.

DISCUSSION

The Parks Manager classification specification has been updated to clarify some of the essential duties, the working conditions, and minimum skill and ability required for the job. In addition, the type of experience required for the job has been changed from maintenance to supervisory given the level of supervision exercised by this position over personnel, programs, projects, and operations.

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FISCAL ANALYSIS

There is no salary adjustment for this proposed item.

ATTACHMENT(S)

1. Revised Classification Specification for Parks Manager.

MOTION

That the City Council:

Approve the revised classification specification for Parks Manager.